

MINUTES

CHAPTER : Ottawa Valley Chapter MEETING DATE : May 18, 1982

ATTENDANCE : MEMBERS 44 ; GUESTS 13 ; COMPILED BY J. Lunde

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SUGGESTED CHECK LIST OF ITEMS TO BE REPORTED	
1. PRESIDING OFFICER	1, The regular meeting of the Ottawa Valley Chapter was called to order at 7:00 p.m,
2. CALL TO ORDER (Time & Place)	2, President Beckman introduced the head table and guests.
3. ROLL CALL	3, The minutes of the April meeting as written and read by the Secretary were approved on a motion by Ray Young and seconded by Jim Black.
4. APPROVAL OF MINUTES	4, President Beckman announced that P.W.C. is preparing a proposal to have software programs for energy systems prepared by qualified people in the industry.
5. REPORTS	5, Keith Murfin prepared a diploma for a student award, which was on display.
6. ELECTION	6, President Beckman thanked Mr. Lee and the Cathay Restaurant for the wine supplied with the meal.
Members Officers	7, J. Klassen proposed that the Chapter extend best wishes to Al Oakes for a quick recovery from his illness.
7. OLD BUSINESS	8, President Beckman turned the meeting over to John Lunde. John Lunde read a letter from Dalton McIntyre, who had left for the CRC in Halifax. John Lunde asked Ray Young to present President Beckman with his past president pin and a silver tray.
8. NEW BUSINESS	9, The speaker for the evening, Mr. Neil Armstrong, was introduced by J. Jisha. Mr. Armstrong spoke on retrofitting of central chillers to reduce energy consumption. J. Klassen thanked the speaker.
9. SPEAKER	10, The meeting adjourned at 9:05 p.m. on a motion by G. Hayball and seconded by J. Klassen.
(See reverse of white copy)	
10. DISCUSSIONS	
11. MOTIONS	
12. RESOLUTIONS	
13. OTHER FEATURES	
14. ADJOURNMENT	

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>6</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>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>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>25</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>- 50</u>
	TOTAL	<u>100 to 50</u>	<u>14</u>

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

York, Borg-Warner (Canada) Limited

155 Colonnade Road, Nepean, Canada

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