



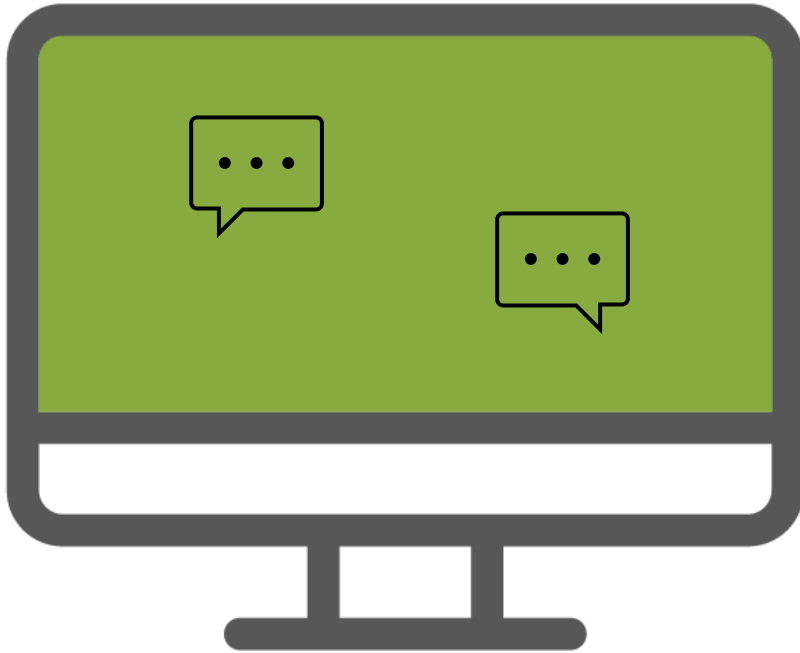
New Chairs Training

CINDY CHANCE, JASON TWISS, ANDREA SCHELL

ULI PRODUCT COUNCIL TEAM

FEBRUARY 17, 2022

While everyone joins...



- Feel free to turn on your camera and stay off mute, for now
- In the chat box enter
 - Your name and Council
 - What you hope to get out of today's training

Agenda



Overview



Membership



Meetings



Q&A

ULI Council Staff

Cindy Chance, Executive Vice President

Jason Twiss, Vice President

Andrea Schell, Director

Councils by the numbers



68 Product Councils



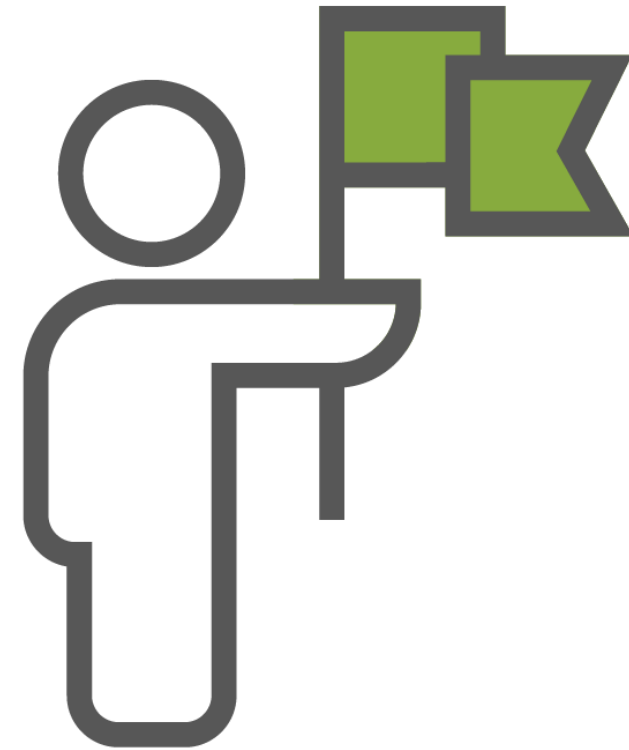
3232 Total Council members



Average of 48 members per Council

Role of the Chair

- General oversight of Council success
- Identify members of leadership team
- Manage or delegate responsibilities:
 - Membership/Guests
 - Diversity Equity and Inclusion
 - Council Dinner and Day venues
 - Meeting programming
 - Annual giving
 - Internal member communication
- Final say on Council decisions





Membership

Council Membership Basics



Adding New Members

Term Length
Annual Council Fees
Reports/[Leadership Resource](#)



Leadership Teams

Roles
Term Length
DEI



Diversity Equity & Inclusion

Belonging
Partnerships
Conversion



Guests & Recruitment

Fall and Spring Meetings
ULI Suggestions
Navigator



Meetings



Meeting Dates

ULI Fall Meeting (usually October)

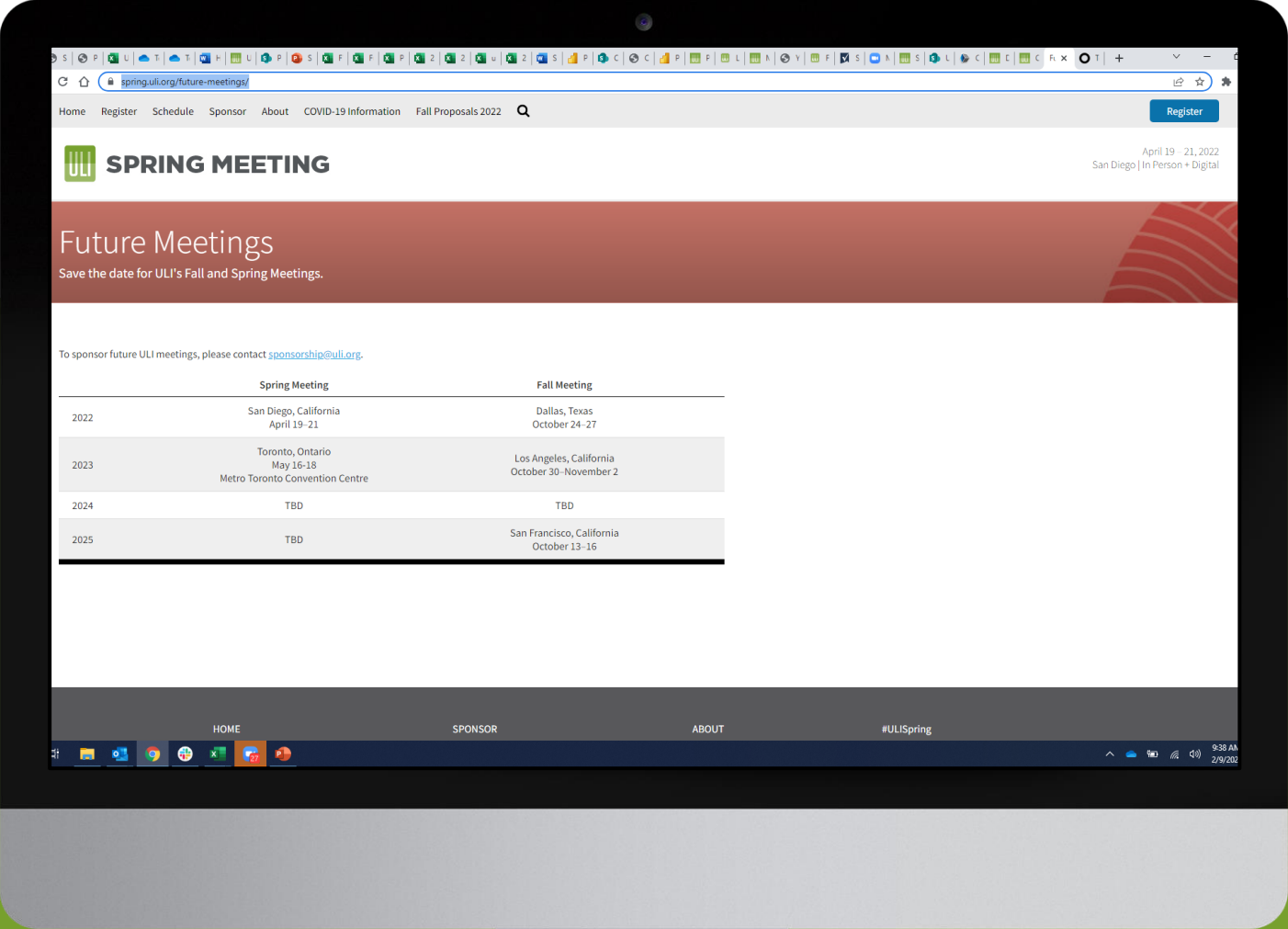
ULI Spring Meeting (usually April/May)

Virtual Meetings for Product Councils (throughout the year, with a focus on Winter and Summer)

Future Meeting dates and locations can be found here: <https://spring.uli.org/future-meetings/>.

Site is updated as new dates are confirmed.

Future Meeting Dates



<https://spring.uli.org/future-meetings/>

Meeting Finances

(July – June Fiscal Year)

Annual Council Day(s) Budget:

- Based on estimated expenses, ULI's organizational budget, and number of members on your Council.
- Distributed to Council leadership annually (July) to cover two Meetings.
- Intended to pay for expenses related to Council Day at Fall and Spring Meeting:
 - Food & Beverage
 - A/V
 - Transportation/Tours
 - Venue space fees (if applicable)

Council Dinner Fund:

- Generally collected by ULI as part of the annual invoicing process and held/managed on behalf of the Chair/leadership team.
- Annual amount set by Chair/leadership team.
- Covers dinners/receptions at Fall and Spring Meeting.
- Can pay for additional activities, overages in Council Day budget, etc.
- Rolls over from fiscal year to fiscal year

Other Meeting Logistics

- Agenda development and submission
 - [Link to Fall 2021 Agendas](#)
- Guests and Speakers
- Hotel rooms for Councils
- Evaluations

Q&A

Please raise your “hand” or ask your question in the chat.

Thank you for joining! We look forward to seeing you in San Diego!

Upcoming Chair Events:

- All Chairs Meeting (Zoom):
March 3, 2022
1:00pm EST
- New Chairs Orientation Lunch (Manchester Grand Hyatt San Diego):
April 20, 2022
12:00 – 1:00pm PST
- Chairs Mentor Session (Manchester Grand Hyatt San Diego):
April 20, 2022
2:00 – 4:00pm PST

Please reach out to Andrea.Schell@uli.org if you need to have Zoom or calendar information resent.