



## Board of Governors - Meeting Minutes

**April 10, 2025 - MacPherson Engineering Board Room / #2-305 IDYLWYLD Dr. – 3:30 PM**

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1. **Call to order** - by KH, seconded by BE @ 3:40 PM

### 2. Attendance

|                          |                    |                        |                      |
|--------------------------|--------------------|------------------------|----------------------|
| Alex Barnes [AB]         | <u>  Present  </u> | Brian Evanochko [BE]   | <u>  Present  </u>   |
| Kyle Harasyn [KH]        | <u>  Present  </u> | Dlyan Huber [DH]       | <u>  Present  </u>   |
| Jared Larson [JL]        | <u>          </u>  | Cole Litzenberger [CL] | <u>  Present  </u>   |
| Spencer Ollenberger [SO] | <u>  Present  </u> | Odhner Ong [OO]        | <u>          </u>    |
| Devin Storle [DS]        | <u>  Present  </u> | Cailin MacPherson [CM] | <u>    Present  </u> |
| Ayo (Regina)             | <u>  P  </u>       |                        |                      |

### 3. Reports

#### a. Sustainability – (REGINA & KH)

- i. Conference based on Halifax sustainability conference (inherited from Canada green building Group)
  1. 2 day event , Trade show / seminars / etc.
  2. Capacity from chapter volunteers? Look for sustainability chair. Reach out to membership to look for a sustainability chair, and look into this.
- ii. Decarb / sustainability document – Vancouver Chapter did a good job of this one
- iii. Committee will likely be hiring a event planner to look after the logistics of an event this size, draft budget attached. Conference requires seed funding, this amount would be paid back to the chapter in the next year. Profits of conference would be used going forward in next years.
  1. Questions from Saskatoon BOG - \$\$ amount
    - a. Financial risk – if the budget is optimistic, who will be wearing the costs of seed fund / other obligations to hotel, Event Planner, Etc.
    - b. Split of costs / Income – split between Saskatoon & Regina chapters 1:2? 1:3? ‘profit’ & RP contributions would reflect this ratio.
    - c. RP Donations - any excess funds sent to RP on chapters behalf, after the seed fund for the next.

#### iv. April 10, 2025

1. Conference Date & Location Confirmed - Nov 12 & 13 – UoR Campus (hall to be determined)
2. At Looking for Presentations
3. Seed Funding of 20,000 - split by Regina (75%) / Saskatoon (25%)
  - a. Seed funding is returned to chapter, any excess in profits determined by Conference committee.

b. Conference costs are proportional to attendance – By UoR.

4.

b. Programs – KH /AB

i. Program calendar for year; (\* - ball rolling/already lined up)

- April
- Devin had Virtual DL Lined up 'Building decarb, whole life' April 30, @ noon Virtually.
  - Opportunity for presentation from a Trane engineer on geothermal systems.
    - o AB to coordinate, more info to come.
    - o With Travel & Planning will carry over to next year.
  - KH will be presenting at BOMA day event, April 24<sup>th</sup> – Flyer attached
    - o Promote upcoming sustainability conference, Golf, ASHRAE RP, and give a low down of what ASHRAE has to offer to building owners.
    - o Will inquire about lowered cost of attendance for registered ASHRAE Members / RP Donation per attendee.
- May
- Annual Golf tournament – Work sponsors to cover costs, and call it an RP event?
    - o May 29th @ Moon Lake
      - Discussion for new course next year to be continued
    - o Pricing by Reg H.
    - o Raffle for RP, Putting competition (required volunteers).
    - o LinkedIn / Flyer / Square space links.
    - o Costs / sponsors / Raffle
      - Registration costs from spencer,
      - Moon lake putting green competition, (for RP Sponsored by & administered by a company)
      - Hole Sponsorships. – 17 existing hole sponsor signs (with Reg)
        - \$100 hole sponsor, \$250 Hole in one
  - Golf and Lunch only = \$145.00
  - Golf , Lunch, Dinner = \$225.00 (180 cost per)
  - ~~Dinner only = \$60.00~~
  - Hole Sponsor = \$150.00
  - Hole in one Sponsor = \$300.00
  - 4 + hole sponsor = \$1000
    - 72 golfers rqd. for Shotgun start.
    - Look for Raffle Prizes, Sell Tickets for RP.
  - Trane engineer presenting to EMTF on refrigerant topic.
    - o On May 7 in AM. See Refrigeration for Chapter meeting info. Seminar proposed.

ii. With dues increase, Send meeting schedule out early in the year. Say second Tuesday of every month.

Devin has a couple virtual DLs on standby for next year. Christopher Muller & Tim Wentz

c. Finance – CL / KH / BE

- i. Chapter Budget for 2024/25 Society Year to be put together by CL & BE
- ii. Account Balances – as of March 11, 2025

Checking : \$9,148.69

**'investment': \$8,251.47**

- iii. Looking into increasing Chapter Dues in CAD250 per member, Member dues would include attendance at all chapter dinner and/or lunch meetings. Reduced cost at other chapter events. \*life members do not pay chapter/society dues 8 – yes's 0 – no's 2 missing
    - 1. Include in news letter (KH), print 'punch card' each punch is good for one person at one meal – a full card can be used for one meeting is 8 are in attendance.
  - iv. Look into outstanding chapter dues – send out invoice to those who need to pay
  - v. Chapter Sponsorships
    - 1. General sponsors; three tiers, displayed on webpage / newsletters at different levels. 'no sales pitches' can have logos, mention the company who sponsors
      - a. Trane sponsored November meeting – cost of attendance to be donated to RP
      - b. Meeting / bar / newsletter / student member sponsors.
  - vi. Fund raising
    - 1. Skeet shooting (insurance!), Seminars, Socials, 50/50, Wine survivor,
    - 2. Winter golf sim 'scramble' - prizes to match may
  - vii. Portland CRC cost – ~1,600 total
    - 1. Hawaii CRC, DRC looking for 4 members per chapter to attend.
  - viii. BANKING info to be addressed at some point (name address)
    - 1. **CRA Business number**
  - ix. SaskEnergy donated some to chapter (\$1,000?)
  - x. **Motion for seed funding of sustainability conference – By KH, Seconded by CL**
    - 1. **8 in favor & 2 not voting.**
- d. **History – OO**
- i. – No report
- e. **Research Promotion – DS**
- i. Endowed Scholarship Fund – RP Donations will go to a Daren Wingerak memorial fund, Fully endowed fund (30,000 USD) returns 5% (1,500 USD) in perpetuity. Total of 6 years to complete endowment. Jared has set these up in a way that awarding scholarship is in control of chapter with Regina. Once endowed this would replace current (chapter funded) 1000 CAD travel scholarship – 1000 CAD reallocated to 'student chapter budget'.
    - 1. Motion to vote by JL, second BE - Voted - 7 for , 2 not voting (September)
    - 2. RP Chair to let RVC know about this, Need to track at society level.

3. After its endowed, additional contributions increase scholarship.
  4. Approved by that powers that be at society level
  5. Keep track of contributions, can be difficult to get this value from society. Ask for folks who contribute to flag to chapter. Produce document with basic information of how to donate, and what we ask included
  6. Flyer to be promoted to members
  7. RP event in October(?) 500CAD donation required. KH to make donation.
- ii. RP ~600/5,000 USD(?) goal.
  - iii. Full circle Donation due end of November 15 (ish)
    1. All donations in we are good to go scholarship.
    2. Look for past donors list & promote.
- f. **Membership Promotion – BE**
- i. We are at 108 members
  - ii. Continue to follow up with delinquent/expired members.
- g. **Student Activities – JL**
- i. Jared at Usask welcome week, Student members recruited. Central plant tour with student branch last week.
  - ii. Student travel grant closed, one applicant from Saskatoon.
  - iii. Student Chapter president would like to be included in BOG meetings.
  - iv. Student night planned for march, no cost on student members at monthly meetings?
    1. Presentation for Student night at Usask,
  - v. KH has contacts to translate Lucys books to Michif, In works.
    1. MN-S gentleman doing the translation.
  - vi. One student group signed up for building EQ competition.
  - vii. Look for technical tour for student branch before terms end.
- h. **Refrigeration – AB?**
- i. Plan for a facility tour every other year – off year this one.
    1. Warman / Martensville rink tour?

- ii. Presenting to EMTF at breakfast meeting in May –
  - 1. Half day refrigeration seminar B52 & standard 15 updates on ASHRAE side, TBD. Lunch and 2 one hour presentations.
  
- i. **Communications / Newsletter – CM**
  - i. Every chair is to send Cailin an update from your prospective position highlighting a positive step forward for the chair.
  - ii. Group email for member contact, Copy RVC's / regional executives in loop.
  - iii. Shared outlook calendar – updates live as dates change?
  - iv. **Flyer for Golf, See above**
  
- j. **YEA - DH.**
  - i. +1 YEA member.
  - ii. Chapter leadership academy Jan – funds from society for Travel & Hotels. Rob has info
    - 1. Spencer attended – info related to moving up through ASHRAE to region and to society.
  
- k. **Government Affairs – SO / KH**
  - i. We gave to the city of Saskatoon the two guide lines they asked for: ASHRAE Guideline 0-2019 – the commissioning process and ANSI/ASHRAE/IES Standard 202-2018 – Commissioning process for buildings and systems
    - 1. SO to follow up on use by the City
  - ii. Included all ministers in the new newsletter
    - 1. Reach out to two cabinet ministers (goal for month)
      - a. Colleen Young – Minister of Energy and resources
        - i. SO reached out, email from Don Keting, assistant to Young – email has been received.
      - b. Jeremy Harrison – Minister of Crown Investments Corporation
      - c. **Ken kowal with Colleen Young's cabinet, interview on how Energy & resources does with the Government - rolls withing the government. Spencer to draft questions & circulate with BOG**
  
- l. **Awards –**
  - i. Spencer received leadership academy award and will be going down to the ASHRAE head office to accept the award
  - ii. Recognize those who could get an award and have ready for upcoming CRC
    - 1. JL - Ask Rob about what is required for award nomination of chapter veterans.
  
- m. **CTTC – DS**

- i. Look into virtual DL lunch meetings, Possibility to reach out to other chapters in region.
- ii. Technical Seminar – ALI at some point.

#### 4. Old business

- a. (Sept, 2024) Let Devin/Kyle know of any Updates or Changes you would like regarding webpage.
- b. (Sept, 2024) Chapter Bylaws & Charter – By laws last revised in 2004, due for review & renewal.
- c. April
  - i. Square will perhaps give grief as the chapter is not registered as a non profit with ISC in Sask. Regina had this problem, and it's only a matter of time here.
    - 1. KH to reach put to Regina chapter to get low down on
  - ii. Audit, Last years audit, plan for this years audit – CPA not required for performing audit, chapter vets can review and give a go ahead on this front.
  - iii. CRC reports will be required for April.
  - iv. Comment on edits to bylaws – KH to find new template and revise existing as required to come close to modern bylaws, then circulated to BOG members. To preset / mention this at CRC
  - v. Nominations, Call for nominations & election – include in newsletter, and promote to members.
  - vi. Election can be important for formality, travel expensed provided to elected positions. Electronic voting
    - 1. before CRCs.

#### 5. New business

- a. (Sept, 2024) Lucys engineering book – all but 4 school districts have had books sent out, Avah will be reimbursed once all books have been shipped.
  - i. Avah paid, even with Chapter on shipping costs.
- b. CIQ roster – KH reach out to prospects,

#### 6. Location/Time of next BOG meeting:

- a. May 1, 3:30 PM – MacPherson Engineering Board Room / #2-305 IDYLWYLD Dr.

#### 7. Announcements

- a. -

#### 8. Adjournment

- a. Motion to adjourn by KH. Seconded by CM @ 5:21 PM (sask)