

CRC 2022 OTTAWA - debrief notes

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

- Regional task force was created which helped a bit and with logistics help for those that attended; could continue in future years
- Complicated documents for contract/agreement with hotel; additional review would have helped
- Society has a 3rd party that can be involved in hotel selection; this is just a review of hotel locations and help of selection
- Hotel contract review from Ottawa may help future CRCs
- What are the traditions of the Region?
- "Box of Stuff" from Society – should be contacted before sending items; Society shipping package to CRC Chair to advise as to when sent so can arrange and be available to receive; need to know what is being sent; box had the awards, name tags, ribbons and some other items
- Card stock for name badges are hard to use to print (too thick) – does not always feed thru a standard laser printer; would have been better to just use standard paper
- Need to assemble a mass of volunteers for the CRC from the chapter; maybe offer incentives to members; had hoodies or shirts to remember the CRC; need to allow in the budget
- Hospitality suite/rooms need hosts/volunteer – these got rooms; others got meals and were able to attend other events
- Expect the unexpected – like rain when companion group had planned to walk to art gallery but needed to change to taxis
- If doing outdoors events then may need alternate activities
- Companion group meals at brewery took a long time (2.5 hours)
- Ottawa was able to get all the CRC items together in a short time (less than a year); reasonable prices
- Awards luncheon – could have had a sit down meal vs a buffet that took time for people to get their food
- Coffee table was away from the main meeting room
- Hospitality Room away from other guest rooms so would not disturb other hotel guests
- Hospitality room – able to arrange to have their own drinks; more expensive if hotel supplies drinks; temporary liquor license arranged; it was a quick licence approval
- Had good rapport with hotel; able to accommodate meeting room setup and meals
- Hotel accommodations good
- Buffet line delayed the start of awards (started while some still in line but could have pushed back the start)
- Meal selections needs to be reviewed; need to allow for some having special dietary requirements
- Maybe have wine in hospitality suite; need to mention sponsored by chapter
- Could have wine at dinner or with drink tickets
- Good basic food selection; drink selection at breakfast could be better (only had juices at the Sunday breakfast)
- Companion program well received
- Meeting room microphone only had one so had to be passed around; sometime hard to hear if not used
- Welcome party did not have enough seating
- For running meeting – may consider RMCR to do presentations vs DRC doing all the presentations; this would allow the DRC to run the meeting with RMCR just sitting in the meeting
- Coffee away from the main meeting room so could not easily get to
- Schedule posted to basecamp and by email – maybe have links to room locations; maybe have schedule handout at registration desk; or QR code; or on back of name badges
- Consider a technical session maybe with a DL
- Comp'd rooms for VIPs not required as would be covered by Society; comp'd rooms effects the CRC expenses; only CRC with hotel rooms comp'd
- Upgraded rooms for VIPs is nice
- Good CRC as first in three years as a in-person meeting
- Good energy at CRC
- Welcoming at sign-in table

- Heavy lunch, heavy dinner; Sunday had lighter breakfast when some may need more energy
- Sunday meeting starting at 8am had some late arrivals; need to have announcement/reminder
- Diners could have considered an outside location so not all at the hotel
- Happy to be back in person for workshops
- Good location at downtown Ottawa
- Consider an Indigenous Speaker to present for all – not just companion program; maybe mention at workshops
- Identification for volunteers makes them easy to spot – coloured shirts
- Did not recognize other volunteers from Ottawa at the dinner meeting; announce all the host committee names gives then some recognition
- Workshop rooms had some tight for size due to number of people; did not have signup so was unsure of how many would attend; some workshops would like more space for activities and break-out groups
- A/V equipment worked reasonable well for the room sizes; was able to play videos from laptop (need to check before meeting to ensure works)
- Suggest a request to RVC's for what they need for workshops
- Hard to follow in-person meeting with virtual as not all the Ottawa volunteers had been to a CRC and had just 1 year to plan
- Individual tickets for companion events and guests diners
- Sold out for Sat dinner so opened up Friday dinner to some local chapter members (reserved 20 spots)
- Hotel selection was due to being cost effective; then had to deal with the rooms and spaces allowed which limited how many could attend the Sat diner
- Best practices to be reviewed; Regional manual may need to be updated; Region 2 package about CRC is in manual; maybe need to note what is available in basecamp and Region 2 web site
- Watch for hotel hidden fees
- Negotiate with hotel for entertainment/band (need to ask)
- Suggest adding land acknowledgement to CRC; need writeup and have slides prepared
- Dueling Pianos after Sat dinner was amazing
- Good to have ASHRAE Staff in attendance
- In caucus meeting had initial discussion about chapter members and suggest to then having awards presentation so the newer Delegates and Alternates would then recognize some people who won awards; when names brought forward would then somewhat know what they had done
- Voting in caucus done on Sat morning and then awards at Sat lunch – would have been better to have awards before (maybe Friday night awards? But some only arrive for Sat workshops); maybe move executive session to afternoon?
- Had a deadline for CRC registrations but some chapter still had late signups; chapters late with their chair positions; chapters do not meet during the summer; tried to do around the CIQ
- Suggest an early bird fee and then have penalty after
- Hotel rooms filled and then tried to arrange for addition has hotel was filled
- Chapters uncertain as to who was going to attend
- Identify local city locations so some can do their own sightseeing and other late night activities
- Suggest having past CRC hosts in the upcoming CRC planning meetings
- Had the next CRC budget presented before the presentation but location effects the costs
- Registration name tags could have been sorted before the CRC with ribbons to make locating at the registration table easier
- Some hotels have a 10% event fee but should be able to have this eliminated
- Was able to negotiate lower fee for the Dueling Pianos
- Need to allow for meeting room projector, cords power to table for laptops
- Everyone enjoyed attending the CRC