



## SMPS CT - Board of Directors - Minutes

To: Jim Bancroft, Wayne Cobleigh, Mary Beth Morris, Cathy DeFrances, Lauren Stoutenberg, Pat Bilotto, Diane Kozel. Committee Reps: Terry Casey and Marcia Mochnick

From: Betty Horne

Date: January 3, 2006

Re: SMPS CT Board Meeting 12/14/05

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### Attending:

Betty Horne, Cathy DeFrances, Jim Bancroft, Wayne Cobleigh, Mary Beth Morris, Lauren Stoutenberg

### Chapter Management - Mary Beth Morris

Meeting minutes for 11/9 and 11/2 meetings was unanimously approved. Board member resignations - Dick Jacques and Gillian Hodgen New board member changes. Motion to approve and unanimously approved - Lauren Stoutenberg - one (1) year term (ends 8/31/06) and Betty Horne to Secretary for remainder of this year's term - '05-'06. Suggestion made during meeting to set-up a two-year transition plan for hosting & management of SMPS website.

### Financial Update - Jim Bancroft

Jim submitted updated financial statements and presented updated Financial Analysis of Meeting reports for SMPS Programs: Developing an Ownership Transition Plan that Achieves Your Personal & Professional Goals (9/28/05); Business Development for Reluctant Salespeople (10/19/05); and The Principles of Persuasion (11/9/05). As we reviewed the reports, the room rate at the Marriott Cromwell was different for the programs. Our contractual agreement is for a charge of \$150 as long as we hold four programs at the location. Wayne to check with Marriott.

Printing charges discussed again. Space Age Copy is still charging us. Mary Beth to check with Copytex on providing in-kind services for remaining programs in February, April and June.

### Committee Updates:

#### Programs - Wayne Cobligh

Wayne reported on research project with Marcy Steinberg. Asked that everyone review the survey questions and send him your recommendations by 12/19. We need to finalize 30 or less questions. Survey till go out on 12/20, and a reminder notice will go out first week of January to those that do not respond to the survey. Check for half of her total fee (\$2,500) to go out to her today. The results of her survey will be presented at a workshop at Construct 2006 March 21-22, 2006 at the Hartford Convention Center. A book will be published of the survey results. (\$50/each) SMPS needs to sell fifty books. Will have available to sell at Regional Conference. Could we sell them through SMPS on-line?

Upcoming programs - Successful Tradeshow Exhibiting on 1/18/2006. 10<sup>th</sup> Annual Design & Construction Industry Joint Dinner - Success begins with Who you Know on 2/28/06. Mechanics of Marketing in February @ Marriott

Cromwell. Program coordinators are working on getting sponsorships for their programs.

### Membership

Mary Beth reported that current membership as of 11/28/05 is 88 members. Betty also reported that the membership committee was continuing their efforts to get new members. Membership committee members are calling those who are expiring. Ten member packets were sent out from SMPS National to key target companies. Betty & Donna to personally call principals first of year. Discussed next members only program. To hold it in March - topic: March Mentoring. How can we get relatively new members to participate on committees? How can we help to mentor them? Looking to hold location in middle of the state at Tighe & Bond, Middletown.

### Communications -

Gillian resigned - need Chairperson. Offer extended to Lauren Stoutenberg. Gillian indicated that she would complete the current newsletter. Lauren to work with existing committee members on future newsletters. Website being handled by Kenneth Boroson Architects, Cathy DeFrances. Cynthia Murdy handling press releases.

### Job Bank

Mary Beth reported that Terry has been updating the Job Bank consistently. Mailing of CPSM postcard to go out first of year.

### Regional Conference - Cathy DeFrances

Cathy reported that all speakers are lined-up for conference. Presently, we have \$7,500 in sponsors. We need \$15,000 in sponsorships to cover speakers. Discussed sending a letter to regional SMPS Presidents regarding their responsibility in bringing in sponsorships.

Leadership - Nothing to report.

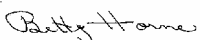
### New Business:

Marketing Communications Award needs a chairperson. Gift of Thanks to Gillian of \$50 unanimously approved. January meeting to look at our goals and disconnects. Striving for Excellence - should we do it this year? Mary Beth to check requirements and when it is due. We will review at January Meeting. Program costs for last minute registration. Motion was made to increase program fee by \$10 more for late registration (same as walk-in rate). Next business date after registration close date. Unanimously approved. To begin starting with February program. To entice more members from each firm to attend programs, we will begin a quantity discount as a member benefit in February if 4 or more attend from one company, they can all attend the program at the member rate.

### Next Board Meeting

Our next Board meeting is scheduled for Wednesday, January 11, 2006 at 8:00 a.m. at the Neptune Diner, Wallingford.

Respectfully submitted:



Betty Horne  
Secretary