

REGION VII INCOMING PRESIDENT'S TRAINING

Nashville Engineering Center

May 17, 2008

Agenda

9:00 Welcome and Introductions (Kempf)

Thank you for serving
Agenda review – any additions?

Society Update (Townsend)

Theme
Major Events and Happenings

Regional Update (Thrasher)

Turn in Chapter Questionnaires for 2008-2009 – are they input to Society?

Regional Map of Chapters (13) and (4) mini regions

Regional Officers

Major Regional Events

Incoming President Training (May 17, 2008)
Regional Planning Meeting (July 18 – 20, 2008)
Regional CRC Memphis (August 7 – 9, 2008)
Regional Dinners at Society Meetings

Chapter/Regional Organization & Operations

Year in the Life of a Chapter President (Internal Web)
Importance of Chapter Planning Meeting and Board Meetings
Region VII MOP overview and location (Internal Web)

PAOE Structure and Reporting Guidelines

BREAK

11:00 DRC's MBO's (Kempf)

Chapter Visit Schedule (where do the Chapter's need assistance)
Importance of Mentoring and Grooming future Chapter Officers/Leaders
DRC's Newsletter (what would they like to have communicated?)
RVC's Reports and Communications
Chapter Reporting to Society and Region (minutes, newsletters, etc)

11:20 Chapter Programs (CTTC & Membership) (Richardson)

Updating Member Information on Society Website
Most important job in the Chapter
Look for Hot Topics
May Planning Meeting (set next years programs, plan early)
Network to find and get speakers (ASHRAE Speaker's Bureau) (Mills)
Distinguished Lecturer Program
Meeting times and attendance (no commercialization)
Seminars
Joint Meetings

Chapter Program Excel Document (TBD)

12:00 Lunch and Sharing Best Practices

1:00 CRC (Chapters Regional Conference) (Thrasher)

Registration
Hotel website
Business Sessions
Technical Sessions
Workshops
Social Activities
Attendance
Flying Eagle
Chapter CRC Reports – Due by July 4, 2008
Memphis's Report??

1:30 CRC Nominating and Awards (Womble and Townsend)

Caucus Sessions, Procedures and Voting
Requirements for Service
 Regional and Society positions
Biographical records
Pre-Caucus preparation*****
Recruiting and asking if they will serve actively
Chapter, Regional and Society Awards
 Importance to our members
 Requirements (location on website)
 Chapter Documentation

BREAK

2:30 Electronic Communications (TBD)

Region VII External and Internal Website
Locations, ID's and passwords etc.
Chapter Website generation discussion
 Procedures
 Privacy Info
Download ASHRAE reports & Chapter data
PAOE Input (ASHRAE Web)

3:00 Survey

Travel Vouchers
Adjourn