

**CRC 2018 WINDSOR - debrief notes**

Some unofficial notes and comments based on discussion by those after the CRC so can be used for reference and improve future CRC's. Discussion occurred after the main meeting on Sunday.

goals of CRC – met and efficient meeting; got thru items on time; covered a lot of items

noteworthy

- venue all in one location along with hotel was good
- no time lost trying to find meeting rooms as all on one floor
- kept on time and to schedule
- great attendance
- sponsors and signage was good
- dual workshops was good; have morning and afternoon for CTTC & Membership helped cover items
- learned from last CRC chair and attended to see how organized, asked questions
- great companion program and promoted – attendees very happy
- family options offered and info provided
- internet access everywhere and use of Basecamp was good
- projectors and adaptors for computer connects was worked out before meetings
  - internet, long enough cords, power for all the laptops
- open dialog at meetings was good but sometimes need to be controlled and limited
- breaks & food during meetings was excellent and ready
- organization of the 3 business sessions and afternoon workshops had good flow
- focus on workshops and amount of time for each appears to be good and helps for Regional cooperation
- companion events and focus on family was nice to see
- packaged registration set was good; welcome package was good
- if going to standardization for registrations for region may help in future
- regional finances had more focus then in past along with CRC Budget

Focus on CRC and future improvement

- strike by hotel delayed registration but had no control over; was not sure what was going to happen
- closed registrations after cutoff date – was removed from web site
  - needs to be more open for late registration but maybe with penalty
- HST issue caused problem with rates
- temperature control in rooms was an issue
- signin sheet – draft was not the correct one
- audits done before CRC would have helped (previous CRC & region)
  - maybe change who does audit at host CRC are busy with event
- agenda and breaks could ne reviewed and see if need adjustments
- good to have motions presented early and then can be discussed during chapter operation workshop
- tech tour only had one person register and then had to go around to get other involved
- wireless mic setup, tested and use needs to be preplanned; size of room required microphones and sound system
- tech tour to be promoted to other CRC attendees
- may want to promote requirements for continuing education; may then get more chapter members out
- invite local chairs to attend the business sessions
- smaller Windsor chapter did a good job of being CRC hosts
- next year RVC & CRC chair should be separate - CRC chair would be busy dealing with items;
  - RVC should be in business meetings and workshop
- may get smaller chapter engaged and excited about ASHRAE
- hospitality changes between CRC and nicer; shutdown at midnight assists in getting attendance at morning sessions
- hospitality as a separate group to look after; had bar and bartender by hotel
- need separate hospitality group to look after room late at night when need to be up early the next day