

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

BOG

SECTION

2009 CRC Planning Committee

E-mail to:

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

All listed in the attendance list below

Meeting Date: 12/03/08

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In Attendance:

	Name	Position		Name	Position
X	Jerrod Sieverding	Chairman	X	Paul Melton	Society Officer Hosting
	Mark Allen	Co-Chairman		Dan Zaug	Hospitality Suite
	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	X	Andrew Pospisal	Website
	Kelly Crow	Companion Activities	X	Susan Oltrogge	Facilities Coordinator
X	Tim Conrad	Publications		Chuck Pedersen	Technical Programs
	Mark Conway	Business Meeting	X	Justin Barrett	Banquet
	Holly Stevens	Student Activities		Matt Gumm	Signage
	James Wahlert	Photographer		Dennis Hogan	We're not sure...
X	= Attendance at Meeting				

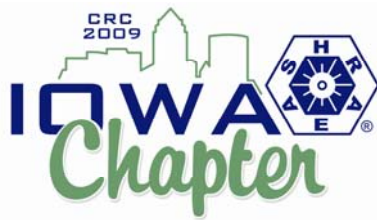
NOTE: M-motion made S-seconded A- approved, motion carried N- not approved, motion rejected.

- Meeting was called to order by Jerrod at 11:15 am.
- The previous meeting minutes were missing from the packet. Everyone was encouraged to look at a copy and note any comments to the Secretary.
- Paulette Lester from the Greater Des Moines Visitors and Convention Bureau will be stopping by our meeting today to discuss what they can offer our event. She can be contacted at 515-699-3443 (phone), 515-250-1906 (mobile), plester@desmoinescvb.com, www.SeeDesMoines.com, 515-244-9757 (fax) or at 400 Locust Street, Suite 265, Des Moines, IA 50309-2350.
- Kelly did not have the Save-The-Date mailer ready for review yet. Please be saving the CRC dates and discussing them with colleagues. Tim and Kelly will attempt to get an email reminder out prior to January 1st. Jerrod will get something distributed to the other groups on our list.
- We reviewed the schedule. There were a couple of minor changes needed and some questions. The schedule is still tentative. Please review and comment.
- Matt will check on off site locations for the welcome party.
- Jerrod sent a note to T Boone Pickens to see if he would like to speak at our event. No response. We need a key note speaker.
- Kelly will coordinate the golf event along with the spouse activities.
- YEA would like to have an activity at our event. It was recommended that the student activities chair coordinate this activity.

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AN INTERNATIONAL ORGANIZATION



ASHRAE

Technology for a Better Environment

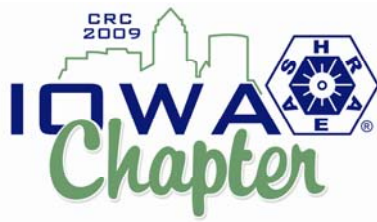
- 10. We reviewed the outside organizations list. If you would like to be a liaison, let Jerrod know. These organizations need to be contacted to let them know of our event and what we have to offer.
- 11. We have multiple ASHRAE Chapters we need to contact about CRC. Jerrod would like to personally visit each of them prior to CRC to give a pitch. If you can attend any of the other Chapter meetings to give a pitch for CRC, please contact Jerrod.
- 12. Jeff Gross is moving out of state. We will need a new Treasurer. Let Jerrod know if you are interested or have a good candidate.

13. Committee Reports:

- a. Treasurer Not Present.
Jeff Gross
- b. Registration Nothing.
Jeff Hammer
Jim Hall
- c. Fundraiser / Sponsors Letters are out. None have come back. Call this week. Kit will get with Curt Klaassen to get the grant forms filled out. Kit will also get the list of "large donors" and contact others for help. He would like to get the info to the REC's early if possible.
Kit Cartwright
- d. Product Displays It looks like we can have a maximum of 10-12 booths.
Ron Engelhardt
- e. Publications / Website Nothing.
Tim Conrad
Andrew Pospisal
Kelly Crow
- f. Companion Events Not present.
Kelly Crow
- g. Business Meetings Draft letters to RVC's have not been sent. Susan needs to know any responses from them and what A/V needs they have.
Mark Conway
- h. Photographer Not present.
James Wahlert
- i. (Society Officer) Hosting The hotel has a shuttle service. Paul will work with the hotel to utilize the service.
Paul Melton
- j. Hospitality Suite We can bring in our own drinks. There will be a small refrigerator, microwave and some extra seating in the suite Dan and Susan have reserved.
Dan Zaug
- k. Welcome Party Are looking at the Temple for the Performing Arts. Music, drinks, food – off-site.
Matt Jesson
- l. Signage Not Present.
Matt Gumm
- m. Technical Programs Collecting bio's from the presenters. All are booked.
Chris Nelson

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Technology for a Better Environment

Iowa Chapter 2009 CRC
Planning Committee Meeting

December 3, 2008

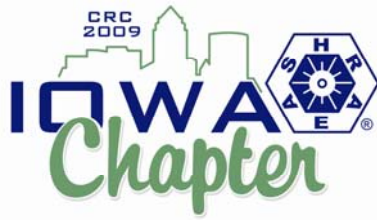
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- n. Facilities
Susan Oltrogge
Rooms are nailed down. Committee chairs to contact the hotel directly for any requirements. The room on the mezzanine level splits into three rooms. Registration will be at the coat check area. There is a lockable storage area close.
 - o. Student Activities
Holly Stevens
Not present.
 - p. Banquet
Justin Barrett
Nothing new.
 - q. Luncheon
Who is going to run the luncheon?
14. Paulette Lester spoke on what her office can offer our event. She brought a couple of packets and passed them out. She can provide the following; contact Paulette if you need / want anything below:
- a. VIP welcome gift in their room with a 4-5 day notice.
 - b. Info booth at the airport with a welcome and our logo at the booth.
 - c. A "book" for Des Moines.
 - d. Can get quotes for what we need direct back to us from multiple vendors.
 - e. Help at our event. 100 rooms = 4-comp hours or \$10/hour for extra time. Help with registration, etc.
 - f. Maps, bags, visitors guides, coupons, links to electronic info, custom webpage are all available at no charge.
15. The next Planning Committee Meeting is **Wednesday January 7th** – same place, SMCI; same time, 11:00 am.
16. Meeting adjourned for any individual committee meetings and to eat lunch with the BOG at 12:15pm.

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2008-2009 Meeting Dates

<u>MONTH</u>	CRC PC Date
October	1
November	5
December	3
January	7
February	4
March	4
April	1
May	TBD

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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