

Society of Fire Protection Engineers

Engineering a Fire Safe World



MINUTES OF MEETING

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Location:	Online	Date:	December 1, 2021
Meeting Number:	39th Annual General Meeting (2021)	Time:	3:00–4:00 PM (EST)

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

1	<p><u>Call to Order and President’s Welcome</u></p> <p>The Chapter President, Aaron Lee, called the meeting to order at 3:04 PM and welcomed everyone to the 39th Annual General Meeting (AGM) of the Society of Fire Protection Engineers – National Capital Region Chapter.</p>	Info
2	<p><u>Approval of Minutes of the 38th AGM (2021)</u></p> <p>It was noted that the 38th AGM minutes are available on the chapter website.</p> <p>It was moved by Aaron Lee and seconded by Peter McBride to approve the minutes as circulated. Motion carried.</p>	Info
3	<p><u>Program Director Report</u></p> <p>The Chapter President, Aaron Lee, noted that 2021 has been a good year of events and technical sessions:</p> <ul style="list-style-type: none"> • January 29 – 38th Annual General Meeting (Virtual) • February 8 – What does an AHJ need from the Designer to Accelerate the Building Permit Process? with Avinash Gupta, P.Eng., CBCO, CRBO, LBO • March 10 – Understanding Cannabis Extraction, with Philip Kwong, 3 Carbon Research & Technology Inc. • April 14 – Smart Technology and Smart Firefighting in High-rise Structures, with Chief Gerald A. Tracy, Battalion Commander with the FDNY (ret) 	Info

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	<ul style="list-style-type: none"> • September 8 – Steel & Sacrifice, with Chief G. Tracy (FDNY ret.), Dr. V. Kodur (Michigan State University, and Chief P. McBride (OFS ret.) • October 26 – NRC’s New National Guide for Wildland-Urban Interface Fires, with Dr. Nouredine Bénichou, Ph.D., National Research Council of Canada • November 24 – Introduction to Dust Hazard Analysis (DHA) per NFPA 652, with Dr. Ashok Ghose Dastidar from Westinghouse Electric Company LLC <p>The Director of Programs, Peter McBride, reported that a call for abstracts has been issued to solicit presentations for a national student conference in February. In addition, coordination is taking place to line up the following speakers:</p> <ul style="list-style-type: none"> • Catherine Lam – Decision Making • Beth Weckman – Report on ventilation controlled fires, part of a new series of research efforts at University of Waterloo funded by NSERC • Ricardo Weaver – Professor of Fire Science, in charge of Dutch fire service training • Adam Kors – leading Institution of Fire Engineers’ effort to revise guidance in UK fire service to address cladding, wood structures, etc. <p>Regarding the student conference, it was noted that presentations from four students are anticipated. The intent is to make it an annual event to provide students with an opportunity to put themselves out there and network with companies. The target is any Canadian college and university student in fire safety/science/engineering programs. The call for abstracts was sent to professors and college program coordinators. The abstracts are due by mid-December.</p>	
4	<p><u>Membership Director Report</u></p> <p>It was reported that according to membership records in Wild Apricot, there the chapter had 39 paid members and 1 retired member.</p>	Info

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5	<p><u>Treasurer Report</u></p> <p>The Treasurer, Claire Frechette, provided an overview of her report for 2020.</p> <p>It was moved by Peter McBride, and seconded by Geoff Randall to approve the 2020 Treasurer's Report. Motion carried.</p> <p>Secretary's Note: The Treasurer Report is attached at the end of these minutes.</p> <p>She also reported that a major expense in 2021 was \$1700 to pay for 2 years of Wild Apricot.</p>	Info
6	<p><u>Charitable Donations</u></p> <p>It was reported that in 2021, the Chapter made the following donations:</p> <ul style="list-style-type: none"> • \$1000 to the Ottawa Food Bank • \$1000 to the Shelter Movers • \$808 to the Canadian Fallen Firefighters Foundation raised through the Steel & Sacrifice event held on September 8 	Info
7	<p><u>Nominations Committee Report</u></p> <p>The Chapter President, Aaron Lee, introduced the newest Chapter Officers, who joined as Directors-at-Large:</p> <ul style="list-style-type: none"> • Amer Al Merabi, Westinghouse Electric Canada, Inc. • Bill Fremis, Defence Construction Canada <p>Aaron indicated that the rest of the Chapter Officers will retain their posts in 2022, and that Lindsay Ranger is being nominated as the new Chapter President.</p> <p>It was moved by Aaron, and seconded by Louise, to appoint Lindsay as the new Chapter President. Motion carried.</p> <p>It was then moved by Aaron, and seconded by Lindsay, to appoint the Chapter Officers as nominated. Motion carried.</p>	Info
8	<p><u>Other Business</u></p> <p>Bill Fremis suggested exploring technical sessions on the following topics:</p> <ul style="list-style-type: none"> • ULC Standards cannabis standard (Bill sits on the committee) • Artic or remote location code issues, alternative designs for artic. Peter offered to work with Bill to work it into the Program. 	Info

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	<p>It was noted that technical sessions will remain virtual in the near future, but may become hybrid as restrictions relax. The Chapter is looking into acquiring its own account for a meeting platform.</p> <p>It was remarked that the Bonspiel, was a very successful event with diverse participants from the industry in support of a good cause, and that another one should be put on once it is possible.</p>	
9	<p><u>Adjournment</u></p> <p>The meeting was adjourned at 4:01 PM.</p>	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 Engineers

Engineering a Fire Safe World

January 28th, 2021

Members and Colleagues
SFPE - NCR Chapter

Re: Treasurer's Report January 1, 2020 – December 31, 2020

It is my pleasure to report on the financial status of the SFPE - NCR Chapter for the calendar year 2020.

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

Due to the pandemic and lockdown starting in mid-March 2020, our activities were more limited and we did not have as many in-person events as usual. We thus generated less revenue but also, had fewer expenses. Our main expenses for 2020 were for technical sessions, bank fees and website hosting service.

The Technical Sessions generated a profit of \$190 and we collected \$200 in membership fees.

We held our second Curling Bonspiel in February 2020; it was successful again this year with \$2850 collected from Registration and Sponsorships. We were able to give \$2790 to Camp Bucko once the ice rental fee was deducted and we added \$30 from a member's gift plus \$200 in Speaker's gifts (2019-2020). For the latter, we now make a donation to Camp Bucko on behalf of Speakers at our Technical Sessions.

The Chapter reports a modest profit of \$33.41 for the 2020 calendar year making this a net-zero year in a sense.

The Chapter finishes the year 2020 with a healthy balance of \$4888.30.

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, 2020 – December 31, 2020

Opening balance January 1, 2020 \$4854.89

Income:

Technical Sessions Attendance Fees	\$210
Curling Bonspiel	\$2850
Registration and Sponsorships	
Curling Bonspiel	\$30
Member's gift to Camp Bucko	
Membership Dues	\$200
Total Income.....	\$3290

Expenses:

Curling Bonspiel – Ice Rental	\$291.04
Camp Bucko Donation	\$2790
(Curling Bonspiel Profits \$2560, Member's gift \$30 and Speaker's gifts \$200)	
Tech Seminars - Refreshments and snacks	\$18.91
Bank charges	\$62.40
Website hosting	\$94.24
Total Expenses.....	\$3256.59

Profit \$33.41

Closing balance Dec 31, 2020 \$4888.30

Prepared by: 
 Claire Fréchette, Treasurer

January 28th, 2021