# **ASHRAE OE GOLF COMMITTEE MEETING** **AGENDA**

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

## September 23, 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. |  |

| New/Future Busine. and Meeting Information |
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| Description: |
| 1. The next scheduled Meeting is planned for: 09/30/24; 12:30. |
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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.**

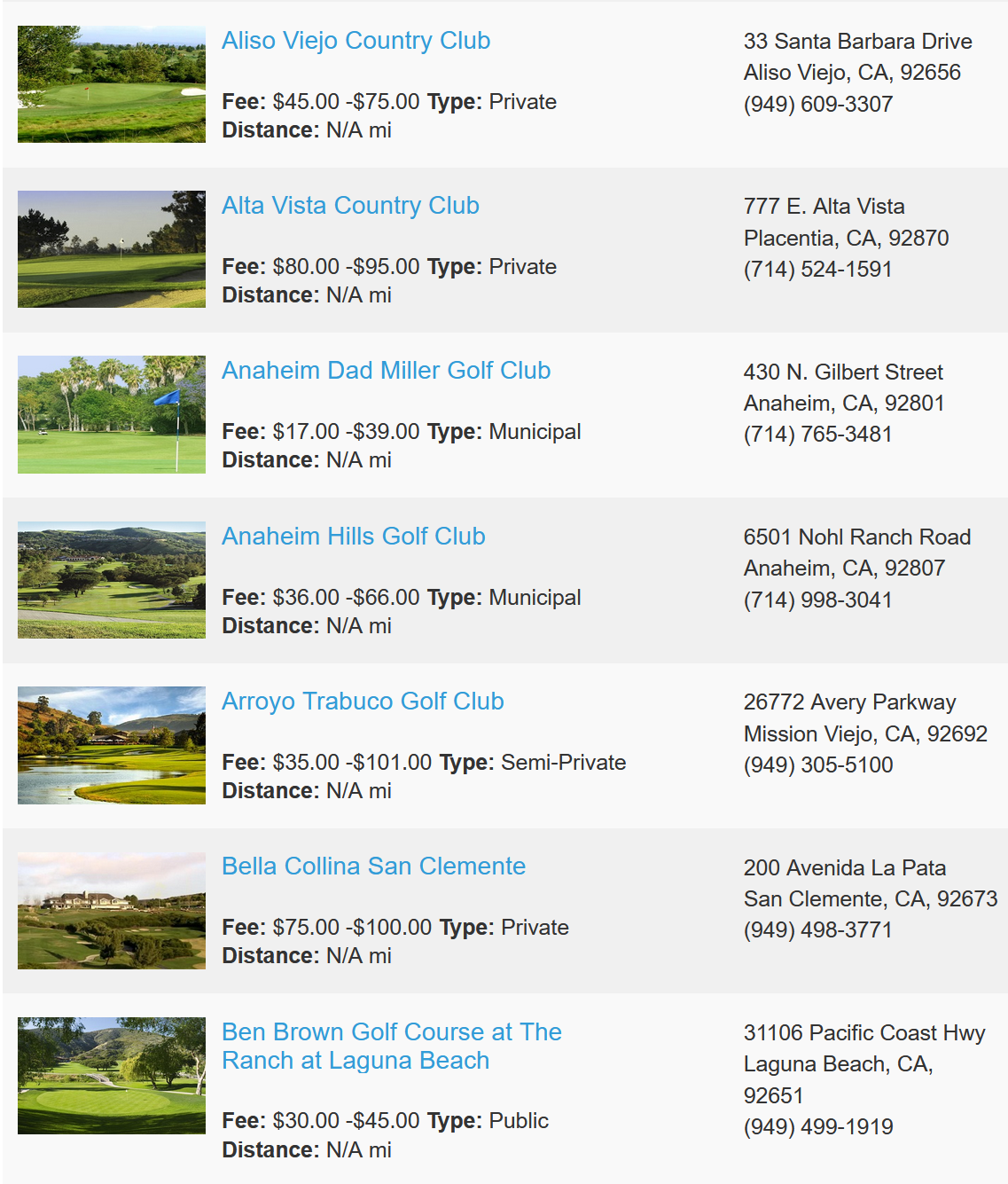
**Distribution List: \*Invited**

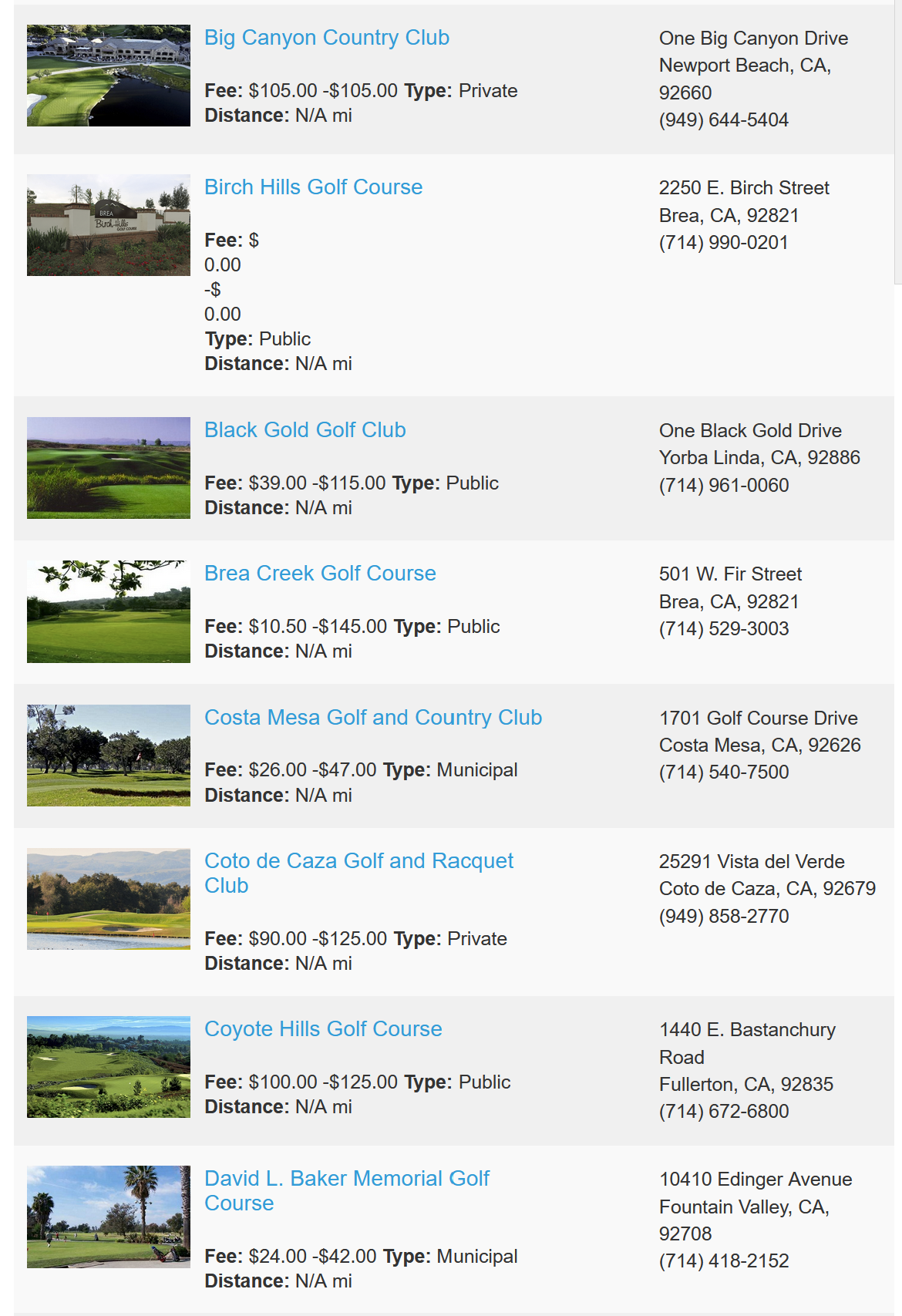
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| --- | --- |
| **Chris Mellen [CM]\*** | **Cinthya Carrillo [CC]\*** |
| **Jeffrey Hanzel [JH]\*** | **Chris Farrington [CF]\*** |
| **Anthony Zanotti [AH]\*** | **Ryan Sibley [RS]\*** |
| **Jessica Clark [JC]\*** | **Eric Decker [ED]\*** |
| **Yang,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

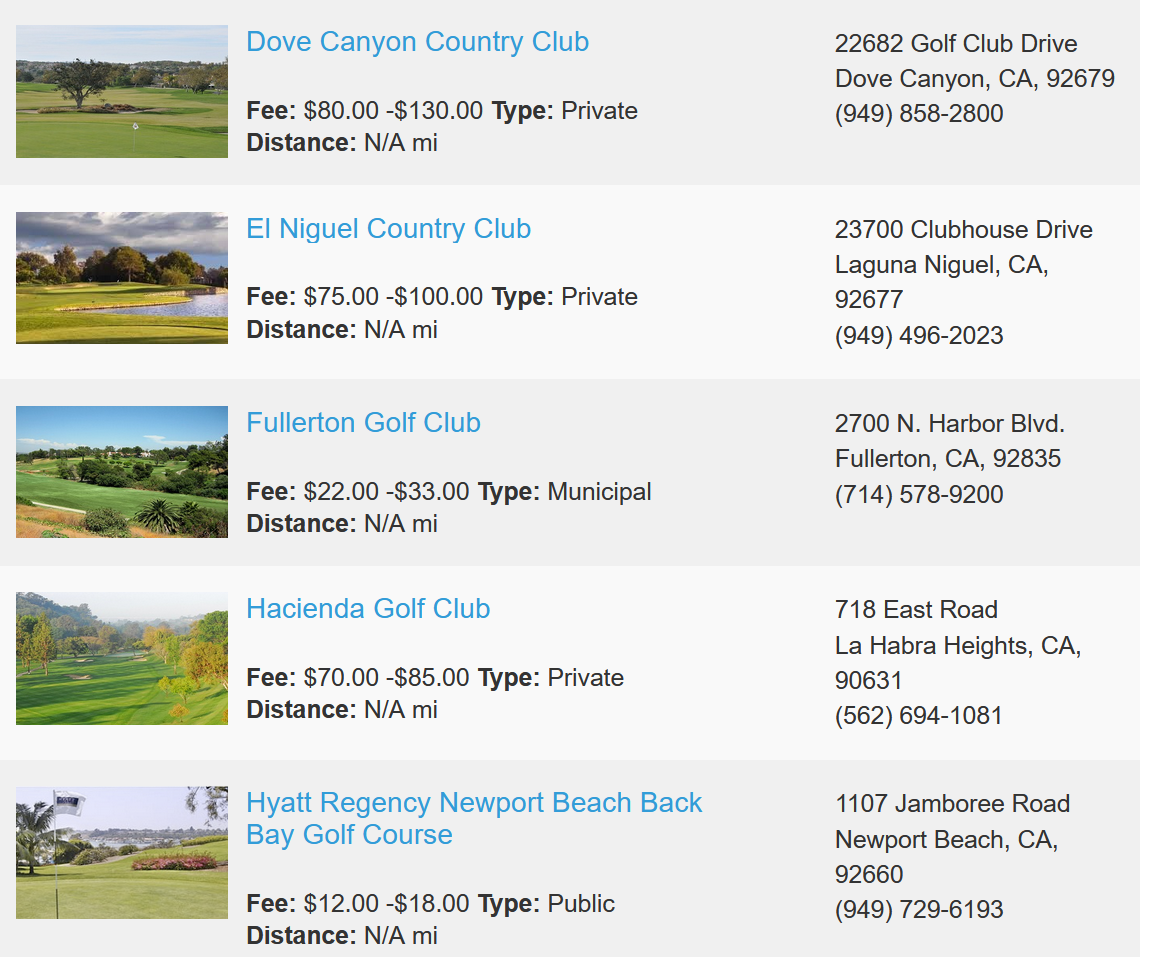
**List of Attachments**

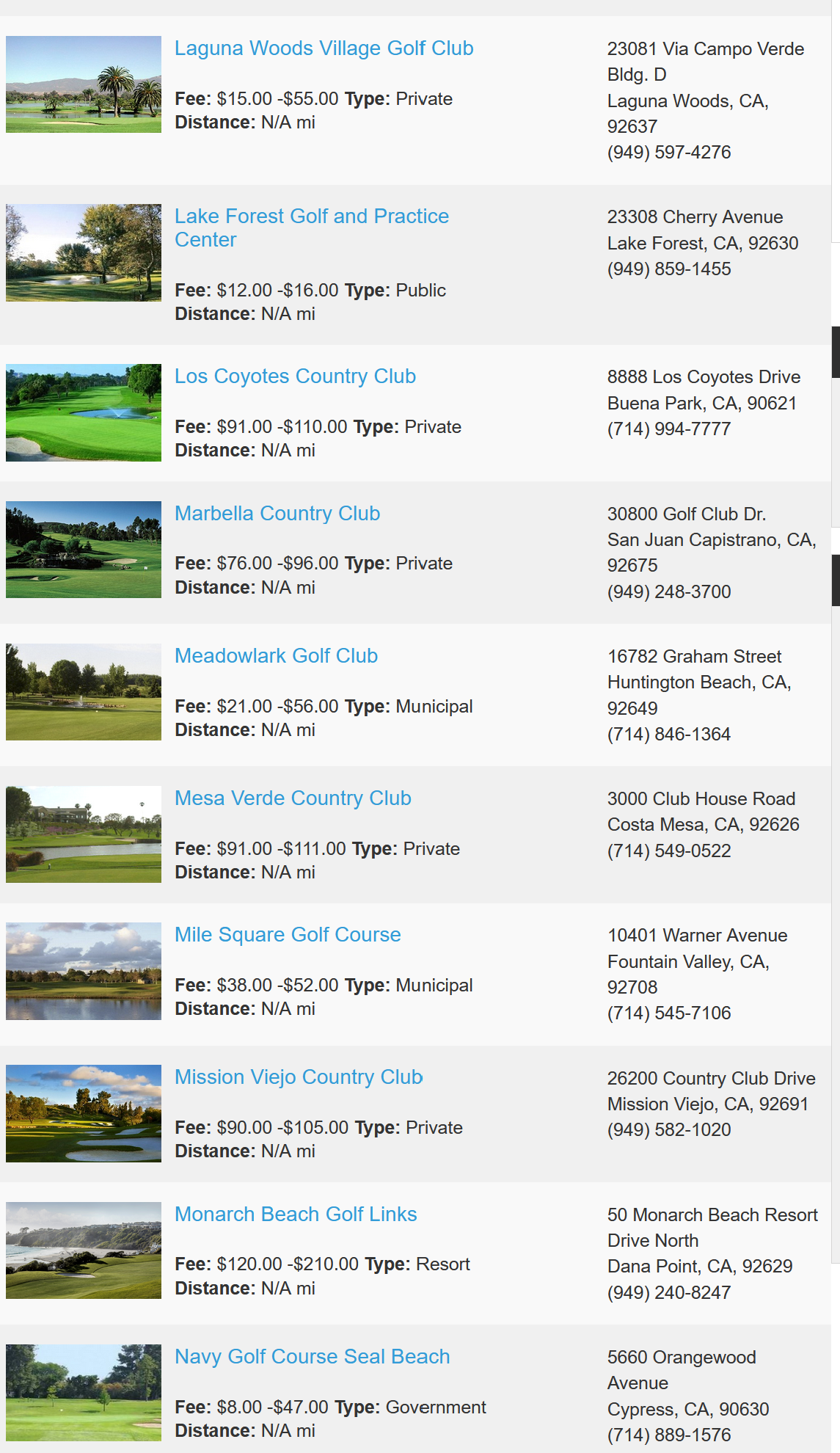
Attachment -1: OC Golf Courses List

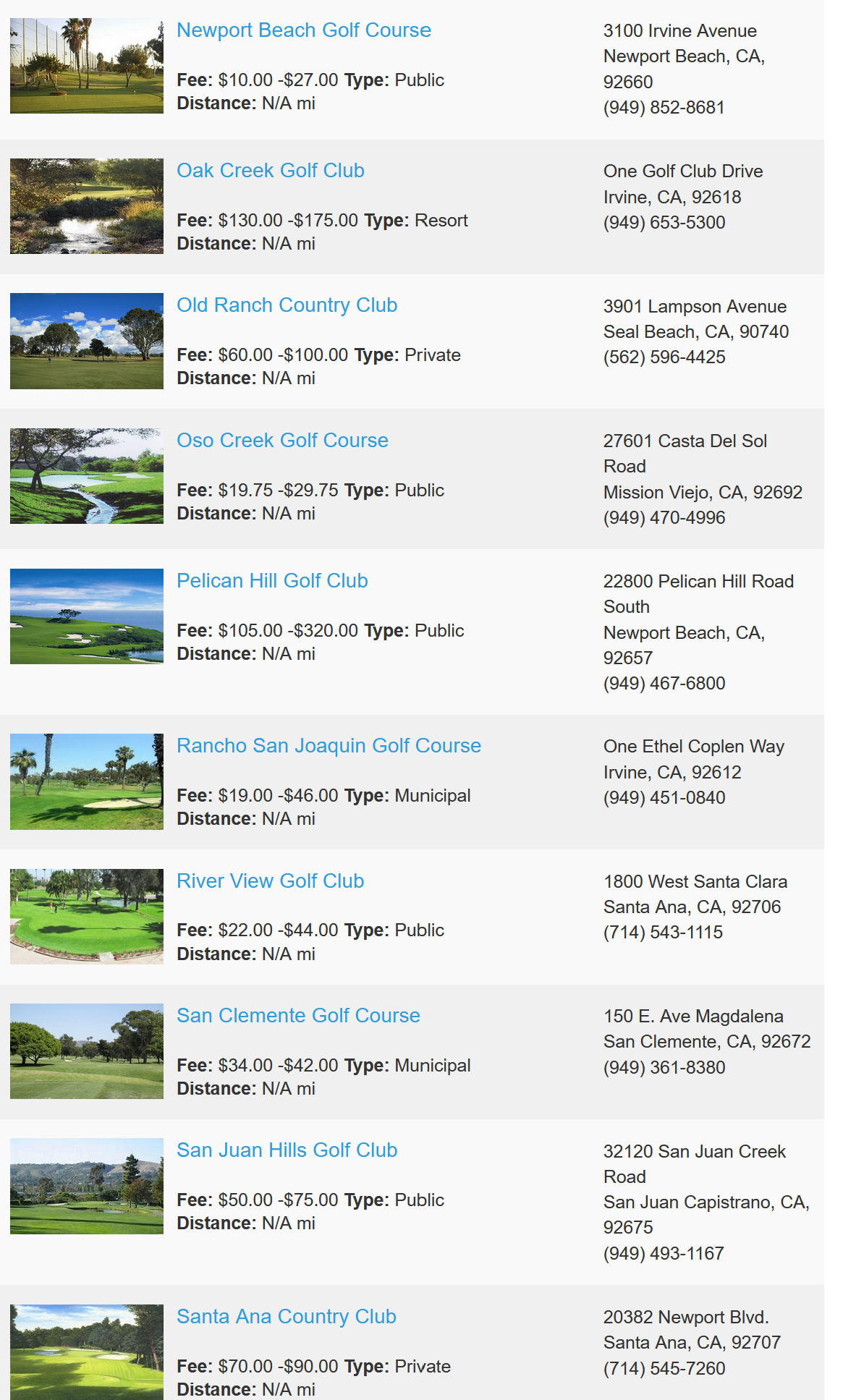
Attachment -1: OC Golf Courses List (51 total)

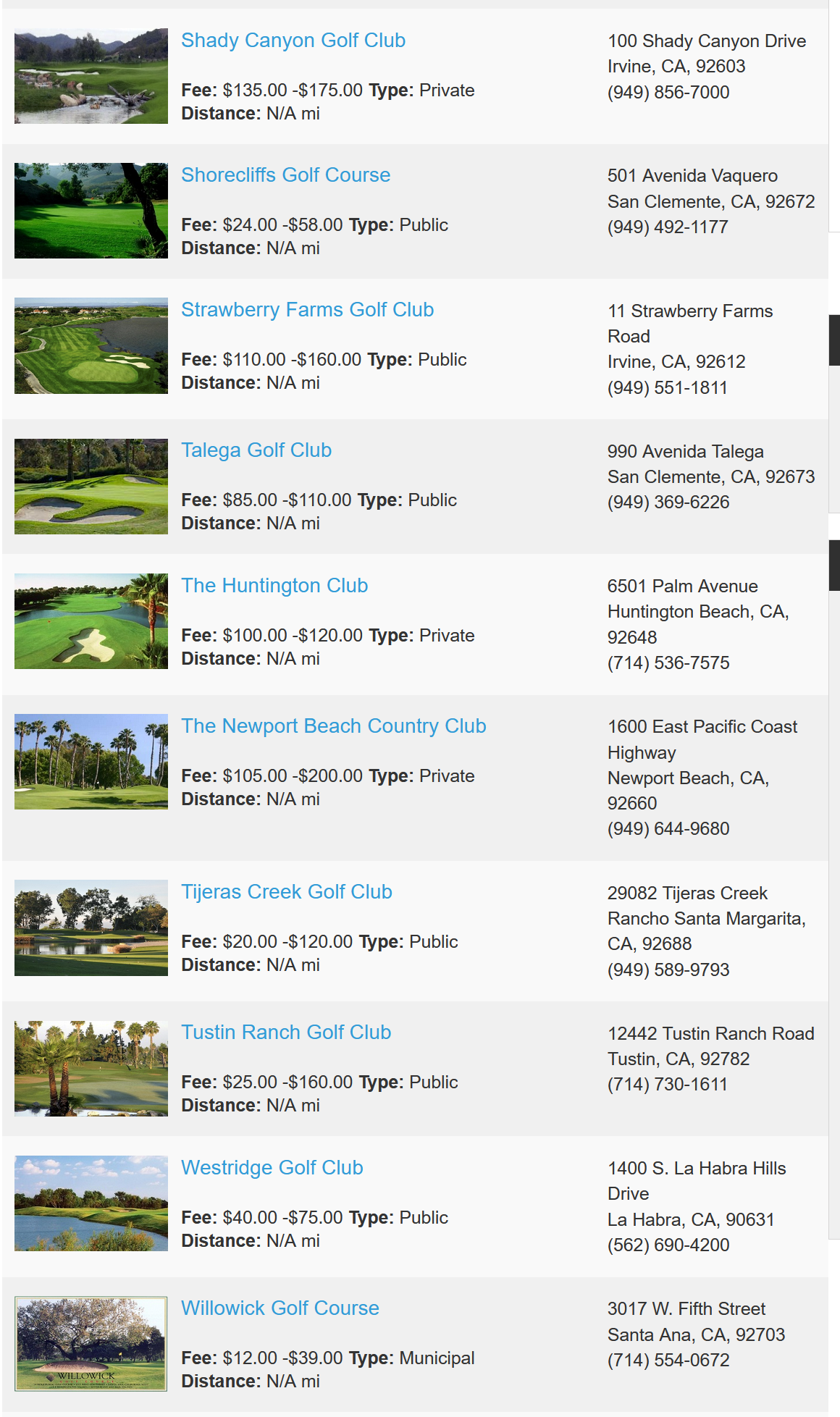
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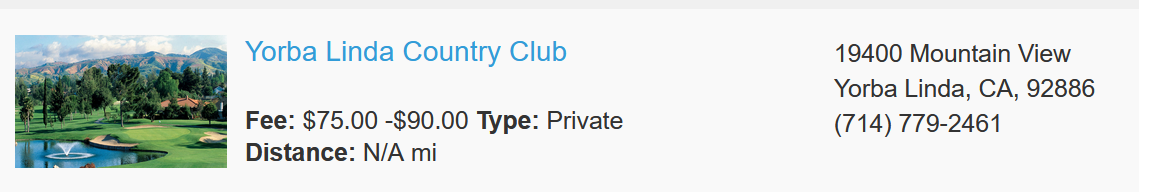
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