

**Board Welcome Package
2018**

**CoreNet Global
Connecticut Westchester
Board of Directors**



2018 Board Welcome Package

Table of Contents

President's Welcome.....	3
Chapter Mission Statement.....	4
CoreNet Global, Inc. Bylaws.....	5
Chapter Compliance Documentation.....	19
2018 Operating Plan.....	32
2018 Board of Directors.....	34
Board of Directors Five-Year Evolution.....	35
Board of Directors Election Process 2017-18.....	37
2018 Committees (with roles and responsibilities).....	38
2018 Chapter Sponsors.....	43
2018 Real Advantage Partner Companies.....	44
2018 Calendar.....	45
2018 Budget.....	46
FAQs for Board Members.....	48

President's Welcome

2017 was a great year for us, as we increased membership, sponsorships, programs and attendance and created many partnerships. Our embracing style and open philosophy allowed us to establish relationships that clearly made us a recognized chapter.

Our "Year in Review," which we present in Hartford and Stamford, displays the chapter's great achievements throughout the year, as well as more information on the resources that CoreNet Global has to offer.

Winning Chapter of the Year or runner-up in five consecutive years is a tremendous achievement, and it is due to your volunteering to serve on the CoreNet Global Connecticut Westchester board of directors. Our diverse group continues to make a difference and supports the future of the real estate industry.

We owe the Chapter's success in large part to your hard work, teamwork and commitment to the chapter and to one another. It's been extremely gratifying for me to work with such a professional and *friendly* group of people.

We've put this Welcome Package together so all of us can know what we expect of one another and, just as importantly, what CoreNet Global expects of us. The CoreNet Global Bylaws and the Compliance documents spell out the general principles and guidelines that CoreNet Global expects us to follow. However, like all chapters, we have some leeway in determining our own course of action, which is a big part of your leadership role.

I'm confident that we'll have another successful year in 2018. Thanks again for your commitment.



Mark Nisbett

President

CoreNet Global Connecticut Westchester Chapter

Chapter Mission Statement

To promote and advance the effectiveness, learning and best practices among professionals who deliver value to corporations through the strategic management of corporate real estate, workplace resources and the work environment.

To be recognized by members and the industry at large as the Connecticut/Westchester and western Massachusetts regions' leading professional organization dedicated to the commercial real estate industry.

CoreNet Global, Inc. BYLAWS

ARTICLE I

Name

The name of the corporation shall be CoreNet Global, Inc. It is hereunder referred to in these Bylaws as the Association.

ARTICLE II

Purposes and Objectives

The Association, a Member driven organization, shall strive to serve its Members by accomplishing the following:

- To promote the recognition of corporate real estate management and corporate infrastructure management as a professional discipline requiring specific skills and education to be practiced effectively;
- To provide worldwide, industry specific networking forums and state-of-the-art research, education, and designation or certification;
- To promote effective corporate real estate management and corporate infrastructure management and thereby contribute to the financial well-being of its Members, public, private or governmental organizations and corporations of the Association;
- To enhance the skills and abilities of its Members so that they can significantly improve their contributions to their respective organizations, their constituents and society;
- To encourage the use of new scientific methods, techniques and procedures in the field of corporate real estate and infrastructure management, encompassing facility and related financial planning, site selection, construction management, and real estate operations;
- To promulgate professional standards in corporate real estate management and corporate infrastructure management;
- To cooperate with other organizations and associations which are involved in allied endeavors;
- To promote actively the expansion of its Membership on a worldwide basis; and
- To create value for the organizations where the Association's Members practice their profession.

ARTICLE III

Members

SECTION 1. Classes of Members. Association shall have various classes of individual Membership. The designations and qualifications of each class shall be as follows:

A. End User Members. End User Members are those individuals with real estate or real estate related responsibilities focused on the Workplace or Infrastructure Management for public, private or governmental organizations. These Members shall be employed or contracted for by such organization and shall receive their income as salary directly or by way of reimbursement from the organization. The organization shall utilize or lease real estate for their own needs, rather than utilize

or lease real estate holdings primarily for investment or to sell or develop as a primary business function. The contract employee will be paid a salary for the services they perform as an outsourced contract corporate real estate executive, working for said corporation exclusively, while carrying out the corporate real estate function for one specific end user.

B. Service Provider Members. Service Provider Members are those individuals in professions and related real estate functions that serve the needs of the corporate real estate executive. Persons qualified for Service Provider Membership may include, but are not limited to: project managers, property managers, facility managers, site selection consultants, appraisers, commercial, retail and industrial brokers, builders and developers, property tax consultants, personnel recruiters and consultants, title research and affiliated legal service specialists, condemnation and right-of-way consultants, land planners, architects, attorneys, civil engineers and surveyors, public accountants and financial consultants, executives of banks, insurance companies and related sources of real estate financing. The Service Provider Member category also includes non-end-user professionals from public agencies. These Members shall be employees, officials or designated representatives of any governmental (federal, state, regional, city or town) department or local public agency that is empowered to encourage or effect industrial, retail or commercial property sale, development leasing or management.

C. Academic/Student Members/Retired.

- i. Academic Members are educators who spend not less than eighty (80) percent of their time researching or teaching in the field of real estate or real estate related education.
- ii. Student Members must be full -time or active degree candidates in real estate or related fields.
- iii. Members may apply to the Board of Directors for status as a Retired member, subject to the following requirements:
 - a. The individual must have been associated with the Association or its predecessors for no less than five (5) years as either an End User member or its equivalent in good standing; or an individual Service Provider member or its equivalent in good standing.
 - b. The individual must meet the eligibility requirements for Retired Members as established by the Board of Directors.
- iv. Academic Members:
 - a. Are eligible to serve on the Board of Directors;
 - b. Are eligible to serve as officers of the Association or Chapter(s), except as the Chair;
 - c. Have voting rights as specified by the Board of Directors.

- v. Student Members:
 - a. Are eligible to serve on standing committees of the Association.
- vi. Retired Members shall not:
 - b. Serve as officers of the Association or its Chapter(s);
 - c. Serve on standing committees of the Association;
 - d. Have voting rights; and
 - e. Be counted in determining whether or not a quorum exists.

D. Founding and Honorary Members

- i. Individuals entitled to the status of “Founding Member” are Joe Bagby, Martha Bagby, Joseph Langerman and H. McKinley Conway. All Founding Members shall retain this membership standing for life.
- ii. Founding Members shall be excused from paying dues and shall be Ex-officio Members of the Board of Directors for life.
- iii. Honorary Members may be designated such by the Board of Directors. Such Members shall not pay dues or assessments. Honorary Members shall have no voting rights and shall not be counted in determining whether or not a quorum exists.

E. Journalist Members. Professionals in the business of writing for, editing or publishing information relating to real estate and employed by a media source which is published at least four (4) times each calendar year. This category includes only journalists from the press and electronic media, and specifically excludes those individuals employed in advertising or sales capacities, who may qualify as Service Provider Members.

SECTION 2. Application for Membership. All applicants for Membership shall complete and sign the form of application provided by Association and submit the application to its principal office for consideration by the Board of Directors. The Board of Directors may, by written resolution, delegate to a staff member or officer the initial responsibility for reviewing and screening Membership applications. By virtue of making application to the Organization, Members, regardless of the membership class in which accepted, agree to adhere to the Bylaws of the Organization, and the policies established by the Board of Directors (including, but not limited to, CoreNet’s Policy for the Shared Use & Protection of Intellectual Property). CoreNet members acknowledge the foregoing governance and policy documents to be reasonable and waive any and all rights to legal action or litigation based on CoreNet’s interpretation, enforcement, application or amendment thereof.

SECTION 3. Voting Rights. Founding, End User, and Service Provider Members are entitled to one vote per member. Members must be in good standing to be afforded the right to vote.

SECTION 4. Voluntary Termination of Membership. Any member of Association may resign at any time by giving written notice of resignation to the President of Association. Any resignation shall take effect at such future date as may be specified in the written notice of designation, or if no such future date is so specified, immediately upon receipt by the President. Formal acceptance of any such resignation shall not be necessary to make it effective. Any member who submits a notice of resignation shall be responsible to satisfy all obligations for Membership dues and other fees which may have accrued up to the effective date of such resignation and is not entitled to a refund of any amounts paid. A member who has resigned shall not be precluded from applying for Membership at a later date.

SECTION 5. Involuntary Termination or Suspension of Membership. The Membership of any member of Association may be terminated for good cause by a two-thirds (2/3) vote of the Members of the Board of Directors or may be suspended automatically and subsequently terminated for being in arrears in Membership dues or other fees or charges, as follows:

A. Termination For Good Cause: Any member may have his or her Membership terminated for cause as provided for in this section. Such involuntary termination shall be effective at such time as the Board of Directors may determine. The notice of any meeting of the Board of Directors at which such termination is to be proposed, shall contain a notice of the proposed termination, and the individual whose Membership status is being challenged shall receive a copy of such notice, by certified mail, return receipt requested with postage prepaid, at least thirty (30) days prior to the date of such meeting. If the Board of Directors unanimously determines that an emergency exists so that the meeting of the full Board of Directors is to be conducted by telephone conference call, the affected member shall be provided with the conference call number and access code and may, at his or her own discretion, participate in that portion of the conference call which relates to the proposed involuntary termination. Good cause may include, but is not limited to any one (1) of the following events:

- i. Conviction by a court of competent jurisdiction of a felony (or its equivalent in such jurisdiction) or fraud.
- ii. Revocation of a member's professional license or other form of designation of accreditation essential to such member's profession.
- iii. Violation of the bylaws or regulations of Association.
- iv. Violation of Association's Code of Ethics as determined by the Board of Directors.
- v. Refusal to comply with any order or decision of the Board of Directors.
- vi. Activity deemed by the Board of Directors to be disruptive to the Association.

B. Suspension and Termination for Arrearage in Charges: Any member may be suspended and subsequently terminated for non-payment of Membership dues, assessments or other financial obligations to Association. Any member who shall be delinquent in charges for a period of sixty (60) days from the time such charges become due, shall be notified, in writing, of such delinquency. From the issuance of each such notice, the affected member shall be deemed suspended (unless the suspension is waived by the Association at its discretion) and shall not be entitled to receive services or any other benefits of Membership unless and until the delinquency has been cured. If payment is not

made within the next succeeding thirty (30) days, the delinquent member shall be terminated and shall forfeit all rights and privileges of Membership. Anything in the foregoing to the contrary notwithstanding, if a member who becomes unemployed applies to the Board of Directors for a temporary suspension of his or her obligation to pay Membership dues during such period of unemployment, then, upon the grant of such request, the affected member shall be neither suspended nor terminated during the period granted by the Board of Directors.

SECTION 6. Reclassification of Members. All Founding Members in good standing shall retain their Membership status until their death or resignation from Association. Any End User Member, in good standing, who by reason of a change in employment becomes ineligible for such Membership, shall remain an End User Member until his or her current year's Membership expires. At that time, upon prior written notice to the President, such Member may become a Service Provider or Academic if otherwise qualified for admission under any such category. Any Service Provider, or Academic Member, in good standing, who by reason of a change in employment becomes eligible for an End User Membership, shall retain his or her prior Membership category until his or her current year's Membership expires. At that time, upon prior written notice to the President, such Member may become an End User Member if otherwise qualified for admission under such category.

SECTION 7. Transfer of Membership. On the date of any reclassification, the member's records shall be changed to reflect his or her new status, and he or she shall thereafter be entitled to exercise all of the rights and shall be subject to all of the restrictions of Members of his or her new class. Including the obligations to pay the appropriate dues, as if he or she had renewed a prior existing Membership in such class.

SECTION 8. Dues and Assessments.

- A. The amount of the annual dues for each class of Membership shall be fixed by the Board of Directors.
- B. Meeting registration fees and any other fees or costs for services for each class may be fixed by the Board of Directors.

**ARTICLE IV
Meetings**

SECTION 1. Annual meeting. There shall be an annual meeting of the Membership of the Association, to be held at a time and place, including conducted "virtually", to be determined by the Board of Directors, to hear reports concerning the conduct of the Association's activities and, when necessary, to elect directors, and to conduct such other business as may properly come before the meeting.

SECTION 2. Special meetings. A special meeting of the Members shall be held upon the call of Board of Directors or the written request signed (within any 60-day period) by one-third of the voting Members, at the time and place stated in the call. The call or request for the meeting shall state its purpose or purposes.

SECTION 3. Notice. The President of the Association shall notify all Members of the

Association of the annual meeting and any special meetings by first-class mail or electronic means, sent to each member at his address in the records of the Association not more than sixty (60) days or less than ten (10) days before the date of the meeting.

SECTION 4. Quorum. The presence in person, or with Board approval telephonically or electronically, or by proxy of one-tenth of the voting Members of the Association shall constitute a quorum for the transaction of a business at any meeting of the Members of the Association.

ARTICLE V

Board of Directors

SECTION 1. Board of Directors. The general affairs and business of Association shall be conducted and managed by a Board of Directors who will be responsible for the overall strategic policy and operation of the Association. Directors shall use their best efforts to represent the general interests of the Membership of Association, including all of the various sectors of corporate real estate. It shall be the responsibility of each Director to solicit and consider the opinions of the Membership with respect to matters to be decided upon at any regular meeting of the Board of Directors, and the Board of Directors shall use reasonable efforts to inform the Membership of matters of interest to them in advance of each regular meeting in order to allow for the free expression of ideas by the Members to the Directors.

SECTION 2. Number of Directors and Qualifications. The Boards of Directors shall consist of no more than fifteen (15) directors as voting members; twelve (12) elected Directors serving three year terms, and seats for: the Chair, the Chair-Elect, or the Past, and the Chair of the Component Council who shall serve a one year term. The Board of Directors shall consist of at least 50% End User Members. If, by reason of a change in employment of a current (or elected yet to be seated) Board member, the Board composition consists of more than one individual employed by the same company, there shall be a grace period where those Board members shall remain seated until the end of the current term year. At the end of that year, absent a natural remedial change (e.g., one of the two individuals employed by the company leaves that company's employ), individual(s) will be disqualified from their seat on the Board, based on the performance and qualifications of the affected individuals, to attain the standard of only one Board member from any one company.

A. While serving on the CoreNet Global Board, including Associate Board members under Article V, Section 3, individuals may not serve in an officer capacity for any CoreNet Global Component or serve on the Board or be an officer of any competing trade/professional society, association, membership organization, think tank or educational entity.

SECTION 3. Associate Board Members. The Association will have nonvoting Associate Board members. Annually voting Board members may select up to five (5) Associate Board members. Aside from having to be a CoreNet Global member in good standing, there are no mandated requirements for Associate Board Members. However, it is anticipated that selection of such individuals will be based on factors such as: the individual's geographic region, their industry sector, past contributions to the Association, as well as diversity considerations. Nonvoting Associate Members shall serve a one (1) year term, with the ability to be appointed for up to two (2) additional concurrent terms. Any vacancy during the term of a nonvoting Associate Director may be filled by the Board of Directors.

SECTION 4. Nomination and Election of Directors.

A. For a scheduled vacancy, i.e., at the expiration of a term, of any of the twelve (12) elected Board seats, the Nominating Committee shall call for nominations and review all nominations appropriately submitted from members in good standing and those they have identified, and verify the individuals are qualified, eligible and willing to seek the office for which they have been nominated.

B. The Nominating Committee will prepare a proposed slate of candidates based on those individuals best qualified. It is possible that there may be more than one individual nominated for an office. The Nominating Committee will make every effort to nominate individuals who shall be reasonably representative of the international retail, industry and commercial sectors of corporate real estate. The proposed slate shall be submitted to the Board of Directors no less than sixty (60) days before the end of the CoreNet fiscal year. If any Board seat becomes vacant or newly created after the Nominating Committee has met and proposed its slate, the seat shall be treated as a vacancy and filled pursuant to Article V, Section 5(B).

C. The Board of Directors will evaluate the proposed slate and finalize it.

D. The slate of nominees will be electronically presented to the membership no less than forty-five (45) days before end of the CoreNet fiscal year. Members shall be given no less than the (10) days to consider the slate and submit their vote to either accept or reject the slate in its entirety. The electronic ballot must be received back at a place designated by the Nominating Committee. The ballot shall be approved if a majority of the votes cast are in favor. Results will be announced to the membership.

SECTION 5. Terms.

A. Except for the Chair, the Chair-Elect, the Past Chair, and the Chair of the Component Council, the term of an elected Director shall be three (3) years, or upon election and qualification of their successor. The terms of the elected Directors shall be staggered so that the terms of approximately one-third (1/3) of said Directors shall expire each year.

i. Notwithstanding the foregoing, beginning with the 2013 election of Board members, it is understood that Board terms may be shortened or extended (for up to one year) in order to balance the Board and the terms so that a consistent class of four (4) elected Board members are cycling off/being elected each year. It is anticipated that the Board term balancing will be completed by the end of calendar year 2015. This Article V, Section 5(A)(i) will automatically be deleted from the Bylaws, an approved amendment, requiring no further action of the Board on January 1, 2016.

B. In the event of a vacancy during the term of any Director, whether due to resignation, removal, disqualification, or death, a replacement Director shall be nominated and elected by the Board for the balance of the then current term or the renewal term. If any Board seat becomes vacant or newly created after the Nominating Committee has met and proposed its slate (Section 4 above), the seat shall be treated as a vacancy and filled pursuant to this procedure.

i. **Removal.** The vote of a two-thirds majority of the number of the Directors established by these Bylaws shall be required to remove a Director from office prior to the expiration of the term for which that Director has been elected. A Director may be removed for failure to attend 2 consecutive Board meetings.

C. No elected Director shall serve more than two (2) terms consecutively. Any term of not more than one (1) year, served by reason of being elected to fill a vacancy pursuant to Section 6 below, shall not count against this limitation.

SECTION 6. Vacancy. A vacancy in any elected Board seat, whether because of resignation, removal, disqualification, or death, may be filled by the Board of Directors for the unexpired portion of the term.

SECTION 7. Meetings.

A. Regular meetings of the Board of Directors shall be held at least twice each year as designated by the Chair of the Board.

B. Special meetings of the Board of Directors may be called by the Chair of the Board. Special meetings of the Board of Directors may be conducted by electronic conference call provided that a quorum shall participate throughout each such conference call.

C. Notice. Notice of the regular meetings of the Board of Directors shall be given at least thirty (30) days before the meeting by the Secretary. Notice of any special meeting of the Board of Directors shall be given at least seven (7) calendar days before the meeting by the Secretary. In both cases, the notice shall be in writing and delivered personally, sent by mail or telecopier or communicated via email to each Director at his address as shown by the records of the Association. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. The business to be transacted at any special meeting of the Board of Directors must be specified in the notice of such meeting.

D. Quorum. The presence of a majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

E. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, by these Bylaws, or by Robert's Rules of Order. Directors may attend a meeting by telephonic or similar equipment by means of which all persons participating in the meeting can hear each other. Each member of the Board of Directors shall be entitled to one (1) vote on each matter submitted to a vote of the Board.

F. Electronic Participation. Any one or more Directors may participate in a meeting thereof by means of a conference telephone or similar communication equipment, allowing all persons participating in the meeting to hear each other at the same time. Unless the meeting is called as a communication meeting, each Director participating by telephone or similar communication

equipment shall pay the entire expense of his or her participation by telephone or other similar communication equipment.

G. Informal Action. Any action required by law to be taken at a meeting of Directors, or any action that may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors

ARTICLE VI

Officers

SECTION 1. The officers of the Association shall be: Chair, Chair-Elect, Treasurer, Past Chair, and Secretary.

A. Chair. The Chair shall be the senior officer of the Association and shall exercise general supervision over the affairs of the Association and its officers consistent with policies established by the Board of Directors. The Chair's term shall be for two (2) years. The Chair shall preside, at all meetings of the Members of the Association, and at all meetings of the Board of Directors; shall be the principal spokesperson for the Association; shall appoint the chairpersons of, and serve ex officio on, all committees (except the Nominations Committee); and in general shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board of Directors. The Chair may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of the Association, provided such steps do not exceed the scope of authority determined by the Board.

B. Chair-Elect. When seated, the Chair-Elect shall preside at meetings of the Members and Board of Directors when the Chair is not present and shall perform those duties assigned by the Chair or Board of Directors. The Chair-Elect's terms shall be for one (1) year and shall run concurrent with the second year of the then seated Chair's term. The Chair-Elect shall succeed the Chair at the end of the Chair's term.

C. Treasurer. The Treasurer shall be the chair and a member of the Finance Committee; shall monitor and report to the Chair, Board of Directors, and Finance Committee about the financial status of the Association, any significant budget variances, and any violations of the Cost Control Procedures. The Treasurer's term shall be for two (2) years. The Treasurer's term shall begin concurrent with the second year of the Chair's term.

D. Secretary. The Secretary, who shall be the President, a paid staff member of the Association, shall be the chief executive officer of the Association and shall manage the financial affairs of the Association, manage and administer the policies and programs established by the Board of Directors, conduct the daily affairs of the Association, and employ, supervise, and discharge all other paid employees of the Association. The Secretary shall be an ex officio non-voting member of the Board of Directors and committees; shall give notice and attend all meetings of the Association and shall keep all records of the Association.

E. Past Chair. When seated, the Past Chair shall preside at meetings of the Members and Board of Directors when the Chair is not present and shall perform those duties assigned

by the Chair or Board of Directors. The Past Chair shall chair the Nominating Committee. The Past Chair's terms shall be for one (1) year and shall run concurrent with the first year of the then seated Chair's term (i.e., the year after his/her term as Chair ended).

SECTION 2. Elections.

A. The Chair-Elect of the Association shall be elected biannually at the end of the first year of the then current Chair's term from current Board members by the Board of Directors for a one-year term of office; serving in the capacity of Chair-Elect during the Chair's second term year. The Chair Elect will automatically succeed to the office of Chair at the end of the one-year term.

B. The Treasurer of the Association shall be elected bi-annually from current Board members by the Board of Directors for a two-year term of office. The Treasurer may serve more than one consecutive term in office but no more than four (4) years total during the individual's time on the Board pursuant to Article V, Section 5. Elections of the Treasurer shall occur the same year as for the Chair-Elect.

C. Board members running for the office of Treasurer must have sufficient time remaining on their Board term (Article V, Section 5) to fulfill the term of the office, and subsequent obligatory offices, in order to run (a minimum of 2 years on a term to run for Treasurer). The terms of office of the Chair, Chair-Elect, Treasurer and Past Chair shall begin at the start of the CoreNet fiscal year, and shall end at the close of a one or two year time frame depending on the term of the office, or upon the election and qualification of their successor.

SECTION 3. Resignation. An officer may resign by written notice to the Board of Directors. Unless another time is specified in the notice or determined by the Board, an officer's resignation shall be effective upon receipt by the Board.

SECTION 4. Removal. Any elected officer may be removed from office for good and sufficient cause by a vote of two-thirds of the Directors.

SECTION 5. Vacancy.

A. A vacancy in the office of Chair, during the first of the two year term, shall be filled by the Past Chair for the remainder of the term. There will be no corresponding vacancy to fill for the Past Chair seat.

B. A vacancy in the office of Chair, during the second of the two year term, shall be filled by the Chair-Elect for the remainder of the term. The Chair-Elect will be entitled to, at the conclusion of the vacancy term, serve his/her own two year term as Chair. There will be no corresponding vacancy to fill for the Chair-Elect seat.

C. A vacancy in any other office, whether because of failure to elect any officer, resignation, removal, disqualification, or death, may be filled by the Board of Directors for the unexpired portion of the term.

ARTICLE VIII

Committees, Chapters, Communities and Councils

SECTION 1. Designation of Committees. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees of its Members, each of which shall consist of two or more persons, which committees, to the extent provided in said resolution, shall have and exercise the authority directed by the Board of Directors. Other Board created Committees, or task forces, not carrying the authority of the Board, can be created by resolution of the Board. Such Committees must be created with a set term and authorized charter, and shall sunset at its expiration unless affirmatively reauthorized by a subsequent Board.

SECTION 2. Standing Committees. Standing Committees/Councils. The standing committees shall be: the Finance Committee, the Nominating Committee, the Governance Committee, and the Component Leaders Council.

A. Finance Committee. The Finance Committee shall be composed of no more than nine (9) individuals: including the CoreNet Treasurer, who shall Chair the Committee; no less than two (2) other members of the CoreNet Board of Directors; and the immediate past Treasurer. The Finance Committee will have responsibility for establishing the financial policies of the Association and making financial recommendations to the Board of Directors.

B. Nominating Committee.

- i. **Membership.** The Nominating Committee shall consist of a maximum of seven (7) individuals appointed by the Board of Directors; including the Chair and either the Past Chair or Chair-Elect of the Board of Directors; with the remaining membership consisting of at least one (1) Service Provider Board member and one (1) End User Board member. The Past Chair shall serve as the Chair of the Nominating Committee during his/her term; during a year without a seated Past Chair, the Chair of the Board shall Chair the Committee. The number of Service Provider members on the Committee shall not exceed the number of End User members on the Committee. All members are appointed for a period of one (1) year. Any member of the Nominating Committee nominated as an officer or director while serving on the Committee must recuse themselves from voting on their nomination.
- ii. **Purpose.** The Nominating Committee shall be responsible to organize, administer, and conduct the nomination and election process of the Association. The Nominating Committee shall review all nominations and verify that each nominee is eligible to seek the office for which he/she has been nominated and willing to serve.

C. Executive Committee. The Executive Committee shall consist of the Chair, Chair-Elect or Past Chair, Treasurer, Chair of the Governance Committee and President/CEO. The President/CEO shall be a non-voting member. The Executive Committee shall have full powers and authority to the extent permitted by law to manage and control the Association during intervals between meetings of the

Board. In no event, however, shall the Executive Committee have authority to amend the Articles of Incorporation, amend or repeal the Bylaws, elect or remove Officers, change dues or assessments, adopt a plan of merger or consolidation, or sell, lease, exchange, mortgage, pledge or otherwise dispose of all or substantially all of the property or assets of the Association.

D. Governance Committee.

- i. **Membership.** The Governance Committee shall consist of a maximum of seven (7) individuals recommended by the Chair and approved by the Board of Directors. The number of Service Provider members on the Committee shall not exceed the number of End User members on the Committee. The Chair shall appoint, from the approved membership, the Committee's Chair. All members are appointed for a period of one (1) year.
- ii. The Chair shall appoint, from the approved membership, the Committee's Chair.
- iii. **Purpose.** The Governance Committee shall advise the Board on governance policies needed for the effective governance of CoreNet Global including, but not limited to, overseeing component compliance, Board governance and self-evaluation, and CEO/President succession.

E. Component Leaders Council.

- i. **Membership.** The Component Leaders Council shall be populated by 1 individual from each CoreNet recognized Chapter and Community who shall be either the Past President or Past Chair, whoever was the most senior officer the year after their term. The Component Council shall have a Chair-Elect and a Chair.
- ii. **Elections and Term.** Annually, the Council shall elect a Chair-Elect from current Component Council members. The Chair-Elect shall serve in that capacity for the remaining meeting(s) and the remainder of the Council Chair's Board term. The Chair-Elect will automatically succeed to the office of Chair at the beginning of the next new Board term cycle. The Chair shall serve a one-year term on the Board of Directors and shall be the liaison for the Council to the Board. Any individual serving as Chair shall not alter or affect their Component's cycle to further populate the Council
- iii. **Purpose.** The Component Council shall serve as the body to communicate to the Board on Chapter/Community activities, to develop best practices for Chapters and Communities as well as oversee the Chapter awards program.
- iv. **Meetings.** The Component Council will meet no less than 2, nor more than 4, times per year. A quorum of the Component Council shall be the presence (either in person or through electronic means whereby each person may hear one another and communicate) of a majority of the members.

SECTION 3. Chapters/Communities. The Board of Directors, by resolution adopted by

a majority of the Directors in office, may create, dissolve, with or acknowledge the existence of Chapters, generally a subgroup of CoreNet members organized by geographic boundaries, or Communities, generally a subgroup of CoreNet members organized based on area of interest, topic or profession, of the Association. Such Chapters shall have and may exercise the authority granted by the Board of Directors.

ARTICLE IX

Financial

SECTION 1. Fiscal Year. The fiscal year of Association shall be established by the Board of Directors.

SECTION 2. Budget. An annual budget for each fiscal year shall be prepared by the President and Association Staff, approved by the Treasurer, and presented to the Board of Directors for its approval or modification no later than the first Board Meeting of each fiscal year. Thereafter, at any meeting of the Board of Directors, the Board may approve any supplemental budget changes. The President shall supervise all expenditures made on behalf of Association. The officers of Association shall not authorize aggregate expenditures in excess of the approved budget without prior approval of the Board of Directors.

SECTION 3. Contracts. The President, the Chair and the Treasurer are authorized to execute contracts in the name of and on behalf of Association, provided that each such contract shall be either in accordance with the approved Budget or specifically approved by resolution of the Board of Directors. The Board of Directors, and other committees authorized by the Board from time to time, may authorize other officers of Association to enter into any contract or deliver any instrument in the name of and on behalf of Association.

SECTION 4. Checks, Drafts, etc. All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of Association shall be signed by such person or persons and in such manner as shall be determined by the Board of Directors.

SECTION 5. Deposits. All funds of Association shall be deposited from time to time to the credit of Association in such banks, trust companies or other depositories as the Treasurer may select.

SECTION 6. Gifts. After performing reasonable due diligence to determine the potential liabilities, if any, which may be imposed upon Association as the result of accepting any gift, the Board of Directors or President may accept on behalf of Association any contribution, gift, bequest or devise for the general purposes or for any special purpose of Association.

SECTION 7. Audits. Association shall provide for its annual financial statements to be audited by independent certified public accountants. The Chapters of Association may be audited from time to time by the Director of Finance as determined appropriate by the Board of Directors.

ARTICLE X
Books and Records

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Director.

ARTICLE XI
Seal

The Board of Directors shall provide a corporate seal that shall be in a form selected by a resolution of the Board of Directors.

ARTICLE XII
Indemnification

Any present or former Director, officer, employee, or agent of the Corporation, or other such persons so designated in the discretion of the Board of Directors, or the legal representative of such person, shall be indemnified (including advances against expenses) by the Association against all judgments, fines, settlements, and other reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit, or proceeding to which any such person or his legal representative may be made a party by reason of his being or having been such a Director, officer, employee, or agent, to the greatest extent permitted by law. No indemnification or advance against expenses shall be approved by the Board or paid by the Association until after receipt from legal counsel of an opinion concerning the legality of the proposed indemnification or advance.

ARTICLE XIII
Governing Law

The Bylaws and the Association shall be governed by the laws of the District of Columbia.

ARTICLE XIV
Amendment

These Bylaws may be amended by approval of two-thirds of the entire Board of Directors expressed in a vote at a properly conducted meeting

Chapter Compliance Documentation

(Compliance with CoreNet Global's Memorandum of Understanding for chapters)

Chapter Compliance Checklist and Documentation 2018 Submission Form

Name of Chapter:	Connecticut/Westchester
Submitter's Name:	Dan Elman
Leadership Title with Chapter:	Executive Director/Secretary

Please check the below box to confirm your authorization to complete this form:

☒ I have been authorized by my Chapter leadership to submit these documents on behalf of my Chapter. (Note: Only one submission is required per Chapter).

Complete List of all your Officer Positions with names and Term of Office (Example: President, President Elect, Treasurer...)*

Name	Mark Nisbett
Leadership Title with Chapter	Chairman
Term of Office	2017-18

Name	Scott Kosswig
Leadership Title with Chapter	Immediate Past Chairman
Term of Office	2017-18

Name	Cynthia Leary
Leadership Title with Chapter	Treasurer
Term of Office	2014-18

Name	Chairman/Chairwoman-Elect to be named in 2018
Leadership Title with Chapter	
Term of Office	2018

*Add more if needed

- X** List of any paid staff or contracts for third party services/consultants with a description of their functional responsibilities.

Name	Dan Elman
Leadership Title with Chapter	Executive Director/Secretary
Function/Responsibility	<p>Along with Chapter leadership, oversee and implement chapter operations, including:</p> <p>Programs Work with the Program Committee to design the annual program schedule and programs. Work with the Golf committee to coordinate the annual golf outing. Provide on-site support at Chapter events as needed. Coordinate event registrations and email blasts. Monitor event registration.</p> <p>Communications Communicate upcoming Chapter events. Maintain Chapter website. Write and distribute Board of Directors meeting agenda and minutes. Serve as Chapter liaison with CoreNet Global HQ. Write and submit Chapter award applications. Write and distribute chapter Chairman's correspondence, chapter press releases and invitations, and other communications, as needed.</p> <p>Sponsorship Work with the Sponsorship Chairman(s) and the Golf Chairwoman to design and implement sponsorship programs. Write and distribute sponsor marketing materials and correspondence. Solicit potential sponsors or follow-up on the Sponsorship committee's solicitations. Invoice sponsors and work with Chapter Treasurer to coordinate collection of sponsor payments.</p> <p>Real Advantage Work with the Chapter Chairman and Real Advantage Committee to design and schedule learning events and Real Advantage dinners. Work with Chapter Chairman to solicit potential partners. Coordinate Real Advantage learning event scheduling and guest speakers and provide on-site support as needed. Invoice corporate partners and work with Chapter Treasurer to coordinate collection of subscription fees.</p> <p>Membership Work with the Membership Committee to develop and implement retention and recruitment strategies.</p> <p>Compliance Work with Compliance Committee. Manage and document chapter compliance process.</p>

DOCUMENTS NEEDED: In order to simplify your compliance with the agreement made between your Chapter and CoreNet Global please insert copies of the following documents.

Please check the box for each inserted/included item:

X Operating plan the coming fiscal year

Please see the “2018 Operating Plan” section of this Board Welcome Package.

X A list of events and key initiatives planned for either the calendar year 2018 or April 1, 2018 – March 31, 2019 fiscal year.

Note: A minimum of four events annually is required.

Please see the “2018 Chapter Calendar” section of this Board Welcome Package.

X An outline of planned membership recruitment, retention and new member engagement strategies planned for either calendar year 2018 or April 1, 2018 – March 31, 2019 fiscal year.

Despite the chapter’s record membership level and CoreNet Global-leading renewal rate in 2017, our goal is to create and implement strategies to continue recruiting new chapter members and retain existing members.

We intend to grow the chapter by identifying potential new members from the following sectors: additional Fairfield/Westchester Counties prospects, corporate end users, economic developers, service providers, and members of partner organizations (see “strategic alliances” below). To attract corporate end users, we intend to demonstrate additional value and encourage greater participation among end users who are partners our “Real Advantage” program, particularly in an enhanced program in Fairfield/Westchester.

To accomplish our goals we will need to do the following:

1. Expand the chapter’s Fairfield/Westchester membership by dedicating more resources to these markets.
2. Expand the Membership committee by adding members for both the Hartford and Fairfield/Westchester markets.
3. Deploy a survey to assess member needs and Real Advantage partner needs and ensure that the chapter is meeting them.
4. Enhance our tracking and measurement of attendance of prospects at chapter events to continue building a network of, and following up with, prime membership candidates.
5. Identify and develop new chapter leaders by encouraging them to join chapter committees
6. Invite current members to renew throughout the first quarter of 2018 via email campaigns and follow-up phone calls from Membership committee members.

The membership recruitment/retention plan includes the following schedule of activity:

Date	Current members	Prospects
<i>January - February 2018</i>	Bi-weekly email reminders to renew membership At end of February, one phone call from Membership committee member to each member who has not renewed	Bi-weekly emails to non-member event attendees outlining CoreNet membership benefits
<i>March 2018</i>	Weekly emails to members who have not renewed Beginning in mid-March, two phone calls from Membership committee member to each remaining member who has not renewed	Weekly emails to non-member event attendees outlining CoreNet membership benefits In mid-March, one phone call from Membership committee member to each remaining prospect

X A list of any strategic alliances or joint projects with other organizations or entities at a local, national or global level.

This should include other professional associations, charitable organizations, universities, etc. planned for either calendar year 2018 or April 1, 2018 – March 31, 2019 fiscal year. Include a brief outline of what the alliance entails or if you plan in future to work with other organizations, colleges or universities provide a short summary of the relationship.

Note: Chapters partnering with local entities do not need to seek prior approval for these types of partnerships, but awareness of these types of activities is important and any joint events or projects between a chapter and a national or international organization require prior approval from CoreNet.

The chapter has ongoing relationships with local chapters of the Risk and Insurance Management Society (RIMS) and International Facility Management Association (IFMA). In 2017 the chapter held its seventh joint event with RIMS, featuring motivational speaker and author Manley Feinberg. It was the best-attended breakfast in the seven-year history.

The chapter held its first-ever Women’s Networking Evening with CREW CT – The Real Estate Exchange in February 2017. The networking event attracted 120 people – including CoreNet Global CEO Angela Cain and Hartford Mayor Luke Bronin. It was the highest-ever attendance for a chapter event. The chapter will hold the second annual event in 2018.

The chapter maintained its relationship with the University of Connecticut's real estate department. The chapter plans to continue developing and promoting this relationship in 2018. The chapter is also planning a "Power of Partnership" event for the third quarter of 2018. We plan to invite all our partners – including economic-development organizations – to participate in this event, designed to promote the real estate community and deepen relationships chapter-wide.

X Copy of Annual Budget (either calendar year 2018 or April 1, 2018 – March 31, 2019 fiscal year).

Please see the "2018 Budget" section of this Board Welcome Package.

X Copy of your Operating Guidelines and any proposed changes to such documents, your governance structure or succession planning.

LEADERSHIP & GOVERNANCE

1. Memorandum of Understanding (MOU)

The Chapter will adhere to the terms and conditions outlined in the MOU. All Chapter leaders must read and acknowledge the MOU. The Chapter Chairman will hold a copy of the MOU until the completion of his/her term and ensure that a copy of the signed MOU is shared with his/her successor.

2. Annual Compliance

Chapter will participate fully and disclose all required information in a timely manner to CoreNet Global as part of its annual compliance process. The required documents for submission are outlined in the MOU.

3. Chapter Leadership Structure/Composition

Please list volunteer and/or paid positions that exist in your Chapter leadership structure, including terms, number of positions, etc. At a minimum, there must be four members serving as the Chapter's Board of Directors: /Chairman, Vice Chairman/Chairwoman, Secretary and Treasurer (the "Board"). The Chapter adheres to CoreNet Global bylaws regarding Chapter officer terms, with the following exceptions:

- All officers may serve 2-3-year terms.
- Officers' terms will not count against the maximum Board member terms of three years.

Position	Term	No. of positions	Other information
Chairman – Mark Nisbett	2017-18		
Chairman/Chairwoman-Elect – To be named in 2018	2018		
Secretary – Dan Elman	2005-2018		Paid position
Treasurer – Cynthia Leary	2014-18		
Immediate Past Chairman – Scott Kosswig	2017-18		

4. Leadership Roles & Responsibilities

Please define the roles and responsibilities of each leadership volunteer or paid position listed above.

Position	Roles & Responsibilities
Chairman	Provide overall strategic and operational Chapter management; preside at monthly Board meetings; serve on Finance Committee and other committees; help design Chapter programs, Real Advantage dinners, and other events
Chairman/ Chairwoman-Elect	Participate in Board meetings and strategic decisions in expectation of assuming role of Chairman/Chairwoman
Secretary	Record minutes of Board meetings; maintain Chapter member and sponsor lists and contact information; support Finance Committee; organize and promote Chapter events; manage registration for Chapter events
Treasurer	Preside over Finance Committee; keep Chapter's financial records and bank account; receive, record and deposit payments from sponsors and other payers and from CoreNet Global (i.e., Aptify event-registration revenue); make payments to service providers, venues and other payees
Immediate Past Chairman	Provide counsel to Chapter Chairman and Board

5. Expectations

Please define any expectations or requirements of leadership service (Examples: Required attendance at certain number of Board meetings, committee meetings, strategic planning meeting, annual Chapter leader event in Atlanta, GA, etc. Required leadership decision-making based upon the best interests of the Chapter, not personal interests.)

Board members are expected to attend or call in for all monthly meetings and conference calls, schedules permitting, and the annual strategic planning meeting. Board members are expected to attend the majority of Chapter events.

The Chapter has typically been represented by at least one officer or Board member at the CoreNet Global annual leadership meeting.

6. Meeting Schedule

Please outline the Chapter leadership meeting schedule (frequency, duration, type of meetings - face-to-face/conference call/etc.) Also include the approximate timeframe of your Chapter's annual strategic planning session.

(See calendar above.)

7. Committees

Please list any committees (if any), define composition and outline duties and responsibilities of each committee, describe their role and term

End users and service providers are both well-represented on the Chapter's committees. Committee composition is in flux as of this writing. Below are the current committee members. Terms are not limited.

Executive: Scott Kosswig (Stanley Black & Decker), Mark Nisbett (Chapter Chairman), Dave

Jackson (Red Thread), Wade Godin (Aetna) and Peter Olson (CBRE). This committee, comprising the outgoing and incoming Chapter Chairmen, Immediate Past Chairmen and an ad hoc member, establishes high-level strategy and ensures that the Board of Directors and the Chapter are on track against objectives. The committee also plans the Chapter's annual Year-in-Review event.

Membership: Sandra Fitzpatrick, Committee Chairwoman (Commonwealth Title), Larry Bibri (Haworth), Dave Hawkins (Cushman & Wakefield), Jon Putnam (Cushman & Wakefield). Recruit prospective new members from non-members who frequently participate in Chapter events.

Sponsorship: Marcia Fowler, Committee Chairwoman, (Herman Miller), Deborah Laviero (OFI), Mark Nisbett (Cigna), Becky Nolan (MetroHartford Alliance). Recruit prospective sponsors from peers, business partners and other non-sponsors (members or prospective members) who attend Chapter events.

Programs, Hartford: Wade Godin, Committee Chairman (Aetna), Bill Clegg (STV/DPM), Terri Frink (SLAM Collaborative), Diane Godin (William Raveis), Dave Hawkins (Cushman & Wakefield), Jackie Kiley (Herman Miller), John Page (Steelcase). Meet approximately monthly to plan and evaluate Chapter learning and networking programs.

Programs, Fairfield/Westchester: Dan Elman, Committee Chairman (Executive Director), Larry Bibri (Haworth), Jason Chapman (Red Thread), Ken Lowell (Mastercard), John Pursell (Newell Cos.), Troy Riccitelli (Omnicom Group), Berney Smyth (Pavarini). Meet approximately monthly to plan and evaluate Chapter learning and networking programs.

Real Advantage: Peter Olson, Committee Chairman (CBRE), Wade Godin (Aetna), Mark Nisbett (Chapter Chairman)), Troy Riccitelli (Omnicom Group). Meet on a bi-monthly basis to plan discussion topics and recruit guest speakers for bi-monthly end-user roundtable dinners.

Finance: Cynthia Leary, Treasurer (Citizens Bank), Mark Nisbett (Chapter President), Dave Jackson (Red Thread), Scott Kosswig (Stanley Black & Decker), Peter Olson (CBRE). Meet monthly to review Chapter's finances and submit financial data to the Board (see "*Financial Statements*" section below).

Nominating: Dave Jackson, Chairman (Red Thread), Peter Olson (CBRE), Wade Godin (Aetna). Meet annually to recommend prospective Board members and to review the Board election process (see "*Elections*" section below).

Compensation: Scott Kosswig, Chairman (Stanley Black & Decker), Robyn Abbate (Wiggin and Dana, LLP), Dave Jackson (Red Thread), Cynthia Leary (Citizens Bank), Peter Olson (CBRE). Design compensation package for paid staff.

Compliance: Joe Fortier (Wiggin and Dana, LLP). Review and resolve compliance issues and present them to the Board.

Golf: Terri Frink (SLAM Collaborative), Marcia Fowler (Herman Miller), Jon Putnam (Cushman & Wakefield). Plan the Chapter's annual golf outing.

SUCCESSION PLANNING & ELECTIONS

1. Elections

Please describe your election process, including notification, application, slate selection and voting processes, and note terms of office. The Chapter schedule is consistent with CoreNet Global bylaws, which require:

- Proposed slate of Directors presented by Nominating committee to Board not fewer than 60 days prior to year end.
- Board's proposed slate of Directors presented to membership prior to year end.
- Members have at least 10 days to consider the slate and submit their votes.
-

Week of:	Action
Oct. 23, 2017	Email to Chapter members soliciting Board nominees, asking for qualifications.
Oct. 30	Follow-up calls to potential new Board members to confirm their interest and ability to serve on Board.
Nov. 13	Nominating Committee reviews and confirms nominees.
Nov. 27	Email ballot to Chapter members requesting votes for full slate
Dec. 4	Reminder/resend ballot; Election Committee reviews ballots and confirms new Board.
Dec. 11	Election Committee reviews ballots and confirms new board
Jan. 25, 2018	New Board installed and officers elected (terms will depend on individuals on slate, i.e., if they are new or continuing Board members)

2. Succession Planning

Please describe the process your Chapter uses to recruit, cultivate and foster new Chapter leadership talent.

The Board recommends and recruits prospective new Board and committee members from end-user and service-provider members whom Board members have identified as talented and knowledgeable professionals who are committed to CoreNet Global's and the Chapter's missions. This is based on members' participation in Chapter events and their expressed desire to become more involved in Chapter decisions.

The Chapter also solicits Board member nominations from all Chapter members (see "Elections" section above).

3. Leadership Removal

Please explain any processes or procedures the Chapter will use when minimum Chapter leadership expectations are not being met and removal from a Chapter leadership position may be required.

The Board has not had cause to remove any Board member.

FINANCIAL MODEL

1. Budget Development/Approval Process

Please define how your annual budget is set and approved.

The Treasurer, working with the Finance committee, prepares the next year's budget at the beginning of the fourth quarter of each year and submits it to the Board for consideration and approval at a fourth-quarter Board meeting or conference call.

2. Financial Commitments & Obligations

Please define the approval process for the Chapter making any financial and contractual commitments.

Important note: Chapters operating under a Memorandum of Understanding with CoreNet Global are not separate legal entities. Therefore it is vital that any and all contractual or financial obligations made by the Chapter be reviewed and approved by CoreNet Global in advance.

All financial commitments *outside of routine payments* (e.g., for event venues or catering and for administrative services), along with quarterly financial statements, are reviewed by CoreNet Global in Atlanta. Contracts are executed by CoreNet Global in Atlanta.

3. Financial Statements

Please describe how monthly financial statements provided by CoreNet Global are reviewed and approved by the Chapter. Also note any financial goals, including reserves targets.

The Chapter Treasurer prepares monthly financial statements. The Finance committee reviews the statements via conference call approximately two weeks before Chapter Board meetings or Board conference calls.

The final financial statements are emailed to Board members, along with each draft meeting agenda, approximately one week before each Board meeting or Board conference call.

☐ **Insert Copy of your Policies & Procedures Manual, if applicable.**

N/A

X Insert Copy of most recent bank statement, if you hold any accounts separate from CoreNet Global

0547015435

Peoples United Bank

040838

CORENET GLOBAL INC
DAVID S JACKSON
CYNTHIA M LEARY
27 CHATFIELD RDG
KILLINGWORTH CT 06419

October 31, 2017 - November 30, 2017
Days in stmt period: 30

Page 1 of 2

People's United Bank, N.A.
150 New Park Avenue
Hartford CT 06106

Direct Inquiries to:
CALL CENTER
1-800-894-0300

Summary of Account Balance		
Account	Number	Ending Balance
BUSINESS ADVANTAGE	0547015435	\$135,909.44

BUSINESS ADVANTAGE 0547015435

Account Summary		
Beginning Balance		\$135,925.06
Average Ledger Balance *		\$134,030.57
Average Collected Balance **		\$133,769.90
Ending Balance		\$135,909.44
Total Debits	4	\$7,835.62
Total Credits	4	\$7,820.00
Total Checks	0	\$0.00

* Calculated when statement cycles. Does not include interest posted at month end.
** Calculated using calendar month. Does not include interest posted at month end.

Activity				
Date	Description	Additions	Subtractions	Balance
10-31	BEGINNING BALANCE			\$135,925.06
11-08	#MOBILE BANKING DEP	\$910.00		\$136,835.06
11-08	#MOBILE BANKING DEP	\$910.00		\$137,745.06
11-08	#BILL PAYMENT DEBIT SB19MURS TERRI FRINK 1201447		-\$294.52	\$137,450.54
11-17	#BILL PAYMENT DEBIT MBL9ZPT1 ELMAN CONSULTING, 1206022		-\$5,197.58	\$132,252.96
11-17	#BILL PAYMENT DEBIT EBI99PU1 MARK NISBETT 1206022		-\$2,205.63	\$130,047.33
11-29	#MOBILE BANKING DEP	\$2,000.00		\$132,047.33
11-29	#MOBILE BANKING DEP	\$4,000.00		\$136,047.33

Continued on next page

260PU0001.M.T4.S1.PB.E1.J1.O1.B1.D_13957/040838/088039

Statement of Account
0547015435
CORENET GLOBAL INC
Page 2 of 2



Activity		Continued		
Date	Description	Additions	Subtractions	Balance
11-29	#BILL PAYMENT DEBIT 9BM9YP1F SCOTT KOSSWIG 1210595		-\$137.89	\$135,909.44
11-30	ENDING TOTALS	\$7,820.00	-\$7,835.62	\$135,909.44

X Please explain how dues shared with your chapter from calendar year 2016 were utilized

The chapter used 2017 dues-sharing revenue for the following purposes:

Executive Director's fee (see Function/Responsibilities above).

Chapter events. Costs typically include catering and/or room rental for networking following learning events; bi-monthly dinners for our peer-to-peer end-user Real Advantage partners; and catering and/or room rental for networking events that are intended to broaden the chapter's reach and expand its membership. The chapter uses the Price Differential method to provide value to chapter members.

Complimentary networking "meet-ups" in both the Hartford and Fairfield/Westchester markets. The objectives were to raise CoreNet Global's profile in both markets and to recruit new Chapter members.

End-user guests at Real Advantage dinners. The objective is to use the dinners to recruit new subscribers to the program.

Miscellaneous administrative expenses.

Chapter Compliance Checklist and Documentation

CONFIRMATION NEEDED: The [Memorandum of Understanding](#) requires that your Chapter operates in compliance with various affirmative representations described in those documents. It is recommended that prior to the submission process you and your leadership team review the executed copy of the agreement held by your Chapter and CoreNet Global. For your reference a standard copy of the document can be found in the links above.

Please check each box to answer in the affirmative:

X Given that the leadership of your Chapter will vary from year to year, your Chapter is indicating that the new leadership team has reviewed the agreement with CoreNet, understands the document and agrees to abide by its terms and conditions.

X The chapter agrees to adhere to the [CoreNet Global Bylaws](#) and support the Organization's [Mission, Core Values and Strategic Plan](#).

X The chapter is operating in conformity with its own articles, bylaws, operating guidelines, policies, procedures and is in good standing under the law (if applicable). The chapter understands that the long term strength and viability of a chapter requires a good governance structure with leadership turnover and strong succession planning and confirms its leadership structure is in line with the CoreNet Global Bylaws.

X The chapter confirms the treasurer acts as the key financial steward and a financial policy is in place with its third party contractors/administrators related to payment processing and check signing on behalf of the chapter.

- X The chapter provides value primarily to members (Indicate which method will be used in calendar year 2018 per Affiliation Agreement):
X Price Differential Method ☐ Event Exclusion Method
- X The chapter is utilizing the CoreNet Global trademark, copyright and IP appropriately and understands under the data protection law sharing membership data with third parties is not allowed.
- X The chapter confirms it adheres to the [CoreNet Global Marketing](#) and [Social Media guidelines](#).
- X The chapter is currently using CoreNet Global's event registration platform for event registrations.
- X I understand contractual or financial obligations made by the chapter should be reviewed and approved by CoreNet Global in advance.
- X To avoid the chapter conflicting with CoreNet Global events, the chapter understands there is a formal governance process, including an application, review and prior approval, required before the chapter considers holding a regional event that may expand beyond its local jurisdiction as outlined in the Memorandum of Understanding (MOU) Agreement.
- X The Chapter is, and shall, adhere to the Summit chapter reception and entertainment policies as announced per each global summit. The chapter understands it cannot hold chapter receptions before or during our global summits. At NA Summits only, chapters can host receptions during the allotted timeframe and in the assigned location provided by CoreNet Global
Chapters cannot hold chapter or private events at Summits. Private events can only be held and offered by Summit sponsors during the allotted timeframe as per the Summit entertainment policy.
- X The chapter understands Charitable/Community work and/or support is an ancillary activity and is not directly in furtherance of CoreNet Global's mission. Thus, donating, contributing or committing Chapter funds to any charitable or political organizations is a prohibited use of CoreNet Global/chapter funds.
- X The chapter will use its best efforts to send a representative to one leadership training opportunity provided by CoreNet Global annually and to participate in the bi-monthly Chapter leader calls.

(Note: Training sessions are presently being offered at the EMEA and APAC Global Summit. The 2019 Leadership Forum will be held February 8 - 9 in Atlanta, GA)

*** If you are unable to answer in the affirmative to any of the compliance requirements above, please explain:**

ADDITIONAL COMMENTS: Please provide any additional feedback that could aid this process in the future or help us serve your Chapter better.

2018 Operating Plan

Chapter Mission/Vision Statement: To promote and advance the effectiveness, learning and best practices among professionals who deliver value to corporations through the strategic management of corporate real estate, workplace resources and the work environment. To be recognized by members and the industry at large as the Connecticut/Westchester and western Massachusetts regions' leading professional organization dedicated to the commercial real estate industry.

Component Goals: *(Goals are broad priorities, for example "Growth and Expansion." There might be between 3 and 7 goals that are relevant to your stakeholders needs and realistic given available resources. Goals are not likely to change from year to year if they are correctly identified in your strategic planning.)*

1. Goal 1: *Grow membership*
2. Goal 2: *Track metrics of program attendance and make metrics regular parts of board meetings*
3. Goal 3: *Increase chapter sponsorship revenue*
4. Goal 4: *Design and implement member-retention strategy*
5. Goal 5: *Produce and deploy new member "on-boarding" plan and materials*
6. Goal 6: *Increase/enhance Real Advantage partnerships*

Key Initiatives for 2018: *(Within each goal are initiatives, projects and priorities to advance the goal)*

1. Grow membership (from 163 at year-end 2017) while maintaining tight-knit nature of the chapter; strengthen partnerships with other organizations
2. Track metrics for member/non-member attendance, end-user/service provider attendance, and attendance at learning vs. networking events
3. Increase total number of sponsors and number of higher-level sponsors
4. Deploy retention plan to maintain or increase CoreNet Global-leading retention levels (targeted to both Fairfield/Westchester and Hartford-area markets)
5. Provide strategy for Membership committee to enhance personal relationships with new members
6. Add value to Real Advantage participation (i.e., track number of participants from partner companies; increase number of partners, especially in Fairfield/Westchester)
7. Create succession plan for board President and rotation plan for long-serving board members and prospective members

Action Plans

	Goal	Objective (s)	Action Item
1	Grow membership	Increase membership while retaining chapter's tight-knit spirit	<ul style="list-style-type: none"> • Add volunteers to Membership committee, particularly in Fairfield/Westchester • Expand and deepen strategic partnerships with other organizations • Design and deploy chapter marketing and branding plan • Expand outreach to Young Leaders and universities
2	Track metrics	Expand tracking process to include more metrics	<ul style="list-style-type: none"> • Add resources (possibly from member companies) to track metrics and produce regular reports to the board
3	Increase number of chapter sponsors and sponsorship revenue	Grow revenue by 50%	<ul style="list-style-type: none"> • Add members to sponsorship committee • Add value to sponsorship package • Expand population of prospective chapter sponsors among chapter partners and active chapter members and prospects
4	Develop and deploy retention plan	Increase CoreNet Global-leading retention rate of 81%	<ul style="list-style-type: none"> • Expand board members' and Membership committee's outreach to members • Maintain schedule of 30 chapter events per year
5	Develop and deploy "on-boarding" strategy	Build member loyalty from day one of membership	<ul style="list-style-type: none"> • Expand personal outreach to new members • Produce new-member information package
6	Add value to Real Advantage partnerships	Maintain partner loyalty and expand partner population	<ul style="list-style-type: none"> • Survey Real Advantage partners • Expand outreach to prospective Fairfield/Westchester partners
7	Develop succession plan	Ensure board longevity and add fresh perspectives	<ul style="list-style-type: none"> • Recruit prospective board members • Reconfigure advisory group

2018 Board of Directors

Bill	Clegg	STV/DPM	bill.clegg@stvinc.com	1.860.882.5639	
Marcia	Fowler	Herman Miller	marcia_fowler@hermanmiller.com	1.203.912.0193	
Terri	Frink	S/L/A/M Collaborative	Frink@slamcoll.com	1.860.657.8077	
Stephanie	Fulbright	The Hartford	Stephanie.fulbright@thehartford.com	1.860.547.6538	
Cindy	Leary	Citizens Bank	Cynthia.leary@citizensbank.com	1.860. 226.0445	Treasurer
Ken	Lowell	Mastercard	ken.lowell@mastercard.com	1.914.249.3948	
Martha	Mahoney	FUJIFILM	mmahoney@fujifilm.com	1.914.789.8100	
Mark	Nisbett	Chapter President	mark.nisbett@aol.com	1.917.849.9020	President
Becky	Nolan	MetroHartford Alliance	Rnolan@metrohartford.com	1.860.728.2280	
Diane	Godin	William Raveis	Diane.Godin@raveis.com	1.860.521.4311	
John	Pursell	Newell Cos.	John.Pursell@newellco.com	1.203.229.4004	
Kyle	Roberts	CBRE	kyle.roberts@cbre-ne.com	1.860.987.4730	
Scott	Tibbo	JLL	Scott.Tibbo@am.jll.com	1.860.987.4730	

Advisory Group

Robyn	Abbate	Wiggin and Dana LLP	rabbate@wiggin.com	1.860.297.3705
Sandie	Fitzpatrick	Fidelity National Title Group	sandra.fitzpatrick@fnf.com	1.203.385.1006
Wade	Godin	Aetna	godinw@aetna.com	1.860.273.3366
Dave	Jackson	Red Thread	DJackson@red-thread.com	1.860.338.3671
Scott	Kosswig	Stanley Black & Decker	scott.kosswig@sbdinc.com	1.860.827.3984
Peter	Olson	CBRE	Peter.Olson@cbre.com	1.860.277.2222

Board of Directors Five-Year Evolution

2017

Robyn	Abbate	Wiggin and Dana, LLP
Bill	Clegg	STV/DPM
Marcia	Fowler	Herman Miller
Terri	Frink	S/L/A/M Collaborative
Stephanie	Fulbright	The Hartford
Wade	Godin	Aetna
Scott	Kosswig	Stanley Black & Decker
Cindy	Leary	Citizens Bank
Ken	Lowell	MasterCard
Mark	Nisbett	Cigna
Becky	Nolan	MetroHartford Alliance
Peter	Olson	Cigna/CBRE
Diane	Godin	William Raveis
John	Pursell	Diageo
Kyle	Roberts	CBRE
Scott	Tibbo	JLL

Advisory group

Larry	Bibri	Haworth
Sandie	Fitzpatrick	Fidelity National Title Group
Joe	Fortier	Wiggin and Dana, LLP
Dave	Hawkins	Cushman & Wakefield
Dave	Jackson	Red Thread
Jon	Putnam	Cushman & Wakefield
Troy	Riccitelli	Omnicom Group

2016

Robyn	Abbate	Reid and Riege, P.C.
Sandie	Fitzpatrick	Fidelity National Title Group
Marcia	Fowler	Herman Miller
Terri	Frink	S/L/A/M Collaborative
Stephanie	Fulbright	The Hartford
Wade	Godin	Aetna
Dave	Jackson	Red Thread
Scott	Kosswig	Stanley Black & Decker
Cindy	Leary	Citizens Bank
Mark	Nisbett	Cigna
Becky	Nolan	MetroHartford Alliance
Peter	Olson	Cigna/CBRE
Diane	Pritt	Tecton Architects
John	Pursell	Diageo
Troy	Riccitelli	Omnicom Group
Kyle	Roberts	CBRE

Advisory group

Larry	Bibri	Haworth
Joe	Fortier	Reid and Riege, P.C.
Dave	Hawkins	Cushman & Wakefield
Jon	Putnam	Cushman & Wakefield

2015

Robyn	Abbate	Reid and Riege, P.C.
Peter	Allen	Whiting-Turner
Larry	Bibri	Haworth
Sandie	Fitzpatrick	Fidelity National Title Group
Marcia	Fowler	Herman Miller
Rick	Frazier	
Wade	Godin	Aetna
Dave	Jackson	Red Thread
Scott	Kosswig	Stanley Black & Decker
Cindy	Leary	Citizens Bank
Mark	Nisbett	Cigna
Becky	Nolan	MetroHartford Alliance
Peter	Olson	Travelers/CBRE
Troy	Riccitelli	Omnicom Group
Kyle	Roberts	CBRE

Advisory group

Joe	Fortier	Reid and Riege, P.C.
Dave	Hawkins	Cushman & Wakefield
Jon	Putnam	Cushman & Wakefield

2014

Robyn	Abbate	Reid and Riege, P.C.
Larry	Bibri	Haworth
Jim	Cullinan	Pitney Bowes
Sandie	Fitzpatrick	Fidelity National Title Group
Joe	Fortier	Reid and Riege, P.C.
Marcia	Fowler	Herman Miller
Rick	Frazier	Praxair
Wade	Godin	Aetna
Dave	Hawkins	Cassidy Turley
Dave	Jackson	Red Thread
Sandra	Johnson	MetroHartford Alliance
Scott	Kosswig	Stanley Black & Decker
Cindy	Leary	Citizens Bank
Nick	Morizio	Colliers International
Mark	Nisbett	Cigna
Peter	Olson	Travelers/CBRE
Jon	Putnam	Cushman & Wakefield

2013

Robyn	Abbate	Reid and Riege, P.C.
Sue	Augustyniak	The Hartford
Larry	Bibri	Haworth
Jim	Cullinan	Pitney Bowes
Sandie	Fitzpatrick	Fidelity National Title Group
Joe	Fortier	Reid and Riege, P.C.
Marcia	Fowler	Herman Miller
Rick	Frazier	Praxair
Wade	Godin	Aetna
Dave	Hawkins	Cassidy Turley
Dave	Jackson	Red Thread
Sandra	Johnson	MetroHartford Alliance
Scott	Kosswig	Stanley Black & Decker
Nick	Morizio	Colliers International
Mark	Nisbett	Cigna
Peter	Olson	Travelers/CBRE
Jon	Putnam	Cushman & Wakefield

Board of Directors Election Process 2017-18

Week of:	Action
Oct. 23	Email to chapter members soliciting board nominees, asking for qualifications
Oct. 30	Follow-up email soliciting nominees
Nov. 6	Follow-up calls to potential new board members to confirm their interest and ability to serve on board
Nov. 13	Election Committee reviews and confirms nominees
Nov. 27	Email ballot to chapter members requesting votes for full slate
Dec. 4	Reminder/resend ballot
Dec. 11	Election Committee reviews ballots and confirms new board
Thursday, Jan. 25, 2018 (Board meeting)	New board installed and officers elected

2018 Committees

WITH ROLES AND RESPONSIBILITIES

REQUIREMENTS FOR ALL COMMITTEES

Committee members must be CoreNet Global Connecticut/Westchester Chapter members in good standing

Note: The chapter Executive Director will support and work with the committees on the tasks outlined below, as needed.

EXECUTIVE

2018 Committee Chair: Mark Nisbett

Executive Committee members:

Wade Godin, Program committee Chair

Dave Jackson, Chapter Past President

Scott Kosswig, Chapter Immediate Past President

Peter Olson, Chapter Past President

Ongoing Responsibilities

- Provide overall leadership and direction to chapter activities
- Make recommendations to Board of Directors for chapter policy and activities

Estimated time commitment

- One hour every other week

COMPENSATION

2018 Committee Chair: Mark Nisbett

Ongoing Responsibilities

- Negotiate compensation package for Executive Director

Estimated time commitment

- Three hours per year

COMPLIANCE

2018 Committee Chair: Joe Fortier

Ongoing Responsibilities

- Monitor the chapter's board structure, event pricing and overall activity to ensure that they meet requirements of CoreNet Global Memorandum of Understanding

Estimated time commitment

- Up to two hours per year

EDUCATION**2018 Chair: Scott Tibbo****Ongoing Responsibilities**

- Serve as liaison with university real estate programs (e.g., UConn, UHart, etc.)
- Design classroom lectures to integrate with university curricula (working with CoreNet Global, if desired)
- Organize committee members
- Attend university events

Estimated time commitment

- Three hours per quarter

FINANCE**2018 Committee Chair: Cindy Leary****Ongoing responsibilities**

- Maintain merchant bank account with permission rights so that 2-3 designated Chapter officers (CoreNet Global members in good standing) can access the funds if necessary
- Deposit Chapter revenue collected locally and produce and dispense checks for expenses
- Develop and maintain the Chapter's income statement (revenue and expenses) on a monthly basis and report to the Chapter board monthly on the bank balance
- Submit to CoreNet Global a copy of P&L statement quarterly and bank statements as requested
- Maintain list of sponsors and Real Advantage partners and the collection of fees
- Organize and lead monthly Finance committee conference calls
- Develop Chapter budget for following year for discussion with board (November)

Estimated time commitment

- One half-hour to hour per month for committee conference calls
- Approximately one half-day per month for verifying and tracking revenue and expenses

GOLF**2018 Committee Chair: Terri Frink****Ongoing Responsibilities**

- Negotiate contract with host golf club (including green fees and catering)
- With Chapter Executive Director, design golf outing sponsorships
- Organize golf committee and on-site volunteers

- Conduct regular meetings and conference calls with committee
- Analyze revenue and expenses
- Select charity to receive golf outing proceeds

Estimated time commitment

- One hour per month in early months preceding golf outing
- Two to three hours per month in later months preceding golf outing

MEMBERSHIP

2018 Committee Chair: Sandie Fitzpatrick

Initial/overall responsibility

- Design strategy and objectives for increasing membership

Ongoing responsibilities

- Participate in monthly conference calls to review chapter member expiration (or soon-to-expire) lists
- Follow-up via email with members whose memberships have expired or will expire within 30 days
- Contribute to and review database of prospective members from all available sources
- Work with Young Leader committee to build Young Leader prospect list
- Participate in monthly reviews of chapter event attendees and prospect lists
- Organize prospects as first- and second-tier prospects and long shots
- Follow up via phone to event attendees and first-tier prospects
- Follow up via email to second-tier prospects to convert them to first-tier prospects
- Track chapter membership total and report to board during monthly conference calls/meetings

Estimated time commitment

- Two hours per month for conference calls and follow-up (in addition to monthly board meetings/calls)
- Attendance at one sponsor/new member networking reception per quarter, where feasible (approx. 90 minutes)

NOMINATING

2018 Committee Chair: Vacant

Ongoing Responsibilities

- Identify prospective board members
- Review board nominees submitted by chapter members at large
- Follow up with prospective board members, as needed

Estimated time commitment

- Three hours per year

PROGRAMS

2018 Committee Chair: Wade Godin

Ongoing responsibilities

- Participate in monthly committee conference calls to design educational and networking programs for the calendar year – at least one chapter program per month (not including the chapter golf outing)
- Programs will consist of educational workshops, building tours, networking events or a combination of these
- Secure and book speakers (if needed) and venue for each program
- Form alliances with other organizations as appropriate for each event
- Track attendees' rating of chapter events and adjust events' subject matter accordingly

Estimated time commitment

- Two hours per month for conference calls to plan calendar, evaluate programs and plan specific events (e.g., conference calls with speakers)
- Attendance at programs (varies from two hours to three-plus hours)

REAL ADVANTAGE

2018 Committee Chair: Pete Olson

Ongoing Responsibilities

- With Chapter Executive Director, select Real Advantage dinner topics, review discussion questions and select subject-matter expert to speak, as needed
- Conduct dinner discussions (Hartford)

SOCIAL MEDIA

2018 Committee Chair: Maureen Funke

Ongoing responsibilities

- Establish strategy and guidelines and maintain standards for reporting on social media (e.g., LinkedIn, Facebook, etc.)
- Upload event announcements and recaps to these media, in concert with email blasts and the chapter website
- Upload links to industry articles or other posts, as appropriate

Estimated time commitment

- Approximately one hour per month

SPONSORSHIP

2018 Committee Chair: Marcia Fowler

Ongoing responsibilities

- Establish quarterly and annual sponsorship goals and metrics (i.e., monetary goals, number of sponsors), mix of sponsors
- Participate in quarterly conference-call to review roster of prospective sponsors
- Follow up via email and/or phone with prospective sponsors, based on attendance at chapter events, ongoing relationships and other criteria TBD
- Host or attend semi-annual sponsor-appreciation event
- Seek sponsors for networking events
- Track sponsorship metrics and report to board during quarterly board meetings and as-needed during monthly conference calls

Estimated time commitment

- Two hours per quarter for conference calls and follow-up (in addition to monthly board meetings/calls)
- Attendance at one sponsor/new member reception per quarter, where feasible (approx. 90 minutes)

YEAR IN REVIEW

2018 Committee Chair: Dave Jackson

Ongoing Responsibilities

- Plan end-of-year Year in Review/Holiday party event
- Work with committee to add to invitee list
- Work with Executive Director and committee to prepare and deliver year-end PowerPoint presentation

Estimated time commitment

- One to two hours per month, concentrated in fourth quarter

YOUNG LEADERS

2018 Committee Chair: Kyle Roberts

Ongoing responsibilities

- Design educational and/or networking programs for the calendar year – at least one per quarter
- Secure and book speakers (if needed) and venue for each program
- Form alliances with universities (working with Education committee) and other organizations as appropriate for each event
- Work with Membership committee to build Young Leader prospect list
- Promote ongoing outreach to other organizations targeted to young professionals

Estimated time commitment

- Two hours per quarter for conference calls to plan and evaluate programs
- Attendance at programs (varies from two hours to three-plus hours)
- One hour per quarter devoted to communications to outreach

2018 Chapter Sponsors*

PLATINUM

Cigna
Clohessy Harris & Kaiser
Cushman & Wakefield
greenbox-is
Herman Miller
New England TextileCare
PAC Group LLC
S/L/A/M Collaborative
Tecton Architects

GOLD

Bartlett Brainard Eacott
Bentley Mills
CBRE
JLL
Legrand
Pavarini
Red Thread
Steelcase
STV/DPM
Wiggin and Dana LLP

SILVER

ASSA ABLOY
Haworth

BRONZE

Fuss & O'Neill
Gilbane
M. Frank Higgins
Interscape Commercial Environments
MetroHartford Alliance
Shaw Contract
Stamford Office Furniture
Svigals + Partners

LEARNING

OFI

*Subject to updates

2018 Real Advantage Partner Companies*

Aetna
Cigna
Diageo
The Hartford
MassMutual
Munich RE / Hartford Steam Boiler
Pitney Bowes
Stanley Black & Decker
Travelers
United Technologies
Voya Financial

*Subject to updates

2018 Calendar*

	Learning Program	Networking Program	Young Leaders	CoreNet Global	Board mtg./call	RA dinner Hartford	RA dinner Fair/West
Jan.		1/23 Fairfield/ Westchester New Year's party			1/25		
Feb.	2/1 WELL Buildings event (Hartford)			2/8-9 Leadership Forum	2/22	2/15	
March	3/29 Smart Buildings (Fair/West)				3/29		
April		4/17 Women's Networking Evening			4/26	4/5	
May	CoreNet Global FutureForward 2015		Networking event		5/24		5/3
June	Risk and Insurance Mgmt. Society breakfast (Fair/West)	6/22 Travelers Championship breakfast			6/28	6/7	
July		7/16 Networking at Yard Goats			7/26		7/12
August		8/20 Chapter golf outing			8/30	8/2	
Sept.	TBD		Networking event		9/27 Strategic Planning		9/6
Oct.		Power of Partnership joint event		10/12-17 Boston Summit	10/25	10/4	
Nov.	Risk and Insurance Mgmt. Society breakfast (New Britain)				11/29		11/1
Dec.		Year in Review/ Holiday party			12/20	12/6	

*Subject to change

2018 Budget

REVENUES	
Sponsorship & Real Advantage revenue	\$ 119,050
Chapter event registration fees	\$ 46,800
CoreNet Global revenue sharing (\$100/member)	\$ 13,000
TOTAL REVENUES	\$ 178,850
EXPENSES	
Event venue & food	\$ 58,000
Other project expenses	\$ 6,010
Mgmt. fee / retainer	\$ 60,000
Summit, ERS, other prof. fees / stipends	\$ 500
Management expenses	\$ 3,000
Charitable donation/ sympathy / chap gifts (net proceeds from golf outing)	\$ 1,500
Credit card fees	\$ 1,500
Membership reimbursement	\$ 4,750
TOTAL EXPENSES	\$ 135,260
NET INCOME	\$ 43,590

FAQs for Board Members

What is CoreNet Global's mission and does it have to be the same for chapters?

To advance the practice of corporate real estate globally. Yes it must be the same.

Can a Board be transparent and confidential at the same time?

Yes, approved motions and key decisions should be shared with members; Details of board discussions and how individuals voted should remain confidential.

Bylaws require a transparent governance and election process. What does this mean?

Chapters must set term limits for board and committee members. A rotation of board members and an infusion of new talent into the board are critical for long-term viability.

Do chapter bylaws need to closely mirror CoreNet Global bylaws?

Yes.

Does CoreNet Global carry insurance for chapters?

Yes, for general liability and errors and omissions only. Chapters are encouraged to purchase event cancellation for large events.

What's the difference between a chapter affiliation agreement and a chapter memorandum of understanding?

Affiliation agreements are for chapters that are separate legal entities; MOU chapters are those that fall under the CoreNet Global umbrella (Connecticut Westchester is an MOU chapter).

Who can sign contracts for affiliation agreement chapters and MOU chapters?

A chapter officer can sign for an affiliation chapter. CoreNet Global headquarters must sign for MOU chapters (such as Connecticut Westchester).

Are CoreNet Global chapter officers and board members fiduciaries?

Yes. They must act in accordance with the fiduciary duties of care, loyalty, and obedience.

Are you as a chapter leader bound by a duty of loyalty to your company or to CoreNet Global?

You must act to in a manner that you reasonably believe to be in the best interest of the association.

Must CoreNet Global board members disclose any other organizations in which they serve in leadership roles prior to serving on the board to determine whether there is a potential conflict of interest?

Yes, and annually thereafter.

How many events is a chapter required to hold annually?

Four.

Can a chapter form a partnership or alliance or conduct joint projects with another national or global organization?

No. A chapter can only form a partnership with local organizations or local chapters of organizations. Chapters must notify the CoreNet Global chapter strategic support team when it collaborates with the chapter of another organization.

Chapters are required to follow a price-differential or event exclusion model for non-members attending events. What is the price-differential model?

The non-member rate must be double the member rate. Connecticut Westchester follows the price-differential model.

What is the exclusion model?

Non-members may attend up to two events but must become members to attend a third event.

What type of organization is CoreNet Global?

A 501(c)(6) tax-exempt organization, not a charitable one.

Who is responsible for a chapter's financial oversight?

The Treasurer and Finance Committee are responsible for financial oversight, transparency and reporting. No single person should be able to deposit, reconcile and approve.

What is CoreNet Global's reserve policy?

To hold six months of fixed expenses in reserves.

May a chapter can use dues money, registration revenue or sponsorship funds to donate to a charitable or political organization?

No. Dues, registration and sponsorship revenue must be used for their intended purpose in support of the mission of CoreNet Global. They cannot be used for charitable contributions. This can jeopardize the tax-exempt status of the organization. Chapters should focus on advancing the practice of corporate real estate in their local markets. Occasional charitable events are fine, but the contributions cannot be mandatory or built into a fee. They should be separate from any other fees (such as taking up an optional collection at each table during a dinner being held for a CoreNet Global networking or educational purpose). Surplus revenue at year's end cannot be donated either.

Do chapters file income tax returns?

Sometimes. (MOU chapters, such as Connecticut Westchester, do not.)

Can chapters hold events outside of their assigned territory?

Rarely. Chapters must first submit a formal request, with all of the necessary documentation, to the CoreNet Global Governance Committee for consideration. Chapters are intended and licensed to operate in a local geography only, and anything that extends beyond that may have a variety of implications that must be explored and examined before a decision can be made.

What is the CoreNet Global policy for using photos?

Photos must be licensed. A chapter copyright infringement claim once required CoreNet Global to pay a \$5,000 fine for using an unlicensed photo on a chapter website.

Do chapters need to adhere to the CoreNet Global membership list policy or can they create their own?

Chapters may not share member contact information with third parties.

What is the CoreNet Global Entertainment Policy for Summits?

Chapters can only hold chapter receptions at North American Global Summits and they must be in the designated time slot and in the assigned locations. The food and beverage minimums at hotel and convention center locations for Global Summits are significant. The Global Summit financial model, a primary source of revenue for CoreNet Global, is built upon chapters' holding receptions at host locations to help CoreNet Global meet those minimums. In addition, part of the sponsor/exhibitor agreement specifies that those contributors will have dedicated time to host their private events at the Summit. Chapters cannot hold events during those times.

The chapter reception time is intended to bring local members together prior the real kickoff of a Global Summit with the opening exhibit hall reception. A flow is designed to help members connect with local friends and colleagues before they join thousands of other attendees from other states, cities and countries for what has become a truly global event. This applies to all members, sponsors and chapters.

Can a chapter be liable if an officer makes an unwanted sexual advance toward a member, sponsor or staff member at an event?

Yes. CoreNet recommends that chapters conduct annual sexual harassment training with your board and committee members and staff.

Do you have to be a member to be a chapter leader?

Yes. All leadership positions in local chapters must be held by members.

What is CoreNet Global's dues-sharing policy with its chapters?

\$100 USD (or equivalent) per member, excluding Young Leaders.

Are a member's dues tax deductible for individual U.S. taxes?

No.

Do all chapters and networking groups receive membership dues sharing?

No, just chapters in compliance. The annual compliance process is a vital step in helping to ensure that chapters are meeting the minimum requirements to be a chapter. Please familiarize yourself with the chapter compliance process at the start of your leadership term, not just when the documentation is due.

How may chapters use member dues-sharing revenue?

Chapters may use dues-sharing revenue only for supporting the mission of the association.