**DATE:** Thursday, July 12, 2018

**TIME:** 11:30 pm Sharp

**PLACE**: Project Control Office – Jim Turner Room

 17300 Henderson Pass, Suite 110

San Antonio, Texas 78232

**PRESENT:** Sign-In Sheet to be filled out

1. **ADMINISTRATIVE**
	1. Hard stop at 1pm
	2. Review of previous meeting Plus/Delta
2. **BOARD & COMMITTEE STATUS (Louie to provide status update on below roles)**
	1. President – Louie Rodriguez, Project Control
	2. Vice President – Carlos Moreno, THW Design
	3. Secretary – Dia Alyfantis, Project Control
	4. Communications Chair – Leigh-Ann Fabianke, Galen Driscol
		1. Co-Chair – Rachel Brehm, Atkins
	5. Sponsorship/Membership Chair – Heather Ramon-Ayala, Gessner Engineering
	6. Programs Chair – Carlos Moreno, THW Design
		1. Co-Chair – Crystal Gomez, Turner
	7. Special Events Chair – Steve Lyons, SKANSKA
		1. Co-Chair – Rachel Brehm, Atkins
3. **PRIORITY I – LUNCHEON PROGRAMS (Crystal Gomez)**
	1. August 7, 2018 (Ardith R.)
		1. [x]  Speakers Headshot & Bio
		2. [x]  Sponsorship
		3. [x]  AIA Worksheet
		4. [x]  Communications
		5. Photographers Crystal/Rachel\_\_\_\_\_\_\_\_\_\_\_\_\_
		6. \_\_\_ \_\_ Headcount
	2. September 4, 2018 (Steve Lyons)
		1. [ ]  Speakers Headshot & Bio
		2. [ ]  Sponsorship
		3. [ ]  AIA Worksheet
		4. [ ]  Communications
		5. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		6. \_\_\_\_\_\_\_\_ Headcount
	3. October 2, 2018 (Jake Harris/ Turner/ Bob Brackman)
		1. [ ]  Speakers Headshot & Bio
		2. [ ]  Sponsorship
		3. [ ]  AIA Worksheet
		4. [ ]  Communications
		5. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		6. \_\_\_\_\_\_\_\_ Headcount
	4. November 6, 2108 (Jake Harris/ Turner/ Bob Brackman)
		1. [ ]  Speakers Headshot & Bio
		2. [ ]  Sponsorship
		3. [ ]  AIA Worksheet
		4. [ ]  Communications
		5. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		6. \_\_\_\_\_\_\_\_ Headcount
	5. February – Dec 2019 (Crystal Gomez)
		1. Requires updated Doubletree Hotel Contract to set the Months and dates – **Carlos to contact Carla.**
4. **PRIORITY II – SITE TOURS (Steve Lyons & Rachel Brehm)/ SPECIAL EVENTS (Steve Lyons) BLUE = LUNCHEON MONTH**
	1. July 2018
		1. 13th – Mega Mixer at The Well (Jennifer Soto)
5. [x]  Sponsorship
6. [x]  Vendors (Food, Drinks, AV, etc.)
7. [x]  Communications (Board Social Media Support)
8. Photographers \_\_\_\_\_Crystal\_\_\_\_\_\_\_\_\_
9. 200 Headcount as of 6/26/18
	1. July 2018
		1. 26th – Port San Antonio (Louie Rodriguez & Crystal Gomez)
			1. [x]  Project Bio/Speakers Headshot & Bio
			2. [x]  Sponsorship – Turner/ Skanska
			3. [x]  Vendors (Food, Drinks, AV, etc.)
			4. Communications
			5. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			6. \_\_48\_\_\_ Headcount
	2. **August 2018**
		1. 24th – St. PJs Children’s Shelter Charity Project (Louie Rodriguez)
10. [ ]  Communications
11. Activity: Surprise Back to School Room Makeovers
12. Photographers (Pictures to be approved due to shelter privacy clause) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. \_\_\_\_\_\_\_\_ Headcount
	1. **October 2018**
		1. ??th – Pumpkin Carving Scholarship Fundraiser (Steve Lyons)
14. [ ]  Sponsorship
15. [ ]  Vendors (Food, Drinks, AV, etc.)
16. [ ]  Communications
17. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. \_\_\_\_\_\_\_\_ Teams
	1. **November 2018**
	2. December 2018
		1. 4th – State of the City (Carol)
19. [ ]  Volunteers
	1. January 2019
		1. 3rd Week – 4th Annual Women’s Forum (Carol)
20. [ ]  Volunteers
	1. January 2019
		1. Placeholder Date
21. [ ]  Project Bio/Speakers Headshot & Bio
22. [ ]  Sponsorship
23. [ ]  Vendors (Food, Drinks, AV, etc.)
24. Communications
25. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
26. \_\_\_\_\_\_\_\_ Headcount
	1. **February 2019**
		1. Placeholder Date
27. [ ]  Project Bio/Speakers Headshot & Bio
28. [ ]  Sponsorship
29. [ ]  Vendors (Food, Drinks, AV, etc.)
30. Communications
31. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
32. \_\_\_\_\_\_\_\_ Headcount
	1. **March 2019**
		1. Placeholder Date
33. [ ]  Project Bio/Speakers Headshot & Bio
34. [ ]  Sponsorship
35. [ ]  Vendors (Food, Drinks, AV, etc.)
36. Communications
37. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
38. \_\_\_\_\_\_\_\_ Headcount
	1. **May 2019**
		1. Placeholder Date
39. [ ]  Project Bio/Speakers Headshot & Bio
40. [ ]  Sponsorship
41. [ ]  Vendors (Food, Drinks, AV, etc.)
42. Communications
43. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
44. \_\_\_\_\_\_\_\_ Headcount
	1. June 2019
		1. Placeholder Date
45. [ ]  Project Bio/Speakers Headshot & Bio
46. [ ]  Sponsorship
47. [ ]  Vendors (Food, Drinks, AV, etc.)
48. Communications
49. Photographers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
50. \_\_\_\_\_\_\_\_ Headcount
51. **COMMUNICATIONS/ BOARD SUPPORT**
52. **SPONSORSHIP/MEMBERSHIP (Heather Ramon-Ayala)**
	1. Sponsorship Metrics Review
	2. Membership Metrics Review
53. **CONTINUOUS IMPROVEMENT**
	1. Tools
		1. Speaker Gifts (Tricentennial books/coaster, Bee Paintings)
	2. Techniques
		1. Surveys
		2. Emails – Respect everyone’s day job.
	3. Invite Owners!
54. **FUTURE PLANNING**
	1. Programs to consider
		1. Buried Bones (Archeology)
		2. USAA Realco/Cushman Wakefield
		3. Tech Companies Panel (What type of space do they need?)
		4. HDRC
		5. UTSA
		6. TRP
		7. Castro/Political
		8. Volume Design Team (Innovation Centers)
		9. CPTED
	2. Site Tours to consider
		1. Frost Tower
		2. Milam
		3. CPS HQ
	3. Special Events
		1. Owners Honest Conversation
	4. Webinar Topic Suggestions
	5. Goals
		1. 2018-2019 Membership Goals
		2. 2018-2019 Scholarship Goals
		3. Consider Young Leaders Extension (UTSA/ACCD/etc.)
		4. Consider Annual Trophy for Regional “Innovative Project”