

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: 4/1/09

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		Jim Lee	Technical Programs
X	Jim Hall	Registration	X	Curt Klaassen	Technical Programs
X	Kit Cartwright	Fundraiser/Sponsors	X	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		Matt Gumm	Signage
	Holly Stevens	Student Activities		Dennis Hogan	We're not sure...
	James Wahlert	Photographer			
X	= Attendance at Meeting				

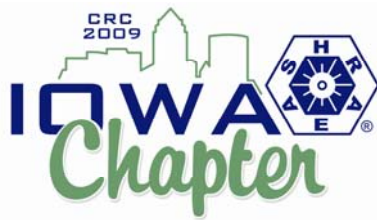
NOTE: M-motion made S-seconded A- approved, motion carried N- not approved, motion rejected.

1. Meeting was called to order by Jerrod at 11:04 am.
2. After much messing around trying to get the A/V equipment to work, the previous meeting minutes were reviewed – sort of. Jim Hall-M / Chris Nelson-S / All-A
3. Flyer was reviewed:
 - a. Need a one-line bio for the speakers on the flyer.
 - b. Justification on page 2
 - c. Session / Tracks / Schedule confusion was felt by some. Perhaps a poster at the event would be good.
 - d. Do we need track registration?
 - e. Put the time behind the sessions – that helped the confusion.
4. Shirts are done, but not picked up. Zaug will eventually get 'em picked up.
5. Schedule reviewed and looks good.
6. Outside organization list was reviewed. Some were added and all were assigned a contact liaison from the group.
7. Need an email to send to the other organization contacts to promote the CRC. Jerrod will put one together and send it around.

CHAPTER MAY NOT ACT FOR THE SOCIETY

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

April 1, 2009

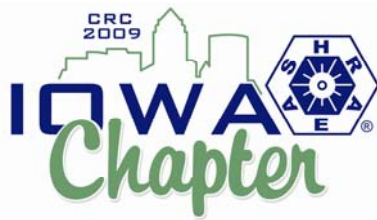
Page 2 of 3

8. Get any organizational meeting requests to Jerrod. Conference calls have been scheduled.
9. Need to contact the other Chapters to see if they have a feel for their projected attendance.
10. We would like the speakers to be treated very nicely. Make sure accommodations are set and transportation is arranged. Get the names and contact info to Hammer for registration.
11. Committee Reports:
 - a. Treasurer
Holly Elbert
Moving money as required. Paying deposits as required.
 - b. Registration
Jeff Hammer
Jim Hall
Welcome packets are going together. Zaug to get the drink tickets to Hammer to put in the packets.
 - c. Fundraiser / Sponsors
Kit Cartwright
Grant application is in progress. Kit to complete and turn in.
PO box has been checked. About \$4k in so far. No big utility sponsor yet.
 - d. Product Displays
Ron Engelhardt
Not present.
 - e. Publications / Website
Tim Conrad
Andrew Pospisal
Jason Kems
Get the Speaker bio's to Andrew for inclusion into the website. The flyer should be mailed out Monday.
 - f. Companion Events
Kelly Crow
Not present. Golf is set up.
 - g. Business Meetings
Mark Conway
Not present.
 - h. Photographer
James Wahlert
Not present.
 - i. (Society Officer) Hosting
Paul Melton
Paul needs contact information for the dignitaries and speakers. He has not heard back from Linn and Andy.
 - j. Hospitality Suite
Dan Zaug
Everything is looking good. Tim and Dan will hit up Cosco for the booze sometime soon.
 - k. Welcome Party
Matt Jesson
Not present.
 - l. Signage
Matt Gumm
Not present.
 - m. Technical Programs
Chris Nelson
Everything is set and ready to go. Some minor rearrangements may need to be made – no big deal!

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

- n. Facilities
Susan Oltrogge
Not present, but Susan provided a written report. 99% complete with planning. Planning documents signed with the hotel. Need a headcount for the luncheon – will send the week of CRC based on registration.
Room reservations for the speakers needs to be finalized – names and nights. Susan has info on Glen Shepard; get the rest to her as soon as possible.
- o. Student Activities
Holly Stevens
Not present, but all is set up with the HS students.
- p. Banquet
Justin Barrett
Good to go.
- q. Luncheon
Susan Oltrogge
Not present, but we know all is good!

12. The next Planning Committee Meeting is **Wednesday, April 15th** same place, SMCI boardroom, 11:00 am.

13. Meeting adjourned at 12:04 pm.

2009 Meeting Dates

<u>MONTH</u>	CRC PC Date
April	1
April	15
April	29
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.

H:\jkems\My Documents\Intranet\Societies\ASHRAE\2008-2009 Ecommittee\httpdocs_archives\crc\2009-DSM\Meeting Minutes\2009-04-01-PC-MM.doc

CHAPTER MAY NOT ACT FOR THE SOCIETY

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

AN INTERNATIONAL ORGANIZATION