



**CMAA REGIONAL CHAPTER LEADERS MEETING
18 MAY 2008, BALTIMORE, MARYLAND
MEETING MINUTES**

I. Call to Order

- Called to order at 8:00am by Regional Chapter Committee Chair Raoul Ilaw.
- Chair Ilaw introduced guests, committee, and staff.
- Staff Member Martha Montague reviewed various administrative items:
 - Discussed handouts –
 - Chapter of the Year Award, which is due on 15 August, covers the period of chapter activity from 1 August 2007 to 31 July 2008. Entry form (writeable PDF and Word document) and award requirements are available on the Chapter Resources page.
 - As the officer election season begins, be sure to have all chapter candidates complete the Officer Agreement Form (writeable PDF or Word document) available on the Chapter Resources page. Once elections end, all forms for the new officers should be forwarded to Staff Member Montague.
 - The VRF (Visitation Request Form) should be used any time a chapter wishes to invite a member of the CMAA Executive Committee to speak as a CMAA representative at a meeting/function. The form (writeable PDF) is available on the Chapter Resources page. When planning your calendar for the coming governance year and the remainder of this year, be sure to make your guest requests early. Keep in mind that it's very difficult to schedule guests, especially President & CEO Bruce D'Agostino, when the date of your meeting/event closely coincides with a CMAA National event.
 - Be sure to promote CMAA's Transportation Summit taking place in Los Angeles, California, on 20-21 July. The Summit is co-hosted by the three California Chapters. Links to the information and registration are available on CMAA's home page.
 - Membership Report will be reviewed by Angeles Cervantes during her report. She will also speak about the training sessions for the Chapter Administrators.
 - The sample transition document can be used by the chapters to create their own transition plan for the outgoing and incoming chapter administrations. It is available on the Chapter Resources page.
 - Territory audit is finished and the list of states on the web will be updated to reflect the changes.
 - Bylaw audit will begin again this summer with the goal of having it complete in time for the October Board of Directors meeting so approvals can be granted.
- Melissa Robins-Cesar, CCM, chair of the Leadership Forum Committee, gave an update on the Forum. The attendance is approaching a record!

- Chapter Reports
 - National Capital Chapter

Started online registration with credit card payment using Eventville and PayPal and it's going very well. Distributed \$10,000 in student scholarships. Held a new fundraiser that did very well, a silent auction, during the Awards Dinner.
 - Chicago Chapter

Granted a high school scholarship for the first time. Working closely with the two college student chapters, Illinois Institute of Technology and University of Illinois. Held several 50-50 Raffles as fundraisers. Already use a succession ladder to indoctrinate the officers as they move through the various offices.
 - Metropolitan New York/New Jersey Chapter

Attendance increasing at the dinner meetings even with competition from other associations' meeting dates. Presented \$10,000 in student scholarships. Working with the two student chapters, Pratt Institute and Polytechnic University. Polytechnic hosted a webinar on the CMIT program. Hosted a National Standards of Practice Review course. Past chapter presidents serve on an Advisory Board as a way to maintain continuity in the chapter.
 - Mid-Atlantic Chapter

Attendance increasing and the meeting locations are moved around to serve the members in various geographic locations. Holding a joint meeting with SAME, ASCE, and WTS in December, plus a joint meeting with DBIA. Hold an annual tour, which has been well received; this year the tour is to Comcast. Involvement continues with the Student Chapters, Temple University and Drexel University, including the placement of a student from each school on the chapter board in an ex-officio position in addition to offering student reduced rates to chapter functions plus sponsor assistance. Do need to enlist new members on to the Board.
 - Southern California Chapter

Working on the annual golf tournament. Monthly dinners and seminars are held. Presented \$37,000 in scholarships this year. Had a record 700 people attend the Owner's Night function. Partnering with CMAA National and the San Diego and Northern California Chapters on the Transportation Summit. A succession plan is in place and a three-year chapter planning cycle has been instituted.
 - Pacific Northwest Chapter

Host a project tour yearly. Selling advertisements in the newsletter, which is sent out a couple of times each year. Presenting chapter awards. Held the annual one-day seminar at the Port of Seattle, which is a major fundraising project.. Presented \$8,000 in scholarships this year although the chapter is struggling to locate colleges that are interested in a CMAA student chapter.

- Southern Nevada Chapter
 Conducting monthly breakfast meetings with programs. Initiated an annual fee instead of a by-meeting fee for attending monthly meetings, which has increased attendance. Increased the amount distributed in scholarships this year. Have a partnering arrangement with UNLV and pay the CMAA dues for the designated faculty member. Signed 20 new members this year, mostly contractors.
- South Central Texas Chapter
 Holding monthly chapter meetings that alternate between San Antonio and Austin locations. Added several new events this year: joint meeting with SAME, an Owner's Forum attended by 290 people that raised \$15,000 in profit, and a golf tournament. Sending the newsletter electronically to the membership. Consideration is being given to maintaining the same officers for the 2008-2009 year in order to keep the momentum going.
- Minnesota Chapter
 Concentrating on getting the chapter up to speed and adding the structure back. Working on getting members involved in attending programs/functions and in joining the Board. Averaging 140 people attending meetings, which is a good sign. Find that AGC is a serious competitor for student involvement on campuses. Encountering some difficulty in finding public owners to join as there aren't many public projects being done. Do occasionally hold joint meetings with other organizations.
- Northern California Chapter
 Held a strategic planning session and a couple of future goals arose from that: sign more owner members and influence college/university curriculums for CM. Received an increased number of scholarship applications. AGC is a serious competitor when trying to locate and host a student chapter. Holding monthly dinner meetings and alternate with luncheon meetings in other geographic areas. Also holding one or two separate education sessions each month. Utilize a paid consultant who sets up the programs. Presented multiple chapter awards this year. Held a joint meeting with SAME.
- Northern Ohio Chapter
 Chapter is four years old now and holding monthly meetings at a standard place and time and holding quarterly Board meetings. May change meeting location to Columbus, OH. Working with Cuyahoga Community College and will present scholarships again. Conduct 50-50 Raffles to support the scholarship fundraising. Conducted project achievement awards program. Getting sponsors for meetings.
- Arizona Chapter
 Experienced an 18% increase in membership over the past three years along with an 83% retention rate and an increase in the number of CCMs to a total of 11% of the membership. Hosting the 4th Annual Western Regional Leaders meeting. Holding educational seminars on legal issues, contracts, professional presentation skills and proposal writing, BIM usage and understanding. Conducted a National Standards of Practice Review course. Planning to open affiliate offices in two large metro cities in Arizona to better serve the membership. Will be putting on "road shows," offering programs and educational seminars two-four times a year. Increasing the chapter's presence in New Mexico with a similar approach.

- New England Chapter
Presented \$19,000 in scholarships as students remain a big focus for the chapter. Massachusetts Lieutenant Governor spoke at a meeting and drew great attendance. Netted \$16,000 from the golf tournaments. Continuing to hold monthly meetings at Wentworth Institute of Technology, the location of the student chapter. Elected owners to the Board, a big step toward increasing owner membership

II. Breakout Sessions (not conducted in order to allow time for chapter reports)

III. Recap of Breakout Sessions (not necessary)

IV. Networking Break

V. Staff Visits

- Angeles Cervantes, manager of member services, reviewed the membership highlights, stating there are now 4,836 active members and that so far in 2008, 726 new members have joined. She also reviewed the membership incentives offered to the chapters by CMAA National and encouraged chapters to apply for Honorary Owner membership for speakers.

The new AMS (Association Management System) is up and running and chapters will now begin accessing their own membership rosters. Up to three individuals in each chapter can be designated as Chapter Administrators and given rights to access this information. Three training sessions will be held to instruct the Administrators in how to pull these rosters. CMAA National requires that at least one Administrator from each chapter receive this training, but all Administrators are encouraged to learn this process.

- George Gehringer, vice president of professional development, needs to identify trainers who can teach segments of the Standards of Practice Review course. These individuals must be CCMs and have already served as instructors. The goal is to provide the SoP Review course with the same content every time it's offered. Vice President Gehringer will contact the chapter presidents by email, asking for prospective trainer names.
- John McKeon, vice president of communications, addressed the new look and navigation coming to CMAA's website. Hopefully it will be in place by mid-to-late June. It will integrate with the AMS system, making it much more efficient than the current website. Those chapters whose web pages are hosted by CMAA will reflect the new look. For those chapters hosting their own web pages, CMAA will offer the templates, coding, etc. so their sites can be changed if they wish. Staff Member Montague will continue to do web updating for the chapters hosted by CMAA. Vice President McKeon is working on a consolidated chapter calendar for the new website along with adding discussion forums, blogs, and RSS feeds.

Staff Member Montague has been selling booths for CMAA's Trade Show. Please give her suggestions of companies that would benefit from exhibiting at the Show.

- Mariam Ghaussy, director of meetings and conference services, welcomed everyone to the Forum. The meeting dates for upcoming Forums and National Conferences have been set and are available on the web on the Conferences tab. Don't hesitate to contact her if she can ever be of assistance to you.

VI. Guest Reports

- CMCI Board of Governors Chair Rick Rye, CCM, stressed how proud he is of the accomplishments of CMCI during the past months. The goal to certify the first 1,000 CCMs was achieved and now surpassed with a current total of 1,018 CCMs. The Board and staff evaluated and made improvements to the exam and introduced the electronic testing platform, which is going quite well. Vice President Jan Paul Miller has been identifying a representative in each chapter to work with him on promoting CCM; Chair Rye asked that all chapters designate someone to serve in this role.

Improvements to the application have been made and information on completing the application is now offered online. CMCI is starting a Facebook site to assist candidates with the application process. The CMCI Board is collaborating with CMAA on its strategic plan to institute program management competencies. As the CCM designation migrates internationally, CMCI anticipates receiving applications soon from outside the U.S. Chair Rye believes this international component would be beneficial to CMCI.

Vice President Miller encouraged members to contact him or other CMCI staff directly with questions about the application or the CCM process. Staff and the Board are working on an application workshop syllabus for use as a course at the chapter level to assist individuals in the application process. For the 2008-09 year, there are six positions available on the Board of Governors; interested people should submit their name for candidacy by July 1.

- CMAA Foundation Board Member Hank Koffman spoke about the Foundation's programs. The monies raised by the Foundation go toward student scholarships and to furthering the standards of the profession. The video project is an example of the work being done as are the surveys done about the industry. He encouraged chapters to contribute to the Foundation in the chapter's name; the chapter presidents were sent a letter by the Foundation Board, asking for pledges to the Foundation's Capital Campaign.

Board Member Koffman encouraged the chapters to either directly submit their top two or three scholarship applicants to the Foundation's scholarship program or encourage those students to submit on their own. This action gives those students an opportunity to be considered for another scholarship that also provides the recipients with a trip to the National Conference. Next year, there will be a full unveiling of this joint scholarship program that parlays the chapter programs into the Foundation program. Staff Member Montague will post the Foundation scholarship application on the Chapter Resources page for chapters' and prospective scholarship recipients' reference.

- President & CEO Bruce D'Agostino thanked the chapters for their hard work, indicating this work is greatly appreciated. The new process for accessing member rosters should be a big help to the chapters. The CMIT program is promoted through the Professional Development Department and more mentors are being sought. He reminded the chapters it's difficult to assign CMAA representatives to chapter functions that are scheduled too close to a National meeting time. He also reminded chapters not to compete with National.

He mentioned the new member category – mega owner member – that was passed by the CMAA Board. It will allow large owners to join, designate 120 members (based on their title or selected by their employer) to receive member benefits, and permit the other employees to receive member rates for purchases. GSA and the U.S. Corps are considering this membership type.

President & CEO D'Agostino met with the U.S. Air Force and is trying to meet with NAVFAC. He's working on a partnership with CIOB (Chartered Institute of Building) in London.

- CMAA Chairman Bill Van Wagenen, CCM, stressed his appreciation of the work the chapters are doing and thanked everyone for their efforts. He regrets not being able to visit chapters as often as he'd like this year, but his position in Korea prohibits too much travel.

A long-term international strategic focus is where CMAA should be moving. A huge market exists for CMAA, as the CMs and PMs in America are viewed as the best. Another huge market exists abroad for certification. CMAA's International Committee can provide information to foreign countries. The relationship being forged with CIOB is a premier international contact. Any U.S. firm can participate internationally especially in construction management as the world looks to the U.S. for guidance as the experts in this industry.

VII. Adjournment

Chair Ilaw, adjourned the meeting at 11:50am.