

# Great Lakes Region Programs Preparation

**Chapter Programs Chair  
Duties And  
Responsibilities**

**FY18**



# Why Chapter Programs?

**Building Blocks to  
stronger chapters include  
Good Programs**



*Building Knowledge  
Improving Project Delivery*

# Chapter Programs

Strong Programs are the Heart of a Strong Chapter

- They promote meeting attendance, networking and industry focus.



# Make Programs work for your Chapter

- Every Chapter is Different
- There is no right or wrong way.
- Be Creative.
- Be Consistent.



# Great Lakes Chapter Examples

# Toledo

- 3<sup>rd</sup> Thursday
  - 7:00am Breakfast
- Small group discussion
- Consistent
- 5-8 attend



# Columbus

- 2<sup>nd</sup> Monday
  - 11:30 Lunch
- No Lunch n Learns
- Summer Break 2 months
- 45-75 attend





# Blue Grass

- Varies
- Proactive Outreach
- Brunch n Learn
- Keenland
- Blessings in a Backpack
- 3-36 attend





# Indianapolis

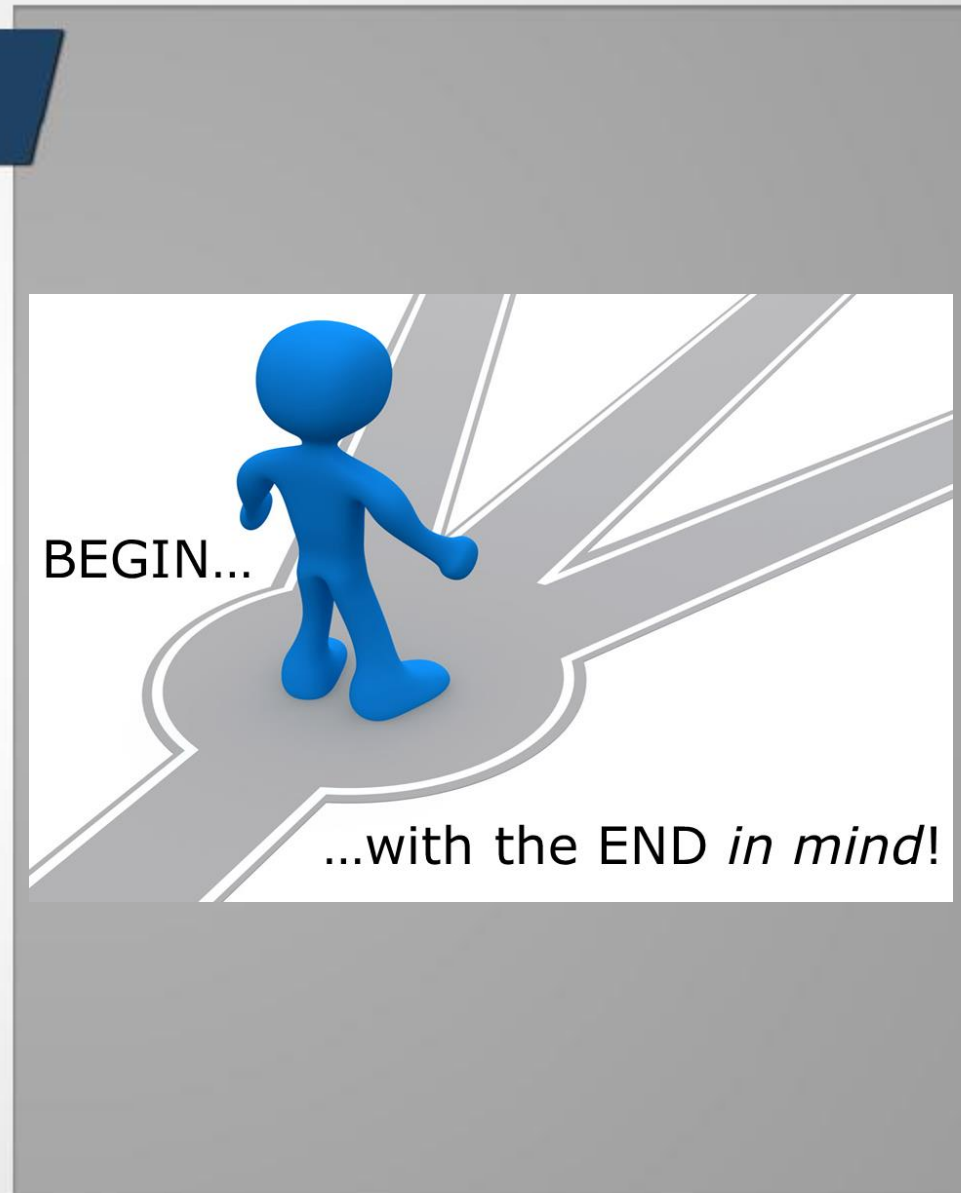
- 3<sup>rd</sup> Thursday
  - 5:30 Dinner
- 12 month activity
- 45-75 attend



# Planning Programs for the Chapter

# Basic Goals

- Board/Committee Goals
- How many meetings/yr
- What type format
- # of people attending
- Target Audience



# Monthly Meeting Ideas

# Meeting Ideas

- Grill the Specifier, Manufacturers Rep, Owner
- Construction Jeopardy
- Job site Tours
- Historic Buildings (remodels)
- LEED Buildings
- Procrastinators Day

- Themes for Meetings
- Construction Documents
- Historic events series (St Louis 93 flood, etc)
- Panels
- Forums
- Webinars

# Meeting Ideas

- Tech Talk- assembly-focused presentation held just prior to the monthly chapter meeting
- Division Night (tabletops for a certain division at meeting)



# Joint Association Meetings

- Like Minded Groups
  - Share Industry Info
- Widen Industry
  - Thought Leadership
  - Contacts





# Goals-

details, details, details

# Chapter Meetings- # per Year

Decide how many meetings you want each year, which months you will have meetings, and if Keystone events like Trade Shows, Golf Outings, Awards banquets will be included or stand alone events in addition to monthly meetings.

Once you have a basic idea of what you want to accomplish, Think about your target market-

Are you looking to support architectural AIA credits; educational programs that they can't get in their offices to draw a crowd. Engineers, product reps and owners need to be considered if they are a big part of your chapter or target market for growing your chapter.

# Chapter Questions/Options

- 1 Monthly Meeting a month
- Two month Break in Summer
- Lunch n Learn-
  - allowed and encouraged
  - not desired
- Panel discussions
- Speaker Presentations

# Chapter Goals

- What are your Annual Chapters Goals for Programs?
  - 1 Monthly Meeting a month
    - Panel discussions
    - Speaker Presentations
    - Lunch n Learn Type or not
  - Keystone events
    - Golf Outings/Trade Shows/Awards Banquets/Fun Events
  - Tours
    - Current jobs/Unique Standing Facilities/LEED Projects
    - 1-2 per year
  - Joint Meetings
    - AIA/USGBC/BX/BIA/IIDA/IFMA/ASCA

# Chapter Goals

- What are your Chapters Goals for Programs?
  - Target Audience
    - Architect/Engineer/Product Rep/Owner/Contractor
  - Brainstorming session for ideas
  - Survey

# Logistics-

making it happen

# What makes a program run smooth?

- Although every location has an individual that sits as the program chair it takes a team.
  - Searching and setting up speakers
  - Team members. Each do something....
  - Invites (Eventbrite), Speaker Bio and CSI member guests
  - PAL (Purpose/Agenda/Length)
  - Speaker Introduction
  - Plan B
  - Proposed Speaker Database



# Searching & Setting up Speakers

- Every CSI Member should be tasked with bringing up topics, ideas or presentations to be reviewed.
- CSI is built on a wide range of professionals covering all aspects of the construction process. The program speakers should reflect the makeup of CSI.
- Speakers should be current and relevant
- Proposed speaker data base.

# At the Meeting

- Looped PowerPoint

## Coming Events!

Having a visual record of upcoming meetings and events is a best practice.



# Team

- CSI is a group of volunteers.
- CSI Columbus 2<sup>nd</sup> Monday of the month Lunch and Learn.
  - 6-8 members make up the program committee
    - Eventbrite
    - Nametags and Giveaway
    - Hospitality
    - Speaker Certificate
    - AIA Sign in Sheets
    - Reports AIA Credits

# Invites/Eventbrite

- Electronic invitation sent to current members and guests that have attended previous events.
- Published [Speaker Bio](#).
- Board Members Invite additional guests. CSI Cbus Program Chair Ed Gebauer sends approximately an additional 150 invites to Architects, previous guests, past and future speakers.
- Advertised in the COMMENT by Thad Goodman and Ryan Carpico.

# PAL

- Purpose
  - CSI Columbus contributes to the greater good of construction by offering lunch seminars on the “Second Monday” from September to June. Our Construction technology seminars are interesting, compelling and not generally available as architect office Lunch N Learns.
- Agenda
  - CSI Columbus runs their PPT slide containing updated information and events from 11:30 until 12:05.
  - President addresses the group with pertinent information.

# PAL

- Agenda
  - President also introduces the speaker unless the individual that set up the program would like to give the introduction.
  - Speakers presentation has already been set up and is ready to start after the introduction.
- Length
  - Establish a timeline for the event and stick to it. We do not want to cut into the speakers time or drag the event out past the established meeting time.

# Speaker Introduction

- VERY Important that someone introduces the speaker.
- Preparing the speaker bio a head of time not only helps advertise the event but also gives the President a chance to set the stage for the speaker during the introduction.



# Plan B

- What happens if the speaker has to cancel last minute?
- Be prepared have a couple accredited presentations on standby.
  - We all of Product Representatives that volunteer with the chapters. Have someone that is on deck so we do not waste our members time. If possible have 2 or 3 volunteers set up in case of an emergency.
- End result is to have a note worthy presentation that is informational, interesting and compelling.

# Great Lakes Region Speaker Data Base

# Speaker Database

- The Great Lakes Region Speakers Bureau:
- <http://greatlakes.csinet.org/Main-Menu-Category/Short-Randy-Category/GLR-Speakers-Bureau>
- Google drive excel sheet with access to information:
  - Speaker Bio
  - Topics
  - Contact information
  - Review of presentation

# Programs

- Create Good Programs
- Fill the room!



## What If You Have Questions?

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