



ASHRAE

Technology for a Better Environment

Iowa Chapter 2009 CRC
Planning Committee Meeting

January 2, 2008

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- d. Product Displays
Ron Engelhardt
No report.
 - e. Publications / Website
Tim Conrad
Andrew Pospisal
Matt Gumm
The postcard and notepad demo's were passed around for review. We are still checking with DSM for local info. Andrew will add the information to our website.
 - f. Companion Events
Kelly Crow
Nothing new.
 - g. Business Meetings
Mark Conway
The meetings will be all electronic – no paper and no CD's. All items will be posted on a website. A projector will be needed with a screen and a wireless mouse. Reports will need to be turned in early. The conference calls that happened this year should be utilized next year. The room requirements will be coordinated with Susan. Where is the RVC located during the caucus? Do we want to provide daycare? We will put it on the registration form and only provide it if there are any takers.
 - h. Photographer
James Wahlert
No report.
 - i. (Society Officer) Hosting
Paul Melton
How many are coming? About 3 Society officers and their spouses plus 2 regional officers with their spouses – about 6 with spouses.
 - j. Hospitality Suite
Dan Zaug
No report.
 - k. Welcome Party
Matt Jesson
Is the space we need reserved? Will it not be at Ft. DSM? The entire hotel is reserved for the event with no specifics at this time.
 - l. Signage
Matt Gumm
Room usage sketched out. Mostly on the 3rd floor. Tech sessions, etc. on 2nd floor. Some signage provided by society and name badges and ribbons. Registration will need a computer and printer. Matt will be the A/V B!\$#& - coordinate whatever you need through him.
 - m. Technical Programs
Chris Nelson
No report.
 - n. Facilities
Susan Oltrogge
No report.
 - o. Student Activities
Holly Stevens
No report.
 - p. Banquet
Justin Barrett
A contract from Flipside is needed for review. Willie Nelson is already booked for our timeframe per Jerrod – shucks! We need a key note speaker. Jerrod will check with the Governor and/or the Mayor of DSM.
6. The next Planning Committee Meeting is **Thursday May 12th** – 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 11:51pm.

CHAPTER MAY NOT ACT FOR THE SOCIETY

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

AN INTERNATIONAL ORGANIZATION



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2008 Meeting Dates

<u>MONTH</u>	<u>CRC PC</u>
	Date (Wed)
January	2
February	6
March	5
April	2
May	7
June	12
July	Skip
August	Skip
September	3
October	1
November	5
December	3

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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