

Great Lakes Region Programs Preparation

**Chapter Programs Chair
Duties And
Responsibilities**



Agenda

- Why Chapter Programs?
- Great Lakes Region Chapter Meeting Examples
- Planning Programs for the Chapter
- Monthly Program Ideas
- Goals – details, details, details
- Logistics – making it happen
- Marketing – getting the word out
- At the Meeting
- Speaker's Bureau

Why Chapter Programs?

**Building Blocks to
stronger chapters include
Good Programs**



*Building Knowledge
Improving Project Delivery*

Chapter Programs

Strong Programs are the Heart of a Strong Chapter

- They promote meeting attendance, networking and industry focus.



Make Programs work for your Chapter

- Every Chapter is Different
- There is no right or wrong way.
- Be Creative.
- Be Consistent.



Great Lakes Region Chapter Meeting Examples

Toledo

- 3rd Thursday
 - 7:00am Breakfast
- Small group discussion
- Consistent
- 5-8 attend



Columbus

- 2nd Monday
 - 11:30 Lunch
- No Lunch-n-Learns
- Summer Break 2 months
- 45-75 attend



Blue Grass

- Varies
- Proactive Outreach
- Brunch n Learn
- Keenland
- Blessings in a Backpack
- 3-36 attend



Indianapolis

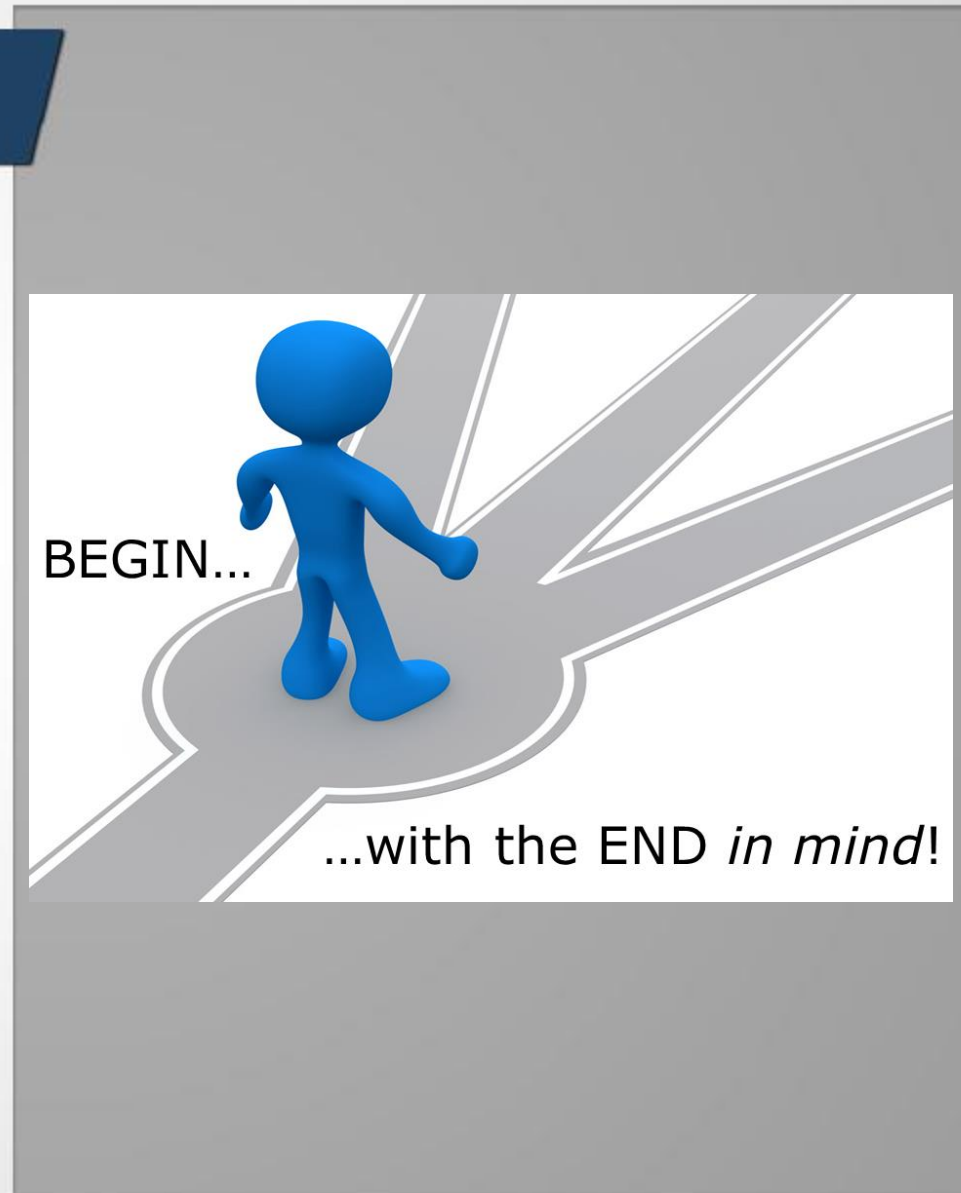
- 3rd Thursday
 - 5:30 Social Time
 - 6:15 Buffet Dinner
- 9 month activity plus:
 - Trade Show
 - Awards Banquet
 - Holiday Party
- 45-75 attend



Planning Programs for the Chapter

Basic Goals

- Chapter Board/Committee Goals
- How many meetings/yr
- What type format
- # of people attending
- Target Audience



Monthly Program Ideas

Meeting Ideas

- Grill the Specifier, Manufacturers Rep, Owner
- Construction Jeopardy
- Job site Tours
- Historic Buildings (remodels)
- LEED Buildings
- Procrastinators Day
- Game Show

- Themes for Meetings
- Construction Documents
- Historic events series (St Louis 93 flood, etc)
- Panels
- Forums
- Webinars
- Bid Day Scenarios
- Mock Trial

Meeting Ideas

- Tech Talk- assembly-focused presentation held just prior to the monthly chapter meeting
- Division Night (tabletops for a certain division at meeting)
- Coordinate with Chapter's Education Committee



Joint Association Meetings

- Like Minded Groups
 - Share Industry Info
- Widen Industry
 - Thought Leadership
 - Contacts



Goals-

details, details, details

Chapter Meetings- # per Year

- Decide how many meetings you want each year, which months you will have meetings, and if Keystone events like Trade Shows, Golf Outings, Awards banquets will be included or stand alone events in addition to monthly meetings.
- Once you have a basic idea of what you want to accomplish, Think about your target market.
- Are you looking to support architectural AIA credits; educational programs that they can't get in their offices to draw a crowd. Engineers, product reps and owners need to be considered if they are a big part of your chapter or target market for growing your chapter.

Chapter Questions/Options

- 1 Monthly Meeting a month
- Two month Break in Summer
- Lunch n Learn-
 - allowed and encouraged
 - not desired
- Panel discussions
- Speaker Presentations
- Community Leader Presentations

Chapter Goals

- What are your Annual Chapters Goals for Programs?
 - 1 Monthly Meeting a month
 - Panel discussions
 - Speaker Presentations
 - Lunch n Learn Type or not
 - Keystone events
 - Golf Outings/Trade Shows/Awards Banquets/Fun Events
 - Tours
 - Current jobs/Unique Standing Facilities/LEED Projects
 - 1-2 per year
 - Joint Meetings
 - AIA/USGBC/BX/BIA/IIDA/IFMA/ASCA

Tours



Chapter Goals

- What are your Chapters Goals for Programs?
 - Target Audience
 - Architect/Engineer/Product Rep/Owner/Contractor
 - Brainstorming session for ideas
 - Strategic Planning Retreat
 - Survey

Logistics-

making it happen

What makes a program run smooth?

- Although every location has an individual that sits as the program chair it takes a team.
 - Searching and setting up speakers
 - Team members. Each do something....
 - Invites(Eventbrite, Constant Contact), Speaker's Bio, and CSI Members and Guests.
 - PAL (Purpose/Agenda/Length)
 - Speaker Introduction
 - Plan 'B'
 - Speaker Database (Speaker's Bureau)

Searching & Setting up Speakers

- Every CSI Member should be tasked with bringing up topics and ideas of presentations to be reviewed.
- CSI is built on a wide range of professionals covering all aspects of the construction process. The program speakers should reflect the make-up of CSI.
- Speakers should be current and relevant.
- Speaker data base (Speaker Bureau).

Marketing-

Getting the word out!

Promotions/Eventbrite/Constant Contact

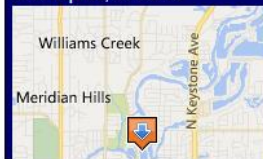
- Electronic invitation sent to current members and guests that have attended previous events.
- Published Speaker Bio.
- Board Members invite additional guests. CSI Cbus Program Chair Ed Gebauer sends additional 150 invites to Architects, previous guests, and past and future speakers. CSI Indy Program Chair Jack Morgan invites in similar fashion.
- Advertised in the COMMENT by Thad Goodman and Ryan Carpico. Advertised in the WINNER'S CIRCLE by Mike Halstead and Ryan Mazillo.

Program Promotion



March Chapter Meeting

Where:
Willows on Westfield
6729 E Westfield Blvd.
Indianapolis, IN 46220



Dear Jack,

You are invited to attend the CSI March 2019 Chapter Meeting on **Thursday, March 21** at the Willows on Westfield.

Progressing efforts in addressing environment, sustainability and resilience in design, construction and operation of buildings continues to evolve due to a constant stream of emerging influences. Largely initiated by the Green building movement, created by the US Green Building Council's LEED rating

Program Promotion



Metro Detroit CSI

Michigan's Going to Pot Panel Discussion

The Growing Industry of Grow
Houses.

Tuesday, February 12, 2019

The Inn at St. Johns
44049 Sheldon Rd.
Plymouth, Michigan

Judea Room

5:00 - 6:30 p.m.
Dinner Immediately Following
Members: No Charge
Guests: \$50.00

RSVP by February 7, 2019



Moderated by : Gerry Caratelli

[Sign up for this event!](#)

Panel of speakers includes:

At the Meeting

At the Meeting

- Looped PowerPoint

Coming Events!

Having a visual record of upcoming meetings and events is a best practice.

Broadcast on movie screen or on a monitor that is prominent.



Program Team

- CSI is a group of volunteers.
- CSI Columbus - 2nd Monday of the month – Lunch and Learn.
- CSI Indianapolis – 3rd Thursday of the month – Dinner Meeting.
 - 6-8 members make up the Program Committee.
 - Eventbrite – Columbus; Constant Contact – Indianapolis.
 - Name tags and giveaway.
 - Hospitality.
 - Speaker Certificate.
 - AIA Sign-In Sheet.
 - Program Certificate.

PAL

PAL

- Purpose

- **CSI Columbus** contributes to the greater good of construction by offering lunch seminars on the “Second Monday” from September thru June. Our construction technology seminars are interesting, compelling, and generally not available as Architect office Lunch n Learns.
- **CSI Indianapolis** provides relevant information through programs, panel discussions, demonstrations, and building tours from January thru May, July thru August, and October thru November. We typically do not accept typical Lunch n Learn Presentations.

PAL

- Agenda

- **CSI Columbus** runs their PPT slides containing updated information and events from 11:30 am until 12:05 pm.
- President addresses the group with pertinent information.
- President also introduces the speaker unless individual that set up the program would like to give the introduction.
- Speaker's presentation has already been set-up and is ready to start after introductions.
- **CSI Indianapolis** runs their PPT slides containing updated information and events from 5:30 pm until 6:20 pm.
- President addresses the group with pertinent information.
- Program Chair provides news of upcoming programs and introduces the speaker unless other arrangements are made.

PAL

- Agenda
 - **CSI Indianapolis** has set up presentation of speaker to be ready to go after introduction.
- Length
 - **CSI Columbus** and **CSI Indianapolis** establish a timeline for the event and stick with the timeline. We do not want to cut into speaker's time or drag the event out past the established meeting end time.

Speaker Introductions

- Very important that someone introduce the speaker. Can be the Chapter Program Chair, Chapter President, or an acquaintance of speaker.
- Preparing the speaker biography ahead of time not only helps advertise the event but also gives the person introducing a chance to set the stage for the speaker during the introduction.
- If there is change of speaker, attempt to secure the new speaker's biography as soon as possible.

Plan 'B'

- What happens if the speaker must cancel last minute?
- Be prepared to have a couple accredited presentations on standby.
 - All Chapters have Product Representatives that can present to the Chapters. Have someone that is on deck, so we do not waste member's time. If possible, have 2 or 3 volunteers set up in case of an emergency.
- Result is to have a noteworthy presentation that is informational, interesting, and compelling.

Great Lakes Region - Speaker Bureau

Speaker's Bureau

The screenshot shows the CSI Great Lakes Region website. The top left features the CSI logo with the text "Great Lakes Region". The top right has a "CONTACT US" link, the URL "CSIRESOURCES.ORG/GREATLAKESREGION", and a red "SIGN IN" button. A left-hand navigation menu includes "ABOUT US", "EVENTS", "CERTIFICATION" (with a checkmark icon), and "PARTICIPATE". Below "PARTICIPATE" are two buttons: "JOIN CSI" (with a handshake icon) and "TRAINING AND EDUCATION" (with a graduation cap icon, circled in black). The main content area features a large slide titled "Online Leadership Training" with a red button that says "VIEW OFFICER AND CHAIR TRAINING". Below this is a section for the "2019 CSI Great Lakes Region Conference" on April 11-13 in Detroit, MI. To the right, an "Announcements" section contains a message: "Log in to see this information. Either the content you're seeking doesn't exist or it requires proper authentication before viewing." The bottom of the page has a footer with the CSI logo and the text "Great Lakes Region – Legacy Training – Programs".

Speaker's Bureau



CONTACT US | CSIRESOURCES.ORG/GREATLAKESREGION | SIGN IN

Speakers Bureau

ABOUT US

EVENTS



CERTIFICATION

PARTICIPATE



JOIN CSI



TRAINING AND
EDUCATION



The Great Lakes Region has a GLR Speakers Bureau located on the Website. The goal is for the larger chapters of the Great Lakes Region to submit via the GLR Speakers Bureau, many good programs to the smaller chapters. As a Program is presented, if noteworthy, each chapter would submit that program, adding to the GLR Speaker's Bureau. With these programs being presented regionally, that speaker would most likely be willing to present to another chapter in the region because of reduced travel costs.

Listed below is a form to be filled in either by the Chapter President, Chapter Program Chair, or both. The form asks for at notable programs that have been presented recently by each chapter.

The information includes:

- Chapter Name or Joint Chapter names
- Chapter Contact Person• Program Name
- Name and Contact Information of the Presenter•
- Dates of the Presentation
- CEU Information• Any fees required?
- Other Notes

Please keep in mind the following:

- We are looking for programs that were well received by chapter members.
- We are NOT looking for "Lunch and Learn" presentations.
- A chapter's building tours and social events do not qualify.

The **GLR Speaker Bureau Form** is in MS Word. You can either, fill in the blanks and send to me electronically or print the form, fill in the information, and send it electronically.

Please feel free to contact the presenters and to submit your notable programs for other Chapter's benefit.



Speaker's Bureau



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We urge your participation to help each chapter in our region present better Programs.

Submit completed forms to Jack P. Morgan via e-mail: morwalsoplad1@gmail.com

Exterior Continuous
Insulated Claddings

[Exterior Continuous Insulated Claddings](#)

Rainscreen
Technology

[Rainscreen Technology](#)

Subfloor Construction
Adhesives

[Subfloor Construction Adhesives](#)

American Hardwoods

[American Hardwoods](#)

Inside Air Quality

[Inside Air Quality](#)

Roofs and
Condensation Issues

[Roofs and Condensation Issues](#)



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Speaker's Bureau


- A listing of programs that have been presented to a chapter where the speaker is willing to present the presentation to another chapter. Geared to the smaller Chapters of the Region to allow them to present quality Programs.
- From the GLR Website, click on “Training and Speakers Bureau”. Click then on “Speaker's Bureau” to find a list of past programs as well as a blank form to be submitted to Region Program Chair.
- Submit to Region Program Chair – Jack Morgan.

Speaker's Bureau Form

GLR_Speakers_Bureau_Form_w_logo_8-25-17 (1) - Compatibility Mode - Saved to this PC Jack Morgan

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The Great Lakes Region of the
Construction Specifications Institute, Inc.

Great Lakes Region, CSI -- Program Resource Form
For use with the GLR Speakers Bureau

Please list the best Program(s) presented by your Chapter last year.

PROGRAM

Chapter or Joint Chapters

Chapter Contact Information

Program Name

Name of Presenter

Presenter's Contact Information

CEU Information: Yes → → → No

Any Fees Required?

Other Notes

Please submit to Jack P. Morgan, CSI
morwalsoplad1@gmail.com

Thank You!

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Programs

- Create Good Programs!
- Promote Chapter and CSI!
- Fill the room!



What If You Have Questions?

- Jack Morgan, FCSI, CCS, CCCA
 - 317-508-4516
 - morwalsoplad1@gmail.com
- Thad Goodman, FCSI, CDT, CCPR
 - 614-296-5375
 - thadg@nationalgypsum.com

Thank You!

2019 GLR Conference

Detroit, MI

April 12, 2019

Programs

Updated 7/2021

