

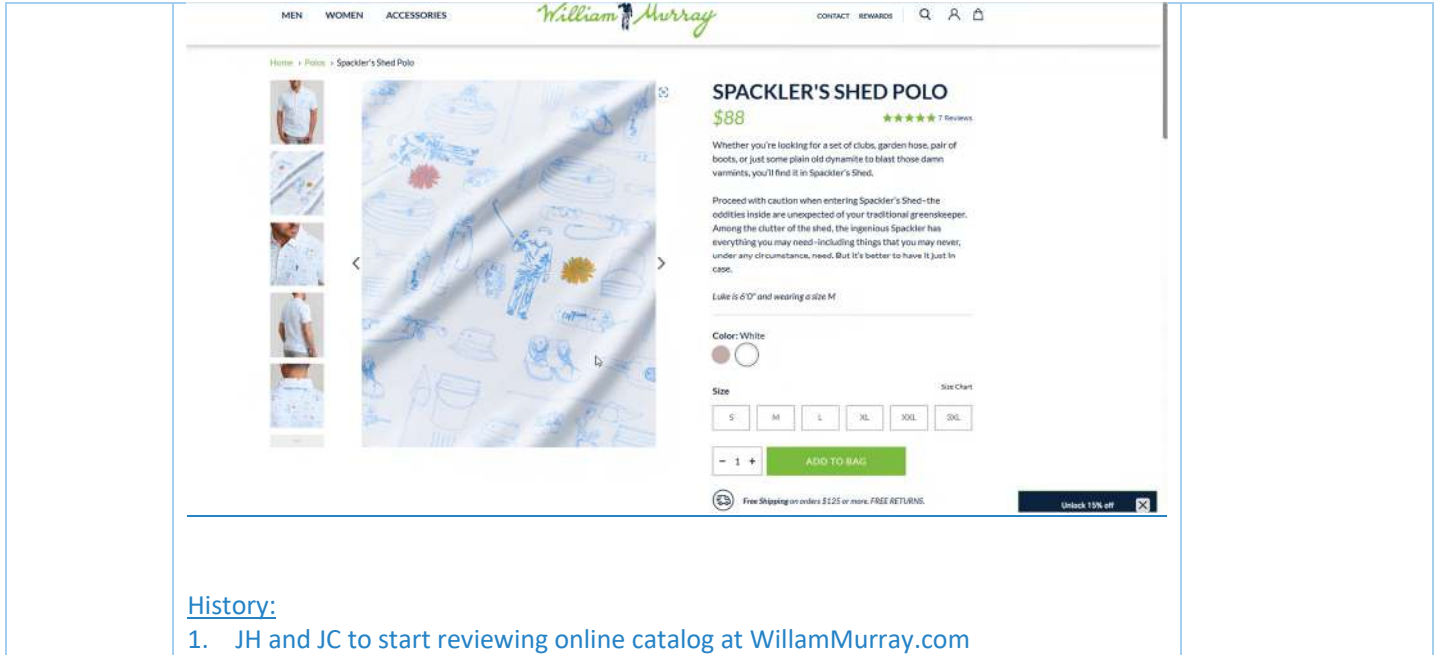
# ASHRAE OE GOLF COMMITTEE MEETING MINUTES

## 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 <sup>st</sup> meeting agenda	<p><u>Subject:</u></p> <ul style="list-style-type: none"> <li>The tournament will be held 10/3/24 at Tustin Ranch CC.</li> <li>Chris is the new Tournament director (in training) supporting Jeff closely for 2024, taking reins for 2025.</li> <li>The ASHRAE OE Golf committee consists of the following members:               <ul style="list-style-type: none"> <li>Jeff H.: Current Director; Beverage Liaison.</li> <li>Jeff C.: BOG contact; men’s apparel design</li> <li>Jessica: Women’s apparel design.</li> <li>Emily: Women’s apparel design</li> <li>Anthony: Chapter President contact.</li> <li>Chris: New Golf Director for 2024.</li> <li>James Mansfield – not attending but interested.</li> </ul> </li> <li>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.</li> <li>JH is out of town on <b>05/26-29</b>.</li> <li><b>Target revenue generation is \$30k net to Chapter.</b></li> <li>Sponsors will buy all raffle prizes – this was a vast improvement on cash flow from the past.</li> </ul>	<b>Information only</b>
Ref: 052224- <b>Liquor Service</b>	<p><u>Subject:</u> Revised liquor serving plan for Sponsors</p> <ul style="list-style-type: none"> <li>Will TR have enough resources to serve properly and verify pricing?</li> <li>Past sponsors: We need to explain the new layout and pricing and get commitments.</li> <li>Update from JH:               <ul style="list-style-type: none"> <li><b>JH Sent inquiry to Air Treatment, Rheem, Sigler, Victaulic,</b></li> </ul> </li> <li><b>We need to get a copy of the current insurance rider for the chapter. Likely not an issue as since the risk is transferred to TR. Note that the policy letter indicates supplement insurance is available for golf events.</b></li> </ul> <p><u>History:</u></p> <ol style="list-style-type: none"> <li>Insurance plan for chapter is uploaded on Basecamp.  <a href="https://3.basecamp.com/3106353/p/gAEwtLMr6tzuWVva8yFhc2dyw/vault/7383917666">https://3.basecamp.com/3106353/p/gAEwtLMr6tzuWVva8yFhc2dyw/vault/7383917666</a> <ol style="list-style-type: none"> <li>Not much information is on this insurance letter, and it is several years old.</li> <li>Table Insurance as a separate item.</li> </ol> </li> <li>Basic option: everything on the course is provided by TR – we just pay for it all.</li> <li>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 [6 holes max]. SB is looking for more help to hopefully expand offering to more holes.</li> <li>JC – we should have a liaison the effort with holes sponsors. JH will be liaison.</li> </ol>	<b>AI-052224-JH to get verification from TR on service capacity.</b> <b>AI-052224-JH will be reaching out to past sponsors.</b> <b>AI-052224—CF to get a copy of current insurance policy.</b>

	<ol style="list-style-type: none"> <li>5. When do we need to have this arrangement finalized? Needs to support flyer scheduled 05/22. <b>Now considering pushing to 6/3.</b></li> <li>6. \$3500-5000 if TRCC provides bartenders.</li> <li>7. 160 golfers for 2 beverage carts is an issue. 4 carts would be better.</li> </ol>	
<p>Ref: 052224- <b>Sponsor pricing change</b></p>	<p><u>Subject:</u> Sponsorship pricing</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. We may need to delay flyer publish release until 6/3 to make sure we have alignment with sponsors and TR on logistic support.</li> <li>3. Discussion on various methods to preserve the \$30k net profit target. JH to run a couple of scenarios and share with Committee. There will need to be some estimating as the beverage service (catered by TR) will simplify logistics, but we do not have a past event to compare as the bartenders and drinks will be provided by TR.</li> <li>4. JH proposed that the Chapter pick up the drink tab for the platinum sponsors as some of this will be covered by additional fees.</li> </ol> <p><u>History:</u></p> <ol style="list-style-type: none"> <li>5. JH sent out flyer template: <a href="https://3.basecamp.com/3106353/p/gAEwtLMr6tzuWVa8yFhc2dyw/vault/7383958914">https://3.basecamp.com/3106353/p/gAEwtLMr6tzuWVa8yFhc2dyw/vault/7383958914</a></li> <li>6. The flyer needs to be sent out before the end of May; Target 5/22. <b>May need to be delayed until 6/3.</b></li> <li>7. We need to figure out sponsor pricing ASAP.             <ol style="list-style-type: none"> <li>a. <b>JH Sent inquiry to Air Treatment, Rheem, Sigler, Victaulic,</b></li> </ol> </li> <li>8. Platinum; Gold, Silver. <b>Last year's pricing: \$6k, \$3.5k, \$2k</b></li> </ol>	<p><b>052224-JH to run scenarios and email results to committee for feedback.</b></p>
<p>Ref: 050824- Womens Apparel (WA)</p>	<p><u>Subject:</u> Women's clothing for sale</p> <ul style="list-style-type: none"> <li>• Update on WA selection.</li> <li>• <b>JH is sending information on what was ordered last year to EY and JC.</b></li> <li>• <b>Currently, EY and JC are not happy with the selection available but will review past orders and try to select.</b></li> </ul> <p><u>History:</u></p> <ol style="list-style-type: none"> <li>1. Emily and Jessica to start reviewing online catalog at WillamMurray.com</li> </ol>	<p><b>050824 WA [Assigned] [EY &amp; JC]</b></p>
<p>Ref: 052224- Mens Apparel (MA)</p>	<p><u>Subject:</u> Men's clothing for sale</p> <ul style="list-style-type: none"> <li>• Update on MA selection.</li> <li>• <b>JH selected and sent it to JC for confirmation.</b></li> <li>• <b>Decision made 5/22/24: see below shirt.</b></li> </ul>	<p><b>052224 MA [Assigned] [JH. &amp; JC.]</b></p>



**History:**

- JH and JC to start reviewing online catalog at WillamMurray.com

New/Future Business and Meeting Information	
<b>Description:</b>	
<ol style="list-style-type: none"> <li>The next scheduled Meeting is planned for: <b>Thursday May 30th. 4 pm at the end of year installation dinner meeting.</b></li> </ol>	

**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**

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

**List of Attachments**

- None