

ACEC/MA Board & Committee/Forum Planning Session for FY2025 - Orientation

June 18, 2024



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)

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

**New England Intelligent
Transportation Society
(NEITS)**
Fiscal agent of TECET

**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

- ▶ Provide facilities and staff to support the mission
- ▶ Support the sponsoring organizations
- ▶ Advocate for the engineering and land surveying community

Board of Trustees



Board Composition & Recruitment

- ▶ 12 Board Trustees with 3 year terms
 - ▶ 4 Trustees from each Sponsor
 - ▶ Trustees are appointed by Sponsors
- ▶ Monthly Board Meetings and ExCom Meetings
- ▶ TECET Nominating Committee slates officers
 - ▶ Must be one officer from each Sponsor
- ▶ Key Roles of the Board
 - ▶ Set Organizational Direction
 - ▶ Provide Oversight
 - ▶ Ensure Necessary Resources
 - ▶ Fulfill our Mission

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 Officers/Ex Comm

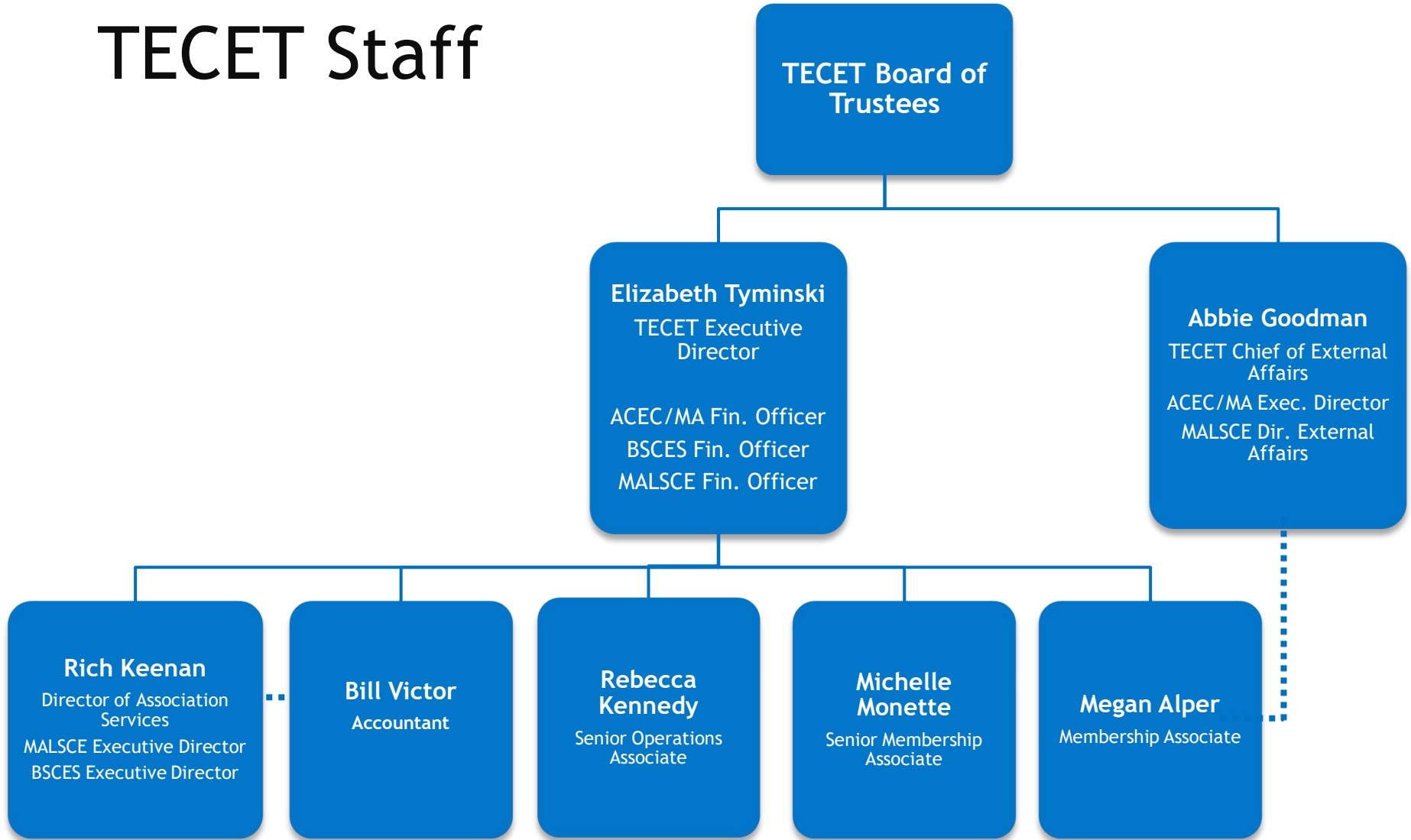
- ▶ Ko Ishikura, Chair
- ▶ Carlos Peña, Vice Chair
- ▶ Sean Ewald, Treasurer
- ▶ Bill Hadge, Secretary



Staff, Services, Programs



TECET Staff



Services of TECET

- ▶ Membership Services
- ▶ Event Management & Registration
- ▶ Financial Management
- ▶ Communication
- ▶ Government Affairs
- ▶ Outreach
- ▶ Building Administration

TECET Programs

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



Finances



Finances

- ▶ Fiscal year begins July 1
- ▶ Assets of April, 30 2024: **\$3,009,241.41**

Cash Accounts:	\$96,740
Investment Account:	\$177,344
Property & Equipment:	\$2,423,691
A/R:	\$27,936

Finances

(Unaudited)	FY23 Budget	FY23 Actual	FY24 Budget
Functional Revenue	\$1,525,120	\$1,748,857	\$1,613,020
Functional Expenses	\$1,482,952	\$1,590,910	\$1,599,836
Change in Net Assets, Functional	\$42,168	\$157,947	\$13,184

Revenue 2023:

Administration Income: 60%

Fundraising: 25%

Building Leases : 13%

Aldrich Center: 1%

Other: 1%

Finances

▶ Expense Outlays, 2023:

- ▶ Payroll & Benefits: 57%
- ▶ Building: 17%
- ▶ Fundraising: 7%
- ▶ Legal, Accounting, & Finance: 7%
- ▶ IT: 5%
- ▶ Depreciation & Amortization: 3%
- ▶ General Office: 2%
- ▶ Donations/Grants: 1%
- ▶ Aldrich Center: <1%
- ▶ Government Affairs: <1%

Future Initiatives/Capital Expenditures

- ▶ Implementation of new cloud-based member databases for Sponsors and TECET
- ▶ Upgrading of website platform to WordPress based sites
- ▶ Switching to QuickBooks online for accounting
- ▶ Continued building updates



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 8000 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



2024 – 2025
As of: 6/17/24

ACEC/MA Ed Corp. Golf
Committee Co-Chairs:
Colleen Moorey, Hank
Pokigo, Alex Tetreault

Executive Committee
Dawn Connelly, Robert Belitz
Gerry Preble, Rebecca Williamson,
Filomena Maybury, Colleen Moore,
Abbie Goodman
Elizabeth Tyminski

**ACEC/MA Education
Corporation (EC) Board**
Colleen Moore, Dawn Connelly,
Gerry Preble, Becky Williamson,
Filomena Maybury
Robert Belitz
Abbie Goodman

BOARD OF DIRECTORS
Dawn Connelly – President
Gerry Preble – President-Elect
Rebecca Williamson – Senior VP
Filomena Maybury – Vice President
Colleen Moore – Past President
Robert Belitz – Treasurer
Douglas Peterson – Secretary
Lisa Brothers – National Director

Directors:
Ed Baumann
John Doherty
Nick Ferzacca
Christine Mizioch
Kristine Wickham

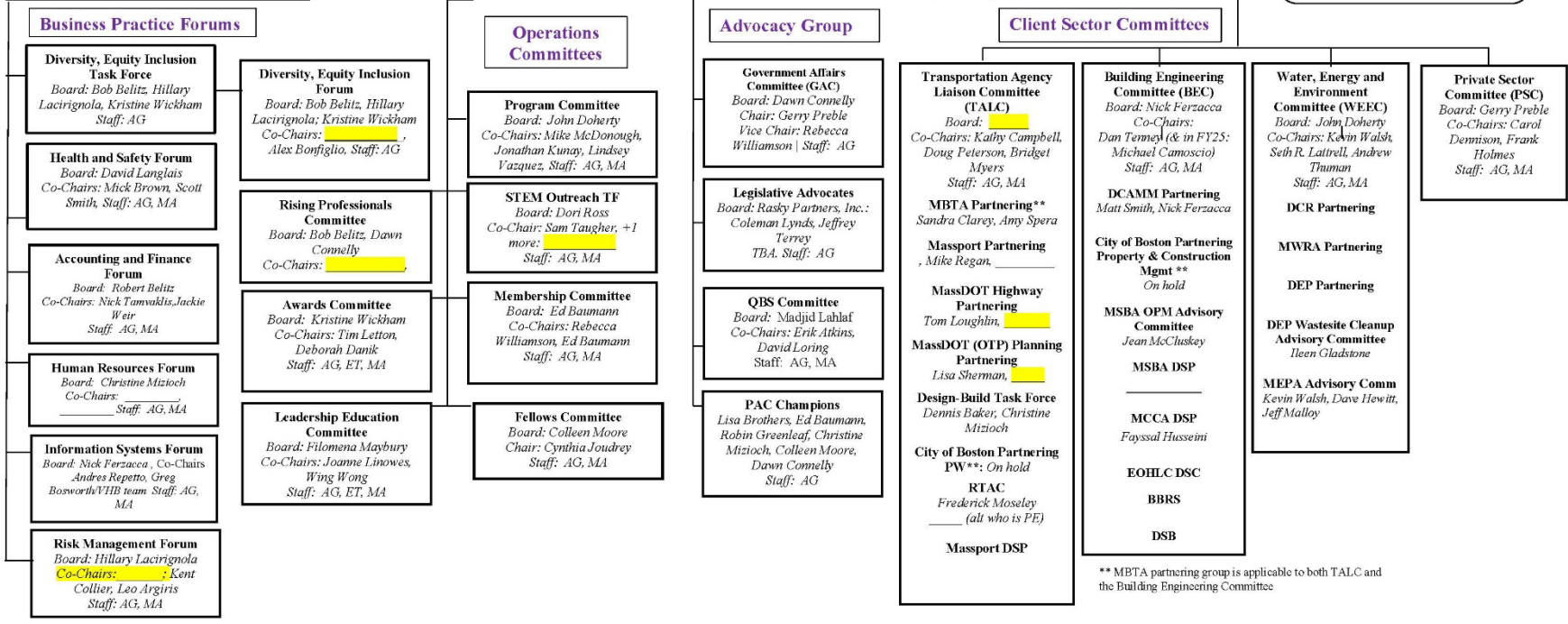
Madjid Lahlaf
David Langlais
Hillary Lacirignola
Dori Ross

TECET Representatives
David Bohm
Bill Hadge
Ko Ishikura
Mike Scivione

**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
MA = Megan Alper: 617/305-4104



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>

ACEC/MA Meetings and Events

In FY 2024:

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

ACEC/MA Meetings and Events

- All Committee/Forum meetings were on Zoom or Teams in FY2024; TALC: hybrid in fall & spring
- Odyssey Sessions offered in person + hybrid; Emerging Leaders in person; Writing courses on Zoom. Genesis: 2 courses in person
- Most Monthly Programs were hybrid
- Members rely on information, education, networking we deliver through LEC, Programs, Committee/Forum meetings, along with the info we share in ACEC/Matters and on our website.
- Our members rely on getting notifications in a clear and 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.cecma.org

ACEC/MA Public Agency Partnering

1 Person Per Firm Per Partnering Committee

- Two co-chairs, one cycling off as co-chair each year.
- Sign up by July 12, 2024 here:

<https://www.acecma.org/about/news/partnering-with-public-agencies-sign-up-by-7-12-24-3094>



ACEC *Massachusetts*
Education Corporation

- *501(c)(3) created for charitable and educational purposes, including:*
 - *scholarships for engineering and land surveying students,*
 - *lectures, seminars and conferences, journals and other publications, and grants for the purposes of continuing professional education of engineers, land surveyors and related professionals; and*
 - *research in the areas of engineering and land surveying for the benefit of the general public.*
- *ACEC/MA EC Board comprised of ACEC/MA ExCom members*
- ***Golf Tournament: September 30, 2024***

ACEC/MA Organization



2024 – 2025
As of: 6/17/24

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Gerry Preble – President-Elect
Rebecca Williamson – Senior VP
Filomena Maybury – Vice President
Colleen Moore – Past President
Robert Belitz – Treasurer
Douglas Peterson – Secretary
Lisa Brothers – National Director

Directors:
Ed Baumann
John Doherty
Nick Ferzacca
Christine Mizioch
Kristine Wickham

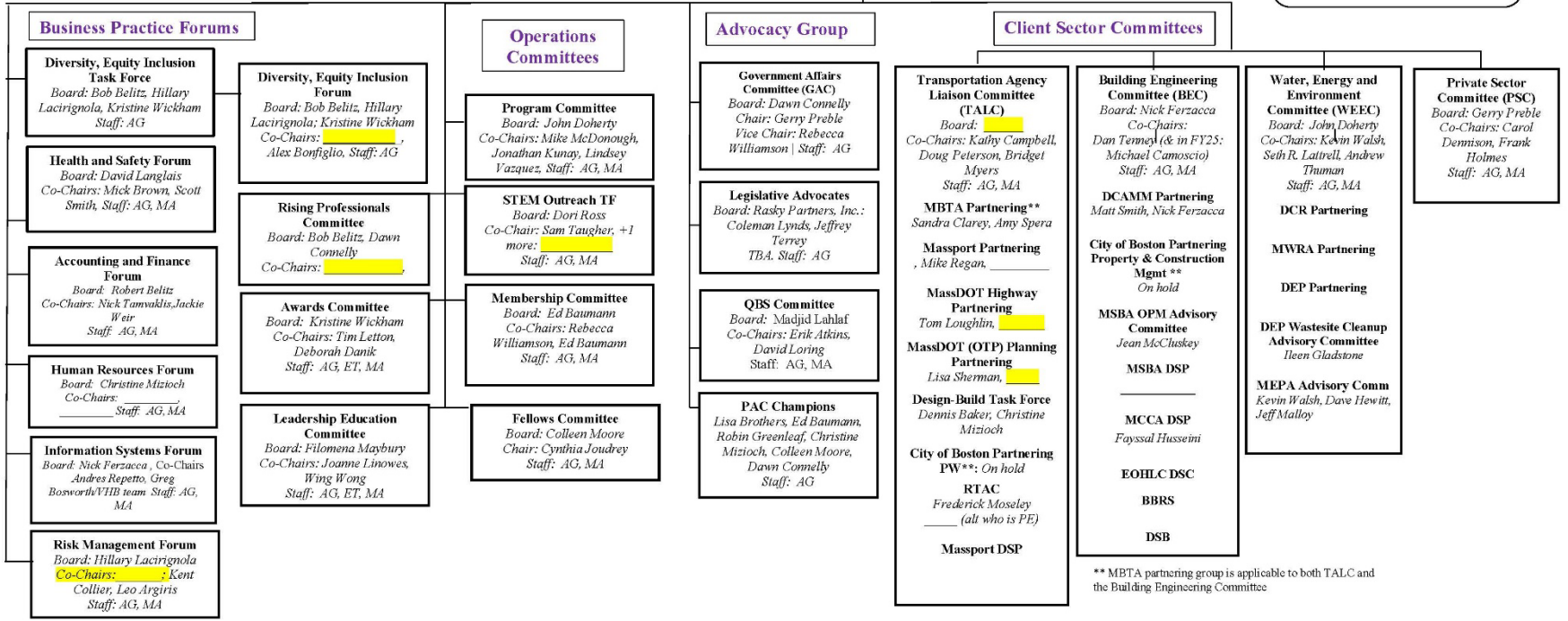
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** MBTA partnering group is applicable to both TALC and the Building Engineering Committee

Communication to Members:

- ACEC/MA Website: www.acecma.org
- Weekly **ACEC/Matters** email messages to over 3000 *Active* members: 1 - 30+ people/firm
- Emails/**Outlook Appts** from Co-chairs to Committee/Forum members with clear ACEC/MA subject line
 - Rosters from TECET Staff; lists change frequently – request new roster > 2 weeks before your meeting
- Topical emails from ACEC/MA Exec. Director or TECET Staff; Other broadcast emails to *Active* members
- Limited mailings to Firm Representatives (one Firm Rep./Firm)
- **X:** @ACECMA
- **LinkedIn:** ACEC/MA Co. Page: American Council of Engineering Companies of Massachusetts (ACEC/MA), (ACECMA ACECMA)

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
- Check out www.acecma.org;
- Follow us on **LinkedIn** & **X** (@ACECMA)
- Committee-Forum Workplans due August 24 to Board Liaisons
 - 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

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

Ethics

In development

Intro to Discussion Items

- Member Value
- STEM – where do we go from here?
- Webinars/Program ideas
- Another topic?