

Agenda September 11, 2015

In Attendance:

Nikki, Ampy, Pam, Tom, Dawn, Meghan, David, Dawn Z., Becky [FitzPatrick, Anne, and Maura (on the phone)]

Pass Minutes from last meeting:

N/A

Old Business:

N/A

Programs	Consent Items
	<ul style="list-style-type: none"> September Program (Sports Panel) – 65 attendees; \$ breakdown TBD from Dawn J. October Program (GEMS Tour) – 12 registered so far (50 limit); help get the word out! Registration fees (\$10 member/\$12 non-member) will be donated to GEMS. November Program (Client Panel TBD) – EAP to plan; more to come
	New Business/Discussion Topics
	<ul style="list-style-type: none"> Gifts for speakers? (September program had three speakers who flew in from KC) <ul style="list-style-type: none"> need to make a decision on what charity to support and make a donation based on the program. committee to decide. Potential program with BuiltWorlds <ul style="list-style-type: none"> Hosted at BuiltWorlds venue SMPS split hard costs (estimated at \$3,550 - \$1,200 for 2 large banners, \$1,300 for food and bartender, \$150 for name tag and miscellaneous printing costs, \$500 in printed brochures and BuiltWorlds Books, \$400 for liquor and drinks) Registration fees TBD by SMPS – split revenue 50/50 Potential problem areas – Finding sponsor. Sponsor for this event typically \$10k or two \$5k. Or they asked SMPS to sponsor. Topic: Demo Night Meghan to acquire their calendar of events. Possible potential for event in their office.

Professional Development	Consent Items
	<ul style="list-style-type: none"> • Excellence in Marketing Awards (EMAs) <ul style="list-style-type: none"> ➤ EMAs will now coincide with the annual summer event; no longer a separate event • Half-Day Workshop <ul style="list-style-type: none"> ➤ StoryStudio with Jill Polack, \$200 M/\$250 NM, Fall program, exact date & location TBD • Skills Seminar <ul style="list-style-type: none"> ➤ Infographics with Kelly Kahn, Fall program, exact date & location TBD • Business Executive Exchange (BEE) <ul style="list-style-type: none"> ➤ Presentation Workshop with Kris Lonsway, date & location TBD • Dine and Shine <ul style="list-style-type: none"> ➤ Kris Lonsway Heartland Conference Key Note Address video, date & location TBD • Marketing Bootcamp <ul style="list-style-type: none"> ➤ Bootcamp to be held this year, exact dates TBD
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • Possible combination of EMA's with summer event or annual event. Program to be coordinated by Special Events. Maura and Becky to meet and discuss further. • StoryStudio with Jill Polack, \$200 M/\$250 NM, Fall program, exact date & location TBD • Kris Lonsway Heartland Conference Key Note Address video, date & location TBD • Dine and Shine - Sloan is trying to get a video of the speaker for next event • Include EAP for possible speakers.
Special Events	Consent Items
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • Fall Event at Top Golf in Wood Dale <ul style="list-style-type: none"> ➤ October possible date ➤ Pay your own or sponsorship event or member payback event ➤ Itasca might be a better option than Naperville ➤ Members only event (chapter to possibly pay a portion of event) ➤ Wednesdays or Thursdays work best. September 2015

	<ul style="list-style-type: none">• Holiday Event<ul style="list-style-type: none">➤ Event Partnership?➤ Event held in January 2016➤ better pricing for after the holidays➤ looking in to different organizations
Communications	
	<i>Consent Items</i>
	<i>New Business/Discussion Topics</i>
	<ul style="list-style-type: none">• Hootsuite<ul style="list-style-type: none">➤ social media manager - \$14.99➤ communications to report back to the board on the stats on ROI.➤ finished proofing the newsletter and with the printer.➤ communications to add email addresses of committee to leadership page.

Membership	Consent Items	
	<p><u>Current Total Members: 230</u></p> <p><u>Current Regular Members: 227</u></p> <p>Changes in August:</p> <ul style="list-style-type: none"> • New/Transferred Members: 10 • Renewals: 15 • Dropped Members: 1 	<p>New/Transferred Members (August):</p> <ul style="list-style-type: none"> • Christine Blevins (Blinderman Construction) • Carly A. Calkins (Skender Construction) • Bridget Davis (Berglund Construction) • Wendy Hubbard (STR Partners LLC) • Becky Hurley (The Lakota Group) • Leah Johnson (MWH Global) • Elizabeth Kersjes (Skender Construction) • Katie Morris (Primera Engineers) • Phoebe Peterson (D'Escoto Inc) • Kyler J Queen (Perkins+Will) <p>Drops (August):</p> <ul style="list-style-type: none"> • Mathew Wylie (Eckenhoff Saunders) <p>Hot Prospects (August):</p> <ul style="list-style-type: none"> • TBD <p>Under-Engaged (August)</p> <ul style="list-style-type: none"> • TBD
	<p>New Business/Discussion Topics</p> <ul style="list-style-type: none"> • Royal Institute of British Architects (RIBA) / CAB event <ul style="list-style-type: none"> ➤ Emails from Lira Luis – share an event with RIBA? ➤ Cruise on October 18th...black tie event. ted talks speaker • Expired Members follow-up / exit interview call / email? <ul style="list-style-type: none"> ➤ Who is responsible? Membership committee? Pres or pres-elect? ➤ David and committee to reach out to these members • Committee descriptions and committee members on website? <ul style="list-style-type: none"> ➤ Vote yes/no, then how to get the info there? ➤ Communications to work with David to include description of committees on the leadership page. • Dunkin' Donuts Gift Cards (~\$5 x 50) <ul style="list-style-type: none"> ➤ Distribution: New Members? BFF? Other events/recognition? ➤ "Thank you" for renewing cards from chapter 	

Sponsorship	Consent Items
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • Verbal commitment from Simpson Gumper (Andrew). \$400 • Dawn needs a list of sponsors and activity from January • Dawn to look in to benefits related to sponsorship levels. Dawn to contact Briars regarding sponsorship benefits.
Past President	Consent Items
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • EAP a focus. Open for only Past Presidents and Fellows. • EAP to organize volunteer effort for the entire chapter • President and PE to attend first meeting.
Treasurer	Consent Items
	New Business/Discussion Topics
	<ul style="list-style-type: none"> • Post Office Box – I guess we should bring this up and that we are moving forward with renting one although I will probably work on setting up our account with the post office next Friday after the board meeting. • Expense Reimbursement Form • Pre-Approval Authorization Form

President Elect/Chapter Liaison	<i>Consent Items</i>
	<i>New Business/Discussion Topics</i>
Secretary	<i>Consent Items</i>
	<p>PRESIDENT presidentsmpsichicago@gmail.com PAST PRESIDENT ppsmptschicago@gmail.com PRESIDENT ELECT pesmpsichicago@gmail.com SECRETARY secretarysmptschicago@gmail.com TREASURER treasurersmpsichicago@gmail.com PROGRAMS programssmpsichicago@gmail.com SPECIAL EVENTS sesmpsichicago@gmail.com PROFESSIONAL DEVELOPMENT pdsmpsichicago@gmail.com SPONSORSHIP sponsorshipsmpsichicago@gmail.com COMMUNICATIONS communicationssmpsichicago@gmail.com MEMBERSHIP membershipsmpsichicago@gmail.com</p> <p>PASSWORD: smptschicago</p>
	<i>New Business/Discussion Topics</i>
President	<i>Consent Items</i>
	<i>New Business/Discussion Topics</i> <p>(CLOSED SESSION)</p> <p>OPEN SESSION:</p> <ul style="list-style-type: none"> • Meeting with our Fellow – Kate Brannelly <ul style="list-style-type: none"> ○ What our Fellow’s role will be ○ Calendar / event manage • Where do we want to keep spreadsheets/PDF’s/materials for the year? <ul style="list-style-type: none"> ○ Need to commit to central location • Tracking of SMPS Bucks this year • Email accounts – who is checking that – PE? 3 Accounts. <ul style="list-style-type: none"> ○ President Elect will manage all 3 accounts. • Programs – speaker gift? <p>Programs recap:</p> <ol style="list-style-type: none"> 1. Recognize other chapter attendees? 2. Banner Stand? We need to use a programs checklist

3. End programs with events coming up that are on the website

- **Programs:** CEFPI wants to do joint suburban program
- **EAP Meetings** – Last correspondence was December 9, 2014 from MB
- **Chicago Chapter Participation** – Best Online Promotion Campaign
- **Membership: Nametags** – go through committees/sponsors make sure they have ribbon
- **Tax exemption letter for programs** – where are the historical documents?
- **Meeting minutes public to members**
 - Can be found on Star Chapter
- **Communications** – Hootsuite
 - See Communications Notes

New Business**Meeting Adjourned**

Nikki moves to adjourn the meeting. Pam seconds the motion.