

ASHRAE OE GOLF COMMITTEE MEETING AGENDA

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

May 22, 2024; Teams Meeting 12:30 PM

Event Reference	Continuing Business Description	Action Items (AI) / [STATUS]
Ref: 050824 – 1 st meeting agenda	<p><u>Subject:</u></p> <ul style="list-style-type: none"> • The tournament will be held 10/3/24 at Tustin Ranch CC. • Chris is the new Tournament director (in training) supporting Jeff closely for 2024, taking reins for 2025. • The ASHRAE OE Golf committee consists of the following members: <ul style="list-style-type: none"> ○ Jeff H.: Current Director; Beverage Liaison. ○ Jeff C.: BOG contact; men’s apparel design ○ Jessica: Women’s apparel design. ○ Emily: Women’s apparel design ○ Anthony: Chapter President contact. ○ Chris: New Golf Director for 2024. ○ James Mansfield – not attending but interested. • 3 planning meetings planned during the summer; JH is concerned about democratic decision making; Chris will need to make a lot of decisions on his own. • JH is out of town on 05/28. • Target revenue generation is \$30k net to Chapter. • Sponsors will buy all raffle prizes – this was a vast improvement on cash flow from the past. 	Information only
Ref: 052224- Liquor Service	<p><u>Subject:</u> Revised liquor serving plan for Sponsors</p> <ul style="list-style-type: none"> • Will TR have enough resources to serve properly and verify pricing? • Past sponsors: We need to explain the new layout and pricing and get commitments. • Update from JH. • We need to get a copy of the current insurance rider for the chapter. <p><u>History:</u></p> <ol style="list-style-type: none"> 1. Insurance plan for chapter is uploaded on Basecamp. https://3.basecamp.com/3106353/p/gAEwtLMr6tzuWVa8yFhc2dyw/vault/7383917666 <ol style="list-style-type: none"> 1.1. Not much information is on this insurance letter, and it is several years old. 1.2. Table Insurance as a separate item. 2. Basic option: everything on the course is provided by TR – we just pay for it all. 3. 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. 4. JC – we should have a liaison the effort with holes sponsors. JH will be liaison. 5. When do we need to have this arrangement finalized? Needs to support flyer scheduled 05/22. 6. \$3500-5000 if TRCC provides tenders. 	AI-052224-JH to get verification from TR on service capacity. AI-052224-JH will be reaching out to past sponsors. AI-052224 – CF to get a copy of current insurance policy.

	7. 160 golfers for 2 beverage carts is an issue. 4 carts would be better.	
Ref: 052224- Sponsor pricing change	<p><u>Subject:</u> Sponsorship pricing</p> <ul style="list-style-type: none"> We need to discuss and decide to lock in new sponsorship pricing, capture on flyer, and send out before the end of May (target 5/22). JH to lead discussion. <p><u>History:</u></p> <ol style="list-style-type: none"> JH sent out flyer template: https://3.basecamp.com/3106353/p/gAEwtLMr6tzuWVa8yFhc2dyw/vault/7383958914 The flyer needs to be sent out before the end of May; Target 5/22. We need to figure out sponsorship pricing ASAP. Platinum, Gold, Silver, Bronze? 	
Ref: 050824- Womens Apparel (WA)	<p><u>Subject:</u> Women's clothing for sale</p> <ul style="list-style-type: none"> Update on WA selection. <p><u>History:</u></p> <ol style="list-style-type: none"> Emily and Jessica to start reviewing online catalog at WillamMurray.com 	050824 WA [Assigned] [EY & JC]
Ref: 052224- Mens Apparel (MA)	<p><u>Subject:</u> Men's clothing for sale</p> <ul style="list-style-type: none"> <u>Update on MA selection.</u> JH selected and sent it to JC for confirmation. <p><u>History:</u></p> <ol style="list-style-type: none"> JH and JC to start reviewing online catalog at WillamMurray.com 	052224 MA [Assigned] [JH. & JC.]

New/Future Business and Meeting Information

Description:

- The next scheduled Meeting is planned for: Wednesday May 29th.

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

Chris Mellen [CM]*	Cintha 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

- None