

CMAA REGIONAL CHAPTER LEADERS MEETING
20 MAY 2007
MEETING MINUTES

I. Call to Order

- Called to order at 8:00am
- Introduced meeting attendees

II. CMAA President's Remarks

- Chairman of the Board Randy Larson, CCM (new title approved by Board of Directors) spoke:
 - Addressed changes to Board and staff titles, for example his title and Bruce D'Agostino's title, which is now President of CMAA
 - Continued growth of membership and CCMs indicates the good health of the organization
 - Increased support from owners for the CCM designation is occurring and the ANSI certification certainly plays a role in that
 - Nine slots are available on the Board of Directors for the coming year; contact Past Chairman Bob Fraga or President D'Agostino if you are interested in being considered for candidacy
 - Firmly believes the chapters are the life blood of the organization and that's one reason why the position of chapter relations manager was created

III. CMAA Executive Director's Comments

- President Bruce D'Agostino addressed several issues:
 - Partnership with SAME is ongoing and progressing well with several chapters taking advantage of the agreement
 - Other partnerships are also available to the chapters (list is in the Leadership Kit)
 - Additional staff are being hired at National and new positions are being created
 - The CMIT program is in process
 - CMAA's full set of publications is available at no charge to local college CM programs and full time undergraduate students may receive publications at a discount
 - Commented on the increased number of owners giving preference in their RFPs to construction managers with the CCM designation

IV. Chapter Relations Manager's Role

- Chapter Relations Manager Martha Montague discussed the various aspects of her position:
 - Assist the chapter leaders
 - Assist the Regional Chapter Committee
 - Maintain contact with chapter leaders
 - Manage the chapter resources web page and keep it current
 - Work with other National staff in helping the chapters
 - Other tasks will begin as the administrative areas are brought up to date
 - Encouraged use of the chapter listserv as a method for contacting one another for discussions on topics of interest about chapter management

- Each chapter can have two people on the list serve – provide names and email addresses to Montague

V. Financial Information

- CMAA Director of Finance & Administration Laura Odom reviewed several items:
 - Whitepaper from ASAE on incorporation was handed out
 - Guidelines on legal issues compiled by Hugh Webster, CMAA’s legal counsel, was handed out
 - QuickBooks remains Odom’s responsibility and she will be available to assist chapters with enrolling
 - Odom distributed membership payment checks

VI. Professional Development Information

- CMAA’s Director of Professional Development George Gehringer has several goals:
 - Get acquainted with the chapter presidents in order to learn how the PD department can best serve the chapters’ needs
 - Place emphasis on e-learning, which begins with the Contract Administration section of the Standards of Practice
 - Reconfigure many of the professional development materials
 - Offer assistance to the chapters with the Chapter CM Review course
 - Determine which members can comprise an instructor core that can assist chapters in presenting education sessions and to provide training for those instructors

VII. Chapter Reports

- Although some changes may be made later by CMAA’s accounting firm, a handout was distributed on the new Annual Report, which is a mandatory report for all chapters and is due on 1 February for the calendar year immediately prior
- Distributed a handout on the Chapter of the Award format, an awards program open to all chapters, which is due on 15 August and covers the period from 1 August 2006-31 July 2007
- Quarterly reports are no longer required

VIII. Web Guidelines

- Distributed a handout on guidelines for providing information to Danelle Prezioso for updating chapter websites
- Chapters may forward updates directly to Prezioso or through Montague

IX. 2007 Leadership Information Kit

- Distributed a handout of the Kit’s table of contents
- Kit is available from the chapter resource area of the website, www.cmaanet.org/members_chapters.php
- Kit will be updated regularly and notice of updates will be given to chapter leaders
- Regional Chapter Administrative Manual is included in the Kit

X. Chapter Audits

- Chapter Territories
 - Distributed handout showing territories as CMAA National understands them to be
 - Audit will determine if the chapters agree these are the territories they serve
 - In instances where portions of states comprise a chapter's territory, zip codes are to be used to define that territory
 - Chapters are to provide Montague by 1 August with the result of the territory review as well as the zip code information
- Bylaws Audit
 - Chapters are to provide Montague by 1 August with a copy of their bylaws
 - Bylaws will be reviewed for compliance with Standard Chapter Bylaws or evidence the national Board of Directors has approved any changes
 - Process for amending chapter bylaws will be established

XII. Chapter Updates and Discussions

- Metropolitan New York Chapter
 - Incorporated the chapter into the DDC of NY process for RFPs, allowing the chapter to be the conduit for member comments on the process; DDC Commissioner attended a dinner meeting and further facilitated this interaction
- Southern California Chapter
 - Had 500 attendees at its Awards Dinner and gave out Owner Awards and student scholarships; started accepting online payment for registrations via PayPal
 - Started the Breakfast of Champions
 - Instituting a Board transition plan
- National Capital Chapter
 - Started its own website
 - Exploring the use of electronic payment for its members by using Wachovia, CMAA's bank, as it has a non-profit department that assists with these types of issues
 - Presented \$10,000 in scholarship
- Discussion on how to attract members to meetings and if chapters are having monthly meetings with programs or fewer meetings with programs
 - Owner's Nights were suggested as a good way to attract members
 - Having a regular meeting schedule in place helps
 - Year-end is a good time to have meetings with educational components as members are trying to acquire their CEUs before that deadline; President D'Agostino indicated the PD Department could assist chapters with providing CEU credits.
 - Tiered pricing with owners being charged less or nothing or a member vs. non-member pricing can be helpful
 - CMAA honorary memberships can be presented to any owner who speaks at a chapter meeting; contact Montague for more details.

XIII. Additional Guests

- Mani Subramanian, CCM, chair of the CMCI Board of Governors, addressed the group:
 - CCM Program is thriving with 863 CCMs and more than 300 candidates in process

- Thanked the chapters for their support, involvement and promotion of the CCM designation, all of which contributes to the program's success
- CMCI plans to continue strengthening the exam and realizes the application process is difficult, but it's reasonable
- Introduced Michele Dunlap, director of certification, and thanked her for the great job she's doing
- Indicated the PowerPoint presentation that can be used to illustrate the value of the CCM designation to owners is available
- Hugh Webster, Esq., CMAA legal counsel, Webster, Chamberlain & Bean
 - Discussed the filing of the IRS Form 990 and the changes coming for the 2007 tax year
 - All chapters will need to file regardless of the amount of their gross receipts; those chapters under \$25,000 will file electronically while the standard Form 990 will be required for those chapters with gross receipts of more than \$25,000
 - States vary in their requirements for the annual filing of tax exemption; CMAA National does file for the chapters' Federal tax exemption through its group exemption letter
 - Insurance issues were discussed including D&O, general liability, special event riders, and event cancellation

XIV. Follow Up Assignments

- Provide information on the CMAA Investment Committee and its investment policies
- Create electronic filing form for the Chapter Annual Report
- Add National staff organization chart to the Leadership Information Kit
- Devise the method to be used in resolving chapter territory disputes, if any arise from the territory audit
- Provide list of owners who are requesting the CCM designation and post on the web; incorporate any firms that CMAA receives notice about from the chapters
- Create a master chapter calendar listing report filings, fiscal items, CMAA National deadlines, etc. and post on the web
- Provide overview of chapter insurance issues including contact information for Novick Group, CMAA's insurance provider
- Determine if chapters can secure meeting cancellation insurance
- Determine if chapters can purchase general liability insurance from Novick even though they are not in the chapters' locations
- Obtain a list by state of what the tax exemption regulations are
- Provide link to the CMCI presentation on the value of CCMs to owners
- Distribute policy for chapters to use when amending their bylaws
- Notify chapters of the new Federal 990 filing regulations when those become available

XV. Adjournment

Adjourned at 11:15am.