

CSI-MSP 2018-2019 ANNUAL OPERATIONS PLAN - 13 MONTH CALENDAR

The overall reason to be thinking 13 months out is that it encourages you to take a more strategic approach to governance. It creates a culture where you are proactive about what you are doing for your members and your industry instead of always reacting to the current situation.

DUE DATE	ACTION ITEM	PERSON / COMMITTEE RESPONSIBLE
July, 2018		
	Orientation Session	Board / Chairs
	Partnership Program renewals and new Partners signed	Marketing
	EXPO date picked and venue selected and secured	EXPO
	60th Anniversary Celebration planning continues	Planning Committee
August, 2018		
	Intro. To Construction Documents planning (date, time, location, anticipated speakers, fees)	Certification
	Request new FY membership info from Institute	Membership
	60th Anniversary Celebration planning continues	Planning Committee
8/17/2018	Board of Directors Meeting	Board
September, 2018		
	Intro. To Const. Docs. planning ("Save The Date" announcement at Chapter meeting, article/ad in October Chapter newsletter, develop flyer, place event on Chapter website calendar, contact/confirm speakers, plan catering/food, contact other professional organizations to advertise, announce at chapter meeting with flyers) For both MSP & Duluth	Certification
	[past year's] Certification Exam congratulate new certificants (letter, at Chapter meeting)	Certification
	EXPO Save the Date published	EXPO
9/20/2018	60th Anniversary	
9/21/2018	Board of Directors Meeting	Board

October, 2018

	EXPO Exhibitor Registration Materials Published and Registration for them is open	EXPO
	EXPO Planning finalize seminars and or keynote	EXPO
	Publish information on the Scholarship Fund	Communications
	Publish information on Chapter Awards	Awards
	Intro. To Const. Docs. planning (article/ad in November Chapter newsletter, confirm helpers, speakers slides, printing of manuals, send email blast to chapter for registration, send flyer to other professional organizations, post registration on chapter website, announcement at Chapter meeting with flyers) - For both MSP & Duluth	Certification
	Certification Exam and class (November Chapter newsletter ad/article on registration dates) For both MSP & Duluth	Certification
	Certification Exam congratulate new certificants (letter, at Chapter meeting)	Certification
	Secure CSI-MSP gratis booth at AIA MN Convention. Recruit CSI-MSP booth staffers.	Membership
	Announce member benefits at October Chapter Meeting.	Membership
	Prepare prospective membership packets	Membership
10/15/2018	CSI Program: Kraus-Anderson New Office + Tour	Programs
10/19/2018	Board of Directors Meeting	Board

November, 2018

	Prepare Programs Committee Member Survey with input from Communications and Membership Committees	Programs / Staff
	Send Survey to membership	Staff
	EXPO Planning Attendee Registration Published	EXPO
	Publish information on the Scholarship Fund	Communications
	Publish information on the Chapter Awards	Awards
	Intro. To Construction Documents final prep and held EOM	Certification

	[Next year's] Certification Exam and class (announcement at Chapter mtg. on registration with exam applications, December Chapter newsletter ad/article on registration dates, planning for exam classes for dates, topics, and locations; announcement to other professional organizations)	Certification
	AIA MN Convention (CSI-MSP booth)	Membership
	Form Officer Nominating Committee and meet.	Immediate Past Pres
11/5/2018	CSI Program: Walker Art Center	Programs
11/16/2018	Board of Directors Meeting	Board

December, 2018

	EXPO Planning continues	EXPO
	EXPO Planning Attendee Registration Published	EXPO
	Publish information on the Scholarship Fund	Communications
	Publish information on the Chapter Awards	Awards
	Intro. To Construction Documents thank yous to speakers	Certification
	[Next] Certification Exam and class (January Chapter news letter early bird closes January 31st, announcement at Chapter meeting with exam applications, contact/confirm speakers and location, assign helpers)	Certification
	Officer Nominee contacting and filling positions.	Nominating Com
	Send Member Survey for Programs to get feedback	Programs / Staff
12/10/2018	CSI Program: Toys for Tots	Programs
12/21/2018	Board of Directors Meeting	Board

January, 2019

	EXPO Planning continues	EXPO
	Publish information on the Scholarship Fund	Communications
	Certification Exam and class (announcement at Chapter meeting, ad/article for February newsletter on final registration date, review exam applicant list to-date)	Certification
	Present Officer Nominations list/ask for Nominations from the floor at January Chapter Meeting. Prepare the Ballot.	Immediate Past Pres
	Membership Benefits announced at January Chapter Meeting	Membership
	Receive feedback from Member Survey	Programs / Staff
	Programs Committee begin planning for coming year	Programs

	Select Golf Course	Golf
	Select Venue for Awards Banquet	Awards
1/17/2019	CSI Program: AABA	Programs
1/18/2019	Board of Directors Meeting	Board

February, 2019

	Certification Exam and class (announcement at Chapter meeting on final registration, review exam applicant list to-date)	Certification
	Election Ballot to each Member no later than one week prior to February Chapter Meeting (typically Showcase).	Immediate Past Pres
	Announce April Member Orientation	Membership
	Prepare / send membership / communications survey to members	Membership / Communications / Staff
2/11/2019	CSI Program: Bell Museum	Programs
2/15/2019	Board of Directors Meeting	Board

March, 2019

	Certification Exam class held	Certification
	Announce April Member Orientation	Membership
	Receipt of Election Ballots to close one week prior to the Chapter Meeting. Ballots counted/certified. Election results announced at the March Chapter Meeting	Immediate Past Pres
	Planning begins for next year's EXPO	EXPO
	Date determined for EXPO	EXPO
	Venue secured for EXPO	EXPO
	Receive Membership/Communications survey results	Membership / Communications / Staff
3/11/2019	CSI Program: Vikings Practice Facility	Programs
3/15/2019	Board of Directors Meeting	Board

April, 2019

	Publish information on Awards Banquet Save The Date	Awards
	Publish information on Golf Outing Save The Date	Golf
	Certification Exam occurs, thank yous to speakers	Certification

	Member Orientation	Membership
	Notify Annual Anniversary recipients. Invite to Awards Banquet.	Membership
	Chapter Secretary notifies results and submits complete list of Chapter Officers for upcoming FY to Region and Institute.	Chapter Secretary
	All committees submit budget requests for next fiscal year	ALL Committees except Programs
	CSI-MSP EXPO	EXPO
	Committee chairs to Institute	Secretary / Board
4/19/2019	Board of Directors Meeting	Board

May, 2019

	Final committee meeting for the fiscal year	Certification
	Anniversary recognition at Awards Banquet	Membership
	Budget for next fiscal year reviewed	Board
	Programs Committee submits budget request for next fiscal year	Programs
5/17/2019	Board of Directors Meeting	Board

June, 2019

	Programs Committee complete planning for coming year	Programs
	Members identified as Referring Members receive Chapter Gift Certificates	Membership
	Planning Meeting takes place	Board
	Budget is approved for next fiscal year	Board
	Partnership and Sponsorship program reviewed	Marketing
6/21/2019	Board of Directors Meeting	Board

July, 2019

	Orientation Session	Board / Chairs
	Partnership Program renewals and new Partners signed	Marketing
	EXPO date picked and venue selected and secured	EXPO
7/19/2019	Board of Directors Meeting	Board

August, 2019

8/16/2019	Board of Directors Meeting	Board
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September, 2019

9/20/2019	Board of Directors Meeting	Board
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October, 2019

10/18/2019	Board of Directors Meeting	Board
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November, 2019

11/15/2019	Board of Directors Meeting	Board
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December, 2019

12/20/2019	Board of Directors Meeting	Board
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