

SMPS Board Meeting Agenda :: October 4, 2017

In Attendance: Megan FitzPatrick, Kari Pandilidis, Dawn Jones, Nate Welsh, Stefany Adholekar, Roshanna Tokh, David Copeland, Marie Barrone, Tom Fennell, Lorna Luebbers

Attended via Phone: Tom Petermann, Kelly Thomas, Jessica Hemauer

Did not Attend:

Meeting Called to Order: President Elect

Pass Minutes from last meeting: **First:** President **Second:** President Elect

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"> Glatz Management Update // Handoff call today for registration desk. President to discuss w/ Glatz tracking of CEUs/capturing information. Michael Geary, SMPS BOD lunch on 11/1/2017, location TBD (near Wacker and Michigan) / President to send out email to the board to see if anyone wants to attend NAIOP
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"> Treasurer's Report // 95% complete with 2016-17 budget. 2017-2018 budget Appointment of New Treasurer / President appointed Lorna to Treasurer position for 1 year due to Irini stepping down. Bootcamp sessions that fell under 2016-2017 program will budget under 2016-2017 Discussion of \$1,000 budget for new members – membership would prefer to keep budget in place. Programs brought up potential reengagement campaign for members that have dropped out. \$1,000 will be added to the budget – membership chair to decide how best to use. Should a registration to Build Business be included as an award for the 2017-2018 EMA's? President Elect to send out a vote via e-mail to the board. Current consensus is "no".
Communication	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics <ul style="list-style-type: none"> Newsletter / Member and Sponsor Spotlight Section – vote will be sent out to board. Lindsey Green a potential candidate.
Past President	Consent Items
	<ul style="list-style-type: none"> N/A
	New Business/Discussion Topics

	<ul style="list-style-type: none"> Members only event / 25 people signed up for member event thus far.
Programs	<p>Consent Items</p> <ul style="list-style-type: none"> September 2017 Program Results – Creativity Myth Busters – Speaker: Craig Atkinson – 13 Responses – 3.86/5. <p>New Business/Discussion Topics</p> <ul style="list-style-type: none"> October 2017 Program – Maximizing Your Delivery at an Interview to Win a Job – Speaker: Carol Sente – Registration Open (53 registered as of 10/4/17) / discussion of alternative locations November 2017 Program - HR and Marketing: How to Get Culture-ific. – Speaker: Tim Padgett / help promote on social media – get your HR reps involved.
Professional Development	<p>Consent Items</p> <ul style="list-style-type: none"> N/A <p>New Business/Discussion Topics</p> <p>PD updates:</p> <ul style="list-style-type: none"> Last Bootcamp of six series Oct 3rd. Thank you to Roshanna, Megan, and David for assisting with attendee packets. <ul style="list-style-type: none"> PD to soon discuss lessons learned and steps for next bootcamp (tentatively end of 2018-19 program year) Looking to have skills seminar Nov. 2 / lunchtime format. Speaker is from the Ontario SMPS Chapter – content marketing format. Business Executives Exchange w/ Jenifer Johnson @ Thorton Tomasetti (TT) scheduled for morning 11/16/17. Topic related to executive level career planning. TT sponsoring. PD to distribute event form soon to Communications. Dine n Shine Relationships Matter webinar scheduled for December 5th morning. Venue host and sponsor TBD. PD to distribute event form soon to Communications. <ul style="list-style-type: none"> Any potential venue host recommendations? Should seat 20-25 Dates for other PD programs before the end of the year 2017 TBD Full Day workshop scheduled for 3/8/18 <p>General:</p> <ul style="list-style-type: none"> Shared Google calendar of event & meeting dates (living document) CEU list and CEU sign at monthly lunch programs <ul style="list-style-type: none"> Confirm if Glatz is handling starting October. Roundtables <ul style="list-style-type: none"> Received some requests to see this type of program. <ul style="list-style-type: none"> Roundtable related to SBEs, isolation, etc. Upstate New York Chapter requested (optional) participation in their proposal roundtable. Stefany to also discuss with PD. Past President / 10 Chapters are doing roundtables. Discussion to possibly develop 1 or 2. Past President to follow up with board w/ email examples/topics from other chapters. Stefany will talk to PD about Marketing Coordinators Connection (MCC) Roundtable format for next MCC winter 2018. Roshanna/President will reach out to Upstate NY President to get more information about their Roundtable proposal guidelines for submission/participation.
Membership	Consent Items

	<p><u>CONSENT ITEMS:</u></p> <p><u>Current Total Members:</u> 241</p> <p><u>Current Regular Members:</u> 235</p> <p>Changes in September:</p> <ul style="list-style-type: none"> • New/Transferred Members: 3 • Renewals: 9 • Dropped Members: 6 	<p>New/Transferred Members (September):</p> <ul style="list-style-type: none"> • Erin Bonin (Abonmarche Consultants) • Katherine Jensen (CCS International Inc) • Christy Klobach (Pepper Construction) <p>Drops (September):</p> <ul style="list-style-type: none"> • Allison Bobman (Syska Hennessy Group) • Maureen Haspert (Perkins Eastman) • Robert Hollis • Heather Hopkins (O'Shea Builders) • Sean Murray (Pepper Construction) • Joel Mynsberge (Earles Architects)
	<p>New Business/Discussion Topics</p> <ul style="list-style-type: none"> • New Member Outreach <ul style="list-style-type: none"> ◦ Shreena: handouts, info for upcoming events ◦ Let membership know if BOD wants info included • Programs/Registration – hand-off/process – coordinate with Glatz ASAP • New Member Lunch – October 25th (BOD rep TBD) • Banners have been found / President to take ownership of pop up banners • Jenny O'Connor stepping into recruitment role 	
Sponsorship	Consent Items	
	<ul style="list-style-type: none"> • N/A 	
	New Business/Discussion Topics	
	<ul style="list-style-type: none"> • New sponsors interested in PD programs, sponsorship going well - Brook Furniture, Muller + Muller, Earles Architects & Associates, WJE Board Member firms interested in hosting Dec 5th Dine & Shine?(looking for venue only) Dan Mackey as Sponsor \$9,000 confirmed of \$40k goal- committee working hard this month to secure sponsors. President Elect to follow up with sponsorship regarding paper invoices for previous sponsors. 	
Special Events	Consent Items	
	<ul style="list-style-type: none"> ◦ New committee secretary – Catie Duffy (Cushing) ◦ Event Captains and general schedule determined <ul style="list-style-type: none"> ▪ Holiday – DEC - Caroline Furguson (OKW) & Lauren Muller (Bulley) ▪ Spring/Membership – FEB – Catie Duffy & Valerie Solver (Cushing) ▪ (New for 2018) Suburban Pop-Up – APR – Jennifer Graham (Krusinski) ▪ Summer – JUN – Jaime Zwierzynski (ECS) ▪ Annual – AUG – Tom Fennell (FitzGerald) & Marie Barrone (Eriksson) 	
	New Business/Discussion Topics	
	<p>Holiday Event</p> <ul style="list-style-type: none"> • Dates: Tues 12/5, Weds 12/6, Tues 12/12, or Weds 12/13. Preferences? Known conflicts? 12th and 13th are the top priority / 5th will be left up and last week of November. • Ticket Price: Planning for the same as last year to enable a similar budget. \$75 Member, \$100 Non-Member. We received record attendance in 2016. 	

	<ul style="list-style-type: none">Next Steps: Committee is researching venues. Intend to have venue locked and Save The Date out by the end of October.
Secretary	Consent Items
	<ul style="list-style-type: none">N/A
	New Business/Discussion Topics
	<ul style="list-style-type: none">Secretary to add new treasurer to the chase account/issue debit card for purchases

Meeting Adjourned (10:25 a.m.)

President moves to adjourn the meeting :: Special Events seconds