

MINUTES

CHAPTER : Ottawa Valley Chapter MEETING DATE : April 20, 1982

ATTENDANCE : MEMBERS 45 ; GUESTS 8 ; 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.

<p>SUGGESTED CHECK LIST OF ITEMS TO BE REPORTED</p> <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. The regular meeting of the Ottawa Valley Chapter was called to order at 6:50 p.m. 2. President Beckman introduced the head table and guests. 3. The minutes of the March meeting as written and read by the Secretary were approved on a motion by Jim Gregory and seconded by Ed Butterworth. 4. Ray Beckman read the slate of officers proposed by the Nominating Committee for the 1982-83 season: President: Dolton McIntyre, Vice-President: John Lunde, Secretary: Frank Vaculik, Treasurer: Gabriel Laszlo, Governors: Ed Butterworth, Gil Cavit, Pat Durkin and Keith Murfin. The slate was accepted on a motion by Al Oakes and seconded by George Carscallen, 5. Ray Young spoke briefly on ASHRAE Research. 6. Al Oakes spoke on the upcoming CRC meeting in Halifax, N.S. and pointed out the importance of having the next years chairpersons attend the CRC. 7. Dolton McIntyre asked if anyone going to the CRC would let him know. 8. J. Klassen spoke briefly on the importance of being an ASHRAE member. 9. The speaker for the evening, Mr. Doug Cane from NRC, was introduced by Sharon Findlay. Mr. Cane spoke on the Performance of Residential Heat Pumps. After a very interesting question period, Sharon Findlay thanked the speaker on behalf of the Chapter and presented him with a gift as a token of appreciation. 10. The meeting was adjourned at 9:05 p.m. on a motion by Jim Gregory and seconded by Mike Purcell.
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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>12</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>8</u>
USE OF PREPARED TEXT:	(Has speech been well prepared? Does speaker avoid direct reading of text?)	<u>10</u>	<u>6</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>30</u>
SUB-TOTAL		<u>100</u>	<u>80</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>-</u>
TOTAL		<u>100 to 50</u>	<u>80</u>

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

Mr. Doug Cane

NRC, Montreal Road, Ottawa, Canada