

ACEC/MA Board and Committee/Forum Planning Session for FY2022 - Orientation

June 17, 2022





And



- ACEC is the voice of America's engineering industry. Primary mission: to strengthen the business environment for our member firms through government advocacy, political action, and business education.
- ACEC/MA is the voice of the Massachusetts engineering industry.



Promotes the business interests of engineering companies by providing legislative advocacy and business services.

Creating a better future through:

- Improving the quality of life through the application of science and technology
- Protecting the health, safety, and welfare of the public in the built environment
- Adhering to a high level of ethical conduct in business practices
- Promoting sustainability in the natural and built environments

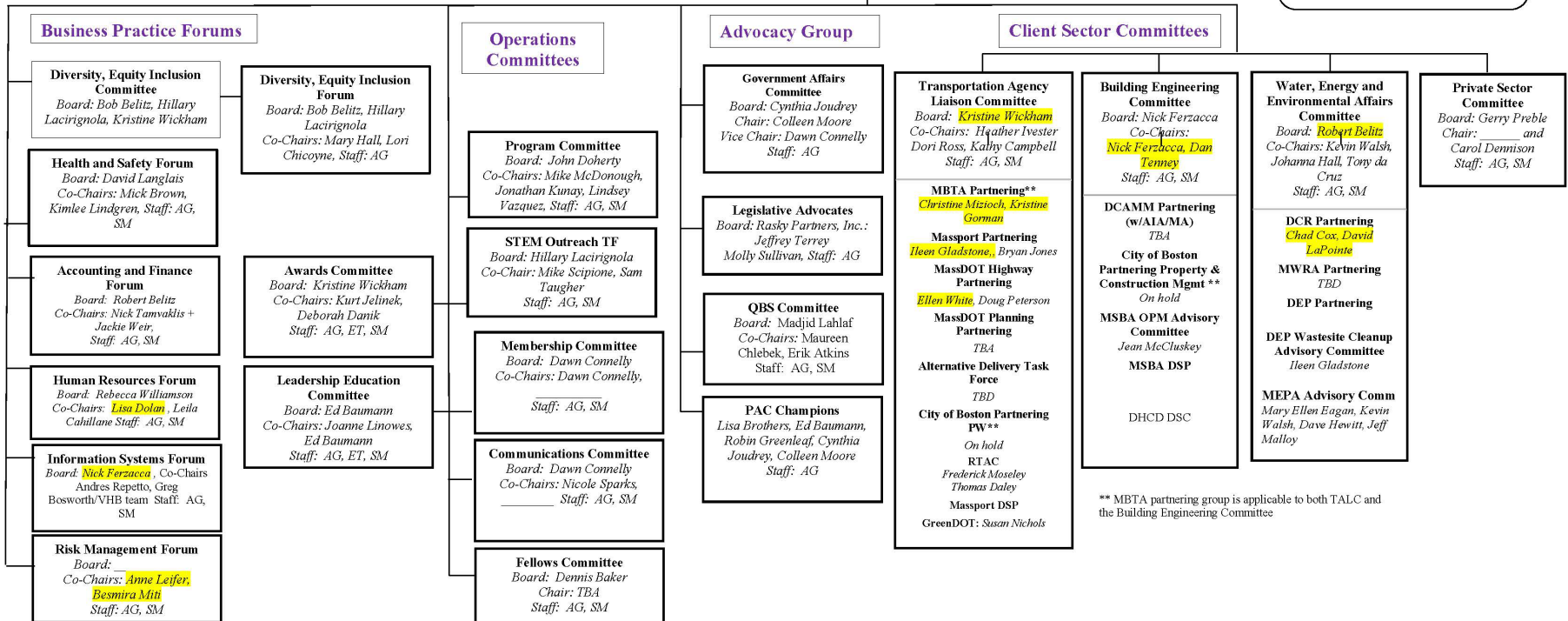
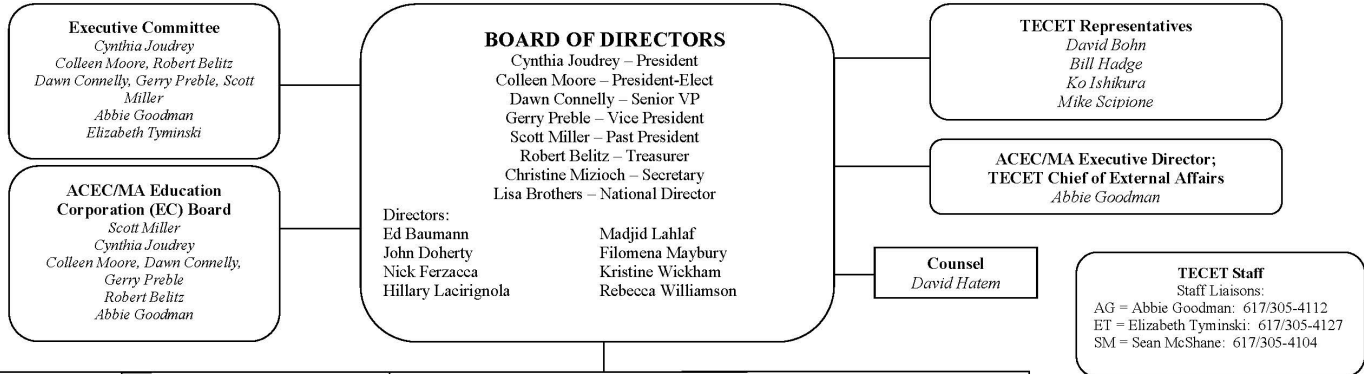


- Business Association of Member Firms in MA
- Firms employ over 7000 people in MA
- At least 1 principal of each Full Member Firm is a PE or PLS in MA
- Member Organization (MO) of ACEC in Washington, DC

ACEC/MA Organizational Structure



2022 – 2023
DRAFT 6/17/22



10 Basic Responsibilities of Nonprofit Boards

1. Determine mission and purpose.
2. Select the chief executive (*staff leader provided by TECET*).
3. Support and evaluate the Executive Director.
4. Ensure effective planning.
5. Monitor, and strengthen programs and services.
6. Ensure adequate financial resources.
7. Protect assets and provide proper financial oversight.
8. Build a competent board.
9. Ensure legal and ethical integrity.
10. Enhance the organization's public standing.

Conflict of Interest Policy

[https://files.engineers.org/
file/ACECMA-Conflict-Of-
Interest-Policy-As-
Approved-By-Board-12-14-
10.pdf](https://files.engineers.org/file/ACECMA-Conflict-Of-Interest-Policy-As-Approved-By-Board-12-14-10.pdf)

ACEC/MA Meetings and Events

In FY 2022:

- ACEC/MA Hosted 150 Leadership Education Sessions, Paid Programs with Annual Corporate Sponsors, Member Briefings and regular meetings from Committees/Forums, + Board Meetings
- On Zoom or Teams or Hybrid
- Promoted on web, ACEC/Matters, and/or social media
- Dozens more public agency partnering sessions, ExCom, legislative advocacy sessions, + such Task Forces as the TALC DBE Task Force, STEM Starter Academy Task Force, DB Task Force, etc.

ACEC/MA Meetings and Events

- All Committee/Forum meetings were on Zoom or Teams in FY2022
- Several Odyssey Sessions, 3 Monthly Programs, were in person
- Our members rely on the information, education and networking we deliver through LEC, Programs, Committee/Forum meetings, along with the information we share in ACEC/Matters and on our website.
- Our members rely on getting notifications in a timely way

ACEC/MA Committee/Forum Co-Chairs

– Job Description

Title: Co-Chair of an ACEC/MA Committee or Business Practice Forum

Reports to: Board Liaison on the ACEC/MA Board of Directors

Purpose: To provide leadership and serve the committee as a voting member; to develop plans, policies, procedures and practices for the operation of ACEC/MA; to monitor finances of the organization, its programs and performance.

Term: One fiscal year from July 1 to June 30.

ACEC/MA Committee/Forum Co-Chairs – *Job Description (cont.)*

Expected Meeting Attendance:

- Schedule Committee/Forum Meetings (at least quarterly depending on committee)
- Attend Annual Board and Comm-Forum Co-Chairs Annual Planning Session
- Attend ACEC/MA programs; bring others from your firm to programs
- Participate in Engineers and Land Surveyors Day at the State House (May)
- Attend and participate in special events and fundraisers, as needed.
- Support ACEC/MA in general.

NOTE:

- We send ACEC/MA Board meeting materials to you as a courtesy; Comm/Forum Co-Chairs do not need to attend regular board meetings, unless you have an issue to discuss with the ACEC/MA Board.

ACEC/MA Committee/Forum Co-Chairs – *Job Description (cont.)*

Obligations of the Committee Chair (or Co-Chairs)

- Establish policy for committee activities.
- Represent the broad interests of the ACEC/MA membership
- COMMITTEE Co-Chairs: Support the ACEC National Political Action Committee (ACEC PAC) with a personal contribution and local political fundraisers organized or promoted by ACEC/MA with personal contributions.
- Visit your state representative and state senator at least once a year.
- Be an advocate and a spokesperson for ACEC/MA and the Industry.
- Participate in at least one membership roundtable for current and potential members annually.

ACEC/MA Committee/Forum Co-Chairs – *Job Description (cont.)*

Duties for Committee/Forum Chairs:

- This job description is for all Committee/Forum Chairs in general.
- These Committees: Awards, Programs, and Leadership Education, may have additional responsibilities for hosting paid programs
- Committees that receive certain other staff support include: Membership, Communication, Government Affairs, TALC, WEEC, BEC, and PSC.

Duties:

- Develop an Agenda for each Committee meeting
- Develop Workplan for Committee, based on Committee's goals.
- Submit Workplan to Group Directors for review and discussion.
- Develop Meeting Schedule for the year: July -June
- Submit Meeting Schedule to TECET Contact for scheduling Zoom meetings or in person at TEC or elsewhere; notify TECET contact of any changes in meeting schedule, need for food or coffee through Aldrich Center. *(food with sponsor).*

ACEC/MA Committee/Forum Co-Chairs – *Job Description (cont.)*

Duties (cont.)

- Before promoting a meeting, Request Committee Roster from TECET staff (*TECET staff provides initial list and updates; Committee leaders should report any changes to TECET staff*)
- Outlook Appointment: meeting notices/agendas > 2 weeks ahead with Zoom (*if applicable*): include TECET designated staff and Executive Director (agoodman@engineers.org) on list for all committee/forum meetings and communication. Send email reminder
- acecma@engineers.org is a member of every Committee/Forum
- Do introductions on Zoom or in person if possible
- Lead/facilitate committee meetings to determine meeting topics & speakers
- Keep track of Action Items, Presentations to be posted on web or ACEC/Matters
- Write a brief summary of the meeting actions that can be shared with the Board Liaison to the Committee/Forum.

ACEC/MA Committee/Forum Co-Chairs – *Job Description (cont.)*

Duties (cont.)

- Coordinate with Board of Directors/Group Directors to keep them informed.
- Recruit new members (from ACEC/MA Member Firms) and invite existing members to participate. Let TECET staff know of changes/additions to the list.
- Be responsive to requests for information, participation or assistance from ACEC/MA.
- Coordinate with other ACEC/MA committees to schedule joint meetings, such as DEI with HR Forum or Health & Safety with HR Forum
- Coordinate with other ACEC/MA committees to schedule joint events as part of ACEC/MA schedule; work with Executive Director to negotiate revenue sharing and other agreements
- We do not share email lists with other associations.

ACEC/MA Committee/Forum Co-Chairs – *Job Description (cont.)*

Duties (cont.)

- Work with Executive Director on any contracts for speakers' honoraria or travel. Executive Director signs these contracts on behalf of ACEC/MA.
- Provide TECET staff with any public documents needed for posting on your Committee/Forum's web page on www.acecma.org

ACEC/MA Organization



AMERICAN COUNCIL OF ENGINEERING COMPANIES
OF MASSACHUSETTS

2022 – 2023
DRAFT 6/17/22

Executive Committee
Cynthia Joudrey
Colleen Moore, Robert Belitz
Dawn Connelly, Gerry Preble, Scott Miller
Abbie Goodman
Elizabeth Tyminski

ACEC/MA Education Corporation (EC) Board
Scott Miller
Cynthia Joudrey
Colleen Moore, Dawn Connelly,
Gerry Preble
Robert Belitz
Abbie Goodman

BOARD OF DIRECTORS
Cynthia Joudrey – President
Colleen Moore – President-Elect
Dawn Connelly – Senior VP
Gerry Preble – Vice President
Scott Miller – Past President
Robert Belitz – Treasurer
Christine Mizioch – Secretary
Lisa Brothers – National Director

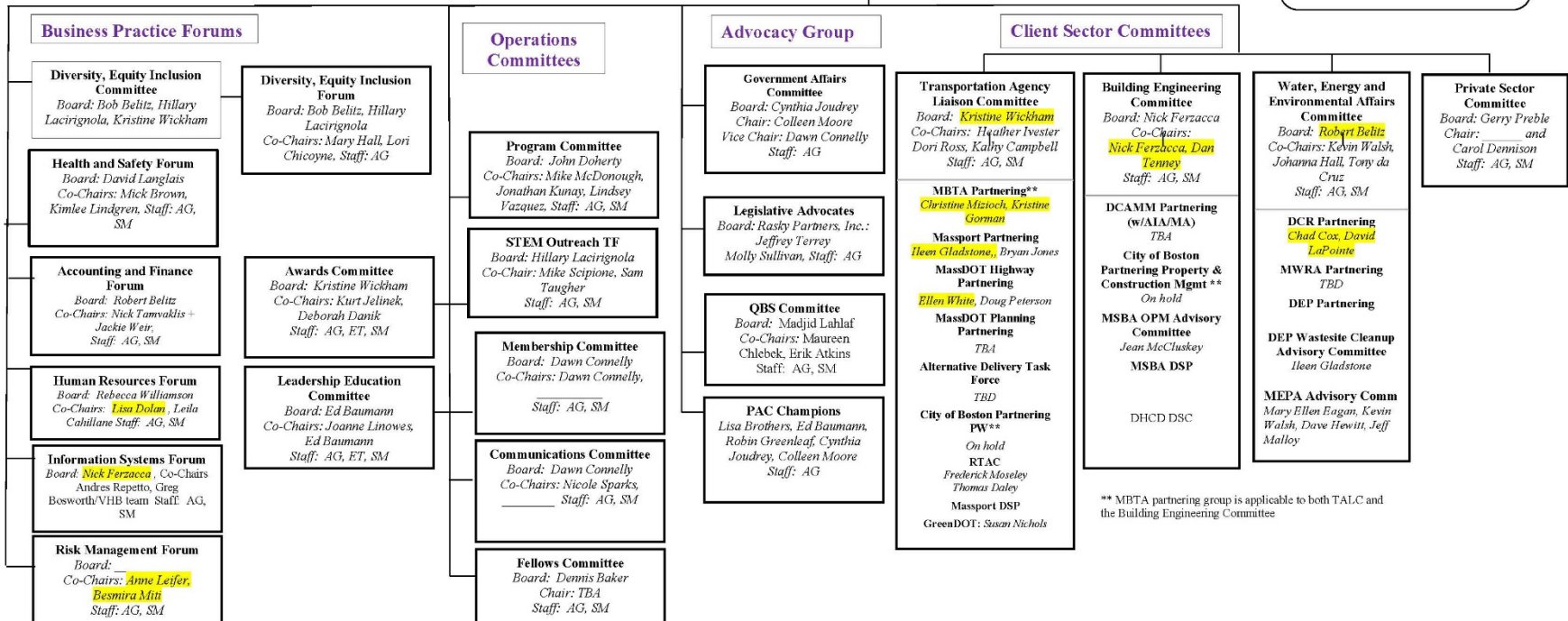
Directors:
Ed Baumann
John Doherty
Nick Ferzacca
Hillary Lacirignola
Madjid Lahlaf
Filomena Maybury
Kristine Wickham
Rebecca Williamson

TECET Representatives
David Bohn
Bill Hodge
Ko Ishikura
Mike Scipione

**ACEC/MA Executive Director;
TECET Chief of External Affairs**
Abbie Goodman

Counsel
David Hatem

TECET Staff
Staff Liaisons:
AG = Abbie Goodman: 617/305-4112
ET = Elizabeth Tyminski: 617/305-4127
SM = Sean McShane: 617/305-4104



Communication to Members:

- ACEC/MA Website: www.acecma.org
- Weekly **ACEC/Matters** email messages to over 2300 *Active* members - (1 - 30+ people/firm, designated by firm.)
- Emails/Outlook Appts from Co-chairs to Committee/Forum members
 - Rosters from TECET Staff; lists change frequently – request a new roster at least 2 weeks before your meeting
- Topical emails from ACEC/MA Exec. Director or TECET Staff
- Other broadcast emails to *Active* members
- Quarterly Insights Newsletter to *Active* members
- Limited mailings to Firm Representatives (one Firm Rep./Firm)
- **Twitter:** [@ACECMA](https://twitter.com/ACECMA) (also on www.acecma.org home page)
- **LinkedIn:** ACEC/MA Company Page, (ACECMA ACECMA) , ACEC and ACEC/CT *Groups*

ACEC/MA Operations Manual:

<https://www.acecma.org/about/news/acec-ma-board-and-committee-forum-co-chairs-resource-page-3065>

- Section 1: ACEC National Strategic Plan
- Section 2: ACEC/MA Organization
- Section 3: ACEC/MA Bylaws and Policies
- Section 4: ACEC/MA Membership Information
- Section 5: The Engineering Center Education Trust
- Section 6: General Resource Materials

Next Steps:

- Review Operations Manual on web and certain files sent to you
- Check out www.acecma.org; follow us on Twitter (@ACECMA)
- Committee-Forum Workplans due August 24 to Board Liaisons & Group Directors
 - Set meeting schedule for the year; clear with TECET staff to avoid conflicts with events, related meetings.
 - Meeting schedule is posted on ACEC/MA's web calendar on www.acecma.org and on www.engineers.org – Members look for the dates and information
 - We need to reserve rooms or Zoom for some meetings
 - Staff will give you committee/forum roster to review/update; roster includes Board Liaison for that Group, though Board Liaison may not be at all meetings. Updates occur throughout the year!
 - Copy workplans: agoodman@engineers.org & acecma@engineers.org
- Let TECET STAFF know about any meeting schedule/location changes
 - Committee web page – for reference documents, etc. – email agoodman@engineers.org and acecma@engineers.org
 - acecma@engineers.org is a member of every Committee/Forum

ACEC PAC – Lisa Brothers

ACEC/PAC = The engineering industry's primary tool for political engagement at the national level.

- Supported by engineering professionals from across the country who work for member firms, the sole purpose of ACEC/PAC is to elect candidates to the U.S. House of Representatives and U.S. Senate who support policies and legislation favorable to the engineering industry.
- **Personal contributions** to the PAC

ACEC Trusts

- ACEC Business Insurance Trust (BIT)
- ACEC Life Health Trust
- ACEC Retirement Trust

ACEC/MA Sponsorship Program

- Annual Corporate Sponsors
- Individual Program Sponsors
- Engineering Excellence Awards Gala Sponsors

ACEC/MA Leadership Education

- Offers unique education created specifically for architectural/engineering industry
- Builds vital soft skills for career development & firm success
- Highlights business-side for leading your firm
- Provides full-range curriculum, from young professionals to senior principals
- Develops tomorrow's industry leaders

ACEC/MA

Leadership Education Programs

Range of Courses

Effective Writing

for every person who writes

Genesis

for 3-5 years experience

Emerging Leaders Program

for 8-12 years experience

Odyssey Leadership

for 10-15 years experience

Everest

for Senior Executives

When Words Matter

for people seeking higher level
writing training

PM Roundtables

In Development

The Engineering Center Education Trust



The Engineering Center Education Trust

Three Sponsoring Societies

**American Council of
Engineering Companies of
Massachusetts (ACEC/MA)**
501(c)(6)

**Boston Society of Civil
Engineers Section/ASCE
(BSCES)**
501(c)(3)

**Massachusetts Association
of Land Surveyors and Civil
Engineers (MAL SCE)**
501(c)(6)

**The Engineering Center Education Trust (TECET)
Board of Trustees**
501(c)(3)

**Massachusetts
Architects and Engineers
Emergency Response
Task Force (MA AEER TF)**
TECET is fiscal agent

**ACEC/MA Education
Corporation (ACEC/EC)**
501(c)(3)

**New England Intelligent
Transportation Society
(NEITS)**
501(c)(3)

**MAL SCE Education Trust
(MET)**
501(c)(3)

Affiliate Organizations

Mail Drops

**Boston Association of
Structural Engineers
(BASE)**

**Massachusetts Society of
Professional Engineers
(MSPE)**

**Structural Engineers
Association of
Massachusetts (SEAMASS)**

Mission & Objectives



Mission

Enhancing the impact of the Massachusetts engineering and land surveying community



Objectives

- ▶ Provide facilities and staff to support the mission
 - ▶ Maintain One Walnut Street as a home for the engineering and land surveying community
 - ▶ Provide staff that has non-profit expertise
 - ▶ Serve as a repository for information and resources
- ▶ Support the sponsoring organizations
 - ▶ Help sponsors achieve their objectives
 - ▶ Provide support for continuing professional education programs
 - ▶ Offer opportunities for sponsors to collaborate for maximum effectiveness
- ▶ Advocate for the engineering and land surveying community
 - ▶ Promote support for sustaining and improving our infrastructure
 - ▶ Foster public awareness and appreciation for the professions
 - ▶ Promote the pursuit of careers in engineering and land surveying
 - ▶ Provide education, outreach and research on important issues

Board of Trustees



Board Composition & Recruitment

- ▶ 12 Board Trustees
 - ▶ 4 Trustees from each Sponsor
 - ▶ Trustees are appointed by Sponsors
- ▶ 3 year terms
 - ▶ Terms are staggered; 4 members terms expire each year
 - ▶ No term limits
- ▶ Monthly Board Meetings
- ▶ TECET Nominating Committee slates officers
 - ▶ Voted upon by TECET Board
 - ▶ Must be one officer from each Sponsor

Board Officers FY23

- ▶ Ko Ishikura, Chair (ACEC/MA)
- ▶ Carlos Peña, Vice Chair (BSCES)
- ▶ Sean Ewald, Treasurer (MALSCE)
- ▶ Bill Hadge, Secretary (ACEC/MA)

TECET Board Trustees

ACEC/MA

- ▶ David Bohn
- ▶ Bill Hadge
- ▶ Ko Ishikura
- ▶ Mike Scipione

MALSCE

- ▶ Sean Ewald
- ▶ Paul Foley
- ▶ Brian Koczela
- ▶ Joseph Vozzella

BSCES

- ▶ Reed Brockman
- ▶ Carlos Peña
- ▶ Steve Rusteika
- ▶ Ellen White



Board Roles and Responsibilities

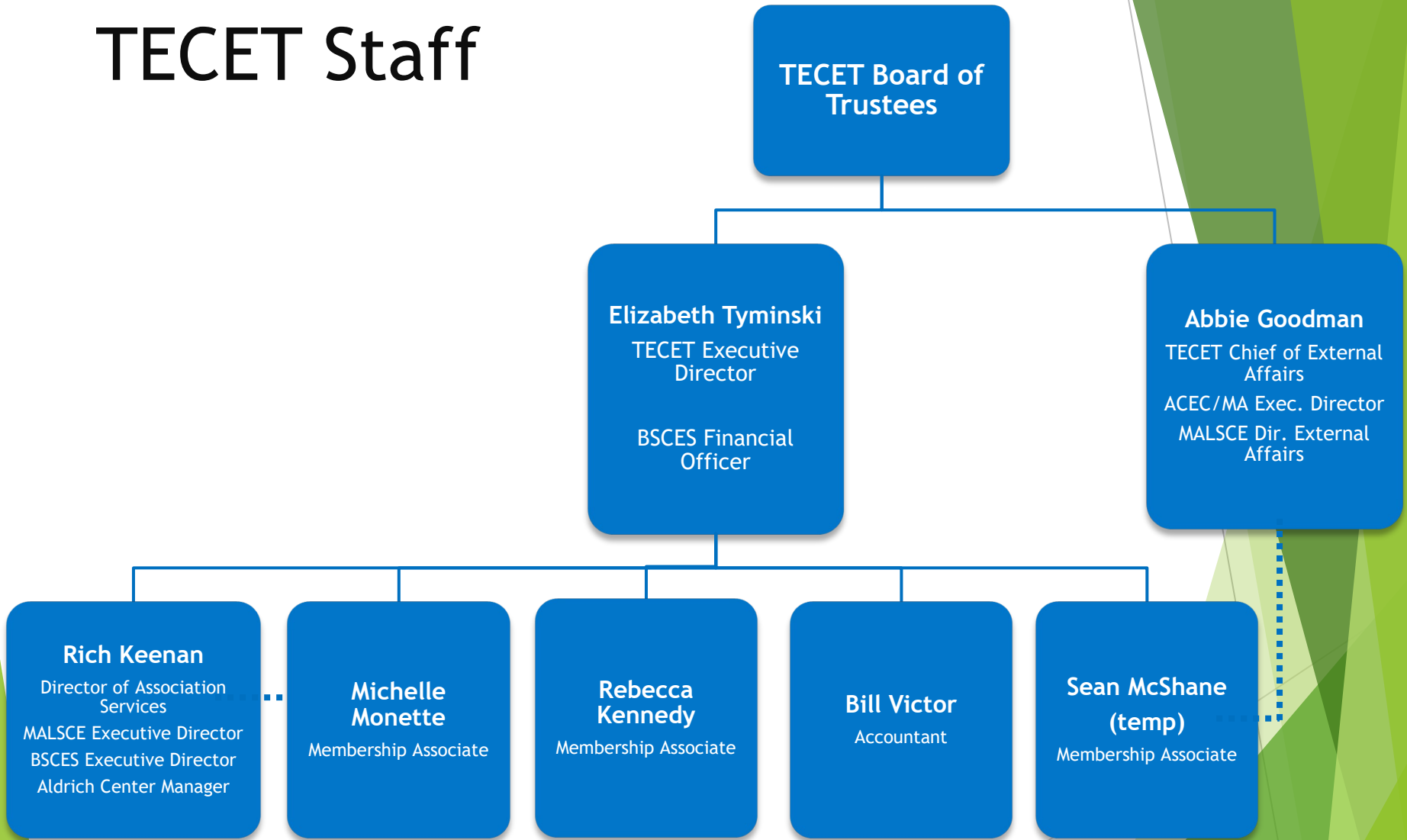
Key Roles of the Board

- ▶ Set Organizational Direction
- ▶ Provide Oversight
- ▶ Ensure Necessary Resources
- ▶ Fulfill our Mission

Staff, Services, Programs



TECET Staff



Services of TECET

- ▶ Membership Services
 - ▶ Database: Euclid ClearVantage
- ▶ Event Management & Registration
- ▶ Financial Management
- ▶ Communication
 - ▶ Websites: Getfused
- ▶ Government Affairs
- ▶ Outreach
- ▶ Building Administration

TECET Programs

- ▶ Engineers and Land Surveyors Day
- ▶ The TECET Linowes Leadership Lecture Series
- ▶ Rossiter Scholarship
- ▶ TECET Scholarship
- ▶ Aldrich Center
- ▶ Donations/Grants Program

Finances



Finances

- ▶ Fiscal year begins July 1
- ▶ Assets of April 30, 2022: **\$2,359,832.31**

Cash Accounts: **\$147,930.48**

Investment Account: **\$158,296.22**

Property and Equipment: **\$2,024,789.42**

A/R: **\$27,512.34**

Finances

(Unaudited)	FY21 Budget	FY21 Actual
Revenue	\$1,280,200	\$1,540,118
Expenses	\$1,344,508	\$1,414,058
Net Income	(\$64,308)	\$126,060

Sources of Revenue, 2021:

Administration Income: 60%

Fundraising: 16%

Building Leases : 14%

Other Income: 9%

Aldrich Center: <1%

Seminars/Education: <1%



Finances

► Expense Outlays, 2021:

- Payroll & Benefits: 62%
- Building: 18%
- IT: 6%
- Legal, Accounting, & Finance: 4%
- Fundraising: 3%
- Depreciation & Amortization: 3%
- General Office: 2%
- Donations/Grants: 1%
- Aldrich Center: <1%
- Education: 0%
- Government Affairs: 0%

Finances

▶ MORTGAGE

- ▶ Current balance (May 31, 2022): \$1,296,698
- ▶ Mortgage will be paid off in 18 years

Finances

► Cost to be at One Walnut Street FY2021

Total Building Expenses:	\$261,457
Less: Building Leases:	<u>\$221,454</u>
TECET cost	\$ 40,003
TECET sq. ft.	4500
cost/sq. ft.	\$ 8.89

Fundraising

- ▶ Fundraising goals for 2022: net **\$155.1K**

	FY22 Budget	FY22 Actual YTD
Leadership Dinner	\$85K	\$80K
Annual Giving	\$7.3K	\$18.6K
Golf Tournament	\$35K	\$54K+*
Other (Linowes Lecture & Board Giving)	\$4.2K	\$2.5K*

*In process

Intro to Breakout Groups

- Increasing our Workforce through STEM Initiatives
- Diversity, Equity & Inclusion – where do we go from here?
- Communicating the Value of Membership
- Webinars/Program ideas