# **ASHRAE OE GOLF COMMITTEE MEETING** **MINUTES**

**Golf Tournament 2024: Tustin Ranch Country Club, October 3, 2024.**

## May 08, 2024; Teams Meeting 12:30 PM

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| Event Reference | Continuing Business Description | Action Items (AI) / [STATUS] |
| Ref: 050824 – 1st meeting agenda | Subject:* Tournament will be held 10/3/24 at Tustin Ranch CC; a deposit check of ?? was sent.
* Chris is the new Tournament director (in training) supporting Jeff closely for 2024, taking reins for 2025.
* Chris is developing a support committee.
* Revise plan for sponsors? Revise plan to serve liquor. Sponsors should not be affected but may need to purchase from TRCC.
* New items and next steps?
 | **Information only** |
| Ref: Check | Subject: Deposit CheckDiscussion:1. Sent to TRCC at Sarah Balderas (SB -tournament director)
 | **[COMPLETE]** |
| Ref: Committee | Subject: Committee MembersDiscussion:1. Jeff H.: Current Director; Beverage Liaison.
2. Jeff C.: BOG contact; men’s apparel design
3. Jessica: Women’s apparel design.
4. Emily: Women’s apparel design
5. Anthony: Chapter President contact.
6. Chris: New Golf Director for 2024.
7. James Mansfield – not attending but interested.
8. 3 planning meetings during the summer; JH is concerned about democratic decision making; Chris will need to make a lot of decisions on his own.
 | **AZ will send CM email for JM for invitation. [COMPLETE]** **jmansfield@enervex.com** **– meeting invite sent.** |
| Ref: Liquor Service | Subject: Revised liquor serving plan for SponsorsDiscussion:1. Basic option: everything on the course is provided by TR – we just pay for it all.
2. In the past, purchased beverage services from a sponsor; this sponsor will pay and order beverages, but TR will serve. TR has 4 bar tenders, 2 in carts, 2 else wares [likely 6 holes max]. SB is looking for more help to hopefully expand offering to more holes.
3. JC – we should have a liaison the effort with holes sponsors. JH will be liaison.
4. When do we need to have this arrangement finalized.
5. Certification: Currently JH has been certified. We need to change this and minimize risk to Chapter. Is insurance policy needed? [Brian may know ASHRAE rider]; JH has contact for rider.
6. Need to review ASHRAE liability insurance.
7. $3500-5000 if TRCC provides tenders.
8. 160 golfers for 2 beverage carts is an issue. 4 carts would be better.
 | **CM - email BS requesting Chapter insurance plan. Policy Certificate upload to Basecamp folder for 2024 Golf Tourney [COMPLETE]** |
| Ref: Sponsor pricing change | Subject: Sponsorship pricing?Discussion:1. The flyer needs to be sent out before the end of May; Target 5/22.
2. We need to figure out sponsor pricing ASAP.
3. Platinum, Gold, Siver, Bronze?
 | **JH will send out flyer from last year to Team. [COMPLETE]** |
| Ref: Net Revenue | Subject: Revenue TargetDiscussion:1. Target revenue generation is $30k net to Chapter.
 | **Information only** |
| Ref: Marketing  | Subject: Marketing for sponsorsDiscussion:1. Biggest issue. Get sign ups done by? ASAP to support flyer distribution 5/22.
2. Recruitment for sponsors
 | **Information only** |
| Ref: 050824-Womens Apparel (WA) | Subject: Women’s clothing for saleDiscussion:1. Emily and Jessica to start reviewing online catalog at WillamMurray.com
 | **050824 WA [Assigned]** |
| Ref: Raffle | Subject: Raffle PrizesDiscussion:1. Sponsors will buy all prizes – this was a big improvement on cash flow from past.
 | **Information only** |
| Ref: Vacation | Subject: JH is out of town on 5.28 | **Information only** |

| New/Future Business and Meeting Information |
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| Description: |
| 1. The next scheduled Meeting is planned for: Wednesday May 15th.
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**Text Legend: Bold black text is for the latest information / Assignments / Status**

Orange text indicates Agenda publishing.

**Blue text indicates Minutes publishing.**

**AI reference code: 102222 = October 22, 2022 [typical].**

**Incomplete or in-progress AI are highlighted.**

**Distribution List: \*Attending**

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| **Chris Mellen [CM]\*** | **Cinthya Carrillo [CC]** |
| **Jeffrey Hanzel [JH]\*** | **Chris Farrington [CF]** |
| **Anthony Zanotti [AH]\*** | **Ryan Sibley [RS]** |
| **Jessica Clark [JC]\*** | **Eric Decker [ED]** |
| **Yang, Emily [EY]\*** | **Brian Sybesma [BS]** |
| **Jeff Conrad [JC]\*** | **James Mansfield [JM] – invited for next meeting** |
| **David Lawson [DL]** | **Mary Johnson [MJ]** |
| **John Sawyer [JS]** |  |

**List of Attachments**

1. 2024 Tournament Flyer draft

Attachment 1 – Tournament Flyer draft

