



**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)

<b>IOWA CHAPTER</b>	<b>MEETING SUMMARY</b>	CHAPTER <input type="checkbox"/>
		BOG <input type="checkbox"/>
		SECTION <input type="checkbox"/>
		2009 CRC Planning Committee <input checked="" type="checkbox"/>

**E-mail to:**

All listed in the attendance list below

**Reply to:** [jason.kems@mail.ashrae.org](mailto:jason.kems@mail.ashrae.org)

**Meeting Date:** 2/6/08

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**In Attendance:**

	Name	Position		Name	Position
X	Jerrod Sieverding	Chairman	X	Paul Melton	Society Officer Hosting
X	Mark Allen	Co-Chairman	X	Dan Zaug	Hospitality Suite
X	Jeff Gross	Treasurer	X	Matt Jesson	Welcome Party
	Jason Kems	Secretary		Chris Nelson	Technical Programs - C
X	Jeff Hammer	Registration		Jim Lee	Technical Programs
X	Kit Cartwright	Fundraiser/Sponsors	X	Curt Klaassen	Technical Programs
	Ron Engelhardt	Product Displays	X	Andrew Pospisal	Website
X	Kelly Crow	Companion Activities		Susan Oltrogge	Facilities Coordinator
X	Tim Conrad	Publications		Chuck Pedersen	Technical Programs
	Mark Conway	Business Meeting	X	Justin Barrett	Banquet
	Holly Stevens	Student Activities	X	Matt Gumm	Dinner Mint Coordinator
X	James Wahlert	Photographer	X	Dennis Hogan	We're not sure...
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 11:07 am
2. Jerrod welcomed us all.
3. The previous meeting minutes were reviewed. No comments. Jeff Gross-M / Mark Allen-S / All-A
4. We reviewed the contact sheet and no updates.
5. Committee Reports:
  - a. Treasurer  
Jeff Gross  
Jeff received budget numbers from some of the committees. The different committee budget expenses were discussed at length:  
  
Anyone else that determines the need for funds for their committee need to let Jeff Gross know so he can allow the monies in the budget. See the attached copy of the 2009 budget.
  - b. Registration  
Jeff Hammer  
Jim Hall  
No Report
  - c. Fundraiser / Sponsors  
Kit Cartwright  
The sponsor levels as well as the amounts were discussed and finalized. Platinum - \$2,500, Gold - \$1,000, Silver - \$500 & Green \$100. Donations can begin at any time.

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- d. Product Displays  
Ron Engelhardt  
No Report.
  - e. Publications / Website  
Tim Conrad  
Andrew Pospisal  
Matt Gumm  
Matt Gumm talked about what signs were needed, what size they are and if the hotel would provide easels.  
Andrew showed off a couple of selections for the CRC 2009 Logo. He will bring a couple more ideas to the next meeting.
  - f. Companion Events  
Kelly Crow  
No Report.
  - g. Business Meetings  
Mark Conway  
No Report.
  - h. Photographer  
James Wahlert  
Has the Camera, will take photos and possibly make a CD available of the CRC experience.
  - i. (Society Officer) Hosting  
Paul Melton  
No Report
  - j. Hospitality Suite  
Dan Zaug  
Will work on a detailed budget of his \$20,000 for booze and \$20 Budget for Snacks.
  - k. Welcome Party  
Matt Jesson  
No Report.
  - l. Technical Programs  
Chris Nelson  
No Report.
  - m. Facilities  
Susan Oltrogge  
Will talk about the insert that was in the 1/2/08 minutes.
  - n. Student Activities  
Holly Stevens  
No Report.
  - o. Banquet  
Justin Barrett  
Justin is working on the cost for bands and possibly comedians.
6. The next Planning Committee Meeting is **Wednesday March 5<sup>th</sup>** – same place, SMCI; same time, 11:00 am.
  7. Meeting adjourned for any individual committee meetings and to eat lunch with the BOG at about 12:10pm.
  8. A big **THANKS** to Jeff Hammer for taking the notes at this meeting.

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## 2008 Meeting Dates

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

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

\\server\users\jkems\My Documents\Intranet\Societies\ASHRAE\2009 CRC\Secretary\Meeting minutes\2008-02-06-PC-MM.doc

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