

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

CHAPTER

BOG

SECTION

2009 CRC Planning Committee

IOWA CHAPTER

**MEETING SUMMARY**

**E-mail to:**

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

All listed in the attendance list below

**Meeting Date:** 10/1/08

**Page:** 1 of 3

**In Attendance:**

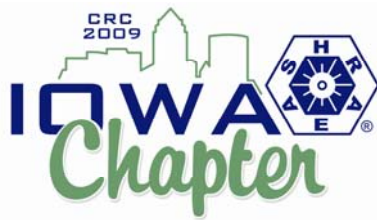
	Name	Position		Name	Position
X	Jerrod Sieverding	Chairman	X	Paul Melton	Society Officer Hosting
	Mark Allen	Co-Chairman	X	Dan Zaug	Hospitality Suite
X	Jeff Gross	Treasurer	X	Matt Jesson	Welcome Party
X	Jason Kems	Secretary	X	Chris Nelson	Technical Programs - C
	Jeff Hammer	Registration		Jim Lee	Technical Programs
X	Kit Cartwright	Fundraiser/Sponsors		Curt Klaassen	Technical Programs
	Ron Engelhardt	Product Displays		Andrew Pospisal	Website
X	Kelly Crow	Companion Activities		Susan Oltrogge	Facilities Coordinator
	Tim Conrad	Publications		Chuck Pedersen	Technical Programs
	Mark Conway	Business Meeting	X	Justin Barrett	Banquet
	Holly Stevens	Student Activities	X	Matt Gumm	Signage
	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 11:09 am.
2. The previous meeting minutes were reviewed. Jeff Gross-M / Chris Nelson-S / All-A
3. Committee Reports:
  - a. Treasurer  
Jeff Gross                      Nothing really. Dan wants more money.
  - b. Registration  
Jeff Hammer  
Jim Hall                              Benny Skelton has been contacted. He does not want to start the website registration until about March. He mentioned something about needing a SSL.
  - c. Fundraiser / Sponsors  
Kit Cartwright                      Letters are going out today. Kit will get a small call list to everyone. Palmer Group has already requested info on a booth.
  - d. Product Displays  
Ron Engelhardt                      Nothing.
  - e. Publications / Website  
Tim Conrad  
Andrew Pospisal  
Kelly Crow                              Nothing.

**CHAPTER MAY NOT ACT FOR THE SOCIETY**

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



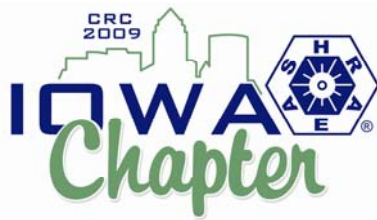
# ASHRAE

*Technology for a Better Environment*

- f. Companion Events  
Kelly Crow  
Nothing.
- g. Business Meetings  
Mark Conway  
Mark had some rough draft letters for everyone to look at. See attached. He would like to see a room layout and assignment so he can get it to the RVC's.  
The meeting formats are to be all electronic. We will need someone to bring a laptop. Presentations will need to be timed.  
There needs to be a deadline for the electronic information that needs to be turned in by the Chapters.  
There needs to be a date for room rentals.  
Jerrod will get a business meeting agenda to Mark. Jerrod will also work up a tentative schedule for the entire CRC.  
Conference calls prior to the CRC for preparation for the CRC were discussed. They need to be by the nominating chair and committee.  
The electronic communication committee wants webcasts for the workshops for those that can't attend in person.
- h. Photographer  
James Wahlert  
Nothing.
- i. (Society Officer) Hosting  
Paul Melton  
Paul needs a list of those that he has to deal with.
- j. Hospitality Suite  
Dan Zaug  
Dan wants to quit. Jerrod won't get any alcohol from Dan.  
Dan is a little worried about the budget. He wants a suite at the top of the hotel for the hospitality suite. He will get with Susan and discuss options.
- k. Welcome Party  
Matt Jesson  
Nothing.
- l. Signage  
Matt Gumm  
Jason had the signs from the 2008 CRC to give to Matt. Nothing else to report.
- m. Technical Programs  
Chris Nelson  
Chris had a very nice printout with a color coded layout of the technical programs that are being considered (see attached). The grid format put it over the top! The logo and info at the top of the page is questionable in regards to the commercialism policy, but we'll let it slide.  
Chris recommended recording the programs to sell after the CRC – it's a profit thing.  
Chris stressed the need to advertise the CRC outside our normal sphere. We need to contact those from BOMA, AIA, in Omaha and the likes. Jerrod volunteered to work with the publications committee to come up with a list of names for the next meeting. Everyone else bring a list and we'll compare.  
It was also recommended to provide a webcast or satellite broadcast and charge for those that may not want to make the trip, but get the information.

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ASHRAE

Technology for a Better Environment

- n. Facilities Susan Oltrogge Nothing.
- o. Student Activities Holly Stevens Nothing
- p. Banquet Justin Barrett The casino night has been quoted by one company at \$3,400.00 for 1.5-2.0 hours. Justin will shop around a little and check on some comedians.

- 4. Jason will work on getting all the CRC information on the website/ftp site so everyone can access it.
- 5. The next Planning Committee Meeting is **Wednesday November 5<sup>th</sup>** – same place, SMCI; same time, 11:00 am.
- 6. Meeting adjourned for any individual committee meetings and to eat lunch with the BOG at about 12:00pm.

**2008-2009 Meeting Dates**

<u>MONTH</u>	CRC PC Date
October	1
<b>November</b>	<b>5</b>
December	3
January	
February	
March	
April	

Enclosures: email from Mark Conway with draft letters  
Technical programs draft outline

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\2008-10-01-PC-MM.doc

**CHAPTER MAY NOT ACT FOR THE SOCIETY**

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

AN INTERNATIONAL ORGANIZATION

## Jerrod Sieverding

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**From:** mconway@rdgusa.com  
**Sent:** Monday, September 29, 2008 2:16 PM  
**To:** Jerrod Sieverding  
**Subject:** Re: Weds Meeting - Oct 1

**Attachments:** CHAPTER WORKSHOP letters.doc



CHAPTER  
WORKSHOP letters.doc

Jerrod,

I will not be able to attend the October meeting.

Attached are some letters that I have prepared and would like your approval to send out when appropriate.

You may share with the group.

I have one letter for the RVC's that indicate I would be attaching a room diagram for them to assist in their layout, do we have the workshops assigned?  
If the workshop need an internet connection - can the hotel accommodate the connections?  
As we discussed, any projectors will be solicited from our local chapter members.  
We normally do not provide microphones for the workshops but in Chicago, they needed them due to the size of the rooms. We need to review our spaces.

I created a letter for the attendees of the business meeting but I thought it should be from you so you will also see that letter attached.

I would assume we will have details on the chapter presentations, electronic format and due dates so we can have them loaded onto a PC. Is this something I should work on or something you will provide.

Please let me know if you need anything. MGC

(See attached file: CHAPTER WORKSHOP letters.doc)

Mark G. Conway, PE

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RDG Planning & Design

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RDG IA Inc

**CHAPTER WORKSHOP - Mail at time of 1<sup>st</sup> mailing of meeting notice**

**M E M O R A N D U M**

**TO:** All Presidents and President Elects of Region VI  
**FROM:** Mark Conway, Iowa Chapter CRC Meeting Coordinator  
**RE:** CRC Workshops, May, 7-9 2009 Hotel Fort Des Moines, Des Moines Iowa

At the CRC meeting, the agenda includes several Chapter Operations Workshops scheduled for Saturday morning May 9, 2009 beginning at 8:00 am. The sessions are scheduled for 1.5 – 3 hours depending on the workshop topic. The DRC and RVCs will host the workshops and discuss the duties and responsibilities of the incoming chapter chairs and will provide attendees with insights into managing their position.

During each workshop there will be a presentation and attendees can ask questions about their respective position.

As president or incoming president of your chapter, no one realizes more than you the importance of pre-education of your chapter chairs before starting their duties. In these workshops, chairs, advancing officers and interested members have an excellent opportunity to learn of the duties and issues of each position. The Chairs work is made so much easier if he/she knows some of the operational procedures of the chapter offices and regional activities and their reporting responsibilities.

I will certainly appreciate it if you will make a special effort to point out to all of your incoming chairs, officers and/or members the importance of attending these workshops.

Thank you in advance for your assistance.

cc: DRC & Regional Chairs

**CHAPTER WORKSHOPS - Mail at time of 1<sup>st</sup> mailing of meeting notice**

**M E M O R A N D U M**

**TO:** All Chapter Incoming Chapter Committee Chairs, Region VI  
**FROM:** Mark Conway, Iowa Chapter CRC Meeting Coordinator  
**RE:** CRC Workshop and Meeting

On behalf of the Iowa Chapter, I would like to personally invite you to attend the CRC 2009 workshops in Des Moines, Iowa on May 7-9, 2009. We are looking forward to seeing you at the Chapters Regional Conference and to attend your assigned workshop.

As a new incoming Chapter Committee Chair or a returning Chair you should understand the importance to prepare for your duties to have a fun and successful year. The workshop will assist you in understanding the reporting activities and the current requirements to help your chapter maximize your points to win the Presidential Award of Excellence.

Your input to the workshop is also needed. You may gain some new ideas to assist you in carrying out your responsibilities or maybe share your ideas that have worked in your chapter to assist in strengthening our region. Please plan to attend the CRC workshop.

cc: DRC, Regional Chairs & Chapter Presidents

**CHAPTER WORKSHOPS - Mail at time of 1<sup>st</sup> mailing of meeting notice**

**M E M O R A N D U M**

**TO:** All Regional Chairs, Region VI  
**FROM:** Mark Conway, Iowa Chapter CRC Meeting Coordinator  
**RE:** CRC Workshop and Meeting

On behalf of the Iowa Chapter would like to personally invite you to attend the 2009 CRC in Des Moines, Iowa on May 7-9, 2009. We are looking forward to seeing you at the Chapters Regional Conference and to attend your assigned workshop.

I will be your meeting coordinator and I will assist you in arranging your meeting space to meet your needs. To coordinate the rooms, we would like you to let us know of your meeting room requirements.

Are you planning on a workshop?

How long of a workshop do you require? (We are planning on two workshops sessions and each will be around 90 minutes in length. You may choose one session to two sessions).

Below is a simple diagram of your meeting room and please take the time to fill out the questions so your room will be prepared for your workshop

The workshop will assist you in understanding the reporting activities and the current requirements to help your chapter maximize your points to win the Presidential Award of Excellence.

Your input to the workshop is also needed. You may gain some new ideas to assist you in carrying out your responsibilities or maybe share your ideas that have worked in your chapter to assist in strengthening our region. Please plan to attend the CRC workshop.

cc: Regional Chairs  
Chapter Presidents

Workshop: Name of Chapter Workshop  
Host : Name of RVC  
Time: Saturday - 8:00 - 9:20 am  
Room Name: Name of Room

<<<<Insert Room Diagram Here>>>>

Please complete the following questionnaire:

Do you need a microphone? YES NO Rooms will not be provided with a microphone unless requested.

Do you require a flip chart or a white board YES, Flip Chart YES, White board NO

Do you require a Projector Screen? YES NO

Do you require a Projector? YES NO

Do you require a connection to the internet? YES NO

If you are using a projector screen, we assume you will provide the computer?

Will you have a guest speaker? YES. If so, who? \_\_\_\_\_

Please indicate on the drawing above any special layout of the room.

**CHAPTER WORKSHOPS - Mail at time of 1<sup>st</sup> mailing of meeting notice  
Jerrod – NOTE THIS IS YOUR LETTER!!!**

**M E M O R A N D U M**

**TO:** All All Presidents and President Elects of Region VI  
**FROM:** Jerrod Sieverding, Iowa Chapter CRC Chair  
**RE:** CRC, May, 7-9 2009 - Hotel Fort Des Moines, Des Moines Iowa

On behalf of the Iowa Chapter, I would like to personally invite you to attend the 2009 CRC in Des Moines, Iowa on May 7-9, 2009. An agenda will be mailed to you prior to the meeting dates. To prepare you for your activities, we would like to provide you with the general outline of the CRC activities so you may be prepared for the conference. A detailed agenda and required materials will be provided as we get closer to the conference date.

- Thursday Afternoon – Business meeting begins. Chapter delegate and alternate delegate are expected to attend the business meetings.
- Thursday Evening – Welcome Activities
- Friday Morning – Business meeting continues
- Friday Morning – Technical Sessions
- Lunch
- Friday Afternoon – Technical Sessions
- Friday Evening – Sponsor Banquet/Entertainment
- Saturday Morning – Chapter Operational Workshop. Chapter Chairs are expected to attend their respective workshop. Select your Chairs early so they can make arrangements to attend.
- Saturday Lunch – Presidential Award Luncheon

For the CRC to be successful, we need participation from all of the chapters. Please encourage your chapter members to attend.

cc: DRC & Regional Chairs



(515) 223-8104  
 (800) 798-8104  
 FAX: (515) 223-0622  
<http://www.shive-hattery.com>

Shive-Hattery, Inc.  
 1601 48<sup>th</sup> Street, Suite 200  
 West Des Moines, IA 50266-6748

**2009 REGION 6 CRC – DES MOINES, IOWA**

<b>FUNDAMENTALS</b>	<b>TECHNOLOGY</b>	<b>BUSINESS</b>
<p>Target: Engineers/Contractors/Architects</p> <p><b>“HVAC MADE SIMPLE”</b> Steve Kavanaugh</p> <ol style="list-style-type: none"> <li>1. Refrigeration Cycle</li> <li>2. Fan System Selection</li> <li>3. Energy</li> <li>4. System Selection</li> </ol> <p><b>NOON</b></p> <p><b>“FUNDAMENTALS OF HYDRONIC SYSTEM DESIGN”</b> Mark Hegburg</p> <ol style="list-style-type: none"> <li>1. System Distribution Methods</li> <li>2. Analysis of Hydronic Systems &amp; Circuits</li> <li>3. Pump Selection</li> <li>4. Specialty Devices</li> <li>5. Variable Flow Systems</li> </ol>	<p>Target: Engineers, Architects, Contributors, Government Officials</p> <p><b>“HIGH PERFORMANCE BUILDINGS”</b> Paul Turselini</p> <p>General High Performance Building Overview</p> <p><b>NOON</b></p> <p><b>“HIGH PERFORMANCE HVAC SYSTEMS”</b> Steve Kavanaugh</p>	<p>Target:</p> <p><b>“RECRUITING/RETAINING TOP EMPLOYEES”</b> Glen Sheppard</p> <p><b>“WORLD WIDE TRENDS IN THE INDUSTRY”</b> John Conover-Trane</p> <p><b>“EFFECTIVE COMMUNICATION SKILLS”</b></p> <p><b>“WIN-WIN NEGOTIATING SKILLS”</b> Barry Benator</p> <p><b>NOON</b></p> <p><b>“TECHNOLOGY TRENDS”</b></p> <p><b>“MARKETING – SELLING – PROPOSALS”</b></p>