

SECY.

Ottawa Valley
(CHAPTER)

D. C. McKeen

PRES.

Send blue copy, together with white form on chapter attendance record, to Membership Division, ASHRAE United Engineering Center, 345 East 47th Street, New York 17, N. Y.

AMERICAN SOCIETY OF HEATING, REFRIGERATING
AND AIR-CONDITIONING ENGINEERS, INC.A CHECK LIST OF ITEMS
TO BE REPORTED

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
(TITLE)
(BUS.)
(CITY)
SUBJECT
10. DISCUSSION
11. MOTIONS
12. RESOLUTIONS
13. OTHER FEATURES
14. LIST ON SEPARATE FORM
NAMES OF GUESTS AND
BUSINESS ADDRESSES
AND MEMBERS IN ATTEND-
ANCE.

The regular October meeting of the Chapter was held at the Cathay Restaurant on Tuesday October 20, 1964 with President Don McKeen presiding.

The meeting was called to order at 7:20 p.m. with 53 members and 7 guests in attendance.

The President introduced the head table and guests to the members and the Chairman of standing committee as follows:

Special Events	W. Miller
By Laws	B. Stotesbury
Membership	G. McRae
Programme	G. Goodkey
Telephone	G. Carscallen
Reception	R. Macpherson

J. Klassen was congratulated on his election as Region's Representative to the National Nominating Committee.

The minutes of the May 19th meeting were read by the secretary.

Motion by Soli Dubash, seconded by Eli Edelson "that the minutes be accepted as read" -- motion carried.

New Business - Ian Paterson gave instructions to the new executives in what to do in case of an atomic attack.

At the request of President Don McKeen, Gord Goodkey briefly outlined the plans of the Programme Committee for the coming season including a night devoted to a panel discussion.

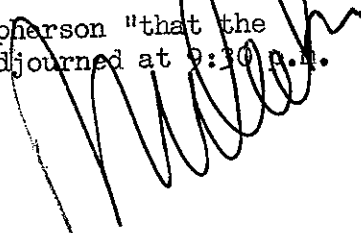
Warren Miller outlined the tentative plans for the Special Events Committee regarding the Christmas dance which this year is on Wednesday December 16th at the Sampan Restaurant.

Warren also extended the request of the Toronto Chapter that we enter a team in their curling bonspiel of November 20th.

The guest speaker Mr. Bob Rabjohn was introduced by Mr. Noel Kirby. Mr. Rabjohn of the Trane Company, Toronto, spoke on Absorption Refrigeration using slides and interesting diagrams to make an entertaining and informative talk.

Mr. Rabjohn was thanked by Mr. Geo. McRae.

Motion by Doug Penstone, seconded by Bob Macpherson "that the meeting adjourn" -- motion carried. The meeting adjourned at 9:30 p.m.



CHAPTER ATTENDANCE RECORD

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

CHAPTER _____
 SECRETARY _____
 DATE _____

ATTENDANCE: MEMBERS _____
 GUESTS _____
 TOTAL CHAPTER MEMBERS _____

Return this form to Membership Division, ASHRAE, 345 East 47th Street, New York 17, N. Y.

CHAPTER GUEST ATTENDANCE RECORD

Guests are requested to give their business addresses in full

NAME	COMPANY	STREET	CITY
Chas Fisher	D.O.T.		
John	American Std Prod.		
J. Moore	Vapor Leaks		
M. Busch	Power Regulator		
[Signature]	[Signature]		
W. Johnson	Honeywell		
R. Schuler	Lawyer		
Jack Immler	Business from the		
Al Chapman			
Jack Neilson	Trane Co		
G.P. O'Byrne	Ottawa Tech		
Bill Poodel	Dept of Education		
Frank Park	Trane Co of Canada		
Carl Calzich	Trane Co of Canada		
FRANK MALOZE	MONTREAL		

Use other side if necessary

BY

CHAPTER ATTENDANCE RECORD

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

CHAPTER _____

ATTENDANCE: MEMBERS _____

SECRETARY _____

GUESTS _____

DATE _____

TOTAL CHAPTER MEMBERS _____

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CHAPTER GUEST ATTENDANCE RECORD

Guests are requested to give their business addresses in full

NAME	COMPANY	STREET	CITY
JACK NEILANS	TURANE Co.		
FRED PARK	" "		
BILL PODO	DEPT OF EDUCATION		
G.P. O'BYNE	OTTAWA TRUCK		
PETE MCGARRN	B. F. HARLEY		
HARRY ATKINSON	C. B. & F.		
JOHN RUDDY	—		
DOUG MCINTOSH	- BARBARA COLFMAN		
M. J. BURKE	POWERS		

Use other side if necessary

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