

<b>Location:</b>	Hellenic Banquet Centre	<b>Date:</b>	November 13, 2019
<b>Meeting Number:</b>	2019 Annual General Meeting	<b>Time:</b>	11:15AM–12:00PM (ET)

<b>Item No.</b>	<b>Description</b>	<b>Action</b>
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The following is a list of the items that were discussed at the meeting.

<b>1</b>	<p><b><u>Call to Order and President’s Welcome</u></b></p> <p>The Chapter President, Aaron Lee, called the meeting to order at 11:40 and welcomed everyone to the 37<sup>th</sup> Annual General Meeting (AGM) of the Society of Fire Protection Engineers – National Capital Region Chapter.</p>	Info
<b>2</b>	<p><b><u>Approval of Minutes of the 2018 AGM</u></b></p> <p>The Minutes from 2018 AGM were reviewed and approved as circulated.</p> <p>Aaron motioned, Claire seconded. Approved.</p>	Info
<b>3</b>	<p><b><u>2019 SFPE Award for Chapter Excellence</u></b></p> <p>The Chapter President, Aaron Lee, reported that this Chapter received the Silver award in 2019.</p>	
<b>4</b>	<p><b><u>Program Director Report</u></b></p> <p>The Chapter President, Aaron Lee, referred the meeting to the Program Director Report provided by the Director of Programs, Peter McBride.</p> <p>Secretary’s Note: The Program Director Report is attached at the end of these minutes.</p>	Info
<b>5</b>	<p><b><u>Membership Director Report</u></b></p> <p>The Director of Membership, Dominic Esposito, referred the meeting to his report and noted that there are currently 127 people on the mailing list who are not necessarily members. There are 16 paid members in 2019. There are 12 Student members from Carleton University and Seneca College. He will work to confirm membership and align membership renewal cycles.</p> <p>Secretary’s Note: The Membership Director Report is attached at the end of these minutes.</p>	Info

Item No.	Description	Action
6	<p><b><u>Treasurer Report</u></b></p> <p>The Treasurer, Claire Frechette, provided an overview of her report for 2018.</p> <p>She noted that our only sources of income are attendance fees and membership dues totalling \$1965 in 2018. Total expenses including costs for the 2018 AGM, 2019 Curling Bonspiel, Ken Richardson bursary, and others totalled \$3659.31.</p> <p><i>Secretary's Note: The Treasurer Report is attached at the end of these minutes.</i></p>	Info
7	<p><b><u>Curling Bonspiel</u></b></p> <p>The Chapter President, Aaron Lee, noted that tentative date for the 2020 Curling Bonspiel will be February 12 or 19 depending on ice availability.</p> <p>He stated that in 2019 we received on average \$500 sponsorships from engineering firms, and that he will be suggesting the same amount.</p> <p>Claire noted that Tulips and Maple (the catering company) also donated all their tips to Camp BUCKO in 2018.</p>	Info
8	<p><b><u>Nominations Committee Report</u></b></p> <p>The Past Chapter President, Mark Ramlochan, provided an overview of the nominations for Chapter Officers for 2020.</p> <p><i>Secretary's Note: The Nominations Committee Report is attached at the end of these minutes.</i></p> <p>Aaron noted that Lindsay Ranger from FPInnovations has agreed to join as a Director-at-Large.</p> <p>Matt motioned, Claire seconded. Approved as amended.</p>	Info
9	<p><b><u>Other Business</u></b></p> <p>Mark asked about the Ken Richardson bursary and if the chapter is supporting the SFPE International scholarship (Dr. Guylaine Proulx). It was noted that the Ken Richardson bursary was awarded in 2018 but not in 2019. Matt questioned about changing the criteria to limit to fire protection programs.</p> <p><i>Secretary's Note: The board had agreed during their July 12, 2019 meeting to limit the Ken Richardson bursary to candidates in fire protection programs.</i></p> <p>As the bursary is currently funded by chapter revenues and minimal member donations, Daniel suggested using part of the Curling Bonspiel proceeds to fund the bursary if applications are</p>	Info

<b>Item No.</b>	<b>Description</b>	<b>Action</b>
	received. If no applications are received, the funds would go to Camp BUCKO.  Matt asked if we had speakers lined up for future technical sessions. Dominic responded that he will be reaching out to Masoud at NRC to give a presentation on wildland urban interface (WUI).	
<b>10</b>	<b><u>Adjournment</u></b>  The meeting was adjourned at 12:10pm.	All

If your records differ from the information identified above, please contact the writer immediately.

Prepared by:

Kevin HF Wu, Secretary



**Society of Fire  
Protection  
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Engineering a Fire Safe World

**PROGRAMS REPORT  
TO THE  
37th ANNUAL GENERAL MEETING  
NATIONAL CAPITAL REGION CHAPTER  
NOVEMBER 13, 2019**

Since the last AGM, the year in review included an array of technical sessions, site visits and our first annual curling bonspiel. Sessions included presentations from:

1. March 28th: Ottawa Fire Services, Sean Tracey on Ottawa Light Rail
2. April 23-24: SFPE International courses on Performance Based Design/Understanding Human Behaviour
3. April 30th : Canadian Explosives Research Labs (CERL) Site Tour
4. June 25th : Tall wood Buildings, Steve Craft CHM
5. June 5-7th: iFireSS 2019, provided welcome message from SFPE President to iFireSS attendees
6. February 12, 2019: 1<sup>st</sup> Annual Curling Bonspiel February 12, at Nepean Sportsplex
7. November 13, 2018: Proposed Changes to National Model Codes: Sefton Hyde-Clarke NRC
8. October 17<sup>th</sup>, 2018: Ottawa Fire Services Fire Dynamics Training Facility, various OFS team members.

We look forward to a great year ahead.

Aaron Lee, CET, GFireE  
President, SFPE NCR Chapter  
(on behalf of Peter McBride, Program Director)



**Society of Fire  
Protection  
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Engineering a Fire Safe World

November 13, 2019

Members and Colleagues,

Re: Membership Report 2019

It is my pleasure to report on the membership of the National Capital Region Chapter of the Society of Fire Protection Engineers.

The total membership currently stands at 127 members of which there are 16 paid up members (currently 16 for 2019). Our membership list is actively being evaluated to confirm the status of members. There are 12 student members, from the Carleton University Fire Safety Engineering program and Seneca College.

In an effort to increase membership and to include all interested parties, we have reached out to memberships of other associations and organizations, including Ottawa Fire Services, Canadian Fire Alarm Association, etc.

Further, we would like to remind members and colleagues of our website that is exclusive to the National Capital Region chapter that features information on upcoming events, technical session notices, and achievements of members within our chapter. We hope that this website will continue to help us reach a broader audience. Please visit <http://www.sfpe-ncr.ca/>

Thank you.

Dominic Esposito  
SFPE-NCR Membership



**November 13<sup>th</sup>, 2019**

Members and Colleagues  
SFPE - NCR Chapter

**Re: Treasurer's Report January 1, 2018 – December 31, 2018**

It is my pleasure to report on the financial status of the SFPE - NCR Chapter for the calendar year 2018.

The technical sessions and membership fees continue to be the main source of revenue for the Chapter.

Expenses for the AGM, Technical & Educational forums, speaker gifts and our website hosting service are our typical main expenses. The 2018 AGM ran a modest deficit.

There was one qualified applicant for the \$500 Ken Richardson bursary in 2018. Funds for this bursary are paid out from chapter revenues, so it is important for income to support this initiative. Members are asked to voluntarily contribute to this bursary fund to enable it to become self-sustaining.

As a result, the Chapter reports an adjusted deficit of \$777.31 in the 2018 calendar year. This is mainly on account of our contribution to the Ken Richardson Bursary and the cost overrun for the 2018 Educational Forum and AGM.

We have called this an adjusted deficit as there was a \$917 expense in Nov. 2018 to rent the ice sheets for the Feb. 2019 Curling bonspiel. We recouped the money then. As this expense overlapped year end, it added \$917 to the year-end deficit.

The Chapter finishes the year 2018 with a balance of \$3202.23.

Details are highlighted in the financial statement attached.

Thank you to members of the Chapter for your continuing financial support.

Claire Fréchette, Treasurer

**SFPE NCR FINANCIAL STATEMENT**

**PERIOD January 1, 2018 - December 31, 2018**

<b>Opening balance January 1, 2018</b>	<b>\$4,896.54</b>
<b>Income:</b>	
Attendance Fees	\$1305
Membership Dues	\$660
<b>Total Income.....</b>	<b>\$1965</b>
<b>Expenses:</b>	
AGM - Hellenic Centre hall and breakfast	\$1160.50
Tech Seminars - Speaker gifts	\$450
Tech Seminars - Refreshments and snacks	\$57.32
Bank charges	\$166.32
Website hosting agreement	\$103.04
Domain name renewal	\$21.70
SFPE Promotional Material	\$283.43
Ice Reservation (Feb.2019 Curling Bonspiel)	\$917
Ken Richardson Scholarship	\$500
<b>Total Expenses.....</b>	<b>\$3659.31</b>
<b>Deficit</b>	<b>\$1694.31</b>
Cost of Ice Sheets Reservations	\$917
<small>(Paid in Nov. 2018, was recovered at Feb. 2019 Curling Bonspiel)</small>	
<b>Adjusted Deficit</b>	<b>\$777.31</b>
<b>Closing balance Dec 31, 2018</b>	<b>\$3202.23</b>

Prepared by:   
 Claire Fréchette, Treasurer

November 8<sup>th</sup>, 2019



**Society of Fire  
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Engineering a Fire Safe World

**NOMINATING COMMITTEE REPORT  
TO THE  
37th ANNUAL GENERAL MEETING  
NATIONAL CAPITAL REGION CHAPTER  
NOVEMBER 13, 2019**

The Nominating Committee, chaired by Mark Ramlochan, is pleased to recommend the appointment of the following members as Chapter Officers and members of the Executive Committee of SFPE's National Capital Region Chapter for the 2019/2020 fiscal year:

President	Aaron Lee
Past-President	Mark Ramlochan
Vice-President	Dominic Esposito
Treasurer	Claire Frechette
Secretary	Kevin HF Wu
Director - Membership	Dominic Esposito
Director - Programs	Peter McBride
Director at Large	Matt Jardine
Director at Large	Daniel Viens
Director at Large	Richard Michels

For the information of members, the Chapter Constitution also states:

*Section VI-3: "The names of those nominated shall be mailed to all Chapter Members at least two weeks prior to the Annual General Meeting."*

*Section VI-4: "Other candidates shall be eligible for election as Officers provided their names are submitted to the Secretary together with the signatures of five supporting Chapter Members at least three days before the Annual General Meeting."*

Mark Ramlochan, PMP  
Past President, SFPE NCR Chapter, and  
Chair, Nominating Committee