



ASHRAE
Technology for a Better Environment

2009 Chapter Regional Conference
Fields of Green – Banking on Our Future
Des Moines, Iowa
May 7-9, 2009
Hotel Fort Des Moines (HFD)

IOWA CHAPTER	MEETING SUMMARY	CHAPTER <input type="checkbox"/> BOG <input type="checkbox"/> SECTION <input type="checkbox"/> 2009 CRC Planning Committee <input checked="" type="checkbox"/>
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E-mail to:

All listed in the attendance list below

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

Meeting Date: 12/5/07

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In Attendance:

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

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

1. Meeting was called to order by Jerrod at 11:08 am
2. Jerrod welcomed us all. Newbie's were introduced – Welcome Holly and Justin!
3. The previous meeting minutes were reviewed. No comments. Dan Zaug-M / Kit Cartwright-S / All-A
4. We reviewed the contact sheet and made some updates.
5. Committee Reports:
 - a. Treasurer
Jeff Gross
Although Jeff was not in attendance, it was determined that the official master budget will begin in January.
 - b. Registration
Jeff Hammer
Jim Hall
Benny Skelton has been approached about helping with the registration set-up. Jeff asked about the total cost for the CRC for planning purposes. There was a lengthy discussion.
 - c. Fundraiser / Sponsors
Kit Cartwright
Kit has Madison info for comparison. He will evaluate it. Curt and Kit will get together for possible sponsor contacts. Donor levels were discussed – green was thought to be added to the levels somehow. Matt Jesson thought this “was an excellent idea!”
 - d. Product Displays
Ron Engelhardt
Ron will get the total number of displays that may be needed to Susan along with a recommended size. Displays for top sponsors only were discussed.

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- e. Publications / Website
Tim Conrad
Andrew Pospisal
Need to put together something before CRC '08 to hand out in Chicago. The discussion boiled down to a one page flyer with the basic info on it and some kind of simple, gimmick, item like a sticky notepad or calendar magnet. Benny Skelton has been contacted for help with the website stuff.
 - f. Companion Events
Kelly Crow
 - g. Business Meetings
Mark Conway
 - h. Photographer
James Wahlert
 - i. (Society Officer) Hosting
Paul Melton
Paul will coordinate with Susan on HFD provided transportation
 - j. Hospitality Suite
Dan Zaug
Dan will be talking to HFD to see about accommodations.
 - k. Welcome Party
Matt Jesson
 - l. Technical Programs
Chris Nelson
Nothing really new. Still looking at the three tracts and having training for all levels. They will be looking at what goes on at the winter meeting for ideas.
 - m. Facilities
Susan Oltrogge
Susan is just getting started. She needs a little time to develop her spreadsheet and figure out how she is going to explain Zaug.
 - n. Student Activities
Holly Stevens
We got somebody!
Holly will check graduation dates for ISU. We discussed inviting the students to the Friday lunch and having a tour for them. The Ace Mentoring program was mentioned for taping the high school kids.
 - o. Banquet
Justin Barrett
We got somebody!
Justin will talk to Mark Allen on details. Kit suggested we all wear tacky tuxedo's!
6. The next Planning Committee Meeting is **Wednesday January 2nd** – same place, SMCI; same time, 11:00 am.
7. Meeting adjourned at 11:51am for individual committee meetings and to eat with the BOG at 12:00 pm.
Jason Kems – M / Curt Klaassen – S / All – A

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2007-08 Meeting Dates

<u>MONTH</u>	<u>CRC PC</u>
	<u>Date (Wed)</u>
August	8
September	5
October	3
November	6
December	5
January	2
February	6
March	5
April	2
May	7
June	
July	
August	

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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