#### 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.
	+ **Wes and Bob are trying to connect and discuss in further detail; they will provide an update at our next meeting.**
	+ **Discussion regarding the overlap between HR and Technical staff at our firms and how training is handled.**
* HR Forum/Roundtable/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
	+ **ACEC/NC staff to put something together to include as part of the weekly e-blast to gauge interest**
* 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.
		- * **Discussed potential dates and a venue.**
				+ 2nd half of 2021 (look at week of Sept. 15th or 22nd)
				+ Jessica to reach out to McKimmon Center to see about availability
				+ Need to keep in mind restrictions that may or may not be in place
			* Potentially look at holding outdoors; logistical challenges (AV)
			* Discussed leading up to the expo holding virtual presentations/webinars (potentially from affiliate members) to tease the expo. This could be a good opportunity create a new or modify the sponsorship levels to include this opportunity.
				+ How do we engage people to watch the virtual presentations leading up to the Expo?
				+ Clips from Sponsors/Scavenger Hunt tying it back to the event/offer a prize
				+ Leverage tools within Microsoft Teams (break-out rooms)
				+ Is it included in the registration price?
			* **What is the Expo’s theme?**
			* Joint Transportation Conference – October 2021; Transportation Committee is deciding on the route they will take for that conference (in-person/full virtual/hybrid). They are having the same conversations we are having.
			* After further discussion regarding doing a hybrid method vs. full virtual consensus shifted to holding a full virtual expo for 2021. There is still so much uncertainty related to restrictions that may or may not be in place for in-person (indoor) events its challenging to start planning for an in-person event (even if we decide to pivot back to a full virtual)
				+ Want to start planning and getting the word out about the Expo soon.
				+ Need to keep in mind people’s hesitation with attending in-person events
* Open Discussion
	+ Will schedule our next committee meeting for mid-late February; Committee members to think about the Expo’s theme and we will have further discussion regarding moving forward with a full virtual expo for 2021. Depending on how things progress prior to our next meeting may revisit the discussion of doing a hybrid expo for 2021.