

SMPS Board Meeting Agenda :: March 1, 2017

In Attendance: David Copeland, Dawn Jones, Matt Rebro, Tom Petermann, Kari Pandilidis, Megan FitzPatrick, Nikki Dvorak, Tom Fennell, Stefany Adholkar

Attended via Phone: Kelly Thomas, Maura Buechner, Roshannah Tokh

Did not Attend: Nate Welsh, Jessica Hemauer

Meeting Called to Order:

Pass Minutes from last meeting: First: Second:

Old Business:

Programs	
	Consent Items <ul style="list-style-type: none"> February Program Results – 6 respondents 3.2/5 Moderating is key component to programs
	New Business/Discussion Topics <ul style="list-style-type: none"> March Program – Breanne with Gilbane planning the event – Panel on Women in the A/E/C industry 79 registrants Concerns about competitors. Topics to address career and inspiration for business April Program – Mellissa with Power planning the event –Nathan Wood will be the speaker on transcending the technology hype curve. EPF ready by March 6th, Registration open later in the week. May Program – BD Live – Gavin planning the event. Still in process, more details to come Reminder about charity donations to be noted at event and website
Professional Development	
	Consent Items <ul style="list-style-type: none"> Marketing Coordinators Connection (MCC) Growing your Role: 3/14/17 12:00pm-1:30pm @ W.E. O'Neil Construction (1245 W. Washington) Speaker: Jennifer Newman - Ignite Business Executive Exchange (BEE) Reputation Management: 4/27/17 8:00am-10:30am @ Pella Crafted Luxury Showroom (Merchandise Mart) Speaker: Rashod Johnson -The Roderick Group & Material Testing Services
	New Business/Discussion Topics <ul style="list-style-type: none"> Full Day Workshop <ul style="list-style-type: none"> May 2nd or May 18th 8:30am-4:00pm InDesign: Best Practices for AEC Members Speaker: Laurie Rufflin @ Ascend Training Registration Costs: \$225 members, \$300 non-members Speaker fee: \$1,795 (up to 10 people), \$40 pp over 10 President motion to vote on two items. Half Day or Full Day question to Board? Past precedent was to pay for Professional Development activities and not for Programs. Board voted for Full Day. Speaker Fee Consent to Board? Board voted to agree to speaker fee. Board requested negotiating for flat, fixed fee. Venue: Bulley & Andrews training room Capacity: undecided (target is 25 people, 40 people would appear to be utmost maximum) CPSM Scholarship <ul style="list-style-type: none"> One (1) \$850 scholarship to be used for: CPSM Immersion Course Registration (\$595) (May 4th -5th) Hotel or flight to Atlanta (\$255)

	<ul style="list-style-type: none"> Board please promote! No applicants. Date due is March 10th.
Special Events	<div> <div> Consent Items <ul style="list-style-type: none"> March 1 Spring Social/Membership Event <ul style="list-style-type: none"> Registration Update: 68 total as of 2/23 (36 Mem, 32 Non-Mem)— Projecting another 10 signups 84 as of March 1st, 9:00 am. 44 non-members included in total Based on statistical research, 40% of attendees sign up in the last three quarters of the sign up period Indication on name tag of member vs non-member Lewis Paper- Event sponsors, Raffle Giveaway Sponsor (Urban Works)" </div> <div> New Business/Discussion Topics <p>Discussion Items</p> <ul style="list-style-type: none"> Summer Event planning has begun <ul style="list-style-type: none"> Big Event suggestions? We like Arlington Park, how does board feel? Friday afternoon? What happened last time? More updates to come Not settled on a specific venue or type of event July timing for event </div> </div>
Communications	<div> <div> Consent Items <ul style="list-style-type: none"> N/A </div> <div> New Business/Discussion Topics <ul style="list-style-type: none"> N/A Newsletter coming out soon </div> </div>
Membership	<div> <div> Consent Items <p><u>CONSENT ITEMS:</u></p> <p><u>Current Total Members:</u> 248</p> <p><u>Current Regular Members:</u> 242</p> <p>Changes in February:</p> <ul style="list-style-type: none"> New/Transferred Members: 5 Renewals: 15 Dropped Members: 5 </div> <div> <p>New/Transferred Members (February):</p> <ul style="list-style-type: none"> Cathy Becker (AISC) Jodi Bishop (Korte & Luitjohan Contractors) Lynn Kessen (Knight E/A) Crystal Leto (Neumann Brothers) Helen Pavlac (HOK) <p>Drops (February):</p> <ul style="list-style-type: none"> Beth Garneata (Wheeler Kearns Architects) Grace Kim (S.B. Friedman & Company) David Koehler (Fix Consulting) Stacy Lucier (Microdesk) Cate Muller (Muller & Muller) </div> </div>
	<div> New Business/Discussion Topics <p>New Business/ Discussion Topics:</p> <ul style="list-style-type: none"> New member – Buddy program. EAP, BOD, membership committee volunteers (via Shreena Shah) Membership to cultivate the buddy program a bit more and bring to Board. Past President to work with the Membership group on behalf of the Board. Mktg coordinator group – connect 1-person “all in one” marketing teams to trade notes! Not covered in-depth, offline chat New Member Lunch – March 23 (TBD) – Matt Rebro to attend Membership Drive FYI: <ul style="list-style-type: none"> Event TONIGHT! (3/1/17) – Over 80 registered!! Noted Keep the momentum going 3/1 to 5/31! </div>

o Noted

Sponsorship

Consent Items

- February – Microdesk \$500 Sponsor. Sponsor of the Month – Skender
- March – Direct Binding \$300, SilverEdge \$300. Proposed Sponsor of the Month Game – SGH
- April – Sponsors TBD based upon confirmed speaker line-up/topic. Proposed Sponsor of the Month Game – Thornton Tomasetti
- May – Direct Binding \$300, others TBD. Proposed Sponsors of the Month Game – JWI & Wiss Janey Elstner
- \$6300 Goal for the Program Year. \$4200 Secured Year to Date

Annual Sponsors:

- Silver – (9) Paid, (1) In-Kind (Bob Elmore – no \$ income, Bob gets member rate registration)
- Gold – (9) Paid, Cushing @ \$1500, Golden Square @ \$1250
- Platinum – (1)
- \$35,000 goal, \$35,750 Actual

Special Events/PD/Membership:

Meetings/calls took place w/each committee in January/February. Hopeful to present modifications to the standard sponsorship options for each by April board meeting. Some of which could be tested this program year. Long term want to have them incorporated into 2017-2018 Sponsor Packet for solicitation in August/September.

New Business/Discussion Topics

Committee Updates:

Stacy Lucier has left industry. Crystal Fencke membership with SMPS is questionable based upon lack of support from employer (membership has lapsed). Need/desire to have a dedicated social media guru for committee to proactively recognize Platinum/Gold Sponsors in 2017 per sponsorship terms/benefits. Matt Rebro attending March New Member Lunch to make attendees aware of opportunity. Suggestions for new blood for the committee?

- Need committee members
- Need to address Sponsorship Chair
- Chair to reach out to two members

Programs Request:

Announce to the audience that a donation is being given to “Charity XYZ” on behalf of the speakers?

- Noted

Past President

Consent Items

- N/A

New Business/Discussion Topics

- EAP February Meeting Recap: Next meeting May 17th
- Volunteer event – Ronald McDonald House: Sept 11, 2017 – currently have 14 people
- Still looking into one more volunteer event for the year, stay tuned
- Researching possible Chapter Admin for next year – Glatz Management
- Past precedent was Executive Business Resources. Meeting with Glatz on March 3rd
- Chairs to provide specific action items for generating a RFP
- Action items to be provided by April 5th to Past President
- Working with EAP to update History page on website
- CEU's for Mentoring

Treasurer

Consent Items

- N/A

New Business/Discussion Topics

	<ul style="list-style-type: none"> • Review of Treasurer's report • Motion to approve treasurer's report by President • Motion passed for approval of the Treasurer report
President Elect/Chapter Liaison	Consent Items
	<ul style="list-style-type: none"> • N/A
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • SMPS Nominations Update • April 3rd due date
Secretary	Consent Items
	<ul style="list-style-type: none"> • N/A
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • N/A
President	Consent Items
	<ul style="list-style-type: none"> • Board appreciation dinner <ul style="list-style-type: none"> ○ Significant others vs. no significant others no significant others ○ Cuisine=> any non-starters? No seafood and dietary restrictions for Chair ○ June? Yes or no Yes
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • Reminder agenda items to be provided to the Secretary provided by Friday preceding. Secretary will place Board agenda items in order of receipt • Agenda Items by Friday • Noted re: agenda items • Programs/seminars/events sheets in 6 weeks out • Noted re: event planning form • Identify future committee chairs • Committee tasks for hired administrator or management company • Covered by Past President

Meeting Adjourned ()

President moves to adjourn the meeting :: **Sponsorship** seconds