CALL TO ORDER – Chair, Allan Kelly
Present: Rick Anderson, Ron Durocher, Ed Davies, Jeff Weir, Allen Lyte
Regrets: Paul Soares, Roger Holliss

Minutes from June 4, 2012
Minutes were unavailable for approval

OHA Engineers session: - Allan Kelly
The session is set to proceed tomorrow at 3:30pm.

Update of CCGHC: - Ron Durocher
Ron highlighted all the initiatives being pursued by the CCGHC including two that are supported by CHES ON and CHES National. The OCE Revolving fund will need a letter of support from CHES soon. The OPA EESP funding proposal is showing signs of becoming a reality soon. CHES ON has a promissory note outstanding with the CCGHC for $17k. If an extension is requested, there was no objection to granting them an additional 3 months.

Membership – Jeff Weir
Jeff presented his report which was distributed earlier. (see attached) Allan Kelly will contact Phil Renaud about LHSC delinquent accounts. Jeff will contact the LTC association with a view to engaging their members at the OLTC conference. Jeff will also speak to CHES National office to find out how the invoicing happens and what follow-up is provided through the office. Jeff will set up a CHES ON drop box to facilitate the distribution of minutes and other postings.

Inquiry from CHES 2012 Conference Committee - Allan Kelly
The conference planning committee wants to withhold money for their future education sessions due to the lack of funding through their hospitals. Ron and Allan have spoken to Chris Rousseau at different times. The executive committee agreed that all proceeds need to be returned to the chapter and we would provide additional benefit similar to CHES
National. The conference chair will attend the next conference at our cost with 5 committee members being given free registration. This is an unprecedented effort, recognizing the hard work of the committee.

7. **CSA Z8000 Education Day – April 2013 – Allan Kelly**
   A one day session on the CSA Standard Z8000 will cost approximately $11,000 for 50 people. NB recently held a session attended by 150 people. If we were to hold a similar session for 150, the cost would be $16,750. It was suggested this be offered as a member benefit with non-members being charged $225 (includes one year membership) and members charged $50. CSA is expected to charge upwards of $800. The date would be April 3, 2013. **Allan will confirm the date** with Gordon Burrill. **Rick Anderson will organize a venue and advertising.** Ron will assist Rick with promotion.

8. **Elections**
   2013 is an election year with positions opening in Secretary, Treasurer, and Vice Chair positions. The recent survey by CHES National has identified several names of interested people and we will invite them to stand for election. Ed Davies has indicated that he will stand for treasurer. Paul has indicated that he is unwilling to move into the chair in September. If he holds to this, Allan Kelly has agreed to stay on as chair until a new vice chair has been initiated or Paul feels the timing is right. **Allan will speak to Paul more about this.** **Ron, as past chair, will initiate the call for nominations** in accordance with CHES Bylaws.

9. **Past chair report – Ron Durocher**
   The Kingston conference was extremely successful showing proceeds of $66k. Chris Rousseau and his team are to be commended for a job well done. The member recognition was initiated a couple years ago. **Rick will check membership lists** to see if there are any new people to fall into this category. Election call for nominations will go out in the new year.

    The revenue / expense report was presented and discussed. (see attached) The balance in the bank is $30,125.82. The proceeds from the Kingston conference have not been received. Arrears payments to Revenue Canada have been settled and a mini audit is planned for next year.

11. **Education Report – Rick Anderson**
    Rick reported on the winners of this year’s bursaries. (see attached) Tuition reimbursements for 2012 are $875.00. Applications are available on the website.

12. **Partnerships and Advocacy Committee report – Allan Kelly**
    The committee has produced an action plan and partnership guidelines. An effort to partner with the CCHL is moving toward signing an agreement soon.
13. **Other Business**
A Members Bursary idea was presented to the executive by Allan Kelly. This is something that is being done in the Maritime Chapter and is a benefit to members with children in post-secondary education. **The Maritime version of the bursary is attached for our review and comment by the next meeting.** Who can apply and who may benefit will need to be worked out. The benefit will be available to all ON members. A bursary subcommittee will need to determine criteria and make the final selections. It was suggested that there be a maximum per person benefit as well as an upper benefit limit for the program.

14. **Next meeting**
At the call of the chair.

15. **Adjournment** – The meeting was adjourned at 1835

\[Signature\]

Ron Durocher P.Eng  
CHES ON Past Chair  
*Building Member Expertise*

Profile:

1. Current confirmed membership stands at 302 as of November 1, 2012. Considering more restrictions on memberships within hospitals, this is relatively good news. Another 10 memberships for one hospital appear to be in flux. It would be very surprising if they were no longer members, so we can reasonably assume their membership. Also, from activities below, another 2 members have said they will join. That totals 314 and is 24 members more than at last report of May 31, 2012.
2. Membership breakdown shows that 12 (4%) are emeritus, 153 (51%) are regular members, and 137 (45%) are associate members.
3. Some LHIN areas continue to lag in membership with respect to the number of hospitals in the area. These are LHIN’s 9 and 11 (Peterborough / Kawartha, and Eastern Ontario).
4. Long term care members remain at 2 or 3.
5. Of the lapsed members, 58% are associates, and 42% are regular members, indicating a higher turnover in associates than in regular members.

Two recent email campaigns to 133 lapsed members (thanks Allan!) produced the following:

a. 13 renewals, 11 of which are in the above count, and 2 more indicated they will join
b. 21 “bounced” emails, indicating that person is no longer at that email address
c. We do not know yet if any of the remaining 99 lapses will renew

The membership report of May 31, 2012 listed a number of activities and accomplishments over the past year including:

- Participation in OLTCA long-term care show in Toronto in April 2012.
- Collaboration with Education to gain participation in education events
- Engagement with the CHES National membership team
- Creation of a map showing regional location of members, placed according to LHIN

In the future, I plan to:

- Get CHES a booth and speaking engagement, perhaps teamed with CCGHC, at the next OLTCA show, and boost our membership from that sector.
- Email all members in November to remind them to put membership in their budget for next year
- Contact members in March to renew, in April to ask if they have renewed, and in May to inform of their being delinquent (if applicable).
• Have content in the mailings that also appeal to the large proportion of associates, to highlight the benefits of being an associate members
• Phone hospitals in the LHINs identified, to locate the Director of Plant / Environment, to personally encourage joining.
• Reach out to some of the non-renewers to find out why they did not renew. We should be prepared to address their issues.

Thanks for all the help, advice, and support over this past year. Feedback and discussion is welcome, particularly on the issues of tracking down delinquents, identifying retirees, and lowering the churn on associate members.

Respectfully,

Jeff Weir
Trane Canada
416 819 0150

Email: jeff.weir@trane.com


Balance Forward from March 31, 2012 Opening Balance $54,815.36

REVENUES

Receiver General HST returns. $ 536.18
Redemption of GIC $ 37,358.82
Membership Dues $ 3,618.75
Total Revenues $ 41,513.75

EXPENSES

Education Day, Cambridge $ 718.67
Lanyards, CHES Conference $ 949.20
InterCall Invoice $ 152.00 ✓
Education Grants $ 875.00
Purchase GIC $ 38,000.00 ✓
Promissory Note CCGHC $ 17,000.00 ✓
General Expenses $ 8,477.54
Bank Charges $ 30.88
Total Expenses $ 66,203.29

Closing Balance $ 30,125.82 ✓

Standing Investments as of February 27, 1012

CIBC BonusRate GIC Principal. $ 46,600.74 Rate 1.5% Matures 12/12/2012 ✓
CIBC Flexible GIC Principal. $ 38,000.00 Rate 3.4% Matures 30/07/2015 ✓
CIBC Non Redeemable GIC Principal. $ 34,000.00 Rate 3.0% Matures 27/02/2015 ✓

Total Term Investments $118,600.74
**Ontario Education Chairman's Annual Report – 2012/2013**

**Current Sponsored Scholarships**

This year has been another successful year of educational sponsorship for the Ontario Chapter. The colleges who award bursaries, in the Society's name, include Canadore College in North Bay, St. Lawrence College in Kingston/Brockville/Cornwall, Niagara College in Niagara-on-the-Lake & Welland, Fanshaw College in London/Woodstock, Conestoga College in Kitchener, Seneca College in Toronto, and Durham College in Oshawa, St. Clair College in Windsor/Chatham and Georgian College in Owen Sound/Barrie. To date, since 1996, over $300,000.00 is being held as endowment capital, in the name of CHES-Ontario, towards scholarships in (9) Ontario Colleges.

The deserving recipients of the CHES-Ontario scholarship awards are as follows, with mention to the local CHES members, who volunteered their time to assist at the ceremonies, by presenting on our behalf.

<table>
<thead>
<tr>
<th>College</th>
<th>Month</th>
<th>Recipient</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Niagara</strong></td>
<td>May 2012</td>
<td>Marco Vandenberg</td>
<td>no ceremony - presented to student on behalf of CHES-Ont.</td>
</tr>
<tr>
<td><strong>St. Clair College</strong></td>
<td>Feb. 15, 2012</td>
<td>Paul Lefebvre</td>
<td>present for CHES - R. Durocher/R.White (Hotel Dieu Grace-Windsor.)</td>
</tr>
<tr>
<td><strong>Conestoga</strong></td>
<td>Mar. 8, 2012</td>
<td>Jessica Weinheimer</td>
<td>presented by college on behalf of CHES-Ont.</td>
</tr>
<tr>
<td><strong>Canadore</strong></td>
<td>May 2012</td>
<td>Emily Jusic</td>
<td>no ceremony or presentation</td>
</tr>
<tr>
<td><strong>Durham College</strong></td>
<td>Mar. 27, 2012</td>
<td>Max Thiboudreau</td>
<td>present for CHES – Ken Paradise, (Lakeridge HC)</td>
</tr>
<tr>
<td><strong>Fanshaw College</strong></td>
<td>Dec. 23, 2012</td>
<td>David Bennett</td>
<td>presented by retired Exec. CHES member Orland Hartford</td>
</tr>
<tr>
<td><strong>St. Lawrence College</strong></td>
<td>Nov. 15, 2012</td>
<td>Kyle McQueen</td>
<td>presented by Chris Rousseau Kingston General Hospital / CHES member</td>
</tr>
<tr>
<td><strong>Seneca College</strong></td>
<td>Oct. 2012</td>
<td>Bob Marlon Brandon</td>
<td>no ceremony - presented to student on behalf of CHES-Ont.</td>
</tr>
<tr>
<td><strong>Georgian College</strong></td>
<td>Apr. 2013 (pending)</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

These recipients, as well as the Colleges, have expressed their appreciation to our Society for our sponsorship, in awards like ours, to help them in their career establishment.

**Current Education Tuition Applications**

Our member’s tuition applications for the 2012-year have totaled only $875.00. The Ches-Ont. Executive encourages members to take advantage of the generous opportunity for tuition reimbursement. Applications are available by applying to the CHES web site or the Education Chairman.

Rick Anderson, Education Chairman, CHES-Ontario
The Maritime Chapter of CHES has established a bursary which is open to all immediate family members of active Chapter members under the following conditions:

a) A Bursary sub-committee will be established to administer the bursary and will be responsible in whole to the Maritime Chapter Executive.

b) The Bursary sub-committee will consist of the past chair of the Maritime chapter Executive as well as a representative from each of the three provinces (NB, PEI and NS) making up the Maritime Chapter.

c) The Chair, secretary and treasurer of the Chapter Executive may also sit on this committee as non-voting ex-officials.

d) The past chair of the Maritime Chapter Executive will chair this sub-committee and be accountable to ensure the sub-committee meets on a regular basis, coordinates the activities of the sub-committee and brings forth any recommendations to the Executive for documented approval.

e) As it is the wish of the Maritime Chapter to present the Bursary at the Annual Conference held around May of each year, the sub-committee will be responsible to set the schedule of events required, based on the actual conference date set by the Chapter Executive, to ensure the Bursary process is complete in time for awarding of the Bursary at the annual conference.

f) The sub-committee will be responsible to review annually the application form for any modifications (if required).

g) The Sub-committee is responsible to establish and review from time to time the definition of an immediate family member.

h) The Bursary sub-committee will be responsible to accept all applications by the established deadline, verify the applicant is an immediate member by definition of an active Chapter member as well as verify all information on the application form.

i) The Bursary sub-committee shall be responsible to recommend for approval, to the Maritime Chapter Executive, the criteria and weighting formula to be used to evaluate and choose the successful applicant.

j) The Bursary sub-committee shall notify the successful applicant, High School and post secondary institution as well as the active Chapter member, and arrange a presentation and photo opportunity at the annual conference if possible. If this is not practical for the successful applicant, then a more appropriate time and place will be chosen for the presentation and photo opportunity. The photo presentation will be used to further promote the activities for the Maritime Chapter through various printed and electronic media to the membership of CHES.
k) The successful applicant must send proof of registration from a post secondary institute (community college, university, or other private institution offering further education). Upon receipt of proof of registration, the treasure will issue a cheque to the institution on behalf of the successful applicant.

l) The Maritime Chapter Executive shall establish a Bursary account and determine the amount of funds to be deposited in the account. This amount will be reviewed annually by the Chapter Executive and adjusted accordingly to support the bursary being granted. It is the intent to replace the outgoing bursary funds yearly (if financially possible) in order maintain the Bursary account balance as established by the Chapter Executive during their yearly review.

m) The Chapter Executive will review and adjust (if necessary) the amount of Bursary to be given out each year.

n) Any necessary legitimate expenses as per the Chapter travel policy by the Bursary sub-committee will be covered by the chapter account. Proper expense forms must be completed and forwarded to the treasurer for payment. The Chair of the sub-committee has the accountability to sign expense forms for sub-committee members, while the Chair of the Chapter Executive will sign for the Chair of the Bursary sub-committee.
The Maritime Chapter of CHES assists financially in education programs that will enhance and improve our members and their staff within hospital engineering services departments. The intent is to consider, in advance, applications for course registration at community colleges, universities, and correspondence schools throughout the Provinces. Anyone working within a hospital engineering department may apply if his/her director is a member in good standing and approves the application.

APPLICATION FOR EDUCATIONAL TUITION GRANT

NAME: 

TITLE OF JOB: 

HOSPITAL: 

ADDRESS: 

MEMBER NAME: 

CHES MEMBERSHIP #: 

DETAILS OF EDUCATIONAL PLANS

COLLEGE/UNIVERSITY/ OR COURSE - NAME: 

ADDRESS: 

COURSE TITLE: 

LENGTH OF COURSE- STARTS: COMPLETION: 

CERTIFICATE/COURSE: YES NO 

TUITION: 

RELATED COSTS THAT COULD BE CONSIDERED (GIVE DETAILS)

$ 

$ 

TOTAL REQUESTED $ 

DATE REQUIRED (Y-M-D) 

Please include here any additional information that would assist the Bursary Committee in making a decision.
i.e. Reasons for selecting this course; Short and/or long range goals; etc.

FOR Bursary COMMITTEE ONLY:
Date:(Y-M-D) ________________________________
Date:(Y-M-D) ________________________________
APPROVED: YES: __________ NO: __________ TOTAL AMOUNT $__________

IF NO, PLEASE EXPLAIN:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Bursary COMMITTEE CHAIRMAN AUTHORIZATION:

Either Mail This Completed Application Form To:
CHES Maritime Chapter – Ralph Mayfield
400 University Ave.
Saint John Regional Hospital
Saint John, NB E2L 4L2

Or email a PDF a copy to Ralph.Mayfield @HorizonNB.ca

NOTE: Approval of any application is subject to the sole discretion of the chapter’s Bursary Committee. Some guidelines do apply and the program is subject to the availability of funds. The maximum grant total is limited to $1000.00 per year for any one regular member or member-sponsored applicant, and includes all sessions needed to finish a complete program course. Courses must be successfully completed for reimbursement within 12 months of application date.