

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
14. ADJOURNMENT

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The final meeting of the 1954-55 season was held at the Prescott Hotel May 16th, with the dinner portion of the meeting commencing at 7 pm. After an excellent dinner, the president W. Robinson opened the meeting with a toast to the Queen.

The minutes of the April meeting were read and on a motion by J. Partington, seconded by J. Green were carried approved as read. W. Robinson then gave the meeting the details of the annual golf tournament to be held in conjunction with the Montreal Chapter and would be held at Lachute, June 16th.

The auditor's report was then read by V. Hossack and on a motion by E. Robertson, seconded by S. Smith, carried.

The retiring president then gave his report of the past year reviewing highlights of the past year among them being the National convention at Philadelphia, and the Canadian Chapter's Conference held in Toronto in February. He reviewed the encouraging attendance at meetings and the gradual increase in membership. He then thanked the members and officers for the co-operation he had received from them all in helping to keep the meetings at the high level of interest.

R. Hayes, J. Neilans and S. Smith were then appointed as scrutineers for the election of officers which was to follow.

The following were then elected to office for 1955-56.

President	E. Schöenherr
Vice President	N. Howes
Secretary	D. Banton
Treasurer	G. Watson

Board of Governors A. Gray, J. Green and A. Hargreaves

A motion by G. Ostiguy, seconded by L. Greenough that the results of the election be adopted was carried unanimously.

W. Robinson then handed over the gavel to the new president who handled the rest of the meeting.

The new president then presented W. Robinson with the past president's pin and G. Ostiguy, on behalf of the Chapter presented him with an engraved silver tray in appreciation of his efforts of the past year.

Nominations for delegates on the Canadian Chapter's Conference Committee were then asked and without a dissenting vote the following were named

1 year	W. Robinson
2 year	E. Schoenherr
Alternate	N. Howes

During discussion of further business, J. Klassen then put forward a suggestion that an educational program be initiated in Ottawa among the trade in general to further acquaint as many people as possible with the aims of the Society. It was also suggested that contact be made with the educationalists in Ottawa to acquaint them with the heating trade and the science of the industry. It was further suggested that a prize might be given to the outstanding student in the Heating and Ventilating Course at the colleges or technical schools.

These suggestions were well received and passed on to the new executive for further discussion.

V. Hossack then introduced the speaker Mr. McGovern, a prominent Ottawa lawyer who would discuss "Mechanic's Liens"

Briefly, the Act dealing with Mechanic's Liens was enacted in Ontario as a means of protecting suppliers and tradesman from not receiving payment for their supplies or services.

The act specifically states that the owner must hold back a certain percentage of the money from the General Contractor for a period of not less than 37 days of completion of the work.

Sub contractors or suppliers can take action against the owner to recover moneys due them on the work and if the money is not held back, the owner must re-imburse same out of his own pocket up to the percentage of money which should normally have been held back, and it is then up to the owner to take legal action against the contractor this money.

Notice of lien must be placed within the 37 day period and certificate of action must be laid within 90 days after completion of the work.

A lively question and answer period then followed, with the speaker kept busy answering the many questions put forward by the interested audience.

The speaker was then thanked by S. Smith for both his talk and the answers to the many questions put to him by the audience.

Meeting adjourned at 9.30 pm.