

AMERICAN SOCIETY OF HEATING, REFRIGERATING
 AND AIR-CONDITIONING ENGINEERS, INC.

Send blue copy, together with white form on chapter attendance record, to Membership Division, 62 Worth Street, New York 13, N. Y.

Send buff copy to Editor, ASHRAE Journal, 234 Fifth Avenue, New York 1, N. Y.

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. LIST ON SEPARATE FORM NAMES OF GUESTS AND BUSINESS ADDRESSES AND MEMBERS IN ATTENDANCE.

The November Meeting of the Chapter was called to order by President Fortier at 7.00 p.m. sharp.

The minutes of the October meeting were adopted as read, on a motion by Art Leithead, seconded by Stan Billis.

Membership Chairman Bob Macpherson gave a report on the status of that committee. He mentioned that an all out drive was to take place in order to obtain new members. Our ranks now number 112.

Vice-President Partington extended a cordial invitation to all concerned to attend the Annual Christmas Party. This affair is to be held at the Gathay House on December 19, 1961.

It was also decided at this meeting that monthly meeting notices would be sent out earlier in order that all members would receive them in plenty of time for the meetings. The telephone committee would be asked to make sure that everyone was covered in this regard.

The speaker of the evening, Mr. J.D. Jernison, was introduced by Jake Klassen and thanked by Chas. Schoch. His topics- "The Proper Use of English Words" and "The Philosophy of Letter Writing" were both very informative and amusing.

The meeting was adjourned by Vic Hossack at 9.00 p.m. and the seconder was Art Leithead. The usual social hour followed.

P. Fortier
 President

Ian M. Paterson
 Secretary

CHAPTER ATTENDANCE RECORD

AMERICAN SOCIETY OF HEATING, REFRIGERATING & AIR CONDITIONING ENGINEERS INC.

Ottawa Valley Chapter
Scty- I. Paterson
11-22-61

Attendance members- 37
Guests- 10

<u>Members.</u>	<u>Members</u>	<u>Members</u>
D.C. McKeen	Bob Legare	A.W. Oakes
Ian Paterson	Olas Fischer	W.J. Robinson
Paul G. Fortier	E. Loen	P. Hossack
J.S. Partington	J.M. Mullen	Gord. Goodkey
J. Klassen	Don Ferguson	J.O.E. Harling
F.M. Richardson	C.H. Schock	V. Herbert
Oscar Dinelle	J.M. Kennedy	Hugh Findlay
Tony Vodsedalek	Eric Barber	T. Allum
F.A. Leithead	H.C. Nymark	Stan Bullis
W. Henning	P.A. Louckes	M. Schwartz
R.E. Jackson	G.A. Hearnden	M.R. Overbury
A.D. Scothorn	G.F. Carscallen	R.M. Macpherson
		Warfen Miller

Chapter Guests.

Don Henderson	J. Klassen & Assoc.	309 Cooper St. Ottawa.
Ted Fiander	National Research Council	" "
F. Partridge	Trane & Company	" "
J.N. Proctor	Can. Ingersoll-Rand	" "
W. Reid	Trane Co. of Canada	401 Horner Ave. Toronto
Dave Minshall	Farr Company	178 Bank St. Ottawa.
Geo. McRae	Sheldons	311 Richmond Rd. "
Frank Mallozzi	A.A.F.	Montreal
Keith Crible	R.L. Crain Ltd.	190 Richmond Rd. Ottawa