

**CRC 2019 HALIFAX - 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

- Organization of CRC well done
- Quebec should be at debrief; agenda is sort of fixed and works well;
- Family program good and could be repeated
- Did not get the awards box of items
- CRC box had some items missing
- Nametag lanyards from Society not enough
- Do not know what is being sent from Society
- Awards had to be prepared at last minute
- Financial numbers also prepared at last minute
- Host committee organizing and position did well to execute on their own
- Only needed to have 6 overall planning meeting
- Hope that people would organize and take ownership
- Changes to A/V and hotel costs would be expensive; was able to source on our own; expense of \$3500 just for 2 rooms
- Did A/V on own but then had some issues – setup and cables
- Needed to get some HDMI cables and screen - hoped that hotel would supply
- Sound system depends on how room arranged; could hear people within the room so did not need
- Before CRC video was good to get members interested
- Family events with 21 kids was unique but not as visible as separate vents
- Hotel may require use of their A/V which could be expensive so might need to budget
- Hotel allowed bring in of A/V equipment but could not bring in another company
- Tried to get bigger screen for the room but would need to see what is available for rental
- Screen was left beside from a previous rental
- HDMI cord had to locate that was 20ft long
- CRC program run well and on time
- Was able to get thru motions quickly
- Atmosphere between regional people is great
- Good committees and attendance
- Having joint meeting would just be social events and workshops; business meetings would be separate; financials and sponsors need to work out and how to divide; how rooms are set up; hotel rooms as additional people
- Joint CRC may help attendance
- Why ASHRAE member – to connect to people and networking
- Can send a CRC Chair to another meeting which could be a joint meeting to see how they did
- Increased networking at joint CRC
- Separate business meetings and wards
- Layout with everything on 8<sup>th</sup> floor and nearby; just one workshop room on another floor
- Family program and writeup should be prepared and sent to Society; STEM events; may help other CRCs
- Number of sponsors was well done and on display
- Sponsors from region vs just local – promote as a regional event
- Create a list of regional sponsors
- Great attendance including Tech talk – might be a record for Region 2 CRC (approx. 202 total)
- Citadel party well done; venue costs \$2100 and added another building \$700 and also added meals, band
- Companion program well done, Peggy Cove good, walking tour and lunch good, but rushed at Pier 21 after lunch
- Workshop reports at business session gets others involved and good idea; give other a chance for public speaking
- Could mention more about companion program during the Sunday morning
- A larger screen would help or a 2<sup>nd</sup> screen; adjusting wording of motions would everyone to see what is proposed
- Split up of Awards gave better attention; slides as to what award was about helped explain

- Award at party allowed companion's family see them win
- Awards lunch at 1.5hours appears to work well
- History display that people did not understand roll of history; should have last years chapter activities and a little writeup; maybe a stand that shows activities; do not need old items
- What to ensure do not loose older history
- Could have a history of the Region
- Create for 100<sup>th</sup> anniversary at Toronto in 2022
- Program room and time in spreadsheet – did not mention which floor the rooms are on
- Schedule of events separate for meeting agenda which may be easier to follow
- Maybe have a training session workshop for Delagates so that wording discussion does not take as long; Delegates are new; passion should be removed; financials need to be worked out
- Motions need to be clean and easy to follow and understand; concise
- Need to be reviewed before presenting but do not want to limit
- Regional planning meeting could review how to prepare motions; maybe also review near start of CRC
- Maybe need to have a motion submittal deadline but some are created at workshops
- Regional planning meeting do not need to have each RVC talk about what need people are good chapter chair – could then do a discussion about motion wording
- Maybe have time stamp that motion received could explain “bad” wording or tag as draft
- VIP's taken care of; pickup at airport (even with delays)
- Always have some problems but overcome them
- Structure of meetings and motions works well; social event great
- Family atmosphere was great
- Good Region 2 leadership
- Could improve how motions are prepared and are well thought out
- Meeting room windows helps with natural light vs being in an enclosed room all day; may keep people awake
- Having workshops with activities vs just having all PowerPoint gets attendees more involved
- Good interaction between chapters
- Remember to get insurance for special events (Quebec boat event)
- Insurance for pool party (could take awhile to organize); could get venue to cover or add special working; ASHRAE Society could assist and have coverage