

## MINUTES

CHAPTER: Ottawa Valley Chapter MEETING DATE: November 17, 1981ATTENDANCE: MEMBERS 54; GUESTS 17; COMPILED BY J. Lunde

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SUGGESTED  
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  
(See reverse of  
white copy)
10. DISCUSSIONS
11. MOTIONS
12. RESOLUTIONS
13. OTHER FEATURES
14. ADJOURNMENT

1. The regular meeting of the Ottawa Valley Chapter was called to order at 6:45 p.m.
2. President Beckman introduced the head table and guests.
3. The minutes of the November meeting as written and read by the secretary were approved on a motion by Jim Gregory and seconded by Rudolf Jetzelsperger.
4. The motion presented in the October meeting by John Bekolay and seconded by Simon Jol was not tabled in the November meeting since John Bekolay was not present.

It was moved by Jacob Klassen and seconded by Mike Acton that the motion be tabled in the next meeting attended by John Bekolay.

5. Keith Murfin spoke briefly on a proposed excursion to the Department of Transport Training Centre in Cornwall in January 1982. The response by the members to his proposal was positive and Keith will proceed with the arrangements.
6. The speaker for the evening, Tom Ono, P. Eng., from the National Research Council Solar Energy Program, was introduced by Mike Swain. Mr. Ono spoke on solar domestic hot water systems and the economics of drain back and closed loop systems and roof mounted and ground mounted solar collectors.

After an active question period Charlie Hobbs thanked the speaker on behalf of the Chapter and presented him with a gift as a token of appreciation.

7. The meeting was adjourned at 9:20 p.m. on a motion by Soli Dubash and seconded by Ray Young.

The following information is for confidential rating of the speaker's ability and is for use by Headquarters in maintaining a Speakers List:

Please rate the program as follows:

		Max. Points Allowable	Actual Points Rated
APPEARANCE:	(Physical dress and appearance)	<u>5</u>	<u>5</u>
DELIVERY:	(Enthusiasm, gestures, anecdotes, etc.)	<u>15</u>	<u>8</u>
TIMING:	(Ability to work within the total time allowed for speech.)	<u>10</u>	<u>8</u>
SUMMARIZATION:	(Ability to summarize all salient features of speech so that audience remembers main points emphasized.)	<u>5</u>	<u>0</u>
SPEECH FORMAT:	(Logical and orderly arrangement of speech so that ideas are easily followed and lead to final conclusion stated.)	<u>10</u>	<u>10</u>
USE OF PREPARED TEXT:	(Has speech been well prepared? Does speaker avoid direct reading of text?)	<u>10</u>	<u>5</u>
USE OF VISUAL AID:	(Does speaker make effective use of slides, charts, graphs, etc.?)	<u>5</u>	<u>5</u>
USE OF WORDS:	(Does speaker make effective use of notes on cards or marginal notes on prepared text or does he/she try to rely on total memory recall?)	<u>5</u>	<u>2</u>
SPEECH CONTENT:	(Is information presented in speech relevant to the subject matter? Is information direct without being confusing? Is adequate information presented to reach summaries presented?)	<u>35</u>	<u>25</u>
SUB-TOTAL		<u>100</u>	<u>68</u>
DEDUCT FOR COMMERCIALISM:	(Excessive reference to company; use of slides or booklets with company name or exhibit of company products.)	Minus <u>50</u> Max.	<u>0</u>
TOTAL		<u>100 to 50</u>	<u>68</u>

SPEAKER'S COMPLETE STREET ADDRESS, including Zip Code, for use in requesting availability as an addition to the Society's Speakers List:

National Research Council of Canada

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Montreal Road

Ottawa, Ontario. K1A 0R6