



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

ACE MENTOR PROGRAM LOS ANGELES METROPOLITAN AREA
Board of Directors
Meeting Minutes
Saturday, September 24, 2011 9:00 AM – 12:00 PM

Agenda Item	Discussion	Action Item Person Responsible/ Due Date	
		Present	Absent
1.0	ACE MENTOR LOS ANGELES METROPOLITAN AREA INC. CALL TO ORDER The Board of Directors of the ACE Mentor Los Angeles Metropolitan Area, Inc. met for the Board Retreat at John A. Martin & Associates, 950 South Grand Ave., 4 th Floor in Los Angeles, CA 90015 on Saturday, September 24, 2011		
1.1	Roll Call		
	Present (P) Present Via Telephone (P/T) Absent (A)	Present	Absent
Board of Directors			
	Chuck Whitaker, Chairman - JAMA	P	
	Lori Guidry, Vice Chairman - D.I. Inc.	P	
	Jay Higgins , Secretary – URS Corporation	P	
	Stephen Smith, Treasurer - Hathaway-Dinwiddie Construction Company	P	
	Erik Aukee, Director - Perkins+Will	P	
	Ann Banning, Director - Wright, Bright Operations	P	
	Matt Barnard, Director - Degenkolb Engineers	P/T	
	Charlene Dekker, Director - AECOM	P	
	Kevin Dow, Director - Turner		A
	Kelly Duke, Director - Valley Crest	P/T	
	Debra Gerod, Director - Gruen	P	
	Dan Grubb, Director - Jacobs		A
	Erin McConahey, Director - ARUP	P	
	Jim McLamb, Director -- Clark Construction	P	
	Jon Mills, Director - LPA Architects	P	
	Jack Mollenkopf, Director - Pankow	P	
	Emery Molnar, Director - Swinerton Builders	P	
	Aldrin Orue, Director - KPFF		A
	Karen Price, Director - Morrow-Meadows Corp.		A
	Mike Rogers, Director - HKS	P	
	Janine Sarmiento, Director - Parsons		A



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	Veronica Soto, Director - Parsons	P	
	Dave Suder, Director - KHS&S		A
	Ray Swartz, Director - Konsortium 1	P	
	Jane Templin, Director - Electrical Training Inst		A
	Invited Advisors		
	Terry Dooley (Director Emeritus)	P	
	Noah Boro (Mentor Team Coordinator)		A
	Kimberly F Tanouye (Advisor)		A
	Peter Zweighaft (Legal Counsel)		A
	Administrator		
	Paulette Dallas	P	
	Guests		
	Stephanie Davi Ercolini	P	
2.0	WELCOME AND INTRODUCTION Chairman Chuck Whitaker was thanked for hosting the retreat at John A. Martin & Associates.		
3.0	STRATEGIC PLAN & GOALS (discussion for Exec Committee to meet in future and report to Board) Ann reported on the Goals committee Growth – Ann discussed setting a growth goal. Two schools a year is the goal. Jim discussed the 5 year plan for this 90% growth goal. Jim discussed getting subcontractors involved, more board members involved, types of scholarships, vocational scholarships. Debra discussed growth within schools by increasing students at existing schools. Jon discussed how his team is growing this year. Discussion on growth continued and what it means. Erin discussed partnering with another organization to join ACE. Discussion on growing within the schools that ACE LA is already in. Leadership Training for Team Leaders and Mentors. – Debra suggested training for mentors/leaders. Stephanie stated that ACE has training that can be set up via webinar. Lori stated that the mentors should get more recognition than in previous years. Ann suggested an event to recognize the mentors. Jim suggested that the goals committee meet again, revisit the goals, and formulate a updated plan to present to the Board. The plan should include a proposed		Ann Banning-Wright



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	<p>organizational structure. Ann agreed and proposed that it be presented at the November board meeting.</p> <p>It was suggested that college students be mentors.</p> <p>The goal is to reach and positively impact as many students as possible.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><u>MISSION STATEMENT & TRAINING</u></p> <p>Mission Statement: <i>“To expose, educate, and motivate high school students toward architecture, engineering, construction, and related construction trades.”</i></p> <p>Admin access to the manual and other documents – *login ACE behind the scenes ~ acenews/newsace (This is the access login for the mentor handbook that is only available online now)</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>NATIONAL/ REGIONAL OFFICE ISSUES</u></p> <p>National Affiliate Council Report - Debra reported on changes in the National office. Stephanie is the contact for ACE West Region. Stephanie discussed the varying ways of affiliates working together. She discussed the San Francisco affiliate and how they make up their tiered board structure – big board, teams, mentors, etc. There was discussion on AGC and the relationship with ACE.</p> <p>CA Council Report - Stephanie discussed the ACE summer week long boot camp. 11 of the 13 junior year students said that they would be going into the ACE fields. The goal is to have 25 students for 2012 summer boot camp.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p><u>SCHOLARSHIPS</u></p> <p>Report on 2010-2011 Scholarships (Jay Higgins reported for Aldrin) - \$38,000 was given to high school students. The applications have been sent to ACE college students. Two state scholarships were given. \$22,000 is available/budgeted for renewals for college students. Debra reported on ‘Greenbelt’ scholarship. Debra discussed allocating some scholarship funds to juniors and summer programs available to high school students.</p> <p>Proposed protocol for 2011-2012 scholarships – Scholarship Committee to review; Board members encouraged to provide recommendations to the Scholarship Committee for consideration by the Board.</p> <p>A document summarizing the scholarship opportunities should be prepared.</p>	<p>Board Members</p> <p>Debra Gerod/ Aldrin Orue</p>



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7.0	<u>FUNDRAISING ACTIVITIES/EVENTS</u>	
7.1	Fall fundraising events (JJ – LA and Jon – OC) – Chuck discussed Fall Fundraising events.	
7.2	<p>Jay Higgins <i>made the motion to</i> not have the small fundraisers and put the efforts towards a bigger future event,</p> <ul style="list-style-type: none"> • it was seconded by Ann Banning-Wright • the vote was unanimous • the motion was adopted 	
7.3	Spring fundraising campaign (Jay/Terry) – Terry discussed the three main ways how ACE has raised money: 1) Spring Campaign, 2) Terry’s private foundations/Associations, and 3) local fundraising events. There was board discussion on fundraising.	
7.4	Board member’s minimum contribution or amount to be raised (“give or get”) was discussed. Chuck asked for other ideas? – Veronica suggested creating something (video, etc) that could be distributed for Board members/firms to add to their presentations for marketing ACE.	
7.5	Emery discussed that All Schools Day will be on November 19 th .	
8.0	<u>SCHOOL ISSUES</u>	
8.1	Board Members should attend a minimum of two (2) mentoring sessions; Board Members should plan on attending NAC Meetings. Chuck suggested that all board members attend a school team meeting before the end of the 2012 school year. Paulette will send out the teams list and contact list so board members can attend a team meeting	Paulette Dallas
9.0	<u>ADMINISTRATIVE ISSUES</u>	
9.1	Jay to send a suggested agenda template to Chuck. Jay will also set up a conference call for each month preceding a board meeting to set the agenda action items. The conference call will include Board officers (Chair, Vice-Chair, Secretary, and Treasurer)	Jay Higgins



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9.0	<u>NEXT BOARD MEETING</u> Date and Time: Wednesday, November 9, 2011 11:30am – 1:00pm Location: Clark Construction in Orange County Address and phone contact information to be sent in meeting notice	

Jay Higgins
Secretary, ACE Mentor L.A. Metropolitan Area

Paulette Dallas
Administrator, ACE Mentor L.A.

Approved at the November 11, 2011 Board Meeting