

MINUTES

CHAPTER: Ottawa Valley Chapter MEETING DATE: January 19, 1982
 ATTENDANCE: MEMBERS 53; GUESTS 4; COMPILED BY J. Lunde

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SUGGESTED
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
(See reverse of
white copy)
10. DISCUSSIONS
11. MOTIONS
12. RESOLUTIONS
13. OTHER FEATURES
14. ADJOURNMENT

1. The regular meeting of the Ottawa Valley Chapter was called to order at 7:15 p.m.
2. President Beckman introduced the head table and guests.
3. The minutes of the January meeting as written and read by the secretary were approved on a motion by Soli Dubash and seconded by Ed Butterworth.
4. Mr. John Jensen spoke briefly on an upcoming seminar by Construction Specifications Canada to be held at the Talisman Motor Hotel, Carling Avenue, Ottawa on March 24, 1982.
5. President Beckman announced that the curling event will be held at the Rideau Club on March 23, starting at 1:00 p.m.
6. Keith Murfin, Chairman of the Education Committee, commented on the successful tour of the D.O.T. Training Centre in Cornwall, Ontario.
7. A lengthy discussion took place on the motion by John Bekolay, seconded by Simon Jol in the October meeting, "To not participate in the ASHRAE point system, as it is not necessary to properly judge the Chapter performance or to encourage participation". The motion was voted on and rejected by a majority of the members.
8. The program for the evening comprised a presentation and discussion by an expert panel on the design and operations of the D.O.T. Training Centre in Cornwall. Mike Acton, the co-ordinator, introduced the speakers: Jim Ford from Public Works Canada spoke on energy conservation and controls, Kevin Barrett from American Air Filters spoke on the water to air heat pumps used throughout the building and Doug Overhill, a private Consultant, spoke on the operation and maintenance of the building.

After a very informative discussion period Al Leung thanked the panel on behalf of the Chapter.

9. The meeting was adjourned at 9:15 p.m. on a motion by Pat Durkin and seconded by Bill Graham.

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>10</u>
TIMING:	(Ability to work within the total time allowed for speech.)	<u>10</u>	<u>10</u>
SUMMARIZATION:	(Ability to summarize all salient features of speech so that audience remembers main points emphasized.)	<u>5</u>	<u>0</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>0</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>63</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>0</u>
TOTAL		<u>100 to 50</u>	<u>63</u>

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