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

**Golf Tournament 2024: Tustin Ranch Country Club, October 3, 2024; shotgun start noon.**

## September 30, 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:   * 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:   + 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. * Target revenue generation is $30k net to Chapter. * Sponsors **will not** be required to buy all raffle prizes – even though this was a vast improvement in cash flow from the past**.** | **Historical Information only** |
| Ref: 091624 –Discussion | 1. The Special Event liability coverage quote has been received by JH and directions to pay Philadelphia Insurance ($356) and Sterling Seacrest Pritchard ($100) have been issued. 2. Update on sponsors and raffle: 3. Expect an invoice on shirts shortly. Golf balls are paid and in production. Travis Mathis Tustin Ranch ladies’ apparel. 4. JH went over staffing, sponsors, gifts, and general accounting - JH master spreadsheet. 5. Need to check on constant comment fee, who pays and if customer pays, Chapter will reimburse. |  |
| Ref: 092324 –Discussion | 1. Review Action Items from 091624 and prior:    1. Insurance coverage payments update. All taken care of by JH [COMPLETE] – Chapter to reimburse.    2. Raffle prizes delivered to Jeff from Emily. [COMPLETE]    3. Shirts invoice update. Shirts delivered, invoice to be paid shortly. JH to send to EY. Women’s apparel to be picked up on 9/28 and samples received for display.    4. Constant Contact fee update. We will live with it for now.    5. 2025 events update; See Attachment 1 – OC Golf Courses Listing 2. New Discussion Items:    1. James Mansfield – Enervex hole sponsorship.    2. Discount applied from TR - $10/player Tee boxes under construction. Also comp every player 2 beverages. Approx $3300 value to Chapter.    3. 2025 Event       1. Los Coyotes is suggested; other tourneys are paying $90/person. Drink sponsors allowed.       2. CM to develop a solicitation letter to other courses.    4. Still need some more raffle prizes. Target (3-5) more. James will work on it.    5. JH ordered a CA State Park Pass. EY will order a US park pass.    6. Danco – JH will buy wine and get reimbursed ($100-150); AZ will pick wine. |  |
| Ref: 093024 –Discussion | 1. Review staffing for 10/3.    1. Jesica and Emily are golfing.    2. Brian Sybesma is planning to come and assist around 09:00.    3. James will be coming in the morning; 08:30-09:00. Bringing raffle prizes too.    4. Jackson will be helping out (Aunt will be there too). Musty putter will be there to run the putting contest and donate a putter.    5. CM will be there around 10:00.    6. CF (hole #1) is golfing but will also be there early to help set up. 2. The Chapter is considering renting a storage space including golf support. Currently JH uses a 10x10 space he shares with ASHRAE golf supplies. 3. Trane dropped out today. John Deluca contacted Jeff and could not get a foursome. 4. Last board meeting it was decided that constant contact fees will be paid by customer. For Tourney checks with no fees need to be received no later than 30 days prior to the event. 5. Workers need to push raffle sign ups. 6. Mega Western just signed up as a sponsor today. |  |

| New/Future Busine. and Meeting Information |
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| Description: |
| 1. The next scheduled Meeting is planned for: TBD. |

**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].**

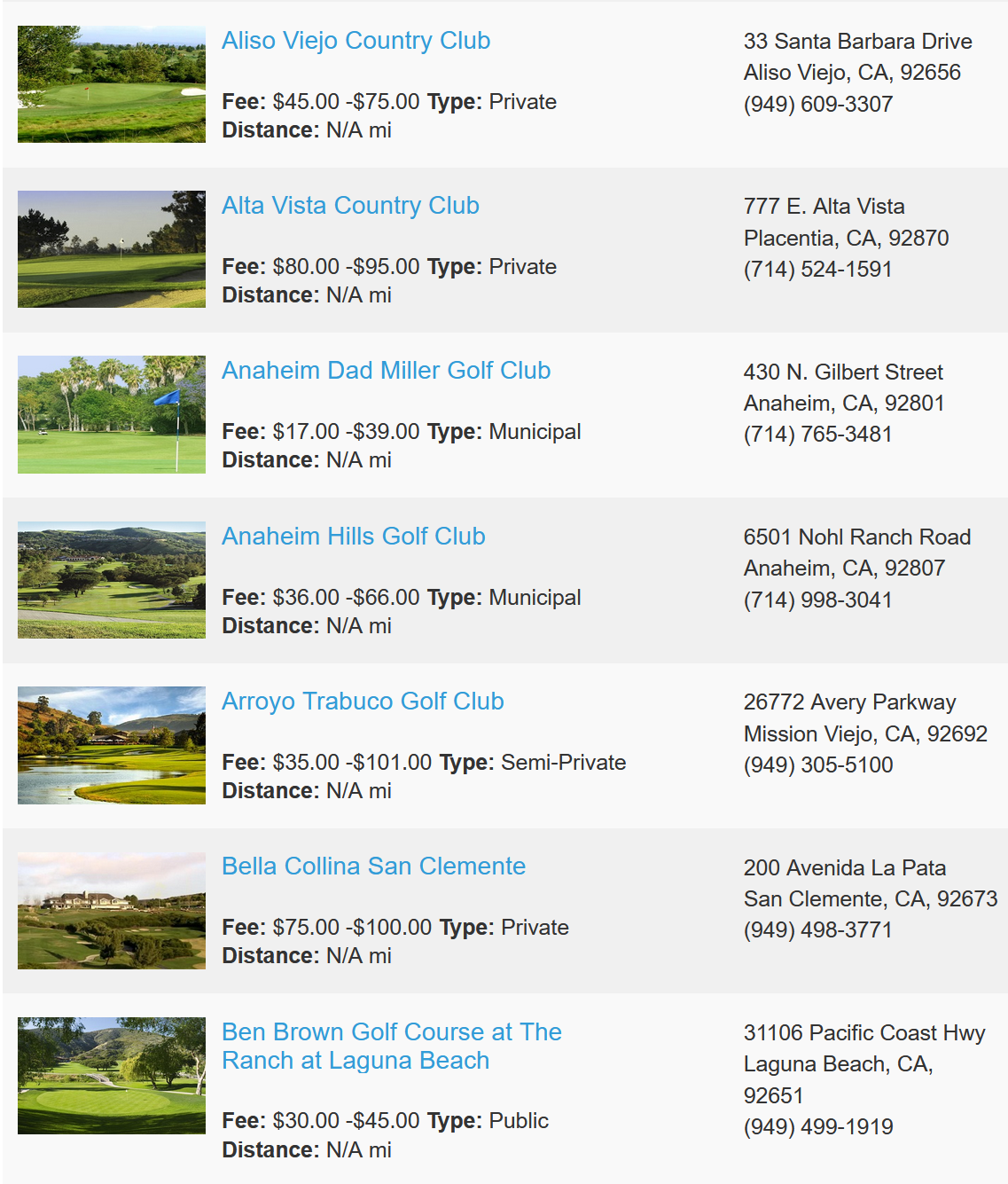
**Incomplete or in-progress AI are highlighted.**

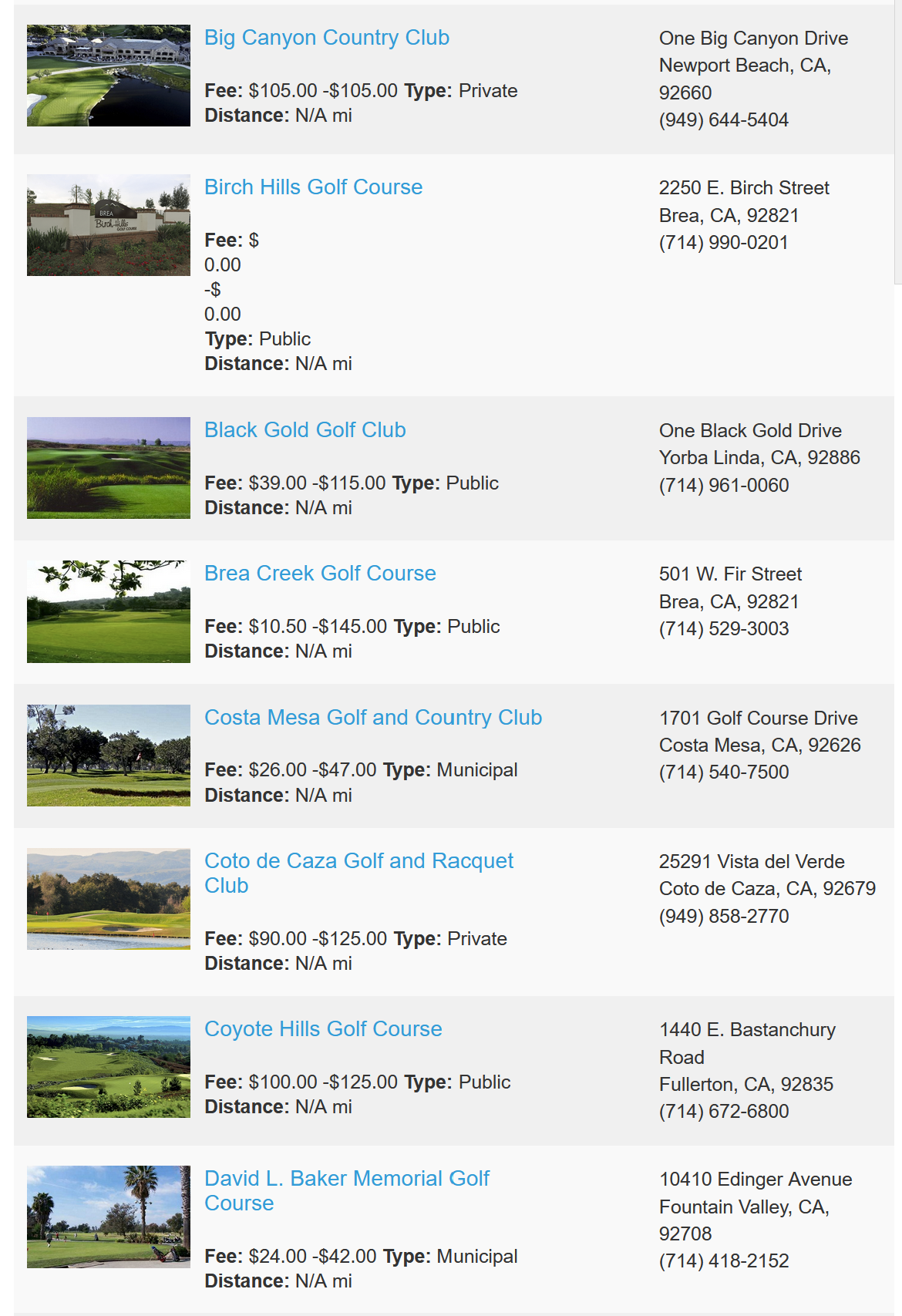
**Distribution List: \*Invited**

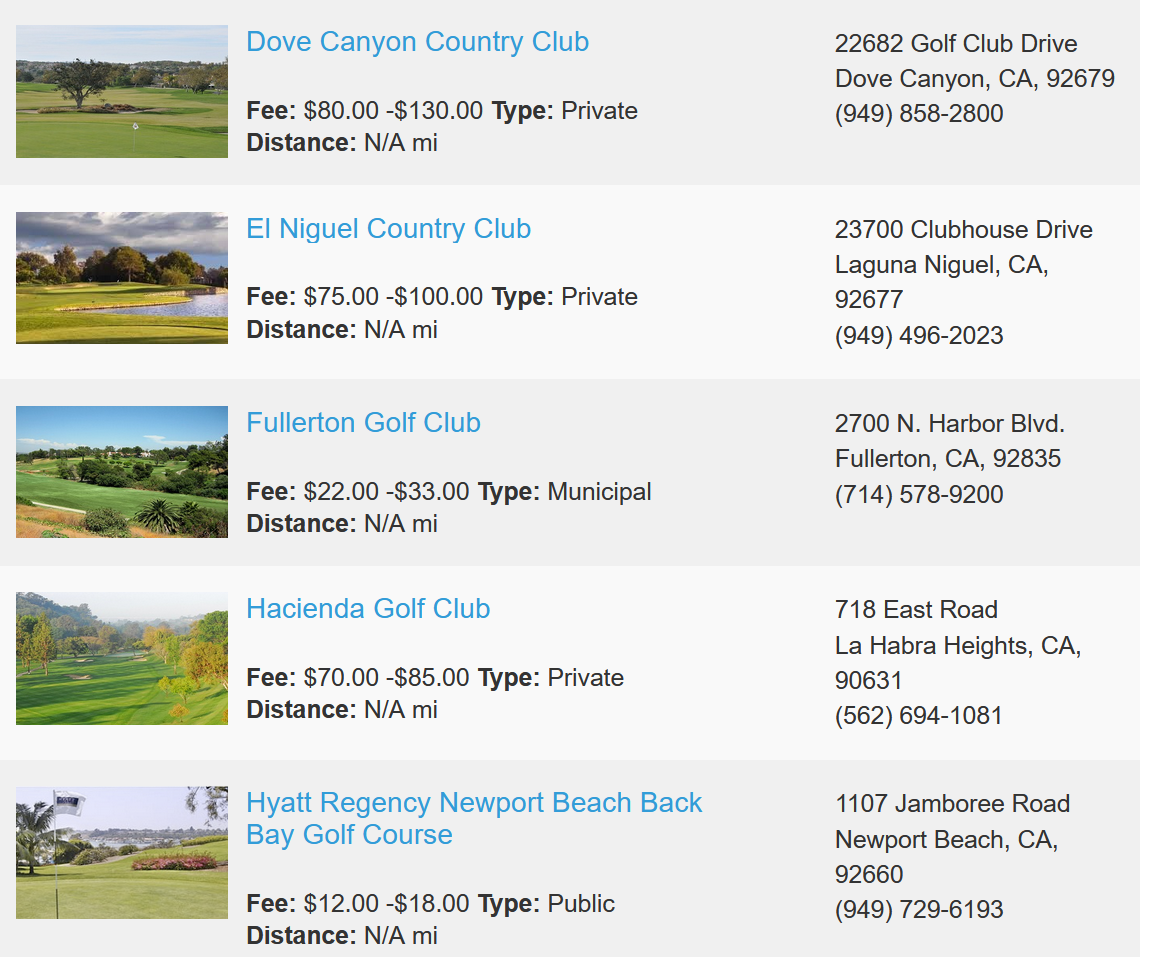
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| **Chris Mellen [CM]\*** | **Cinthya Carrillo [CC]\*** |
| **Jeffrey Hanzel [JH]\*** | **Chris Farrington [CF]\*** |
| **Anthony Zanotti [AH]\*** | **Ryan Sibley [RS]\*** |
| **Jessica Clark [JC]\*** | **Eric Decker [ED]\*** |
| **Yang, Emily [EY]\***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

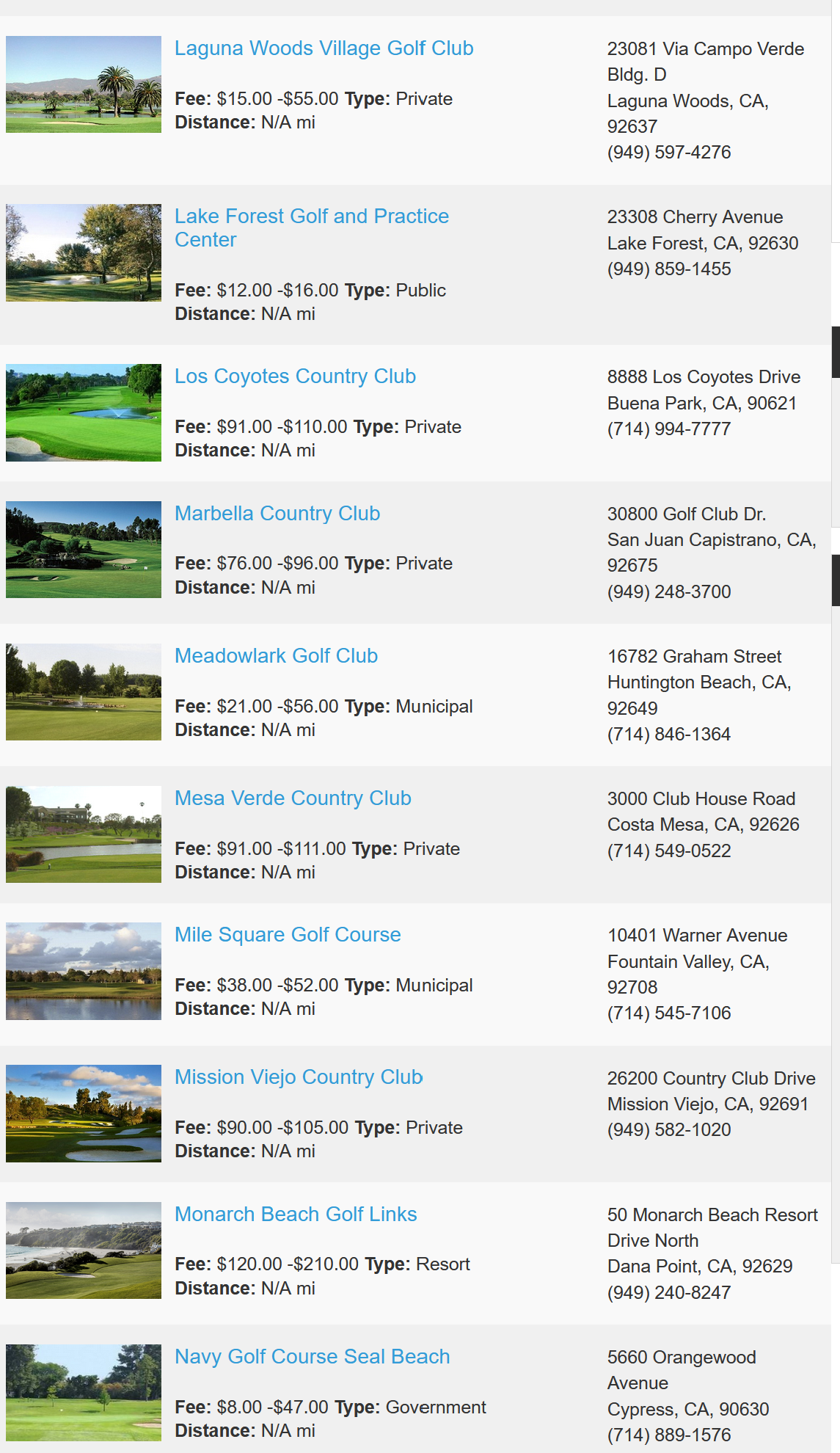
**List of Attachments**

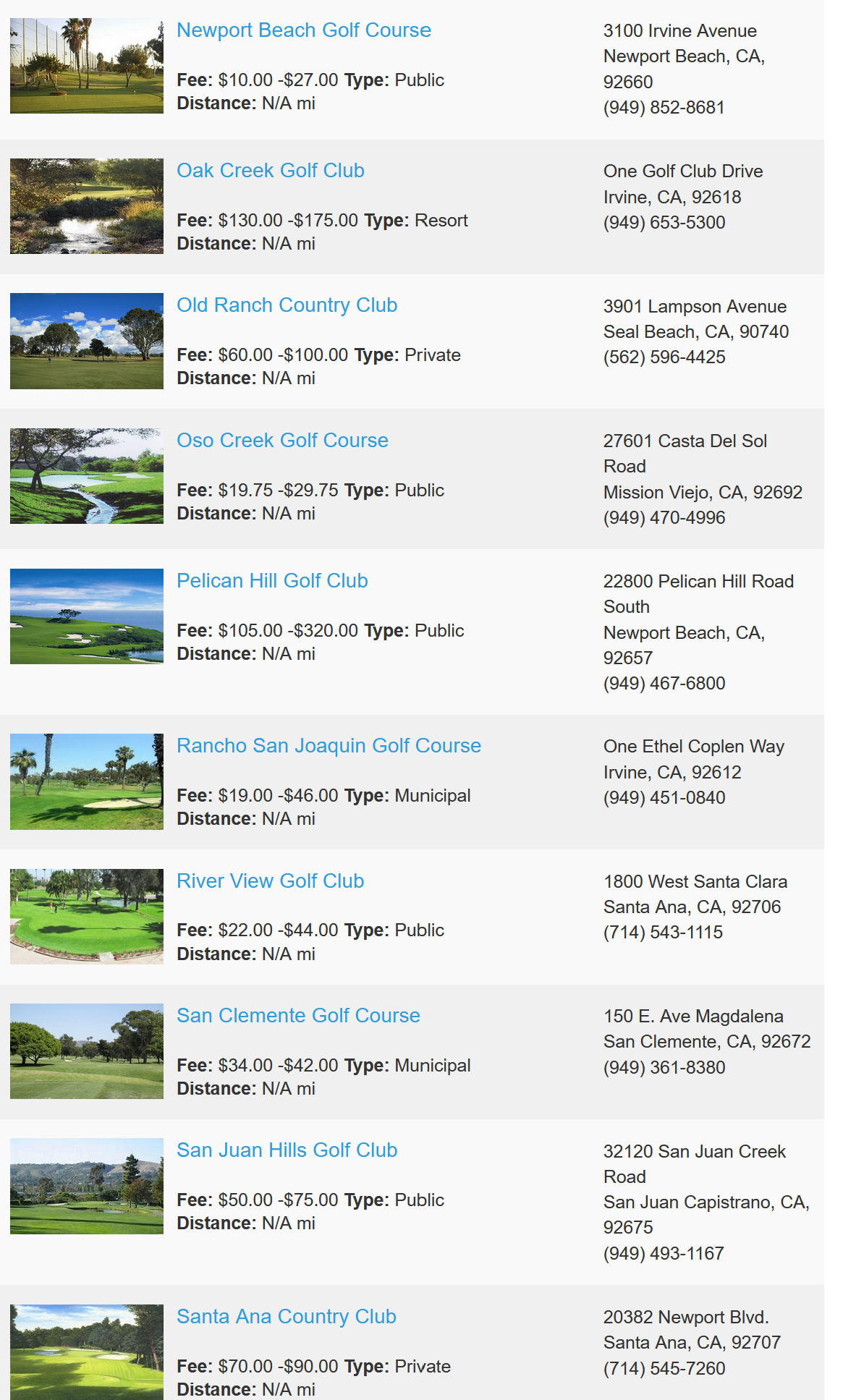
Attachment -1: OC Golf Courses List (51 total)

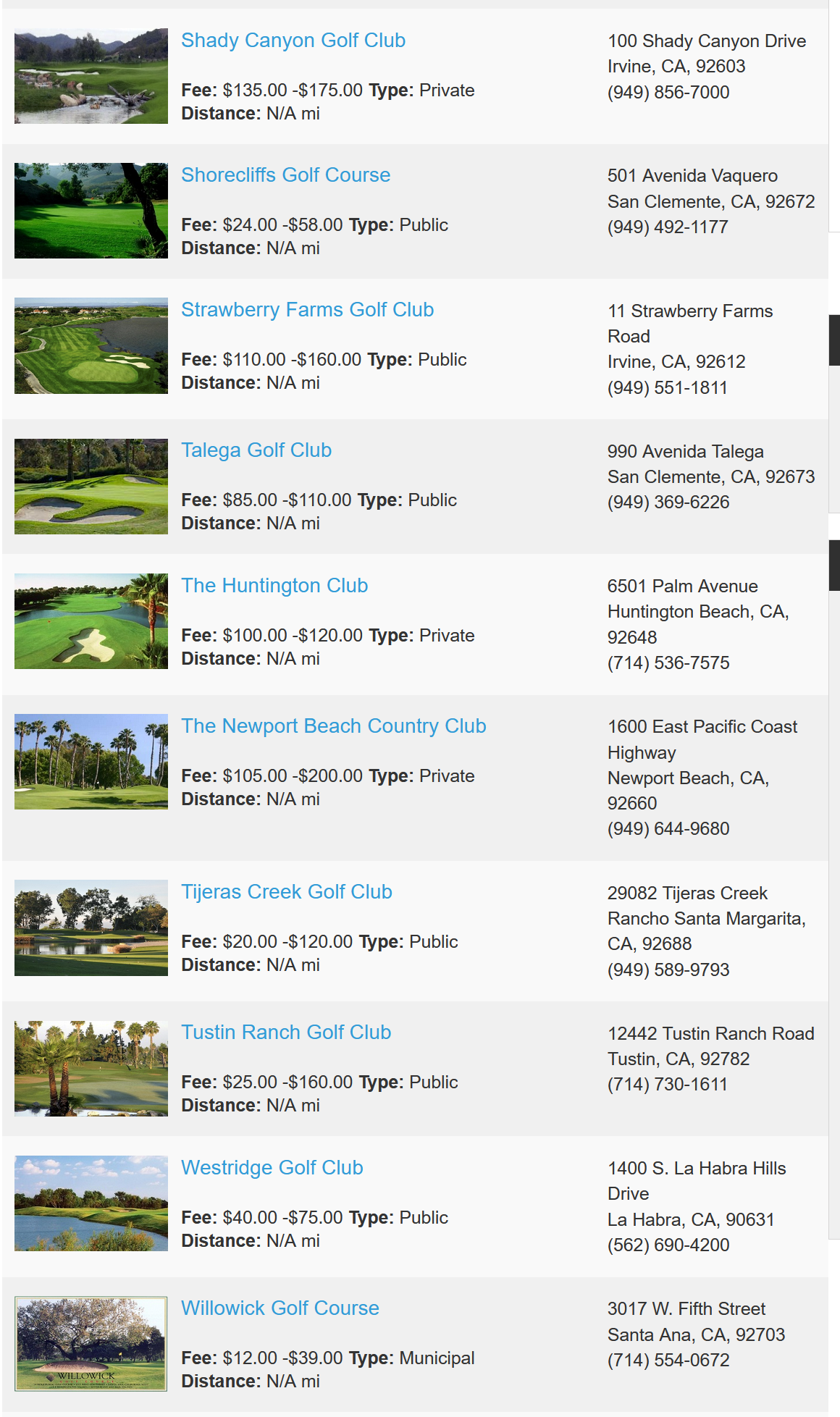
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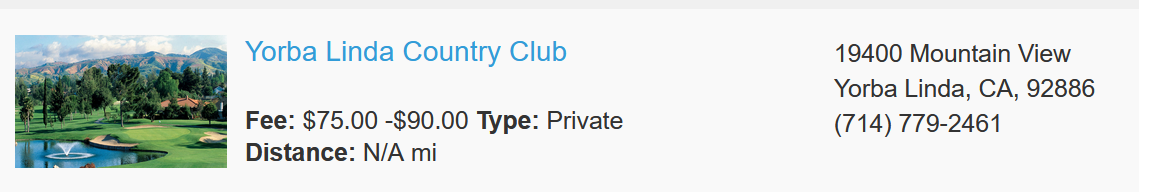
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