

OTTAWA VALLEY
(CHAPTER)

ATTENDANCE:	
MEMBERS	<u>22</u>
VISITORS	<u>9</u>
TOTAL	<u>31</u>

B. Stotesbury
PRES.

AMERICAN SOCIETY OF HEATING
AND VENTILATING ENGINEERS

TOTAL NO. CHAPTER MEMBERS ON ROLL _____

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A CHECK LIST OF ITEMS
TO BE REPORTED

1. PRESIDING OFFICER
2. CALL TO ORDER
(TIME & PLACE)
3. ROLL CALL
4. APPROVAL OF MINUTES
5. REPORTS
6. ELECTION
MEMBERS
OFFICERS
7. OLD BUSINESS
8. NEW BUSINESS
9. SPEAKER
(TITLE)
(BUS.)
(CITY)
SUBJECT
10. DISCUSSION
11. MOTIONS
12. RESOLUTIONS
13. OTHER FEATURES
- ADJOURNMENT

The meeting was held in the dining room of the Prescott Hotel and following the dinner, the President, B. Stotesbury, introduced the members. The visitors were Messrs. Robert L. Collins, John Munro, S. Smith, A. Lawson, M. Chomyn, A. Burrell and H. Nault, all from Ottawa and H. G. Murray and Fred Phipps from the Montreal Chapter.

After a brief recess, the previous minutes were read, after the President called for any errors or omissions, a motion was made by E. Barber, seconded by C. Watson "that the minutes be accepted" carried. Due to the absence of the Treasurer, their was no financial report. In old business, the President stated that the Board of Governors unanimously agreed that "the local dues remain at five dollars, dinner two dollars and the plate to be passed for the gratuities". In connection with every member calling someone on the executive if they were attending the dinner, the President stated that in future, the Attendance Committee would call the members the day before the meeting. In new business, the members received cards to be filled out for the Kardex system. After a brief discussion, a motion was made by C. Watson, seconded by J. Messiah "that the vice-president, George Ostiguay be our representative at the Chicago Exposition and Meeting, January 26-30". A motion by E. Schoenherr, seconded by P. Place "that Wm. Robinson be alternate to the Exposition and Meeting". A motion by E. Barber "that nominations be closed" was seconded by N. Howes. The motion was then brought to a vote and passed unanimously. A copy of "Steam or Hot Water" was distributed to the members.

A copy of the draft of the Constitution and By-Laws was handed to each member and G. Ostiguay went over each item, and finally stated that each member was to go over the draft and at the next meeting any changes or corrections where to be made and then passed for acceptance and sent to Headquarters for final approval.

The president then stated that the Board of Governors had decided that the December meeting to consist of a short business meeting and the remainder a Christmas Social.

Each member to bring a child's toy not exceeding one dollar to be given to the unfortunate children in Ottawa. Programme to be in charge of the Entertainment Committee.

A suggestion from the floor stated that in the future, the Chapter might have school meetings for members wishing to learn the fundamentals of heating and ventilating and air conditioning.

A motion by L. Greenough, seconded by N. Howes "that the business meeting adjourn" carried.

After a brief recess, a coloured and sound film "Service Unseen" by the Carrier Corporation, was enjoyed by all. The picture started out with Mr. Carrier walking down the road in a dense fog and with his thoughts on helping the industry by doing something with the air especially in the weaving and knitting mills. The film ended up with showing that this had been achieved, by composition, temperature, humidity and moisture to produce the desired effects upon people and materials.

The President then thanked John McCaughey for the loan of the projector and Roy Soderlind, the local representative of Carrier's, **FOR THE FILM.**

R. Greenough