

**CRC 2016 MONCTON - debrief notes**

some unofficial notes and comments by those that at the CRC so can be used for reference and improve future CRC's

microphones might be nice so can hear some people and control who is talking; some regions have as part of a kit of items including projector and power cords

liked the open discussion format; allowed the sharing of ideas

good participation in companion program; more families in attendance then other CRCs

workshops had good participation

RVC were prepared for their workshops; did not just read thru the slides but used as a tool

Good reporting format for chapters; standardized

Would be better if there are some photos of chapter special events

During chapter reports, would be good time for Opportunity Funds discussion – what they did; may then have ideas for other chapters; what impact that activity had

Opportunity Fund – need feedback for rejections so can go back and improve proposal

Appeared that have similar responses by RVC on communication issues with some chapters

May need to brainstorm some ideas to get chapters to respond

Hospitality room was in a good location; easy to get to; good networking

Tech tour good idea while others in caucus

Luncheon – good job in explaining what the awards are for and not just handing out

PowerPoint with award description and winners was good

CRC communication package was very good to explain what to do, what was planned, when responses required

Made welcome at registration desk

Well thought out as to the schedule and events

Room setup and site selection was good; was planned ahead of time for layout of tables, chairs and projection screen

Hotel contract before signing should be sent to Lizzy Seymour at Society for review as they can help point out items; use Society staff that do this all the time

Liked selection of companion tour items – can choose but issue knowing number of attendees; need to consider costs as some covered by the main registration fee and then add for those events they want to attend

Did not have companions at Awards luncheon and Presidents address as away at on a tour so numbers at these events was down

Tech session only had 12 people attend as other conference sessions underway (Caucus and Regional meeting); may consider changing Sat morning; could promote for local people to attend; might also prompt others that are not ASHRAE members to attend

Tech tour had 9; might try to do something close and easy to get to; if on Sat then might get more local people to attend

Leadership and youth could do a K to 12 session with families as a STEM activity or part of workshop; YEA workshop activity just involves the chairs but could get other involved

Need to have someone always at registration desk

Hospitality suites was great that CRC photos uploaded

Publicity – did put out a press release and invited to attend Awards Luncheon and President’s speech

Welcome party with drink tickets; within walking distance was good

Companion tour was able to get family involved

President’s Address at Friday lunch had mediocre attendance as chapter chairs did not arrive until later

Well noted was preplanning and notifications by email before the CRC

Good to have updates after registration to be kept up to date

Picking up of VIP’s before meeting if possible but not required

Having a Thur night welcome and dinner together allows those that arrive early was good and was informal

VIP’s received a welcome gift before the CRC (seeds for a tree)

More photos of the chapter activities should be encouraged; student activities workshop did have photos but more required at main business session in reports

Reviewed hotel with Doug in Nov to plan the rooms and projector requirements

Hotel with everything on one floor was very good

CTTC workshop would like more time for workshop; would need to book room and let chairs know; might be able to start Sat morning

Some Chapter banners at luncheon podium was nice but some missing; need to get all at CRC

Planning meeting minutes from CRC chapter committee to be forwarded to next 2 chairs so can see what issues they have

197 room nights booked and planned for 105

Number of people also effects food and beverage

Try to get hotel room commitment as low as possible as would need to pay for unused rooms

Host committee staying at hotel makes easier to deal with items and increase rooms so may help meet hotel commitment

Name tag package and preparation before CRC needs to be reviewed when received from Society

Might be good idea to have local CRC chair and some of the host committee check into hotel on Wed night so can start reviewing and set; preparing registration table; names tags at business session as missing a few

More people at business sessions now with Grassroots and RCMR so may need to increase space and size of tables

Pickup at airport is nice to have but arrive times may not allow as long as there is a method to get to hotel

Registration start in May and try to have close June 30 so then can plan for CRC

Late registrations and changes an issue

Moncton has tax increase so needed to have early registration; also got chapters to plan on who was attending

Payments by cheques works but need to allow time to received; payments by PayPal will have some costs

Payment in USD for Society visitors makes easier for them but need to allow for conversion

Can have Society set up for registrations; would be a flat rate charge and would be in USD  
Registration form had selection for Region 2 chapter but some from Society will not be able to fill out – need to allow for others like Society Staff

Used SimpleSignup but could have a separate person to monitor and control vs CRC Chair

Use past CRC Chairs for assistance, knowledge and backup

Late fee structure appeared to get registrations in on time but still need to allow for the extra time to receive cheques

Being able to pay by credit card might allow faster payment but could have extra charges

Set up separate bank account for CRC with separate treasurer

Sponsors was better than expected but hard to get when asking for research and chapter golf tournament

Was able to have City of Moncton municipality as a sponsor

Plus donors and loan for projectors, screen, gift items, hospitality suite

Recommend have 1 person to deal with hotel

Recommend have AV person for setup and ensure items get collected after workshop; may need 2 people for IT & AV

Had 3 co-chairs for registration, name badges

Had 1 person for arrival and depart times so could coordinate pickup

Dietary restriction would have been a required item as need to get hotel to accommodate just the week before the meeting

Hotels typically give 1 free room for every 35 booked rooms so use by chair and committee (Moncton had 5 free room nights)

Ask for upgrade rooms for VIPs

Need to be ready for late room changes – arrive early or leave late

Sponsors on screen in Hospitality room was great idea

Recommend having hotel setup and check room setup before the conference

Some CRC using longer name badge holders so can have chapter, title, and schedule on back

Meeting layout needs to allow for everyone to see screen

Allow for guests

Allow for cables for projector to head table