



ASHRAE

Technology for a Better Environment

CHAPTER

BOG

SECTION

2009 CRC Planning Committee

IOWA CHAPTER

MEETING SUMMARY

E-mail to:

All listed in the attendance list below

Reply to: *jason.kems@mail.ashrae.org*

Meeting Date: 10/3/07

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In Attendance:

	Name	Position		Name	Position
X	Jerrod Sieverding	Chairman		James Wahlert	Photographer
X	Mark Allen	Co-Chairman	X	Paul Melton	Society Officer Hosting
	Jeff Gross	Treasurer		Dan Zaug	Hospitality Suite
	Jason Kems	Secretary		Matt Jesson	Welcome Party
	Jeff Hammer	Registration	X	Chris Nelson	Technical Programs
	Kit Cartwright	Fundraiser/Sponsors	X	Jim Lee	Technical Programs
	Ron Engelhardt	Product Displays	X	Curt Klaassen	Technical Programs
X	Kelly Crow	Companion Activities	X	Andrew Pospisal	
		Publications	X	Tim Conrad	
	Mark Conway	Business Meeting	X	Susan Oltrogge	Facilities Coordinator
X	= Attendance at Meeting				

NOTE: M-motion made S-seconded A- approved, motion carried N- not approved, motion rejected.

- Meeting was called to order by Jerrod promptly at 11:12 am
- Introductions were made for a couple new volunteers. Susan Oltrogge was actually present.
- The previous meeting minutes were reviewed. No comments. Kurt-M / Jim-S / All-A
- There was a CRC Planning Committee member contact information sheet attached to the previous meeting minutes. Please review and let Jason know if you have any corrections or additions. Sheet needs to be updated for Paul Melton's new Mobile # 515-988-2384.
- Roger is setting up a checking account. All the officers, Jeff Gross, and Mark Allen will have signature authority. \$3,000 seed money to be transferred from the Chapter account for seed money. Jim-M/ Chris-S / All-A. Monthly contributions TBD later.
- Susan Oltrogge wanted to change her title from Breaks Coordinator to Facilities Coordinator to more closely match her job duties. She also requested a preliminary schedule.
- There was a theme discussion: There was only one submission so far "What happens in Des Moines stays in Des Moines." Discussed possibly coming up with a theme centered around the tech programs. The theme contest will be put in next month's news letter again.
- There was discussion about possibly having the banquet or welcoming party somewhere besides the hotel.
- Committee Reports:
 - Chairman Jerrod Sieverding
 - Co-Chairman Mark Allen
 - Treasurer Jeff Gross
 - Secretary Jason Kems

CHAPTER MAY NOT ACT FOR THE SOCIETY

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

AN INTERNATIONAL ORGANIZATION



ASHRAE

Technology for a Better Environment

Iowa Chapter 2009 CRC
Planning Committee Meeting

October 3, 2007

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|----|-----------------------------------|----------------------------------|---|
| e. | Registration | Jeff Hammer /
Jim Hall | |
| f. | Fundraiser / Sponsors | Kit Cartwright | |
| g. | Business Meeting
Coordinator | Mark Conway | |
| h. | Technical Programs
Coordinator | Chris Nelson | Added Chuck Peterson to committee |
| i. | Facilities Coordinator | Susan Oltrogee | Title change noted |
| j. | Welcome Party | Matt Jesson | |
| k. | Banquet | | |
| l. | Companion Activities | Kelly Crow | Friday and Saturday AM |
| m. | Student Activities | | |
| n. | Photographer | James Wahlert | |
| o. | Society Officer Hosting | Paul Melton | Approximately how many people? Around 15 with spouses |
| p. | Hospitality Suite | Dan Zaug | Dan was at "SALES CALLS" |
| q. | Publications / Website | Tim
Conrad/Andrew
Pospisal | Preliminary Budget for next meeting. |

10. The next Planning Committee Meeting is **Tuesday November 6th** – same place, SMCI; same time, 11:00 am.

11. Meeting adjourned for individual committee meetings some time around 11:40 am – Jeff-M / Chris-S / All-A

2007-08 Meeting Dates

MONTH	CRC PC
	Date (Wed)
August	8
September	5
October	3
November	6
December	5
January	2
February	6
March	5
April	2
May	7

Report any errors or omissions of the meeting minutes to the 2009 CRC Planning Committee Secretary, Jason Kems at jason.kems@mail.ashrae.org, prior to the next meeting.

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