



# Ottawa Valley Chapter 2023-2024

## Board of Governors Meeting #4

**Meeting Date:** Nov 23, 2023  
**Called to Order:** 12:00pm  
**Location:** TotalHVAC/Microsoft Teams

**Issued:** December 1, 2023

**Presiding Officer:** President Adrienne Mitani  
**Prepared by:** Secretary Matthew Moore

**Distribution:** As per matrix below

**Next Meeting:** January 25, 2024

| Initials | Name               | Chapter Position  | Tel.         | E-mail   | Present? |
|----------|--------------------|---|--------------|--|----------|
| AM       | Adrienne Mitani    | <i>President, CRC Delegate</i>  | 613-762-4260 | <a href="mailto:adrienne.mitani@smithandandersen.com">adrienne.mitani@smithandandersen.com</a>     | Y        |
| EM       | Evans Mutua        | <i>President-Elect, CRC Alternate, PAOE, Research Promotion, Government Affairs Chair</i> | 343-204-2920 | <a href="mailto:Evans.mutua@ottawa.ca">Evans.mutua@ottawa.ca</a>                                   | Y        |
| JBu      | Jayson Bursill     | <i>Treasurer, Attendance, YEA Chair</i>   | 604-556-6973 | <a href="mailto:jaysonbursill@cmail.carleton.ca">jaysonbursill@cmail.carleton.ca</a>               |          |
| MM       | Matthew Moore      | <i>Secretary</i>  | 613 791-0376 | <a href="mailto:matthew.moore@chorley.com">matthew.moore@chorley.com</a>                           | Y        |
| JB       | Josh Bourbonniere  | <i>Governor</i>   | 613-852-9949 | <a href="mailto:josh.bourbonniere@trane.com">josh.bourbonniere@trane.com</a>                       | Y        |
| MS       | Mike Swayne        | <i>Governor, Greeter</i>  | 613-828-7800 | <a href="mailto:mikeswayne@bell.net">mikeswayne@bell.net</a>                                       |          |
| TT       | Trevor Thomson     | <i>Governor</i>   | 613-723-4611 | <a href="mailto:trevort@totalhvac.com">trevort@totalhvac.com</a>                                   | Y        |
| PM       | Phil Mayfield      | <i>Governor</i>   |              | <a href="mailto:phil.mayfield@sympatico.ca">phil.mayfield@sympatico.ca</a>                         |          |
| EW       | Elikem Wotortsi    | <i>CTTC, Program</i>  |              | <a href="mailto:Elikem.Wotortsi@stantec.com">Elikem.Wotortsi@stantec.com</a>                       | Y        |
| DE       | David Eckel        | <i>Program</i>  |              | <a href="mailto:deckel@gwal.com">deckel@gwal.com</a>   |          |
| EP       | Elizabeth Primeau  | <i>MP Chair, SA RVC Region II</i>   | 613-723-4611 | <a href="mailto:elizabethp@totalhvac.com">elizabethp@totalhvac.com</a>                             | Y        |
| BS       | Bhavneet Singh     | <i>History Chair</i>  | 343-987-5959 | <a href="mailto:bhavneet.singh@totalhvac.com">bhavneet.singh@totalhvac.com</a>                     |          |
| ZS       | Zach Lanthier      | <i>SA Chair</i>   | 613-867-4950 | <a href="mailto:zacharie.lanthier@smithandandersen.com">zacharie.lanthier@smithandandersen.com</a> | Y        |
| PM       | Pat Melville       | <i>Capital Communiqué</i>   |              | <a href="mailto:andrewpmelville@outlook.com">andrewpmelville@outlook.com</a>                       |          |
| MSP      | Marlee Spiegelberg | <i>Diversity Equity &amp; Inclusion Chair</i>   |              | <a href="mailto:marlee.spiegelberg@condair.com">marlee.spiegelberg@condair.com</a>                 |          |

|            |                  |   |              |  |  |
|------------|------------------|---|--------------|--|--|
| <b>CP</b>  | Connor Patterson | <i>Publicity Chair,<br/>Webmaster, Tabletop<br/>Chair</i> |              | <a href="mailto:ConnorP@jp2g.com">ConnorP@jp2g.com</a>                           |  |
| <b>AC</b>  | Amanda Cuirrier  | <i>Bookkeeper</i>   |              | <a href="mailto:amanda.cuirrier@gmail.com">amanda.cuirrier@gmail.com</a>         |  |
| <b>CFo</b> | Colleen Fox      | <i>Curling Chair</i>                                      | 613-356-1946 | <a href="mailto:Cfox@trane.com">Cfox@trane.com</a>                               |  |
| <b>RL</b>  | Rod Lancefield   | <i>Golf Chair</i>   | 613-728-7400 | <a href="mailto:Rod.Lancefield@hts.com">Rod.Lancefield@hts.com</a>               |  |
| <b>SM</b>  | Steve Moons      | <i>Nominations Chair</i>                                  | 613 229-5806 | <a href="mailto:stevem@totalhvac.com">stevem@totalhvac.com</a>                   |  |
| <b>AS</b>  | Abbey Saunders   | <i>Honors &amp; Awards<br/>Chair, Bowling</i>             | 613-993-9277 | <a href="mailto:abbey.saunders@nrc-cnrc.gc.ca">abbey.saunders@nrc-cnrc.gc.ca</a> |  |
| <b>RG</b>  | Ron Gagnon       | <i>DRC Region II</i>                                      |              | <a href="mailto:rgagnon@pageaumorel.com">rgagnon@pageaumorel.com</a>             |  |

| Item | Description  | Action              |
|------|--|---------------------|
| 1.   | <p><b>Website</b></p> <p>Hanna currently working on Wordpress template, working on updating historical data. Goal is to have mobile friendly website that is also easy to update.</p> <p>Will be getting Simple Signup update by new year. Will be getting new platform that is more mobile friendly. Can upload Society member spreadsheet directly to Simple Signup. JBu can provide some training on new platform.</p> <p>Sept: Working with Easy-on-net to get everything connected due to Rogers handoff.</p> <p><b>Oct:</b> meeting on Oct 30th w/ Hanna. No regular update from Hanna, expecting a demo on the 30th.</p> <p><b>Nov:</b> website is live, training needs to be done, and updates. Information transfer is ongoing.</p>   | <p>JB/JBu</p>       |
| 2.   | <p><b>Sandy Tasks</b></p> <p>Discussion to be taken offline. Group to collate list of “Sandy tasks”.</p> <p>BOG to appoint member to send meeting invites to past presidents. Should be living document to capture when past presidents move.</p> <p>Secretary to be responsible for sending out monthly Communique.</p> <p>Discussion to be had about whether to hire a new “Sandy” to take on event planning and aid CTTC. CTTC to help define what this role would entail. Chapter to talk to Amanda (bookkeeper) if this is something she would like to do.</p> <p>Creating a hard deadline on meeting registration would really help CTTC in managing the venue.</p> <p>Evans suggest making “Sandy tasks” a rolling position to ensure continuity of knowledge within the chapter. Need to revisit making this a chair position or something similar.</p> <p><b>Sept:</b> AM to set up a meeting to discuss.</p> | <p>AM/EM/JBu/MM</p> |

| Item | Description  | Action       |
|------|--|--------------|
|      | <p><b>Oct:</b> Meeting was held in October, Sandy tasks divided through chapter roles. Summary email to be posted on Basecamp. BOG to consider hiring for a Chapter Director role and putting the role in the Communique.</p> <p>Discussion had on whether we should do chapter monthly financial reports again.</p> <p>JBu to send budget to each chair. JBu to also send out expense report procedure. We may change expense report to google form and put on website.</p> <p><b>Nov:</b> ongoing. Exec to have a closed meeting in January to discuss further.</p>  |              |
| 3.   | <p><b>Curling</b></p> <p>Mitch (Conclair) is assigned to curling chair. Try to hold a date at Nepean Sportsplex as soon as possible.</p> <p><b>Sept:</b> Mitch inquiring on how many sheets we need. MS is also monitoring the situation.</p> <p><b>Oct:</b> no new update</p> <p><b>Nov:</b> no new update. TT to send Mitch more information.</p>  | Mitch/MSp/TT |
| 4.   | <p><b>Nametags</b></p> <p>MM to coordinate with Abby to get updated past-presidential nametags.</p> <p>Sept: AS about to go on vacation. Should also get regular nametags (would need to be new budget item to be voted on). MM to cover.</p> <p><b>Oct:</b> need to order both presidential nametags and regular nametags. Hamilton uses printed stickers with name and position for every meeting. This item to be carried forward as a future item for future discussion. EP to reach out to Hamilton and find out how they do their tags and the cost.</p> <p><b>Nov:</b> MM to contact Abbey to get presidential nametags made. Nametags come from Familiar Faces. Names included: AM, RD, AS. If we are sticking with stickers, stickers should have information such as member, guest, student, committee, BOG/Exec, speaker, etc. Chapter to test stickers for the rest of the year.</p> | JBu/AS/MM    |

| Item | Description   | Action   |
|------|---|----------|
| 5.   | <p><b>Program Meetings</b></p> <p>Trevor has 3 possible venues, ranging from \$47-88 per head. Centurion plated was around \$54 per head. Centurion buffet was \$38 per head. Last year’s budgeted cost was \$25,000. Ended up a little over \$26,000.</p> <p>If Chapter is going to increase cost, preference is to increase cost by a couple dollars spread out over the year instead of bumping up the cost of the September/May meeting only.</p> <p>Cheapest option for September is Westboro Masonic Hall plus our own catering. Comes to around \$78 per person.</p> <p>Infinity conference centre is just under \$10k for everything.</p> <p>NCC Riverhouse now does events. MS to coordinate with TT for contact. Venue price is \$3k not including food.</p> <p>All Saints event space was \$13k.</p> <p>General feel from the group was to go with a “medium” priced option, i.e. NCC Riverhouse or Infinity Conference Centre.</p> <p><b>Sept:</b> Good on content going forward. Going back to buffet for future meetings. Encore to comp audio for audio malfunction in September meeting. People liked the location and content and it was generally well received.</p> <p><b>Oct:</b> info captured in CTTC update. November meeting is set. All regular meetings will be buffet (except March campus meeting and May meeting).</p> <p><b>Nov:</b> captured in CTTC update.</p> | EW/DE/TT |

| Item | Description   | Action   |
|------|---|----------|
| 1.1  | <p><b>Seminars</b></p> <p>No seminars currently planned. Eli to begin planning. Tom Phoenix would be willing to do a seminar, planning for February (or around that time).</p> <p>Connor Ruprecht is tentatively assigned to seminars. MS also assigned to seminars.</p> <p>If we have a seminar booked, MM to create a simple signup ASAP so the seminar can be promoted.</p> <p><b>Sept:</b> EW to follow up on seminars. Tom Phoenix may be an option for February.</p> <p><b>Oct:</b> covered in CTTC update. Tom Phoenix has been contacted regarding spring seminar. Will be doing Achieving Zero Energy and Building Carbon for the seminar. Tentatively booked for February adjacent or same day as Chapter meeting.</p> <p><b>Nov:</b> seminars booked for spring, covered in CTTC update. Need to be put online.</p>  | EW/MS/MM |
| 1.2  | <p><b>Sponsor-a-student/student donations</b></p> <p>Want to send student from our chapter to the Chicago meeting. How do we find the student? Can it be done through RP? EP and ZL will find candidate and propose the framework. Can ask if people will sponsor student.</p> <p>Can setup a different “event” to register to sponsor students.</p> <p><b>Oct:</b> if a student reaches out to Chapter, Chapter will help. Chapter will not pay for students to go to Chicago. TT brought up that once someone is registered, they can’t go back in a sponsor a student. There is a separate link available to sponsor a student.</p> <p><b>Nov:</b> sponsor a student line item on website used very sparingly. Can put on business session slides to point membership to this option, also can go in newsletter. Can also make a social media post. We can also give recognition to people to sponsor a student during the business session.</p> | EP/ZL    |
| 1.3  | <p><b>Retractable banner/sign</b></p> <p>AM: I would like to table getting one of those retractable banner/sign ~\$250 (Vistaprint) and getting ASHRAE communications group to help us design.</p>  | AM       |

| Item | Description  | Action |
|------|--|--------|
|      | <p>I'm recommending Single sided, 33"x81", standard plus base, vinyl. I think it will be helpful to have outside the room where you register.</p> <p><a href="https://www.vistaprint.ca/signs-posters/retractable-banners">https://www.vistaprint.ca/signs-posters/retractable-banners</a></p> <p><b>Oct:</b> should look into getting a table skirt for the front table</p> <p><b>Nov:</b> Society has not been of help yet. AM suggests using a similar background to the website</p>  |        |
| 1.4  | <p><b>Bowling</b></p> <p>MP agreeing to plan bowling event. MP will be away Nov 15-25 and will coordinate around that.</p> <p><b>Oct:</b> currently 3 teams registered plus one solo.</p>  | MP     |
| 1.5  | <p><b>Simple Signup</b></p> <p>Consider having some incentive for chapter members signing up for meetings early. Quebec City has great attendance, and they offer a drink ticket for early registration, and have all their dates set by Labour Day.</p> <p>Consider making late registrants sponsor a student. Goal is to try to avoid doing backdoor links to get late registrants in.</p> <p>Another solution is to open the next month's link the day after the current month's registration has expired.</p> <p>Send certificates after each meeting.</p> <p>Closed</p> | MM     |
| 1.6  | <p><b>Spring 2024 Golf Venues</b></p> <p>Adam has asked if Loch March is still good. Board is okay with Loch March. Available dates are June 4, 11, and 18. 4<sup>th</sup> or 11<sup>th</sup> are preferred to not conflict with ASHRAE Summer meeting. Sponsors can be approached to sponsor a hole with activity. Caesars, food, etc are good sponsors to have.</p>  | AG     |
|      |  |        |

| Item | Description  | Action |
|------|--|--------|
| 1.7  | <p><b>Holiday Volunteer Lunch</b></p> <p>AM to organize a lunch within the next couple weeks. Thursday, Dec 7<sup>th</sup> at 4pm for drinks after work.</p>   | AM     |
| 1.8  | <p><b>Business Card Ads</b></p> <p>Need to be updated online. Need to figure out how to hide cards from the slide show. AM to call around for refreshed business cards. Fee is \$275 for the ASHRAE year. TT to help with contacting the list.</p> | AM/TT  |
| 1.9  | <p><b>Chapter Director Ad</b></p> <p>Taks need to be ironed out before an Ad is placed. JBu to make a rough draft of job description for circulation within the BOG. Regroup in the new year on this topic.</p>                                    | JBu    |
| 1.10 | <p><b>YEA Leadership Weekend</b></p> <p>Candidates to express interest to JBu.</p>   | JBu    |
| 1.11 | <p><b>CRA</b></p> <p>Need to fill 2021-2022 taxes. JBu working with Brad, JBu has access to CRA account. MM to be added to CRA account as long as he's on the current incorporation list.</p>  | JBu/MM |



PAOE as of 10:00pm Oct 19, 2023

Chapter Operations: current: 255 / min: 600 / PAR: 1200

| Research Promotion   | Action    |
|--|-----------|
| <p>Goal met for 2022/23, Evans going to regional training</p> <p><b>September:</b> Chicago training complete. Centralized training complete. Committee of 6 people this year. Full Circle is due November 15<sup>th</sup>.</p> <p><b>October:</b> Evans attended central training, additional training session is Oct 31<sup>st</sup>, virtual. EM will attend. Currently close to 25% of our goal. Next goal is 30% by Dec 31<sup>st</sup> which we are on track for.</p> <p>We did try the Table Tents for RP donation recognition in the Oct meeting. Allows people to scan QR code and donate to RP right from their table. Cost was \$10 per tent, can get cost down to \$4 per tent. Passed vote to do this for each month.</p> <p><b>November:</b> full circle and full circle plus achieved. At 39% of goal. Working on recognition items. Very positive feedback on Nordik spa donation. Group to discuss other non-sport related raffle items</p> <p>PAOE: current: 900 / min: 800 / PAR: 1050</p> | <p>EM</p> |

| Student Activities   | Action    |
|--|-----------|
| <p>Zach is prepping for year, working on getting La Cite student chapter</p> <p><b>September:</b> 9 students at September meeting. ZL to reach out on sorting out membership with chapter. Reaching out to student branches and their planned activities for the year. Lots of new U of O students. Looking to restart the branch. Also trying to restart La Cite. Scholarship deadline coming up.</p> <p><b>October:</b> held committee planning meeting, developed strategies for who reaches out to which branches. Contacts have been reached out to for booking spring tours. JBU to assist ZL in contacting venue for career fair.</p> <p><b>November:</b> things moving for career fair. ZL to fill out form on basecamp for reimbursement on room. Organizing transportation for students to get to Career Fair (Algonquin and UofO). Met with Connor at Virtual Ventures for collaboration on workshop between ASHRAE and Virtual Ventures. Call out for judges for science fair. Sign up sheet to be circulated around classrooms.</p> <p>PAOE: current: 600 / min: 500 / PAR: 800</p> | <p>ZL</p> |

| Membership Promotion | Action |
|----------------------|--------|
|----------------------|--------|

## COMMITTEE UPDATES

|  |    |
|--|----|
| <p><b>September:</b> Goal is 424 members by June 30<sup>th</sup>. Currently at 454. 6% delinquent members. 24 new members since May. 26 students, 2 delinquents. EP to reach out to Jason Alexander on paint night. Working with MS to set up a women's hockey team event.</p> <p><b>October:</b> 458 total member currently. 30 are students. Currently at 8% delinquency. Those in delinquency have been reached out to. Currently on track for goals. JBu will assist EP in cross referencing chapter membership list with society membership list. OCA reached out to hold paint night at their location. Paint night will likely be Feb/March.</p> <p><b>November:</b> 423 members, 31 students, 7 are delinquent, 33 chapter delinquents. EP has emailed all delinquents. AM has suggested making an employee support post. EP to make post about the REACH program. EP wants to organize a paint night, looking around April to not conflict with curling and career fair. EP to investigate venue for paint night.</p> <p>PAOE: current: 940 / min: 1000 / PAR: 1600</p> | EP |
|--|----|

| YEA  | Action |
|--|--------|
| <p>Joint YEA/SA boat cruise event<br/>PAOE points available for YEA attending YEA training.</p> <p>September: Riverboat next week. March career fair will be joint with SA. YLW – Need to talk to managers of endowment. Will have to target spring, November is sold out. AM to reach out on endowment timing. Tailgators in early November.</p> <p>October: Boat cruise was a success. BOG will discuss if Tiki boats are a better fit for next year. TT suggested possibility of doing a boat cruise in Gananoque. Tailgaiters event coming up in November. YEA members encouraged to apply for awards.</p> <p><b>November:</b> Tailgators went well, about 25 attendees, around -\$100 cash flow on event which was expected. Leadership weekend to be discussed, in Mexico City, March 22-24. JBu to follow up with Margaret on endowment fund. JBu considering doing co-job fair with the student activities job fair. Group has no issue doing this. Suggestion to have stickers/name tags to denote students vs YEA members. Spencer can help with paint night.</p> <p>PAOE: current: 1850 / min: 300 / PAR: 800</p> | JBu/AM |

| CTTC  | Action      |
|---|-------------|
| <p>Two local DLs (non official DL visit) for Sept and October<br/>Official DL visit for November<br/>3 projects ubmissted for tech awards. Two won fist place inregional, one was 2<sup>nd</sup> place.<br/>CTTC to follow up for society consideration. Will need to pick a meeting for recognition (likely CTTC themed night, February)</p> | DE/EW/TT/AM |

## COMMITTEE UPDATES

|  |  |
|--|--|
| <p><b>September:</b> September went well. October is Mick Schweidler. November is up for grabs. Couldn't get DLs. Don Weekes may be an option for November on new aerosol filtration standard.</p> <p>Tech sessions: Mick for October, Liz for November.</p> <p>Tech tours: Program planning had some options: CABER, Confed plant, River Road test chamber, Cliff plant, Carleton CHP.</p> <p>PDH Certs: Hamilton put forward a template at CRC. Can do this at SimpleSignup. AM to follow up with John Withnall.</p> <p>Certification programs: CTTC can discuss one per meeting in the business sessions. Slides were provided at CRC.</p> <p>DE is ordering the speaker gifts (commemorative coins) for next ASHRAE year.</p> <p>Program and CTTC to merge resources going forward to make processes smoother with division of labor.</p> <p><b>October:</b> EW looking for seminar speaker in November. 90.1 seems to be the preferred topic. 62.1 was 2<sup>nd</sup> place. Don Weekes could be approached as a potential speaker. Also some interest in ASHRAE 241. Contact Dan Redmond for November tour at Carleton. Housekeeping slides can be streamlined for next month, perhaps a Google Drive that the BOG can edit. JBU to send google drive link to EW. Next meeting has HTS lined up to talk about Wastewater heat recovery.</p> <p><b>November:</b> Doug Zentz is booked for March for meeting and seminar with Joel. We will have two winter seminars. Program for the year is now set. Joel would like to give Doug a small honorarium for the seminar. EW to connect Doug Zentz with ZL for student event in conjunction with his visit. Seminar will be on 90.1. Meetings to be put on the calendar. Chris/Evans to put events on the website.</p> <p>PAOE: current: 2310 / min: 550 / PAR: 1050</p> |  |
|--|--|

| GAC   | Action |
|---|--------|
| <p>No update, MM to be chair and attend CRC training<br/>MM to appoint two volunteers</p> <p><b>September:</b> Nothing currently to update. MM to update.</p> <p><b>October:</b> EM suggested idea of approaching City of Ottawa for an endowment or scholarship for an Algonquin College student taking the energy management course. EM can provide some contacts at City of Ottawa (Shawn Menard) as chair of environmental/climate change committee. JBU also brought up idea of talking to Adam Kurz to set up a meeting with Maxime St Denis' team to have a decarbonization presentation to the Federal public works side. Ghina would be a great candidate to do the presentation.</p> <p><b>November:</b> MM to reach out to City contact and Adrienne contact and get ball moving on setting up a meeting. MM to coordinate with Ghina.</p> | MM     |

## COMMITTEE UPDATES

PAOE: current: 300 / min: 500 / PAR: 1000

| History  | Action |
|--|--------|
| <p>MM to bring History items to Grand Bend for CRC<br/>JBU inherited box of Treasurer items, History chair to sort through. Will be dropped at TotalHVAC.</p> <p><b>September:</b> No update. Getting Bhavneet up to speed.</p> <p><b>October:</b> No update, BS continuing to take pictures and video at meetings. Videos to go on Basecamp. EM to invite BS to Basecamp.</p> <p><b>November:</b> no update</p> <p>PAOE: current: 100 / min: 100 / PAR: 300</p> | BS     |

| Publicity / Communications   | Action |
|--|--------|
| <p>Connor Patterson to be P&amp;C chair<br/>Tasked to do BOG and Exec social media updates<br/>Hanna to update front page of website</p> <p><b>September:</b> Need to email CP for LinkedIn events.</p> <p><b>October:</b> No update</p> <p><b>November:</b> website is live. Chairs to send their updated information to Connor for the website. Chairs to send Connor items that need to go on social media.</p> <p>PAOE: current: 0 / min: 300 / PAR: 700</p> | CP     |

| Diversity, Equity, & Inclusion (DEI)  | Action |
|---|--------|
| <p>No action currently planned. MS to do research on how to engage this role.</p> <p><b>September:</b> Looking at women's hockey team event. League starts in January.</p> <p><b>October:</b> Paint night, women's hockey events to be planned.</p> <p><b>November:</b> no update</p> | MSp    |

**COMMUNIQUE ARTICLES**

| <b>Article</b>   | <b>Action</b> |
|--|---------------|
| President's Message  | AM            |
| News   | EW            |
| Program  | DE            |
| What You Missed  | MM            |
| Tech Awards  | EW            |
| Bowling  | MS            |
| Research Promotion   | EM            |
| Membership Update  | EP            |
| Student Activities Scholarship   | ZL            |
| Government Affairs   | MM            |
| YEA Recap  | JBu           |
| Tabletop   | FH            |
| Business Card Ads  | JBu           |
| Advertising  | JBu           |
| <b>Articles due to Pat Melville on December 8, 2023<br/>KNOW YOUR RESPONSIBILITY – MAKE IT HAPPEN.</b> |               |

**Adjourned 1:30pm EDT.**