



Ottawa Valley Chapter 2023-2024

Board of Governors Meeting #4

Meeting Date: Jan 18, 2024
Called to Order: 12:00pm
Location: TotalHVAC/Microsoft Teams

Issued: January 24, 2023

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

Distribution: As per matrix below

Next Meeting: February 15, 2024

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

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

Item	Description	Action
1.	<p>Website</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>Oct: meeting on Oct 30th w/ Hanna. No regular update from Hanna, expecting a demo on the 30th.</p> <p>Nov: website is live, training needs to be done, and updates. Information transfer is ongoing.</p> <p>Jan: chairs to send Connor what each section is to say. Connor to update on the website. EM can provide assistance to chairs on how to update website. Quick seminar proposed to train chairs.</p>	<p>JB/JBu/EM</p>
2.	<p>Sandy Tasks</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>AM/EM/JBu/MM</p>

Item	Description	Action
	<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>Sept: AM to set up a meeting to discuss.</p> <p>Oct: 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>Nov: ongoing. Exec to have a closed meeting in January to discuss further.</p> <p>Jan: ongoing, Exec to have meeting. JBu proposes moving this to April meeting to get a fresh start</p>	
3.	<p>Curling</p> <p>Mitch (Condair) is assigned to curling chair. Try to hold a date at Nepean Sportsplex as soon as possible.</p> <p>Sept: Mitch inquiring on how many sheets we need. MS is also monitoring the situation.</p> <p>Oct: no new update</p> <p>Nov: no new update. TT to send Mitch more information.</p> <p>Jan: set up, online, good to go. Teams are registered. Looking for sponsors. There are 9 team slots still open. 11 teams are registered. Potential raffle prize donors can be sent to TT.</p>	Mitch/MSp/TT
4.	<p>Nametags</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>	JBu/EP/MM

Item	Description	Action
	<p>Oct: 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>Nov: 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> <p>Jan: we are looking for printable nametags from Familiar Faces. EP proposes moving to stickers full time, and having dedicated stickers for “first meeting”, “BOG member”, chair positions, etc. JBu feels we should commit to the magnetic tags to avoid the cumbersome organization of the stickers. Hybrid solution could be to have magnetic nametags, with custom stickers for chair/BOG/Exec positions. BOG to come up with a couple options for next meeting. Current price is 25c per sticker.</p>	
5.	<p>Program Meetings</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>	EW/DE/TT

Item	Description	Action
	<p>Sept: 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>Oct: info captured in CTTC update. November meeting is set. All regular meetings will be buffet (except March campus meeting and May meeting).</p> <p>Nov: captured in CTTC update.</p> <p>Jan: in CTTC update. EW to send survey link for Jan meeting.</p>	

Item	Description	Action
1.1	<p>Seminars</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>Sept: EW to follow up on seminars. Tom Phoenix may be an option for February.</p> <p>Oct: 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>Nov: seminars booked for spring, covered in CTTC update. Need to be put online.</p> <p>Jan: next two seminars will be put online within the next week</p>	EW/MS/MM
1.2	<p>Sponsor-a-student/student donations</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>Oct: 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>Nov: 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>	ZL/EW

Item	Description	Action
	<p>Jan: need to push student sponsorship at the meetings more. To be added to business session slides with QR code.</p>	
1.3	<p>Retractable banner/sign</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. 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. https://www.vistaprint.ca/signs-posters/retractable-banners</p> <p>Oct: should look into getting a table skirt for the front table</p> <p>Nov: Society has not been of help yet. AM suggests using a similar background to the website</p> <p>Jan: AM has suggested a few designs. Her cousin (graphic designer) will also take a look. Total HVAC also has an inhouse person with graphic design background.</p>	AM
1.6	<p>Spring 2024 Golf Venues</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. 4th or 11th 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> <p>Jan: date is locked down, June 4th at Loch March</p>	AG
1.7	<p>Business Card Ads</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> <p>Jan: AM to complete audit of ads. We did get an inquiry as the website was not up for some time. Will extend period of time ad is up or give discount for next year</p>	AM/TT

Item	Description	Action
1.8	<p>Chapter Director Ad</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> <p>Jan: will be pushed to May when we also evaluate Sandy Tasks. JBu to make google doc for gathering of ideas</p>	JBu
1.9	<p>YEA Leadership Weekend</p> <p>Candidates to express interest to JBu.</p> <p>Jan: endowment comes out in June, discussion had on whether to push sending a member for a year so that we have the money in place before we send somewhere. JBu notes the original money was out of the operating budget. Group votes to send someone this year. EW will be sent this year.</p>	JBu
1.11	<p>CRA</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> <p>Jan: JBu sorting out with bookkeeper. 3 years of taxes will be filed on Jan 24th.</p>	JBu/MM
2.1	<p>Vodkow Tech Tour</p> <p>EW has suggested possible tech tour at Vodkow. DE has potential connection.</p>	EW/DE
2.2	<p>New Library Tour</p> <p>Currently under construction. Small amount of training required.</p>	EM
2.3	<p>Late Registrations for Program</p> <p>50 registrants seems to be the tipping point for the venue in terms of food plan. If we already have 50, it is less of a big deal to add. Chapter to consider encouraging student sponsorship to those who are late.</p> <p>JBu also suggests having a blank "next meeting" available to register for.</p>	AM/TT

Item	Description	Action
2.4	ASHRAE Swag AM interested in getting swag for May meeting and golf. AM looking for a budget and ideas. We have more flexibility on design if we use our chapter logo.	AM
2.5	Tabletop Chair Need to find new tabletop chair.	INFO
2.6	History AM to contact Ryan, see if he can sit down with Bavneet for history training	AM

PAOE as of 10:00pm January 23, 2024

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

Research Promotion	Action
<p>Goal met for 2022/23, Evans going to regional training</p> <p>September: Chicago training complete. Centralized training complete. Committee of 6 people this year. Full Circle is due November 15th.</p> <p>October: Evans attended central training, additional training session is Oct 31st, virtual. EM will attend. Currently close to 25% of our goal. Next goal is 30% by Dec 31st 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>November: 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>January: raised \$540 at Jan meeting, at 42% of goal. EM is currently working with Longhill, Eng Air for sponsorship. Next milestone in March. So far, we only have one donation from the table tents. Suggested to have a QR code for student sponsorship at student themed night.</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>September: 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>October: 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>November: 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>January: career fair is moving forward, contract signed, deposit paid. Date is March 21st, 2:30-6:30. JB has built up sign up page in simplesignup. BOG to set price for employers. Signup page to also be added to the website. JB to coordinate with EM. Price to remain</p>	<p>ZL</p>

COMMITTEE UPDATES

at \$300. Open up opportunity for sponsorship. Sponsorship charged at \$150. Direct tie to ASHRAE not required for employers, but must be involved in construction industry.

ZL considering a fundraiser to get a big order of the “Lucy” books.

Carleton has a women in engineering and IT group. ZL getting some information on potential tie-in to the student activities group and DEI.

PAOE: current: 735 / min: 500 / PAR: 800

Membership Promotion

Action

September: Goal is 424 members by June 30th. 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.

October: 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.

November: 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.

January: Liz working on paint night. We are noticing a false bump in membership around the winter conference (for discount) so we can expect to lose some membership after.

PAOE: current: 840 / min: 1000 / PAR: 1600

EP

YEA

Action

Joint YEA/SA boat cruise event
PAOE points available for YEA attending YEA training.

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.

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.

November: 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

JBu/AM

COMMITTEE UPDATES

stickers/name tags to denote students vs YEA members. Spencer can help with paint night.

January: YEA just supporting other events at the moment, possibility for another Tailgators event for March. JB trying to promote HVAC scholarship.

PAOE: current: 2075 / min: 300 / PAR: 800

CTTC	Action
<p>Two local DLs (non official DL visit) for Sept and October Official DL visit for November 3 projects ubmissted for tech awards. Two won fist place inregional, one was 2nd place. CTTC to follow up for society consideration. Will need to pick a meeting for recognition (likely CTTC themed night, February)</p> <p>September: 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>October: EW looking for seminar speaker in November. 90.1 seems to be the preferred topic. 62.1 was 2nd 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>November: 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>January: net two speakres are confirmed. Tom Phoenix (DL) confirmed for Feb, Doug Zentz (DL) lined up for March (soft skills presentation). Tom will also do a seminar when he is down. Duncan Bruce (Blue Frontier) is 75% committed for April. His presentation</p>	<p>DE/EW/TT/AM</p>

COMMITTEE UPDATES

will be dehumidification without DX. Feb seminar to come online as soon as possible.
Need to collate speaker gifts into one place.

PAOE: current: 2930 / min: 550 / PAR: 1050

GAC	Action
<p>No update, MM to be chair and attend CRC training MM to appoint two volunteers</p> <p>September: Nothing currently to update. MM to update.</p> <p>October: 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>November: 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> <p>January: EM to send Shawn Menard lead, AM to send federal lead. Group to arrange meetings and follow ups.</p> <p>PAOE: current: 850 / min: 500 / PAR: 1000</p>	MM

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

Publicity / Communications	Action
Connor Patterson to be P&C chair	CP

COMMITTEE UPDATES

<p>Tasked to do BOG and Exec social media updates Hanna to update front page of website</p> <p>September: Need to email CP for LinkedIn events.</p> <p>October: No update</p> <p>November: 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>January: reminder for BOG members to send everything to Connor.</p> <p>PAOE: current: 0/ min: 300 / PAR: 700</p>	
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Diversity, Equity, & Inclusion (DEI)	Action
<p>No action currently planned. MS to do research on how to engage this role.</p> <p>September: Looking at women's hockey team event. League starts in January.</p> <p>October: Paint night, women's hockey events to be planned.</p> <p>November: no update</p> <p>January: no update</p>	<p>MSp</p>

COMMUNIQUE ARTICLES

Article	Action
President's Message	AM
News	EW
Program	DE
What You Missed	MM
Tech Awards	EW
Curling	MS
Research Promotion	EM
Membership Update	EP
Seminars	EW
Student Activities Scholarship	ZL
Career Fair	ZL
Government Affairs	MM
YEA Recap	JBu
Tabletop	FH
Business Card Ads	JBu
Advertising	JBu
Articles due to Pat Melville on January 25, 2024 KNOW YOUR RESPONSIBILITY – MAKE IT HAPPEN.	

Adjourned 1:30pm EDT.