Membership Engagement
Meeting Agenda
Date/Time: Oct. 9, 2019 (9:00AM – 10:30AM)
Location: Butler, Fairman and Seufert
8450 Westfield Blvd., Suite 300
Call In Number: 1-833-657-1598
Participant Code: 298-647-36

<table>
<thead>
<tr>
<th>Name</th>
<th>Firm</th>
<th>Position</th>
<th>E-mail</th>
<th>Attendance</th>
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1. Welcome and Introductions

2. Discussion Items

**Emerging Professionals:**
- Subcommittee meeting took place after the regular committee meeting.
- Full committee discussed options for event topic. Discussion centered around combining advocacy 101 with one of the “How Firms…” topics. It was decided to do “How Firms Get Business”. The advocacy piece will be rolled into the topic.
- The subcommittee will iron out the details and pick a date.
- Possible location would be Centerpoint. Save the date may be sent out prior to registration notification, depending on date picked.
- **UPDATE:** Shelby followed-up with the subcommittee and shared that we are looking at dates in January for the event – 14, 15, or 16. Phil Anderson, IUPUI professor, will be asked to be the speaker and moderator of the panel. He is involved in the engineering leadership program, so is familiar with the industry and organization. Kelly School speakers (Jackie and Leslie contacts) to be considered if Phil is unable to participate.
- Subcommittee meeting scheduled for 9 AM on November 13 at Infrastructure Engineering to generate panel questions and other event details.
Firm Engagement:
- Subcommittee meeting occurred on 9/25/19
- The subcommittee handed out documentation on the process for Onboarding New Member Firms. This is now being used. See attached at the back of these minutes.
  - Goal was to simplify what was done previously.
- Welcome for New Member Firms: Handwritten Testimonials from Membership
  - Staff would be able to pick from the library of handwritten testimonials to pair with the new member firm. Testimonial is personal or firm story.
  - Expected length – no more than one page, 6-8 sentences. Write on ACEC letterhead card stock. Shelby sent cards to volunteers.
  - Volunteers to write testimonials
    - Dave, Will, Dustin, Nick, Natalie, Matt
    - Send to Shelby by October 31, 2019
- Case Studies of Newer Member Firms that have been highly engaged will also be collected in the future. Shelby to reach out to newer firms that have had successful starts.
- Acknowledgement and recognition
  - Recognition will be given to both longstanding, highly engaged members and new members at the following events:
    - Annual Awards lunch, Legislative lunch, Mailers
    - Once ACEC staff is able to determine numbers of membership years for each firm, they’ll authorize member firms to display their ACEC involvement years on their websites.
- ACEC may be able to give new members buy one, get one free registration for initial events to encourage involvement. Discussions was for first event in first three months.

Next Generation Leaders
- The PM Forum in April needs assistance from the subcommittee.
  - This subcommittee could use more volunteers. Please reach out to Ann Dryer if you’d like to be added.
- Ideas for PM Forum
  - Breakout attending PMs by years of experience for the event itself. Can ask this question during registration in order to split group accurately.
  - Pull ideas from people who attended in the past.
- **Action Item for ALL:** Review forums, come to next committee meeting with ideas to enhance. [The ACEC website has past forum notes for reference.](#)
- Recent forum attendance – HR ~ 40, Finance ~25.
- Encourage people to attend the next forum – IT on December 10 at Hilton Garden Inn downtown Indianapolis.

Young Engineer of the Year
- More details to come from this subcommittee at the next committee meeting in January.
- Until then, the subcommittee may review the application and scoring to neutralize the quality of the application vs. actual accomplishments of the nominee. It is viewed by some that we may overlook a quality applicant if the nominator did not take as much time as others in the application form.
- Potentially force the format of the application – Require bullets, one sentence, etc.
- Subcommittee will meet before the end of 2019.
3. Upcoming ACEC Events
   Diversity Businesses & Majority Firms Networking Fair: October 30
   Northern Roundtable: November 14
   IT Forum Luncheon: December 10

4. Next Meeting
   January 8, 2020 (9:00AM-10:30AM)
   Butler, Fairman and Seufert
   8450 Westfield Blvd., Suite 300

**Current Subcommittee Assignments**

**Emerging Professionals**
*Chair:* Dustin Quincy
Nick Parsons
Scott Sandstrom
Jackie Dohrenwend
Leslie Yoo

**Firm Engagement Outreach**
*Chair:* Will Lyon
Dustin Quincy
Jamal Anabtawi (to be confirmed)

**Next Generation Leaders**
*Chair:* Ann Dryer
Zach Bishton
Natalie Stephen

**Young Engineer of the Year**
*Chair:* Matt Taylor
Robert Winebrinner
Cassie Reiter

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