

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: 3/13/09

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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
	Holly Elbert	Treasurer	X	Matt Jesson	Welcome Party
X	Jason Kems	Secretary		Chris Nelson	Technical Programs - C
	Jeff Hammer	Registration - Chair		Jim Lee	Technical Programs
X	Jim Hall	Registration		Curt Klaassen	Technical Programs
	Kit Cartwright	Fundraiser/Sponsors		Andrew Pospisal	Website
	Ron Engelhardt	Product Displays		Susan Oltrogge	Facilities Coordinator
	Kelly Crow	Companion Activities		Chuck Pedersen	Technical Programs
X	Tim Conrad	Publications	X	Justin Barrett	Banquet
	Mark Conway	Business Meeting	X	Matt Gumm	Signage
	Holly Stevens	Student Activities		Dennis Hogan	We're not sure...
	James Wahlert	Photographer			
X	= Attendance at Meeting				

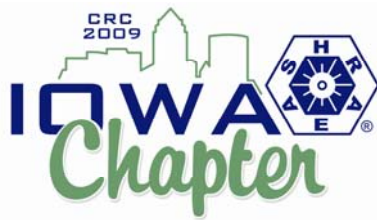
NOTE: M-motion made S-seconded A- approved, motion carried N- not approved, motion rejected.

1. Meeting was called to order by Jerrod at 11:21 am.
2. The previous meeting minutes were reviewed. Jim Hall-M / Kelly Crow-S / All-A
3. Kelly needs the speaker info for the flyer. He only has 2 right now. The flyer is being worked on right now. He should be able to plug in the text and go with it.
4. The bags from HyVee have arrived. Justin will give them to Jason to give to Hammer.
5. Grant status? Not yet complete. Kit thinks he will have it complete this week.
6. Zaug was late.
7. We will send out the flyer by email by the 23rd. Any other groups to target? What about local publications? Print version will follow.
8. Shirts are in the works. There is a sample / mock-up on the way. Ordered about 30.
9. We reviewed the schedule.
10. We reviewed the outside organizations interfacing table. Get with any organization to publicize CRC.
11. We reviewed the Region VI chapter list. If you are going to a chapter meeting at one of the other chapters, make a note to have CRC plugged.

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

AN INTERNATIONAL ORGANIZATION



ASHRAE

Technology for a Better Environment

Iowa Chapter 2009 CRC
Planning Committee Meeting

March 13, 2009

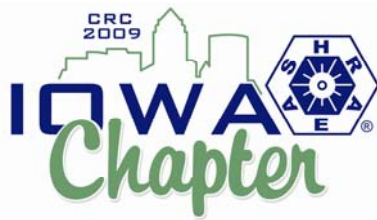
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12. Conference calls have been set up for March 18th, April 1st and April 15th at 8:00 am. Bob Linder will lead the meetings. Let him know what you need to discuss prior to the meetings. They will be about 30 minute sessions.
13. Committee Reports:
 - a. Treasurer
Holly Elbert Not Present. She is transferring between the chapter account and the CRC account as needed.
 - b. Registration
Jeff Hammer
Jim Hall Hammer is working on it.
 - c. Fundraiser / Sponsors
Kit Cartwright Grant paperwork moving forward.
Some sponsors already in.
 - d. Product Displays
Ron Engelhardt Not Present.
 - e. Publications / Website
Tim Conrad
Andrew Pospisal
Jason Kems Nothing.
 - f. Companion Events
Kelly Crow Will finalize next week. Looks like tours and shopping.
 - g. Business Meetings
Mark Conway Not Present.
 - h. Photographer
James Wahlert Not Present.
 - i. (Society Officer) Hosting
Paul Melton Paul sent out email to attendees. Has a couple responses already.
 - j. Hospitality Suite
Dan Zaug Has not seen the upgraded presidential suite yet. Thinks it should be ok.
Dan and Tim will go to Cosco to booze it up.
 - k. Welcome Party
Matt Jesson Status quo. Someone should say a few words. Matt will put together a flyer for the welcome packet.
 - l. Signage
Matt Gumm Matt had a picture sample of two water bottles. We chose one. He will order about 250 of them.
Kelly and Matt will get together for the signs that are needed.
Mark Conway has the tent signs for the business meetings.
 - m. Technical Programs
Chris Nelson Not Present.

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- n. Facilities
Susan Oltrogge

Registration has (3) 6' tables with wireless and power.
Wedgewood room layout was reviewed and approved.
City room will have (4) 8' tables for the history displays.
Friday there will be two breaks with food and drinks in the lobby area.
The lobby layout was reviewed and approved.
There will be wireless microphones and screens in the tech session rooms.
The larger room is the middle one.
Presidential lunch menu has been selected. It will be pork. We will work while speakers are talking. Quick lunch!
Saturday – 3rd floor was reviewed and approved.
Budget – Food-\$4,800.00 (breaks/lunch/ box lunches) – non-food-\$2,200.00. This is under the total budget allotted for the A/V equipment, meeting rooms, presidential luncheon and awards luncheon.

- o. Student Activities
Holly Stevens

Holly is working with local high schools to get some students to attend a tour of Wells Fargo Arena.

- p. Banquet
Justin Barrett

Good.

- q. Luncheon
Susan Oltrogge

Done.

- 14. Tim, Dan and Justin will work together to come up with printed drink tickets for the events.
- 15. If additional meetings are necessary, we will decide in April. Weekly?
- 16. The next Planning Committee Meeting is **Wednesday, April 1st** same place, SMCI boardroom, 11:00 pm.
- 17. Meeting adjourned – yes, just adjourned.

2009 Meeting Dates

<u>MONTH</u>	<u>CRC PC Date</u>
March	13
April	1
April	15
May – Wrap-up meeting	20

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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