

## SMPS Board Meeting Agenda :: February 1, 2017

**In Attendance:** Nate Welsh, Megan FitzPatrick, Kelly Thomas, Roshanna Tokh, David Copeland, Tom Fennell

**Attended via Phone:** Tom Petermann, Dawn Jones, Kari Pandilidis, Maura Buechner

**Did not Attend:** Jessica Hemauer, Nikki Dvorak, Matt Rebro

**Meeting Called to Order:** Dawn Jones

**Pass Minutes from last meeting:** First: Roshanna Tokh Second: Tom Fennell

**Old Business:** N/A

Programs	
	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>January Program Results – 16 respondents 4.84/5</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>February Program – Project Delivery Methods</li> <li>February Program w/ CMAA – 38 registered as of 1/31/17, need to promote / MF: "I sent a reminder email Monday night about the event"</li> <li>March Program – Breanne with Gilbane planning the event – Panel on Women in the A/E/C industry / Speakers will be finalized next Monday.</li> <li>April Program – Mellissa with Power planning the event – Considering Nathan Wood as speaker - topic below. He spoke at national, but is look for a \$2,000 speaker fee. As a board, would we consider paying a speaker fee? Have we in the past? If so, what amount are we comfortable with? He did say it was negotiable. TP: "We have paid for a speaker and travel costs. In certain cases we paid more than we should have." DJ: "From a 1099 perspective, for my comfort level it would be nice if the speaker fee included their travel fees." MB: "Do as much due diligence as possible before committing." DJ: "I'm still trying to fill out a 1099 from last year. We need to have the software established to setup a 1099." KP: "I'm inclined to pay his travel costs, not including hotel, etc. I don't want to spend a lot of money on him. While I think it's a great topic I don't know if marketing/bd would find it as valuable." TP: "Why don't me, Kari, and Dawn get together to discuss working with national to pay speaker fees and what other chapters are doing." / Tom, Kari, and Dawn to discuss on Friday.</li> </ul>
Professional Development	
	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>Scholarship award changes <ul style="list-style-type: none"> <li>Go from 3 scholarships to 1 / MB: "\$250 each to go towards CPSM exam. We run into problems where we award it and people don't accept it, etc. or don't apply for it. Maybe handing out 1 scholarship for registration, travel. Adding a clause: you have to attend to receive the scholarship. I think we might get a better turnout from it. I think it would generate more excitement. It's a struggle to get three applicants. TP to MB "Put together a package of how you want to vote for it and we'll bring it as a consent item to March's Board Meeting.</li> </ul> </li> </ul>
Special Events	
	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>Spring Networking (Membership focus) Event <ul style="list-style-type: none"> <li>WEDNESDAY March 1<sup>st</sup> – Booked with venue</li> <li>5:00 – 8:00 PM</li> <li>Highline, 169 West Kinzie Street</li> <li>Apps &amp; Drinks, 2 per person, cash bar after that.</li> <li>\$50 Ticket with \$25 "bring a guest" / potential membership to raffle off</li> </ul> </li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>Raffles/Door Prizes / TF: "Do we have any experience from gathering raffle items?" RT: "In the past I've had people donate bulls tickets and that worked well." TF: "My committee asked if it would be too forced/weird." DC: "amazon,</li> </ul>

	lettuce entertain you gift card would be desirable.” TF: “Would need a work around on the flyer/registration with raffle for non-members and a raffle for someone who brings a guest.” <ul style="list-style-type: none"> <li>• Seeking Sponsors</li> <li>• TP: “If someone who just shows up to the event and isn’t a guest do they get a discounted rate?”</li> </ul>	
<b>Communications</b>	<b>Consent Items</b>	
	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	<b>New Business/Discussion Topics</b>	
	<ul style="list-style-type: none"> <li>• Artwork discussion regarding One North and/or the addition of new members to our committee to help. KT: “We have a couple of roles opens – working with artwork, and managing our twitter account. We’re looking for someone with skills with InDesign or Twitter. TP: “If you have ideas for graphics, etc. please send them to Kelly and Megan.”</li> </ul>	
<b>Membership</b>	<b>Consent Items</b>	
	<u>CONSENT ITEMS:</u> <u>Current Total Members:</u> 247 <u>Current Regular Members:</u> 240 <u>Changes in January:</u> <ul style="list-style-type: none"> <li>• New/Transferred Members: 9</li> <li>• Renewals: 14</li> <li>• Dropped Members: 3</li> </ul>	<b>New/Transferred Members (January):</b> <ul style="list-style-type: none"> <li>• Joanna Baum (Berglund Construction)</li> <li>• Elizabeth Becker (Pappageorge Haymes Partners)</li> <li>• Samantha Hellmuth (WSP Parsons Brinckerhoff)</li> <li>• Katherine Heringhaus (Collins Engineers, Inc.)</li> <li>• Teresa Huemann (Jensen Hughes)</li> <li>• Tammy Pearce (Graef)</li> <li>• Jacki Polancic (Cannon Design)</li> <li>• Jewell Washington (Shen Milsom &amp; Wilke)</li> <li>• Mark Wildman (Walker Parking Consultants)</li> </ul> <b>Drops (January):</b> <ul style="list-style-type: none"> <li>• Holly Kosir (The Roderick Group)</li> <li>• Rebecca O'Brien</li> <li>• Jennifer Requiron (Burns &amp; McDonnell)</li> </ul>
	<b>New Business/Discussion Topics</b>	
	<b>New Business/ Discussion Topics:</b> <ul style="list-style-type: none"> <li>• New member buddy program. EAP, BOD, membership committee volunteers (via Shreena Shah) / volunteer list to check in with a new member. DC: “The goal is to onboard new members. Stay tuned for more specifics.</li> <li>• Mktg coordinator group – solo marketing teams / DC: “There are a number of people that say they are a 1 stop shop. I’d like to use SMPS to put these people together to make this connection.” TF: “I’ve met some people as a partial networking group.” DC: “Could communication put out a blurb about this working group?” TF: “I’m happy to connect w/ more people in this role.”</li> <li>• New Member Lunch – Date TBD (Tom Fennell)</li> <li>• Membership Drive update:             <ul style="list-style-type: none"> <li>○ Application sent! ☺</li> <li>○ 3/1 or 3/2 Event: Special Events/Membership Coordinating Details</li> </ul>             More details coming (recruitment, communications, in-kind sponsors, etc)           </li> <li>• CPSM / mentor-protégé / a CPSM can receive 1 hour of CEU and up to a maximum of 15 CEUs in a three year span.</li> </ul>	

**Sponsorship**

(from last Jan. meeting)

**Consent Items**

- N/A

**New Business/Discussion Topics**

## Sponsorship Topics

- Programs
  - January Program
    - Graphic Update on Website & E-Blast Communication? (Tina Millan specific)
    - 2 Program Sponsors Secured (CCS & HKS - \$500/firm)
    - Jennifer Graham to move forward with "Sponsor/Attendee Intros?"
    - Name that Annual Sponsor (Platinum/Gold Only) - Microdesk
  - February Program
    - 2 Program Sponsors Secured – Pending Confirmed Topic (Microdesk & Bluebeam - \$500/firm)
    - Jennifer Graham to move continue with "Sponsor/Attendee Intros?"
    - Name that Annual Sponsor - Skender
  - March – May
    - Solicitation Not Started – Pending Confirmed Speakers/Topics
- Annual Sponsor
  - Solicitation Complete
    - (1) Platinum
    - (8) Gold
    - (2) In-Kind Gold (Cushing & Golden Square. Same as 2016 – recommending better tracking to help us make an informed partnership for 2018)
    - (9) Silver
    - (1) In-Kind Silver (Same as 2016 – assuming Bob Elmore is happy, maintain relationship in the future)
    - Goal: \$35,000
    - Progress: \$38,250
  - Mention Firm Names at Programs? "Consider them when seeking services that align with their firms"?
  - Annual Sponsor Banner – To be Printed for January 11<sup>th</sup> Program (Cushing)
  - Update to Website – January 4
  - Quarterly Usage Summaries to Annual Sponsors (Vicki & Crystal) – copying Treasurer
    - April 1
    - July 1
    - October 1
- PD/Special Events/Membership
  - Charrette completed December 21 to focus on the future support of each committee. New sponsor package opportunities?

	<ul style="list-style-type: none"> <li>○ Scheduling follow-up dates required to lock in ideas/recommendations for each to present at February/March Board Meeting</li> <li>• Parking Lot <ul style="list-style-type: none"> <li>○ Lanyards</li> <li>○ Annual Business Meeting – Provide Annual Sponsors Opportunity to Display</li> <li>○ Update Sponsorship Solicitation Form for '17 – '18. <ul style="list-style-type: none"> <li>▪ Chapter Demographics?</li> <li>▪ Recognition/Display Table @ Annual Business Meeting?</li> <li>▪ Name that Sponsor Recognition?</li> </ul> </li> <li>○ SoMe Recognition that is referenced in solicitation packet? Proof? Volunteer that can promote and execute recognition of firms?</li> </ul> </li> </ul>
<b>Past President</b>	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• EAP meeting set up for Feb 16<sup>th</sup> – 10 attending</li> <li>• Volunteer event – getting suggestions from EAP, will schedule something after that</li> <li>• HRC – only six from our chapter – 85 people total <ul style="list-style-type: none"> <li>- To compare – we had 350 people attend Chicago</li> <li>- How can we help to push this number? E-blast? EAP?</li> <li>- Build Business is driving distance for 12-chapter region so everyone is attending that, and only 8 weeks apart</li> </ul> </li> <li>• Member only event – who is driving this? My vote is Ro – great way for folks to get to know her as our next leader <ul style="list-style-type: none"> <li>- Help from Special Events committee?</li> <li>- What month is good for this?</li> </ul> </li> </ul>
<b>Treasurer</b>	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• Treasurer's report still in progress</li> <li>• Update on the status of our tax return / DJ: "I asked for an extension because the deadline passed Jan. 15. I should have an update for the next meeting. I didn't feel very supported by HQ to help us with this issue. We need have an accountant going forward for auditing and to help with 1099 forms, etc. Let's pay professionals to come and help and get this done. I'm planning to reach out to the IRS to fix paperwork, etc. I'm going to meet with the finance committee to go over packages presented to us and then a decision will be made at an upcoming board meeting." RT: "Is anyone shadowing you?" DJ: "I'm working with Irena from scion to shadow me to get her more involved. Roshanna and Dawn to discuss how she can get more involved."</li> <li>• Balance on the account</li> </ul>
<b>President Elect/Chapter Liaison</b>	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• SMPS Linked In Account – 19 Pending invitations / Communication to look into consolidating LinkedIn pages.</li> <li>• PLS Conference / RT is attending at the end of April.</li> </ul>

<b>Secretary</b>	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>Board Survey Results - TBD</li> </ul>
<b>President</b>	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li>Vote on sponsoring HRC for \$1,000 / RT motions to vote DC seconds / 8 yes / 0 no / motions passes we will sponsor HRC for \$1,000.</li> </ul>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>IL ASLA</li> <li>Chapter administrator / TP: "still digging into costs of paying an administrator to work on the backend to work on the website, etc. Need to see what other chapters are doing. Before march we'll have something out to team before March's meeting."</li> <li>HRC Update/Sponsoring Heartland Regional Conference / TP: "They don't have great numbers. If you could please promote the event on LinkedIn, Facebook, etc."</li> <li>Sponsoring HRC / TP: "There are three chapters of the 13 that are sponsoring it. They're looking at us. Preference would be to sponsor it in some fashion. It's more for future being supportive of HRC." MF: "From a good karma standpoint we should do it." DC: "If we have space in the budget we should give them something."</li> <li>Members Only Event (free) / TP: "trying to figure out a date to plug into the calendar"</li> <li>The "I am not saying the name" update</li> <li>Volunteer activity? / Nikki is meeting with the EAC – we're still thinking Ronald McDonald House.</li> <li>Update from Tom and Kari on the Future City Competition / TF: "It was a nice event. It's middle and high school students are assigned a problem the effects urban areas and they must come up with a solution to fix it. There are a ton of specialty awards. TP: "We will continue to support this cause."</li> <li>Report on Microdesk / TP: "Stacey has left microdesk. We had printed banners, etc. They said they were going to sponsor and then pulled away."</li> </ul>

### Meeting Adjourned (10:24am)

**Tom Fennell moves to adjourn the meeting :: Dawn Jones seconds**