

MINUTES

CHAPTER : Ottawa Valley Chapter MEETING DATE : March 16, 1982ATTENDANCE : MEMBERS 44 ; GUESTS 43 ; COMPILED BY J. Lunde

DISTRIBUTION: Retain BLUE original for chapter files and mail GREEN copy to your Regional Chairman. Send WHITE copy to Manager, Membership Dept., ASHRAE, New York, together with the YELLOW copy for "Journal" information.

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 6:50 p.m.
2. The minutes of the February meeting as written and read by the Secretary were approved on a motion by H. Dean and seconded by S. Dubash.
3. Vice-President McIntyre, who replaced R. Beckman while on holidays, introduced the head table and guests.
4. Ron Balsdon, Head of the Electrical and Mechanical Department at Algonquin College, introduced students attending the College from Moose Jaw, Saskatchewan and Ottawa.
5. Charlie Hobbs, on behalf of the Nominating Committee (Roy Beckman, Charlie Hobbs, Jim Black and Herb Dean), presented the proposed slate of officers for the 1982-83 season as follows:

President: Dalton McIntyre
Vice-President: John Lunde
Secretary: Frank Vaculik
Treasurer: Gabriel Lazzo

Board of Governors:

Ed Butterworth
Gil Cavill
Pat Durkin
Keith Murfin
6. Keith Murfin spoke briefly on the successful tour of Barrhaven Sportsplex earlier in the day.
7. Simon Jol announced a Construction Specification Seminar to be held at Talisman Motor Inn, March 24, 1982.
8. Ray Young reported that the ASHRAE Research Program was well underway, and he appealed to all members to invest generously in ASHRAE Research.

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9. Dalton McIntyre spoke briefly on the upcoming CRC in Halifax, N.S.

10. The speaker for the evening, Mr. L. Jones from BFH/Shawinigan, was introduced by Randall Snow. Mr. Jones spoke on the Energy-Analysis for Buildings undertaken by the Federal Government.

After an interesting discussion period, the speaker was thanked by Ray Young on behalf of the Chapter.

11. The meeting was adjourned at 9:00 p.m. on a motion by Soli Dubash and seconded by Sharon Findlay.

The following information is for confidential rating of the speaker's ability and is for use by Headquarters in maintaining a Speakers List:

Copy for Subash Vohra
and Randy Snow

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>2</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>4</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>20</u>
SUB-TOTAL		<u>100</u>	<u>64</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>1</u>
TOTAL		<u>100 to 50</u>	<u>64</u>

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

LES Jones Peng - B.F.H. / SHAWINIGAN - RECENTLY
CHANGED to LESLIE JONES & ASSOCIATES 324 SOMERSET ST.
OTTAWA (233-2758)