#### BUSINESS PRACTICES COMMITTEE

Board Liaison: Liz Phipps– KCI

2020/21 Chair: Justine D’Andrea, Summit Design & Engineering

2020/21 Vice Chair: Trey Hendrick, ECS

Description: Small and Large Business Leaders interested in improving the efficiency and operation of large and small firms are members of this committee. The objective of this committee is to reach out to and expand opportunities for business members of ACEC/NC, protect the interests of engineering firms, and offer business leaders a chance to leverage the collective knowledge of a larger group, to improve overall performance related to human resources, financial, legal, business development, and operations.

* New Subcommittee Idea
  + Training/employee development/professional development – brought up by Wes Lowder. Wes handles for S&ME. Some firms may have this as part of HR or a stand-alone group/department/function.
  + Will continue to discuss and see if its best to include as part of the HR subcommittee or if it should be a stand-alone subcommittee.
  + There is overlap between HR and Training Committee
  + **Bob and Wes have met and developed purpose/mission/steps**
  + **Purpose: improve way firms provide and offer professional development for their employees**
  + **Discussed surveing member firms regarding the state of professional development**
  + **This subcommittee would offer assistance to member firms/idea sharing/best practices, etc.**
  + **Bob and Wes will present at the next Committee meeting their outline, format, next steps, etc.**
* HR Subcommittee
  + Kelly reached out to ACEC/NC staff for a list of who was previously involved with the HR Roundtable; Goal is to have subcommittee formed the 1st or 2nd quarter of 2021
  + **Kelly has heard from a few people who are interested in joining the subcommittee (from the E-Blast notification)**
  + **If anyone on the committee is interested in joining or if your HR Co-workers would be interested, please reach out to Kelly at** [kelly.sizemore@kimley-horn.com](mailto:kelly.sizemore@kimley-horn.com)
  + **Kelly plans to get the subcommittee together after March 1st (deadline for interested individuals to reach out to Kelly)**
  + **Jim is working to find any additional information from previous HR forum**
  + **Allow for some time at the next Committee meeting to present format of subcommittee, next steps, etc.**
* 2021 Business Resources Expo
  + Consensus from our last meeting is to hold a hybrid version of the expo for 2021 (virtual and in-person (with in-person attendance capped)). The event will be held in Raleigh.
    - * **Date and Venue**
        + 2nd half of 2021 (look at week of Sept. 15th or 22nd)
        + **Jessica reached out to McKimmon Center to see about availability**

**They are flexible with booking the space and are currently holding September 20th for us**

The standard cancellation policy on this event would be 30 days in advance should we be open for business with no guidance, like phase 3 or similar

They can include a clause in the contract related to cancellations based on COVID-19 where we wouldn’t be under an obligation to compensate the McKimmon Center.

A/V Partner with McKimmon Center related to Live Streaming and Recording

Interactive component for virtual attendees (Q/A, etc.)

Offer a recording instead of live streaming to help with not driving attendance down for those individuals not interested or comfortable attending in person

Benefit/motivation to attend in-person keeping in mind sponsorships

* + - * **Expo’s Theme**
        + Thoughts on theme?
        + Thoughts on potential topics and speakers?
        + Want to start focusing on the content of our Expo.
        + **Do a Call for Presentations (similar to Transportation Conference)?**

**Start with an e-blast/call for presentations/interest level to affiliate/associate memberships (currently have 30)**

**Do call for presentations first; see what we get back then the Committee can review feedback and focus on content/theme**

**Provide ideas of potential topics (training/professional development, space planning, recruiting in a Post Pandemic world, effects of insurance, etc. in a post pandemic)**

**Jessica to put together draft and send**

**What is our biggest value statement?**

* Open Discussion/Miscellaneous Items:
  + - Have a copy of an ACEC National Webinar titled “Inside the Buyer's Brain – Insights from the New Study” Why do companies select one professional services firm over another?
      * Show at March Committee meeting; after discuss new sub-committees and 2021 Expo.