

**Meeting Minutes  
November 6, 2015**

**In Attendance:** Nikki, Maura, Ampy, Dawn Z., Fitzpatrick, Tom, David [on the phone – Jessica, Dawn J., Becky, Anne, Johnson, Pam].

**Pass Minutes from last meeting:** Ampy moves to pass the minutes from last month, Dawn Z. seconds.

**Old Business:**

<b>Programs</b>	<b>Consent Items</b>
	October Program: 3.92/5 rating per survey results (we had 8 responses); \$580 revenue to go as donation to GEMS
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>November Program 11/11: 71 registered as of 11/2. Spread the word! <ul style="list-style-type: none"> <li>We have 91 registered.</li> <li>\$250 towards donation.</li> </ul> </li> <li>Nikki would like put a video together. AV technology to cost \$250 to rent.</li> <li>Pam will do the introduction of speakers and opening remarks.</li> <li>Matt to open up with EAP.</li> </ul>
<b>Professional Development</b>	<b>Consent Items</b>
	<ul style="list-style-type: none"> <li><b>Dine and Shine</b> <ul style="list-style-type: none"> <li>Kris Lonsway, Emotional Intelligence, speaker fee \$500, hosted at WEO offices, exact date TBD</li> </ul> </li> <li><b>Half Day Workshop</b> <ul style="list-style-type: none"> <li>Jill Polack, StudioStory, Exact date &amp; location TBD</li> </ul> </li> <li><b>Skills Seminar</b> <ul style="list-style-type: none"> <li>Kelly Kahn (Capture Collaborative), Infographics seminar, exact date &amp; location TBD</li> </ul> </li> <li><b>Marketing Bootcamp</b> <ul style="list-style-type: none"> <li>Looking for board's date suggestions</li> </ul> </li> </ul>
	<b>New Business/Discussion Topics</b>

- **Business Executive Exchange (BEE)**
- Sharon Lleva-Carter (Duke Realty), Workforce Trends, 11/18/15 @ CAF
- 10+ years' experience registrant requirement to be better enforced: cross reference registration list, send out prepared email to registrants explaining the requirement and suggesting alternative events, a Q & A, requirement to be more prevalent on invites/website
- Nikki suggests we create a waitlist.
- How do we attract Senior members and not turn them off with junior level.
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- **Marketing Coordinators Connection (MCC)**
  - Topic: How to best conduct your performance review
  - Speaker and location needed. Exact date & location TBD (Between Thanksgiving and Christmas)
- **CPSM Study Group**
- Looking for board's date suggestions
  - Dawn Z suggests not doing it in the Fall
- **Excellence in Marketing Awards (EMAs)**
  - Looking for board's awards suggestions
  - Budget should be in Dawns report.

Special Events	Consent Items
	New Business/Discussion Topics
	<ul style="list-style-type: none"> <li>Wednesday, November 18 <b>Pop-up event</b> Bin 36 161 N Jefferson Street, Chicago, IL 60661 5pm-7pm Will need to track RSVPs</li> <li>Thursday, January 14 <b>Holiday Party</b> Dana Hotel, Vertigo Lounge 2 W Erie Street, Chicago, IL 60654 Time TBD <ul style="list-style-type: none"> <li>Tom - What are we expecting for attendance?</li> <li>Tom – Are we ok with opening up to other organizations?</li> <li>Nikki – get some more information, other organizations, etc. Let's get date secured as soon as we can. Hope to move that before next meeting.</li> <li>Becky – do we need to we have a certain amount of profit</li> <li>Not looking for a profit.</li> </ul> </li> <li>Will save Topgolf event for spring.</li> <li>Nikki arranged with National to give us \$3000 to an event in December 3<sup>rd</sup>. 530 -8. Members only. 530 tour and 730 tour. <ul style="list-style-type: none"> <li>Tap room for Revolution Brewery.</li> <li>Nikki would like the Board's attendance.</li> <li>Member appreciation event.</li> </ul> </li> </ul>
Communications	Consent Items
	New Business/Discussion Topics
	<ul style="list-style-type: none"> <li>Deborah Hodges is working with Colleen Murphy and Anne Kulick on reaching out to media contacts to promote our events. <ul style="list-style-type: none"> <li>We are looking to bring a volunteer on to help with the outreach once the initial relationship has been established.</li> </ul> </li> <li>Anne to look in to size of audio recording</li> </ul>

Membership	Consent Items	
	<p><u>Current Total Members: 235</u>  <u>Current Regular Members: 232</u>            Changes in October:</p> <ul style="list-style-type: none"> <li>• New/Transferred Members: 4</li> <li>• Renewals: 6</li> <li>• Dropped Members: 7</li> </ul>	<p><b>New/Transferred Members (October):</b></p> <ul style="list-style-type: none"> <li>• Meaghan Kaupe (Norcon, Inc)</li> <li>• Erin Matthew (LCM Architects LLC)</li> <li>• Heather Posey (Kimball Office)</li> <li>• Daniel A. Solera (Gary Lee Partners)</li> </ul> <p><b>Drops (October):</b></p> <ul style="list-style-type: none"> <li>• Chris Baker (Ardmore Associates) - <b>Fitz</b></li> <li>• Leah Broadway (Shawnee Professional Services)</li> <li>• Melissa Henrichs (Ardmore Associates, LLC)</li> <li>• Emily Ihle (Whitney Architects)</li> <li>• Herman Lehr (Henneman Engineering Inc)</li> <li>• Melissa Oelke (Stanley Consultants Inc) – <b>Dawn Z</b></li> <li>• Chantrell Williams (IA Interior Architects) - <b>Ampy</b></li> </ul>
	<p><b>New Business/Discussion Topics</b></p> <ul style="list-style-type: none"> <li>• <b>Committee descriptions and committee members on website?</b> <ul style="list-style-type: none"> <li>• Need to collect this info from BOD. Stay tuned!               <ul style="list-style-type: none"> <li>○ National should have descriptions for committees.</li> </ul> </li> </ul> </li> <li>• <b>New Member Lunch – November date TBD</b> <ul style="list-style-type: none"> <li>• Gavin Parr taking over NML program</li> <li>• Lauren Mead focusing on retention moving forward</li> </ul> </li> <li>• <b>Next New Member Event: TBD</b></li> <li>• <b>Mentor Protégé Program – Jackie D’escoto stepping back.</b></li> <li>• <b>Roshanna to do registration for luncheon.</b></li> </ul>	

<b>Sponsorship</b>	<b>Consent Items</b>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• Legat signed a non compete for December</li> <li>• Gold – Arcadis, KJWW, WJE</li> <li>• Will Not be coming back – D’escoto and Golden Square – Not be coming back for Silver Sponsor. <ul style="list-style-type: none"> <li>○ Did not use their benefits.</li> </ul> </li> </ul>
<b>Past President</b>	<b>Consent Items</b>
	<b>New Business/Discussion Topics</b>
	Gavin working with EAP.
<b>Treasurer</b>	<b>Consent Items</b>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• Approval of the 2015-2016 budget</li> <li>• Email yes or no to Dawn and Nikki for approval</li> </ul>
<b>President Elect/Chapter Liaison</b>	<b>Consent Items</b>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• Presentation from National to use at events</li> <li>• Congrats to Nikki for finishing the marathon</li> </ul>
<b>Secretary</b>	<b>Consent Items</b>
	<b>New Business/Discussion Topics</b>
	<ul style="list-style-type: none"> <li>• Starchapter email addresses “forwards” / alias. Included in our package. Not paying for individual forwards. <ul style="list-style-type: none"> <li>○ Gmail accounts should be the forward email.</li> </ul> </li> <li>• Individual email addresses can be changed to Alias. Directions from Starchaper sent to me.</li> <li>• Login to Starchapter instructions. Who does not have login information?</li> </ul>

President	<i>Consent Items</i>
	<i>New Business/Discussion Topics</i>
New Business	File storage for next meeting
Meeting Adjourned	Tom moves to adjourn the meeting. David seconds at 10:28 am.