

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*

All listed in the attendance list below

Meeting Date: 2/4/09

Page: 1 of 3

In Attendance:

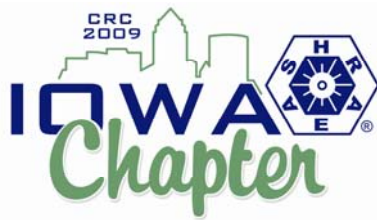
	Name	Position		Name	Position
X	Jerrod Sieverding	Chairman	X	Paul Melton	Society Officer Hosting
X	Mark Allen	Co-Chairman		Dan Zaug	Hospitality Suite
X	Holly Elbert	Treasurer		Matt Jesson	Welcome Party
X	Jason Kems	Secretary	X	Chris Nelson	Technical Programs - C
X	Jeff Hammer	Registration - Chair	X	Jim Lee	Technical Programs
X	Jim Hall	Registration		Curt Klaassen	Technical Programs
X	Kit Cartwright	Fundraiser/Sponsors	X	Andrew Pospisal	Website
	Ron Engelhardt	Product Displays	X	Susan Oltrogge	Facilities Coordinator
X	Kelly Crow	Companion Activities		Chuck Pedersen	Technical Programs
X	Tim Conrad	Publications	X	Justin Barrett	Banquet
	Mark Conway	Business Meeting		Matt Gumm	Signage
	Holly Stevens	Student Activities	X	Dennis Hogan	We're not sure...
	James Wahlert	Photographer			
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 11:11 am. Jerrod likes consistency.
2. The previous meeting minutes were reviewed. Jim Hall-M / Kit Cartwright-S / All-A
3. Two organizations were added to the contact list.
4. The schedule will be sent to DRC for review and comment.
5. Conference calls – bob Linder will schedule and coordinate. March or April they will happen.
6. Jerrod will get a delegates and alternates list from the Region.
7. A deposit for the DJ is required. Hogan will get it to him.
8. Jim will get with Holly to get the business speaker paid his \$7,500.00.
9. Committee Reports:
 - a. Treasurer
Holly Elbert Nothing.
 - b. Registration
Jeff Hammer Welcome packet – nothing on bags yet. Tags will be made by Hammer
Jim Hall and will be color coded – red and blue for attendee and guest.

CHAPTER MAY NOT ACT FOR THE SOCIETY

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



ASHRAE

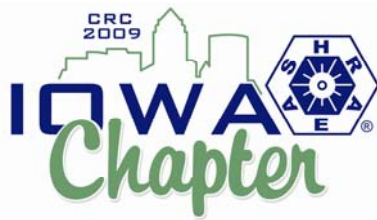
Technology for a Better Environment

- c. Fundraiser / Sponsors
Kit Cartwright
Things went well with the energy companies. We already have three sponsors with one gold sponsor already. Approximately \$4,000 has already been raised.
Everyone is asked to revisit their call lists and make another effort.
The grant paperwork needs to be turned in by the end of the month. Kit needs the speaker information and the fees for the application. There is a 6-week before the event deadline.
- d. Product Displays
Ron Engelhardt
Not present.
- e. Publications / Website
Tim Conrad
Andrew Pospisal
Jason Kems
The save the date email will go out soon. The mailer will go out the first couple of weeks in March. We will send a few hard copies to the chapters in the region to hand out at their meetings and mail as they see fit. There will be a proof at the next meeting.
- f. Companion Events
Kelly Crow
Looking at a local tour, Pella for the tulip festival and a winery tour.
- g. Business Meetings
Mark Conway
Linder is looking at the schedule and the need for the business meetings.
- h. Photographer
James Wahlert
Not present.
- i. (Society Officer) Hosting
Paul Melton
Paul updated the form. It is posted on the website. Jerrod will get it to Linder to distribute. There is a shuttle from the airport to the hotel or Paul will pick up people.
- j. Hospitality Suite
Dan Zaug
Not present.
- k. Welcome Party
Matt Jesson
Not present.
- l. Signage
Matt Gumm
Not present.
- m. Technical Programs
Chris Nelson
This will not be just for engineers. Architects will also be interested. One of the speakers may only be able to do the morning session. One of the other speakers should be able to fill in for him and cover the time. Chris will revise his schedule as needed.
- n. Facilities
Susan Oltrogge
How many are needed for the caucus? We think about 27. For the presidential lunch, Bob Linder will do the intro and the president will do a presentation / speech. He will most likely need a projector.
The head table should need about 10 places.
- o. Student Activities
Holly Stevens
Not present.

CHAPTER MAY NOT ACT FOR THE SOCIETY

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

A N I N T E R N A T I O N A L O R G A N I Z A T I O N



ASHRAE

Technology for a Better Environment

p. Banquet
Justin Barrett

The DJ needs a \$100.00 deposit.

The dinner will include both a 4-oz. piece of chicken and beef. It will be a sit-down dinner.

q. Luncheon

Susan is organizing the luncheon.

10. A news release in conjunction with e-week was discussed.

11. The next Planning Committee Meeting is **Friday February 20th** – **different** place, Raccoon River brew Pub and Hotel Fort des Moines; **different** time, 12:00 pm. We will go over to the Hotel at approximately 1:00 pm after eating lunch at the Pub.

12. Meeting adjourned at about 12:02pm.

2009 Meeting Dates

<u>MONTH</u>	<u>CRC PC Date</u>
January	7
January	22
February	4
February	20
March	4
March	18
April	1
April	15
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.

\\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