

SMPS Board Meeting Agenda :: September 6, 2017

In Attendance: Kari Pandilidis, David Copeland, Irini Gaglos, Dawn Jones, Tom Petermann, Nate Welsh, Roshanna Tokh, Marie Barrone, Jessica Hemauer

Attended via Phone: Megan FitzPatrick Stefany Adholekar, Kelly Thomas

Did not Attend: Tom Fennell

Meeting Called to Order: Roshanna Tokh

Pass Minutes from last meeting: First: Roshanna Tokh **Second:** Dawn Jones

Old Business: N/A

President	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics <ul style="list-style-type: none"> Annual Meeting Recap // Good turnout Glatz Management Proposal Status // we are moving forward – they will start for our October luncheon. Email address change status // Please update passwords and share with Roshanna. Make sure she has them so info can be transferred over at the end of the year.
President Elect/Chapter Liaison	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics <ul style="list-style-type: none"> N/A
Treasurer	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics <ul style="list-style-type: none"> 2016-2017 budget review 2017-2018 budget planning // issuing in the next few weeks. Goal is to vote on the budget at the October meeting. Secretary to go with Treasurer and President Elect to Chase Bank to have past president switched out and new treasurer switched on the account. Looking into using QuickBooks to improve budgeting processes. Chapter Financial report
Communication	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics <ul style="list-style-type: none"> StarChapter Board Trainings: http://kb.starchapter.com/StarChapter_Board_Trainings Look at the upcoming dates and sign up (for new board members or anyone that wants a refresher).
Past President	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics <ul style="list-style-type: none"> Ronald McDonald House // volunteer night - September 11 // Let Tom P. know if you can volunteer What would the board like to get from EAP? //

Programs	Consent Items <ul style="list-style-type: none"> September 2017 Program – Creativity Myth Busters – Speaker: Craig Atkinson // 22 people have registered – please promote on social media. Programs Director will not be there. Membership will run the desk if nobody from programs is there to attend. 	
	New Business/Discussion Topics	
	<ul style="list-style-type: none"> October 2017 Program – Maximizing Your Delivery at an Interview to Win a Job – Speaker: Carol Sente // Event planning form to be received this week. 	
Professional Development	Consent Items <ul style="list-style-type: none"> N/A 	
	New Business/Discussion Topics	
	<ul style="list-style-type: none"> Discuss half day/full day illustrator/photoshop workshop (2018 date TBD Q1 or Q2, Speaker Laurie Ruhlin) – for board budget approval // 25-30 people registered last year for the full day (it was between \$250-\$295 price for full day workshop). We would like to do the event again/have the same speaker. Booking fee is \$2,200. President asked if there was a backlog for last year's event. There was a backlog. The speaker would like to present a phase II presentation (immediate/advanced). Motion to vote on speaker fee for illustrator/workshop. Board approves, motion passes. Discuss Excellence in Marketing Awards winner(s) prize(s) for 2017-2018 – for board budget approval Discuss CPSM scholarship winner prize for 2017-2018 – for board budget approval Discussion regarding Striving for Excellence awards entry (see attached handouts) // President asks that we form a committee to explore putting together a submittal. Decision to be made at October meeting. 	
Membership	Consent Items	
	<u>CONSENT ITEMS:</u> <u>Current Total Members:</u> 243 <u>Current Regular Members:</u> 237 <u>Changes in August:</u> <ul style="list-style-type: none"> New/Transferred Members: 7 Renewals: 14 Dropped Members: 7 	<u>New/Transferred Members (August):</u> <ul style="list-style-type: none"> Ali Bauer (Mary Cook & Assoc) Kathleen Condon (Concord Group) Jill Congiusti (FGM Architects) Jenna Moran (FGM Architects) Elissa Shortridge (Booth Hansen) Nathalie J Siegel (Student) Deborah Talamantez (LCM Architects) <u>Drops (August):</u> <ul style="list-style-type: none"> Erin Bush (Reed Construction) Tim Crosby (MMS Consultants) Laura Lencioni (Aria Group Architects) Cate Muller (Muller & Muller) Colleen Murphy (Michuda Construction) Kate Nigl (HKS) Kyler Queen (Perkins+Will)
	New Business/Discussion Topics	
	<u>New Business/ Discussion Topics:</u> <ul style="list-style-type: none"> New Member Lunch – September 21st <ul style="list-style-type: none"> 2017-2018 schedule / BOD Budget to tentatively include 4 free lunches (1 per quarter) Programs / Registration Desk – September and after	

Sponsorship	Consent Items							
	Consent Items <ul style="list-style-type: none"> N/A 							
	New Business/Discussion Topics							
	<ul style="list-style-type: none"> 3 current members: Ilana Sepiashvili, EAA- Vicki Zak, Terracon- Jennifer Graham, Krusinski (SE Liasion) <p>Sponsor Meetings- Meeting with Pepper Group & Golden Square went well. Tim to speak at upcoming Programs Lunch. Meeting with JA Watts this wee & Simpson Gumpertz & Herger in September</p> <p>Approval of Sponsorship Packet for Distribution- Sponsorship committee to start reaching out to potential and current sponsors to secure funds ASAP.</p> <p>Sponsorship Goal (Last year goal of \$35k) - 2 scenarios:</p> <ul style="list-style-type: none"> Raise annual goal by \$10k to cover lost event sponsorship with new plan (\$45k goal) <ul style="list-style-type: none"> Question- With a profit of \$60k + in 2015-2016 Board year, profit of \$45K in 2016-2017 (minus some final PD & sponsorship items) will a goal of \$40k be ok to cover costs? This is an additional \$5k from last year. \$10k seems quite high when we seem to be making a large profit at the end of the year Raise sponsorship prices?- is this necessary with the note above? If so, is the Board okay with grandfathering in current sponsors so we can give them the change to "renew" without asking for additional funds? Sponsorship to reach out to previous sponsorship chair to discuss cost of lanyard sponsorship. <p>Future Sponsor Opportunities:</p> <ul style="list-style-type: none"> Dan Mackey- Direct Binding would like to sponsor PD or New Member Lunch Andy Rees- Viewpoint Enclosure Systems would like to host Special Event at their space (retractable glass rooftop) James Pheiffer- Millhouse- Interested in upping company involvement Rider Levett Bucknall- Potential Annual Sponsor Meghan Shaefer- Brook Furniture Rental interested in Annual Sponsorship or to host PD/New Member lunch 							
Special Events	Consent Items							
	<ul style="list-style-type: none"> Annual Event Recap - Great Turnout and Feedback <ul style="list-style-type: none"> 83 total (66 Members, 17 guests) – ~12 no-shows Sponsors were happy to exhibit // should do it for next year – we can use it on the brochure. 							
	New Business/Discussion Topics							
	<ul style="list-style-type: none"> Reminder: This year there will a fifth Special Event – suburban pop-up <ul style="list-style-type: none"> April or October? Looking at April event <ul style="list-style-type: none"> Current special events snapshot <table> <tr> <td>Holiday</td> <td>December</td> </tr> <tr> <td>Membership</td> <td>February/March</td> </tr> <tr> <td>Summer Event</td> <td>early June</td> </tr> <tr> <td>Annual Meeting</td> <td>August</td> </tr> </table> Holiday Event Planning // Thinking of Willis Tower or comparable venues that have similar appeal 	Holiday	December	Membership	February/March	Summer Event	early June	Annual Meeting
Holiday	December							
Membership	February/March							
Summer Event	early June							
Annual Meeting	August							
Secretary	Consent Items							
	<ul style="list-style-type: none"> N/A 							
	New Business/Discussion Topics							
	<ul style="list-style-type: none"> Food Purchase – Ronald McDonald House // Nikki to follow up with Pam 							

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| | <ul style="list-style-type: none">• Nate to follow up with Irini for Chase // President to send bylaws to Secretary to bring to Chase• Continue to send content on Friday before meeting• Personality test: https://www.enneagramtest.net/ (use chrome or firefox instead of internet explorer. Fun ice breaker for the new group. We can share results at the next meeting. Online quiz takes less than 5 minutes) |
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Meeting Adjourned (10:07am)

President moves to adjourn the meeting :: Treasurer seconds