

COMPILED BY N. J. Howes  
BY \_\_\_\_\_  
SECY.

MINUTES OF  
OTTAWA VALLEY

MEETING DATE Dec. 18th. 19 53

G. Ostiguy  
PRES.

(CHAPTER)

ATTENDANCE:  
MEMBERS \_\_\_\_\_  
VISITORS \_\_\_\_\_  
TOTAL \_\_\_\_\_

AMERICAN SOCIETY OF HEATING  
AND VENTILATING ENGINEERS

TOTAL NO. CHAPTER MEMBERS ON ROLL \_\_\_\_\_

RETAIN WHITE COPY FOR CHAPTER FILE

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

In place of the regular supper meeting, the December meeting of the Chapter was in the form of a Ladies evening, and each member brought a gift for a child to be donated to the Children's Aid Society.

After a most enjoyable supper, John Massiah led the members and lady guests in a sing song.

Don Banton extended to the ladies the warm welcome of the Society and this was replied to, on behalf of the ladies by Mrs. Stotesbury.

The rest of the evening was then given over to the entertainment committee headed by Bill Robinson, who presented a very fine group of entertainers who were enjoyed by everyone present. After the entertainment, the rest of the evening was given over to dancing.

There were a total of 31 gifts brought by the members which were no doubt very much enjoyed by the children at Christmas.

- 1 Stan Gray
  - 2 Jack Partington
- G. L. Steyer