



# Ottawa Valley Chapter 2023-2024

## Board of Governors Meeting #6

**Meeting Date:** Mar 14, 2024  
**Called to Order:** 12:00pm  
**Location:** TotalHVAC/Microsoft Teams

**Issued:** March 21, 2024

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

**Distribution:** As per matrix below

**Next Meeting:** April 11, 2024

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<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><b>Jan:</b> 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><b>Feb:</b> AM will be pulling in Josh on website updates. Training has been done. Hanna will add "About Us, events, calendar" button on the front page.</p> <p><b>Mar:</b> Josh will be organizing meeting to OK historical content</p>	JB/AM
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>	AM/EM/JBu/MM

Item	Description	Action
	<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><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> <p><b>Jan:</b> ongoing, Exec to have meeting. JBu proposes moving this to April meeting to get a fresh start</p> <p>Feb: no update</p> <p><b>Mar:</b> no update. Planning meeting tentative for May/June</p>	
3.	<p><b>Curling</b></p> <p>Mitch (Condair) 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/AM

Item	Description	Action
	<p><b>Jan:</b> 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> <p>Feb: still at 16 teams, Stan is trying to find sponsors</p> <p><b>Mar:</b> curling cancelled due to ice failure at venue. Tulips and Maple did not give us our food deposit back. Amount was \$1,000, says they will honour it if we do another event before the end of 2024. Could possibly use them for the September golf tournament. Or, try to use them as a caterer for a fall venue outside of Centurion.</p>	
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> <p><b>Jan:</b> 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> <p><b>Feb:</b> MM and AM spoke with Familiar Faces (FF). FF needs to create entirely new nametags, would have to bulk order. AM to follow up on quote. New nametags would have new logo. Another option is for membership to pay for their own nametag to incentivize holding onto</p>	AM/MM

Item	Description	Action
	<p>your nametag. Unit price for plastic, full colour, is \$12.70. 50+ order is \$10 each.</p> <p><b>Mar:</b> AM to follow up with budget numbers. Exec to look at financials at end of year and assess priority and budget. JBu to produce budget to date for April</p>	
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> <p><b>Jan:</b> in CTTC update. EW to send survey link for Jan meeting.</p>	EW/DE/TT

Item	Description	Action
	<p>Feb: covered in update. Survey results were that speaker was hard to hear. Chapter to look into getting a mobile mic, or telling speaker to use the mic at the podium. DE will be in charge of AV</p> <p><b>Mar:</b> all set for Doug Zentz next week. Seminar is also good to go. 8 people currently registered for seminar. Currently at 27 registered for program meeting. MM to send out mailshot for last day of registration. BOG to reach out to contacts, linkein, etc, to increase sign ups for meeting. Ottawa Hospital presentation is booked for May.</p>	
6.	<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> <p><b>Jan:</b> next two seminars will be put online within the next week</p> <p><b>Feb:</b> EW getting more info to put March seminar on the website. Next seminar will be ASHRAE 90.1 and decarbonization</p> <p><b>Mar:</b> No update</p>	EW/MS
7.	<p><b>Chapter Director Ad</b></p>	JBU

Item	Description	Action
	<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>Feb: will regroup in April with Sandy tasks</p>	
8.	<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> <p><b>Jan:</b> JBu sorting out with bookkeeper. 3 years of taxes will be filed on Jan 24<sup>th</sup>.</p> <p><b>Feb:</b> JBu has met with CRA. GST payment is \$10,874.74. Tax backlog has been sorted out. Will need audit to be done for end of last year. Required for PAR for PAOE points.</p> <p><b>Mar:</b> received another package, needed to pay an additional \$6,919 in GST plus February number. Now we are up to date. Going forward, everything we provide with a value to it needs tax added to it.</p>	<p>JBu/MM</p>
9.	<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. 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. <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> <p><b>Jan:</b> 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> <p><b>Feb:</b> still with AM. AM to coordinate with TT for graphic designer</p>	<p>AM</p>



Item	Description	Action
	<p><b>Mar:</b> banner has been received.</p>	
<p>10.</p>	<p><b>Vodkow Tech Tour</b></p> <p>EW has suggested possible tech tour at Vodkow. DE has potential connection.</p> <p>Feb: ball is in EW's court. Considering for the May meeting</p> <p><b>Mar:</b> still with Eli</p>	<p>EW/DE</p>
<p>11.</p>	<p><b>ASHRAE Swag</b></p> <p>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.</p> <p>Feb: TT to look into options</p> <p><b>Mar:</b> low priority, talk about in April BOG</p>	<p>TT</p>
<p>12.</p>	<p><b>Tabletop Chair</b></p> <p>Need to find new tabletop chair.</p> <p><b>Feb:</b> no immediate need for the remainder of the year. TT will reach out to a few people. If Walmar gets a tech session, they will also do a tabletop</p> <p><b>Mar:</b> no new update. Trevor has put out to CTTC committee.</p>	<p>INFO</p>

Item	Description	Action
6.1	<p><b>Online Expense Form</b></p> <p>JBu has a reimbursement expense sheet. Will circulate with BOG. This needs to be done for records.</p> <p><b>Mar:</b> wording to be revised for disclaimer regarding submitting receipts</p>	JBu
6.2	<p><b>March BOG Date</b></p> <p>EP proposed BOG the Thursday before the meeting. Will test this in March</p> <p><b>March:</b> AM to send out email to BOG confirming if we should be doing this going forward</p>	INFO
6.3	<p><b>PAOE Points</b></p> <p>Chairs to submit points.</p>	INFO
6.4	<p><b>May Meeting Planning</b></p> <p>BOG to consider inviting regional members. Ensure to invite past presidents well in advance. Will need to set up in simple signup in advance.</p> <p><b>Mar:</b> send out invitations to past presidents</p>	AM
6.5	<p><b>Simple Signup/ Website/ Social Media Updates</b></p> <p>Need to be quicker updating as a chapter as a whole. Need to start uploading meeting photos. Looking for more volunteers to help to update communications.</p> <p><b>Mar:</b> should set up a calendar of when things should go out for next year</p>	INFO

**PAOE as of 10:00pm February 15, 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><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><b>January:</b> 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><b>February:</b> At 45% of goal, reaching out to organizations. Applied Energy (Dave) is committed to a donation. Following up for spring.</p> <p>March: just shy of 50% of goal. Society needs to adjust PAOE points, should be at minimum. Some feedback that the invoice system sent out lacked context.</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</p>	<p>ZL</p>

## COMMITTEE UPDATES

between ASHRAE and Virtual Ventures. Call out for judges for science fair. Sign up sheet to be circulated around classrooms.

**January:** career fair is moving forward, contract signed, deposit paid. Date is March 21<sup>st</sup>, 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 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.

**February:** Meeting with committee next week. Career fair next month. Another promotion email blast to student to be sent out. Liz has contact info for Cegep.

Reached out for tour of Zibi plant for students. Week before the career fair to promote it.

March: Zibi tour next Wednesday, a few students signed up, career fair on Thursday, around 30 students signed up. Deadline for registration is day of. ZL to coordinate with JBu to send mass email out to Carleton engineering students to pump up the numbers.

PAOE: current: 795 / min: 500 / PAR: 800

### Membership Promotion

### Action

**September:** 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.

**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.

**February:** Paint night date TBD. Needs at least 4 weeks of promoting for PAOE points. PWHL game date chosen (April 24<sup>th</sup>), 25 tickets purchased and working with DEI. 424 members, 24 delinquencies, 30 students with 8 delinquencies.

**March:** paint night, Wednesday, May 8<sup>th</sup>. Potential for a brewery tour add-on. - 28 delinquent members; 431 members; 28 students (10 delinquents)

EP

## COMMITTEE UPDATES

PAOE: current: 840 / min: 1000 / PAR: 1600	
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YEA	Action
<p>Joint YEA/SA boat cruise event 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><b>January:</b> YEA just supporting other events at the moment, possibility for another Tailgators event for March. JB trying to promote HVAC scholarship.</p> <p><b>February:</b> One more Tailgators event in the works, coordinating with MP and SA. MP needs a month notice. 2<sup>nd</sup> week of April (11<sup>th</sup>) planned.</p> <p><b>March:</b> JBu wants to do another Tailgators. Looking at mid-late April or early May.</p> <p>PAOE: current: 2075 / min: 300 / PAR: 800</p>	JBu/AM

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 2<sup>nd</sup> place. CTTC to follow up for society consideration. Will need to pick a meeting for recognition (likely CTTC themed night, February)</p> <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>	DE/EW/TT/AM

## COMMITTEE UPDATES

PDH Certs: Hamilton put forward a template at CRC. Can do this at SimpleSignup. AM to follow up with John Withnall.

Certification programs: CTTC can discuss one per meeting in the business sessions. Slides were provided at CRC.

DE is ordering the speaker gifts (commemorative coins) for next ASHRAE year.

Program and CTTC to merge resources going forward to make processes smoother with division of labor.

**October:** 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.

**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.

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

**February:** Doug Zentz booked for March. Duncan Bruce for New Frontier mostly locked in for May. There have been a few requests for Tech Sessions, people have offered for next year: John (Walmar) on pumps, Francis Lacharite for boilers, Adrienne for kitchens.

**March:** EW suggests an incentive for submitting a tech award. Perhaps a free lunch or dinner for the first person to submit. We now have a clicker for the projector.

PAOE: current: 3300 / min: 550 / PAR: 1050

GAC	Action
<p>No update, MM to be chair and attend CRC training 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</p>	MM

## COMMITTEE UPDATES

<p>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> <p><b>January:</b> EM to send Shawn Menard lead, AM to send federal lead. Group to arrange meetings and follow ups.</p> <p><b>February:</b> MM and EM coordinating to set up meeting with City of Ottawa climate change committee.</p> <p><b>March:</b> GA group organizing a meeting with City of Ottawa Climate Change committee. Group to coordinate on what our “ask” is from the City. Group to virtually attend next committee meeting to better understand how these meetings work. Group to coordinate who is attending “Day on the Hill”.</p> <p>PAOE: current: 850 / min: 500 / PAR: 1000</p>	
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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><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><b>January:</b> no update</p> <p><b>February:</b> need to sort History items and find a new place for storage</p> <p>March: Total HVAC have collected more History artifacts. History chair to go through the items to see what should be kept. A separate meeting will be held for those interested in going through the History items.</p> <p>PAOE: current: 100 / min: 100 / PAR: 300</p>	BS

Publicity / Communications	Action
<p>Connor Patterson to be P&amp;C chair Tasked to do BOG and Exec social media updates 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>	CP

## COMMITTEE UPDATES

<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><b>January:</b> reminder for BOG members to send everything to Connor.</p> <p><b>February:</b> Committees to give updates for website.</p> <p>March: no updates. JB to be brought into the process and develop plan for next year. AM suggests the Chapter get a Canva account to make our posts for visually appealing.</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><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> <p><b>January:</b> no update</p> <p><b>February:</b> Alekya is the RC for DE&amp;I</p> <p><b>March:</b> PWHL game update to be given at March meeting. Game time is TBD. Could potentially mean game day is moved. Email blast should be a month in advance. \$25 for student, \$35 for members. Proceeds go to Actua charity.</p>	<p>MSp</p>



**COMMUNIQUE ARTICLES**

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

**Adjourned 1:30pm EDT.**