



Membership Engagement Committee Minutes
CHA Office, Union Station
300 S. Meridian St., Indianapolis, IN
January 9, 2019 1:00 – 2:00 pm

CALL IN NUMBER: 1-866-780-3080, Conference ID: 80743369

ATTENDEES:

Jackie Dohrenwend	RQAW
Zach Bishton (by phone)	Christopher B. Burke Engineering
Zed Hott	Corradino LLC
Jeff Mahan	Civil Engineering Consultants
Dustin Quincy	Infrastructure Engineering
Teresa Rathburn (by phone)	Michael Baker International
Cassie Reiter	Crawford, Murphy & Tilly (CMT)
Scott Sandstrom	CDM Smith
Natalie Stephen	Etica Group
Matt Taylor	Parsons
Robert Winebrinner	CHA Consulting, Inc.
Colleen Merkel	ACEC
Shelby Courtney	ACEC

1. Young Engineer of the Year Award

ACEC recognizes a young engineer for contributions to their firms, communities, and organizations. It is a two-phase process: first is nomination of individuals and second is a full submission. ACEC staff will vet initial nominations for adherence to required criteria. Those meeting the criteria will move on to phase 2, and full submissions will be requested. These will be evaluated to determine the recipient. (See attachment)

Need to determine how we will conduct the review/selection this year. Last year was the first year doing this award through this committee. Committee members reviewed the submissions and determined the winner. There were no prescribed scoring criteria, and each member ranked the candidates per their own process. Also, although last year’s submissions were redacted to appear anonymous, some identities could be determined from the information provided. This raised the possibility of bias into the scoring/selection process (same firm as a nominee, committee member nominated, friends of nominees, etc.).

The goal for today is to figure out a fair process to reduce any opportunity for biases.

Discussion:

- Could have prior winners of this award select (there are currently two). This wouldn’t necessarily take away biases. Having prior winners included in the selection process would be good. It’s expected that former winners would be winning to participate.

- Last year 9 nominations were received, 7 moved on to full submission.
- Submittal formats (paragraphs, bulleted lists, etc.) were varied last year. Shelby is including direction in this year's form to try to have application format be more consistent.
- Possibility of a subcommittee/panel determined after nominations to reduce possible conflicts.
- Determined a scale/ scoring criteria
- Last year's process seemed to work well, so may not need much changes
- Weight "more important" qualities higher. Categories could be weighted (similar to the Scholarship program). Groups of members could rank each facet, rather than a full submittal. Scorers would not have the full submittal.
- Weighting of criteria to be uneven to eliminate ties (at least one category weighted more than others). Relative importance of categories discussed. Suggested that ACEC activities be higher, while firm involvement may be lower (since different firms allow differing opportunities). Community service shouldn't be diminished, as this can be done regardless of firm.

Results:

- Nomination Statement 25%; ACEC/professional organization involvement 30%; Community service/volunteering 25%; programs/activities within firm 20%
- Three people per category to score
- Incorporate previous winners in scoring
- ACEC staff will send out a Doodle Poll for award review/sign-ups

Committee members be sure to promote within your firms. ACEC staff to handle external promotions. The next committee meeting will be pushed back to accommodate the award schedule, so judging/scoring can be done prior to the next meeting.

2. Subcommittee Check-Ins

a. Firm Engagement Outreach

Sub Committee Met Monday January 7, 2019 to Discuss:

- New Member Engagement
 - Delivery of Folders: has been interesting. Some have been done through scanning rather than in-person delivery
 - Feedback: not getting much feedback/response from some.
 - Discuss some next steps for further engagement
- Disengaged Member Engagement
 - Everyone continues to make efforts to contact
- How to Continue Engagement with Both Groups
 - Shelby to help us understand WHY they joined ACEC and what they hope to gain through (1-on-1, phone calls, applications, email, etc.). Then we can Strategically reach out to these members when we can provide VALUE meeting their WHY and GOALS (not just hit them up with repetitive information)
 - Scrub the Survey looking for ways we can better engage firms

- What are we doing well, where are we lacking, etc.

Next Steps/Tasks/Goals

Continue to engage Disengage Members to provide VALUE; Continue to learn about our New Members and keep them engaged; Scrub survey for lack of engagement areas; & Look at ways we could better categorize our member list to be able to provide better engagement

b. Emerging Leadership

Next step is to meet with ACEC staff regarding what the next steps should be given the processes previously discussed. Hopefully meet within the next month.

c. Emerging Professionals

i. Review of December Event:

- Was a really good event & received good feedback.
- 10 tables, young professionals moved between them for 3 separate discussions.
- Ended up with ~62 young professionals + principals/owners & staff.

ii. Review of Survey results

- Positive results

iii. Ideas for next event

- Subcommittee hasn't met to discuss this yet – will get together soon
- Always keep in mind that firms look for these to have “value” in order to commit the time of their staff.

d. Member Survey

i. Discuss Survey Responses

- Q1: Networking may have finished a little lower than expected. Water funding seemed to be lower than expected.
- Q2: Seemed to have several comments regarding more attention to water. Colleen indicated that this shows that ACEC needs to improve their education to members on what we are already doing (time, resources, funds). ACEC is already investing much in this, but the awareness may not be there.
- Q2: comment regarding IndyGo liaison committee – Colleen indicated that ACEC has already spoken with IndyGo regarding their willingness to do such a thing.
- Q2: Comments regarding need for some committees (CEG, Indy DPW). Colleen indicated that they are aware, and this is being considered.
- Q2: comments regarding more interaction with construction firms. Colleen said they have put effort into getting contractors involved with some events (diversity fair), but Construction groups have their own associations, so ACEC does not cater to them.
- Q2: comments regarding talent. Colleen indicated that there will be a separate workforce development survey going out to the membership soon.

- Q2: comments regarding INDOT & committee. Other ACECs around the country do events with PM level DOT folks as was suggested, so maybe this is something that could be done. Also, better dissemination of info to all that is know by the INDOT Committee would be good.
 - Q3: Does every firm get a committee spot if they want one? Colleen said yes – everyone can get a committee spot, but it may not be on the requested committee (e.g. INDOT).
 - Discussion of whether there are other options for “quick” updates that may reach members more effectively (INDOT updates, small firms, etc). It seems that external attendance & interactions are declining due to firms being busy, so anything that could get info out quicker/easier would be good.
 - Q4: results show that understanding where the dollars go is the most important. Improving education to the membership would be beneficial. Colleen suggested an infographic showing “where your dollar goes” with a pie chart or similar.
 - Q5: Shows that mid-upper mgmt. is where to focus for PAC
 - Q6: Again shows need for everyone to know where the funding goes.
 - Q8: Legislators finished high, somewhat unexpectedly.
 - Q9: QBS committee can sort through these items.
 - Q10: Forums show to be overwhelmingly positive, so improvements here are to get the info out more effectively (30% not aware). The target audiences for many forums are often not the active ACEC staff. Also, some firms don’t have these services in house or based locally. ACEC has been putting efforts in to try to identify the appropriate firm staff members.
 - Q11: E&O / insurance issues stood out as something to consider. Risk management (from a PM-level) perspective could be good.
 - Discussion regarding event programming: driven by committees, board, etc.
 - ACEC staff to summarize survey results and send to full membership. Committee members with additional comments/thoughts on the results get to ACEC staff as soon as possible.
- ii. Ideas for initiatives this year/next year – no discussion, but for an easier transition next year we could come up with ideas.

3. Upcoming ACEC Events

- a. Thursday, Jan 10 – Legislative Luncheon
- b. Friday, Jan 25 – Principals and Owners Summit
- c. Tuesday, Feb 5 – Legal Forum Luncheon
- d. Wednesday, Feb 27 – RPR Training with David Borden (Indy DPW)
- e. Tuesday, March 12 – Engineering Excellence Awards Banquet Luncheon

Phase 1

This award is intended to recognize the accomplishments of our young professionals who have contributed to the engineering profession and ACEC Indiana.

1. Name of Award: ACEC Indiana Young Engineer of the Year

2. Nominations: Nominations for this award shall only be made through ACEC Indiana Member Firms. A nominee shall be employed at an ACEC Indiana member firm. No more than two nominations shall be submitted per Member firm.

a. Nominations are due on or before **April 1, 2019** to ACEC Indiana.

b. All nominations must be submitted electronically to ACEC Indiana.

c. All nominations must be complete and submitted electronically on the nomination form provided.

d. Incomplete nomination forms may delay processing and not meet the deadline.

e. Nominees should be active/involved members of ACEC Indiana.

3. Evaluation of Nominees: The evaluation of the nominees for the award will be made by ACEC Indiana staff.

4. Criteria for Award:

a. The nominees shall be employees of ACEC Indiana member firms.

b. The nominees shall be engineers 35 years of age or younger as of December 31, 2018.

c. The nominees shall be a registered Professional Engineer.

5. Presentation: The award shall be made to the recipients in person at ACEC Indiana's Annual Recognition Luncheon - June 20, 2019

Phase 2

This award is intended to recognize the accomplishments of our young professionals who have contributed to the engineering profession and ACEC Indiana.

1. Name of Award: ACEC Indiana Young Engineer of the Year

2. Submissions:

a. Submissions are due on or before **April 10, 2019** to ACEC Indiana.

b. All nominations must be submitted electronically to ACEC Indiana.

c. All nominations must be complete and submitted electronically on the submission form provided.

d. Incomplete submission forms may delay processing and not meet the deadline.

5. Presentation: The award shall be made to the recipient in person at ACEC Indiana's June Annual Luncheon.

NOTE: Please avoid using the individual's name and firm identification as much as possible to make the selection process anonymous for judging purposes. For example, try using "our firm" "he/ she" "his/her" in the submissions forms.

Nomination Statement *

Text

List the nominees professional organizations and role in each *

Text

List the nominee's recent community volunteer activities and role in each *

Text

Programs/ activities the nominee is currently leading or involved in at your firm *

Text

Submit an electronic color headshot suitable for publication. *

No file chosen
Text