

CRC PLANNING

CRC Planning – Ideas and Suggestions from Members Council

The following are ideas and suggestions developed by a Members Council ad hoc committee and approved by Members Council during their 2010 June meeting in Albuquerque. These ideas and suggestions may be used as a way to reduce the costs of CRCs and to improve the quality of the CRCs. These are only ideas and suggestions for consideration.

1. The CRC Manual should be rewritten to be as generic as possible with options given to the regions to enable them to meet their objectives and save the attendees and the region time and money.
2. The cost and time of the CRC are major factors in ensuring attendance and attracting the younger engineers. The following are options that the regions may implement to reduce the cost to the region and the attendee and the time spent away from work and family:
 - Limiting the length of the CRC to two days maximum which will reduce registration fee (See Attached Optional Schedules) Regions may implement any of the following options to reduce costs to attendee and region:
 - Reduces the attendee cost to two nights maximum in hotel
 - Limits Social Functions to reduce costs to attendee and region Examples:
 - Combine Presidents Luncheon and Awards Luncheon
 - Fewer Social Functions but gear toward ability to network
 - Dine around instead of banquet (informal atmosphere for networking and getting to know others in region – dinner on own)
 - Limits number of hotel meeting rooms needed so lowers hotel cost for region
 - Less meeting space needed opens up possibilities to use smaller more economical hotels which lowers cost of room rates and meeting space.
 - Less time away from family and work for the attendees
 - Reduce registration fees and hotel costs to increase attendance, especially to attract the younger engineers
 - Ensure you get value for money spent
 - Each CRC should not try to outdo the previous CRC
 - Do not have to hold all events in hotel if cheaper to go elsewhere
 - Suites and complimentary rooms for Society Officer, DRC and Host Committee Chair should not be and is not mandatory
 - Reduce the number of group food functions, i.e. combine Pres. Lunch and Awards Luncheon
 - Have Society Conference Services Manager review hotel contracts
 - Ensure Food and Beverage and room night guarantees are accurate

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- Reduce costs at the regional level so that more engineers can participate (i.e. \$35 lunch/dinner instead of \$75)
- Eliminate outdated and costly events, i.e. banquet and entertainment and add a cheaper networking function (networking is important to younger members)
- Tours (Spouse & Technical) and Social Functions (pre-meeting events i.e. golf tournaments, hospitality suites, welcome party, banquet) and Technical Seminars are optional. The cost to the region and the attendee must be a big consideration and they should not be included in the registration fee.
 - Instead of planned tours, the host committee could provide information packages to the attendees giving them information about venues available in the city along with costs and transportation information. Most hotels have this information available also and are willing to help guests with transportation, etc.
- CRC Locations should be chosen on their affordability including airfare and hotel costs. The regions do not have to have every chapter host a CRC, especially if the location is hard to get to (some require both plane and car transportation) and two extra days just for travel. The regions could choose several locations on a rotating basis that are affordable and easy to get to and sign multi-year hotel contracts which would ensure better rates because you are a repeat customer.
- The implementation of a Regional CRC Advisory Committee is recommended for each region. It should include regional officers, past CRC chairs, past DRCs. This advisory committee could determine CRC sites, help solicit sponsors, develop and control budget, etc. This would allow more control over the conference venue, eliminate large losses for the host chapter, make the host chapter's job easier, etc.
- Training Recommendations for grassroots committee chapter chairs and delegates: at CRC, Centralized Training, Electronic.
 - It is recommended that training of Alternates and Delegates should be improved to allow handling of some responsibilities before the conference via conference calls or go-to-meetings where they can share documents. It was even discussed that eventually the CRC caucus may be done electronically also, if the up-front preparation was adequate.
 - It is recommended that the training of the grassroots committee chairs be either by centralized training or electronically or a combination of both. If the grassroots committee chair training is held at the CRC, it should be held concurrently with the caucus or business session so that the actual chairs would have to attend, the Alternates and Delegates would not be able to attend in their place. This would make the CRC shorter and cheaper and may be more attractive for the grassroots committee chairs to attend the whole CRC.

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- The Ad Hoc Committee recommends that Membership Promotion Chapter Chairs have Centralized Training in Atlanta at headquarters next year to see if it improves attendance and performance. [Note: The MP Committee has determined to hold all MP Chapter Chair training in Atlanta on two dates: Sept. 11 and Sept. 25. The chapter chairs can choose the date that is best for them. The program will be one day with only one night required in the hotel. The Hotel cost is \$89 per night and includes breakfast. Ground transportation to and from the hotel to Society headquarters will be provided. This should greatly reduce the cost to the attendee and the Society.]
- It is recommended that only one Society Officer and one Society Staff attend each CRC.
- LIFE Members who attend CRCs should be recognized and thanked for their contributions to and support of ASHRAE.