

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: 4/15/09

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In Attendance:

	Name	Position		Name	Position
X	Jerrod Sieverding	Chairman	X	Paul Melton	Society Officer Hosting
X	Mark Allen	Co-Chairman	X	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
	Jim Hall	Registration		Curt Klaassen	Technical Programs
X	Kit Cartwright	Fundraiser/Sponsors		Andrew Pospisal	Website
X	Ron Engelhardt	Product Displays		Susan Oltrogge	Facilities Coordinator
X	Kelly Crow	Companion Activities		Chuck Pedersen	Technical Programs
X	Tim Conrad	Publications		Justin Barrett	Banquet
	Mark Conway	Business Meeting	X	Matt Gumm	Signage
	Holly Stevens	Student Activities	X	Dennis Hogan	We're not sure...
	James Wahlert	Photographer			
X	= Attendance at Meeting				

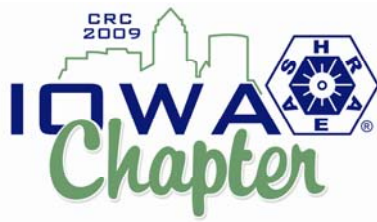
NOTE: M-motion made S-seconded A- approved, motion carried N- not approved, motion rejected.

1. Meeting was called to order by Jerrod at 11:24 am.
2. The previous meeting minutes were reviewed. Dan Zaug-M / Chris Nelson-S / All-A
3. Shirts are done and were passed out. There are a few extras for dignitaries and the like. Wear them on Friday.
4. Outside organization list was reviewed. Call on them as required.
5. Outreach to Region VI list was reviewed. Approximately 1,000 out of the 4,200 emails Benny sent out did not reach their intended recipients. Benny is going to try and resend the email. It is very important that we all contact the local chapters and have them distribute the message to their membership.
6. Speaker accommodations wrap-up: all have registered and made arrangements but Dan Noll and Mark Hegberg.
7. Jerrod is having a Hotel walk-thru with the hotel staff. Mark Conway, Kit Cartwright, Matt Jesson and Paul Melton will all attend. Jerrod will let all know when this is going down.
8. The Mayor has confirmed his opening comments for the Friday lunch.
9. Dan wants a flashlight with the new logo on it.

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

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ASHRAE

Technology for a Better Environment

Iowa Chapter 2009 CRC
Planning Committee Meeting

April 15, 2009

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10. Committee Reports:

- | | |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Treasurer
Holly Elbert | Budget is close except for the shirts. |
| b. Registration
Jeff Hammer
Jim Hall | Packets are coming together. Everyone is encouraged to register and pay for the full registration. See if you all can email the chapter presidents the week before and find out about how many they think are attending CRC. Jeff will update Jerrod every Friday on the headcount. |
| c. Fundraiser / Sponsors
Kit Cartwright | \$8-9k in pledges so far. The grant application is in. There is a 4-week lead time on a response. It's been in for about 2-weeks. There has been no response from MidAmerican Energy or Alliant for sponsorships. |
| d. Product Displays
Ron Engelhardt | Don't know if we are going to have any. Maybe one. |
| e. Publications / Website
Tim Conrad
Andrew Pospisal
Jason Kems | Hard copies of the flyer have been printed and are available for distribution. The website has been updated with the most recent information. |
| f. Companion Events
Kelly Crow | We're close.
Might have one for golf. |
| g. Business Meetings
Mark Conway | Not Present. |
| h. Photographer
James Wahlert | Not Present. |
| i. (Society Officer) Hosting
Paul Melton | Nothing. |
| j. Hospitality Suite
Dan Zaug | Get any request to Dan. |
| k. Welcome Party
Matt Jesson | Not Present. |
| l. Signage
Matt Gumm | Matt has the layout and all the ASHRAE signs. He will come up with a schedule poster for each floor to help with direction. Matt and Kit will go check out sign possibilities.

Anything special for the hospitality suite? Elevator?

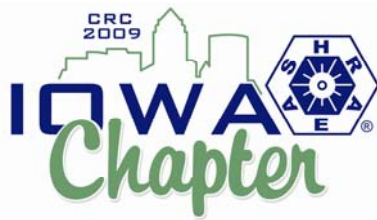
What about for the welcome party Thursday night? Along the path? Post some volunteers along the rout?

If you have easels, bring them. Make sure they are marked with your name or company. |
| m. Technical Programs
Chris Nelson | No cancellations! |
| n. Facilities
Susan Oltrogge | Not present. |

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- o. Student Activities Not Present.
 Holly Stevens
- p. Banquet Not Present.
 Justin Barrett
- q. Luncheon Not Present.
 Susan Oltrogge

11. There will be a wrap-up meeting during the nomination wrap-up time to go over CRC in general. Jerrod will be sure all that need to know about this will know about it.
12. The next Planning Committee Meeting is **Wednesday, April 29th** same place, SMCI boardroom, 11:00 am.
13. Meeting adjourned at 12:26 pm.
14. Jerrod and Jason discussed PDH certificates and sign-up sheets. We will take the sign-in sheets and email the certificates to the attendees. This will go along with our green theme by reducing printed material.

2009 Meeting Dates

<u>MONTH</u>	CRC PC Date
April	1
April	15
April	29
April – on site	6
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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