

MINUTES

CHAPTER: Ottawa Valley Chapter MEETING DATE: February 16, 1982

ATTENDANCE: MEMBERS 46; GUESTS 9; COMPILED BY J. Lunde

*DISTRIBUTION: Retain BLUE original for chapter files and mail GREEN copy to your Regional Chairman. Send WHITE copy to Manager, Membership Dept., ASHRAE, New York, together with the YELLOW copy for "Journal" information.*

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 January meeting as written and read by the secretary were approved on a motion by R. Young and seconded by C. Hobbs.
4. Al Oakes reported on the recent ASHRAE Semi-Annual Meeting in Houston, Texas, and presented the Presidential Award of Excellence to Past President R. Young. He stressed the importance of the members getting involved in the ASHRAE activities, to attend meetings, discuss business, socializing, etc. Al introduced Lloyd Algie, Energy Chairman for Region 2, who is taking over his job as the Regional Chairman for a 3 year period.
5. Lloyd Algie spoke on the energy competition at the CRC in Halifax, N.S. The deadline is March 31, 1982. Lloyd has received 4 entries and he is looking for three entries from the Ottawa Valley Chapter.
6. Keith Murfin announced the planned tour to Barrhaven Sportsplex on March 16, 1982 from 4:00 - 4:30 p.m., and a talk to parents and students at the Ottawa Technical Highschool on February 18, 1982. Keith asked members to fill out forms he had brought to the meeting for information to be sent to Atlanta on who is interested in teaching, speaking on special topics or attend courses of interest. He had textbooks to be sent to Kingston and asked if anyone going there would take them.
7. D. Penstone announced that the curling event at Rideau Club on March 23, 1982 will cost \$18.00 per person, and he reminded the members that the money had to be paid before they stepped on the ice.

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8. The speaker for the evening, Mr. Cliff Shirtcliff from N.R.C., was introduced by J. Harrison. Mr. Shirtcliff spoke on the technical aspects of Urea Formaldehyde insulation, including the selection of remedial methods for homeowners and consultants.

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

9. The meeting was adjourned at 9:00 p.m. on a motion by Soli Dubash and seconded by Rudolf Jetzelsperger.

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>10</u>
TIMING:	(Ability to work within the total time allowed for speech.)	<u>10</u>	<u>10</u>
SUMMARIZATION:	(Ability to summarize all salient features of speech so that audience remembers main points emphasized.)	<u>5</u>	<u>2</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>5</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>4</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>3</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>20</u>
SUB-TOTAL		<u>100</u>	<u>64</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>64</u>

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

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