**CRC 2017 MONTREAL - debrief notes**

some unofficial notes and comments by those that at the CRC so can be used for reference and improve future CRC’s discussion after the main meeting occurred on Sunday

overall a great job – having the CRC Chair and Treasure being involved in past CRCs helps for organizing and knowing what is required vs having a new Chair

online registrations was very well done and good to show at spring planning meeting

hotel and meeting rooms all on same floor made it easy to get around and to workshops

VIP transportation well arranged and scheduled – flights and cars from airport to hotel

Need to allow enough time if rooms doing multiple functions

  transition from main meeting room to dinner/meals

then back to meeting room for the next morning

  the hvac course was also used for hospitality room

Reminder to check VDP inputs and also having proper cords

  And cords long enough to reach – had to adjust before meetings started

  Large screen so that all can see or have 2 screens and then equipment so both display the same

Hotel area had a little tight registration area as need space due to elevator

  Space and tables for items to hand out

  Space for people to get to breakfast and rooms

Signage and setup was good along with changing during the different sessions

Venue at Art Gallery was good with the wine tasting so that everyone learned something

  was able to cover costs with sponsors (speaker was $3000 + taxes)

  Sponsors allowed for better event (saved $200 per person)

Sponsor signage was good but not over the top

  and moved back into hospitality suite to gave better recognition

Was able to get additional sponsors to cover additional expenses (additional $3000 for new sponsors)

People for buses and direct people

Attendance goals achieved

  Next years CRC in Windsor may have lower attendance

Companion activities was good

Have events for families/kids helps draw people to attend

Doing a session in chapter operations with a review of Region 2 budget saved time in main meeting

Region 2 budget needs to support what the Delagates feel is important

  How much contribution to RVC should be provided along with other events
What was learned – need to have kids friendly program
   Could use student activities with K-12 activity in workshop (?)

Hospitality suite should be managed by host chapter – need better control/access
   Hospitality suite drinking may need to be controlled
   May need drink tickets (?)
   May need to control how much each person drinks (liability issue)
   Shut down at 1am
   Suggest not to have shots

Separation of 2 rooms for meals was not ideal (breakfast and lunch)

Adaptors for VDP units
Extension cords to desks to allow everyone to plug in laptops – check if hotel charges extra
Hotel may require you to use their AV company – additional costs

Well done was monthly countdown before the CRC to schedule items and when needed to be done
   Helped CRC chair
   Helped that CRC host committee members know what was required
      Past chapter presidents could be used to assist
      Email notices also helped attendees to get ready

Have students come out to CRC to help and then attend to see what is involved

Maybe pair a new member with an older member to explain what is happening and help with CRC planning

Have more then 1 person to look after an area and planning in advanced
   Teams with subcommittees

Communications was well done
   Dress code
   Schedule
   Simple Signup makes easy to send out updates
   Did not need a floor plan as everything on one floor – may need maps and additional signage

Walking tour was a bit “aggressive” – may need to allow for different abilities

Monday before CRC received email with PDF had complete “book” (22 page) with everything needed
   Included sponsors, schedules, rooms, contacts, spouse program
   So did not need handouts – saved paper

Workshops – well attended and well done
   Having participate do workshop presentation & summary vs chair gets other involved
      Gives another prospective as to what they consider important

Avoid saying ‘HE’ and ‘GUYS’ – need to include everyone
Managing motions and discussions needs to be controlled
   Need to limit side conversations
   Manage discussions
   Remind people to keep to the motion
   Allow everyone to speak once before can speak again and only on new issues
   Remind to speak for or against

Receiving and organizing motions could be better
   But need to allow new motions to be prepared and forwarded
   Using Basecamp may help with this

Auction items is a lot of work for low benefit
   Now have motion to leave up to host chapter if they wish to have
   Society can also donate items

Some CRC have workshops after the main business sessions so they do not have opportunity to bring new motions forward. Having workshop in middle of CRC extends length

Some theme about costs of CRC registrations is getting to be a concern
   Balance of costs vs events

CRC format appears to work for Region 2 – a lot of value for the time spent

Region 2 appear to be more of a team that operates; good engagement