

## Reading a Class Sheet

Class sheets are designed to give you a more in-depth view into your current roster, more so than the Council roster excel. Each Class Sheet is divided into three sections, explained below, to help guide your decision making in regard to the future of your Council membership. Feel free to request this report anytime, <https://pcl-report-request.questionpro.com/>.

### Class sheets are divided into 3 sections:

- **Section 1 (starts on page 1):** Snapshot of your membership as of the date report was pulled. Information includes:
  - Current number of members
  - Capacity is now referred to as Council base. Your council should have at least 55 members. We are not currently imposing a maximum number of council members. However, if you envision adding enough members to put your total over 60, please let Andrea know.
  - Number of Key Leaders
  - Average age of members
  - Breakdown of members by
    - Region
    - Ethnicity
    - Race
    - Age group
    - Gender
    - Professional role
- **Section 2 (starting on page 2):** Reviews leadership team and changes made over the past year (July 1, 2020 – June 30, 2021)
  - Current leadership team
  - New Joins as of 7/1/20
  - Members with a roll off date of 06/30/21
  - Members who resigned or were dropped since 07/1/20
- **Section 3 (starting on page 3 to end):** Membership list organized by class date (as know as roll off date)
  - Thru date is the current date they are set to roll off the Council. You can give members a term date through June 30, 2026 (5 year term). It is recommended that you have no more than 15% of your Council set to roll off in any given class year.
  - Start Date is the date they were appointed to the Council for this current term
  - Name (Last, First)
  - Organization
  - Title
  - State
  - Grid Key: a representation of the different self-designation professional roles of the members on your council. Each professional role is divided into 6 different grids. Definitions can also be found at the bottom of the class sheet.
    - 1 – Developer/Owner (DO)
    - 2 – Capital Provider (CP)
    - 3 – Financial Services (FS)

- 4 – Professional Services (PS)
  - 5 – Civic Professionals (GOV/AP)
  - 6 – Other (Other)
- Professional Role Key: These codes, as well as the grid codes, have been supplied to ULI by the members. Professional role codes give you a more in-depth description of each member's line of work (ie. broker, architect, asset manager etc.). Each member in your class sheets will have their grid and professional role (if available) listed in their class year record. Use both sets of information to gauge the diversity of your membership to ensure a good balance on your council, as well as other criteria, such as geography. Definitions can also be found at the bottom of the class sheet.

Code	Description
<b>AC</b>	Academic Professional
<b>ACC</b>	Accountant
<b>ARD</b>	Architect/Designer
<b>AS</b>	Asset Manager
<b>AT</b>	Attorney
<b>BR</b>	Broker
<b>CO</b>	Consultant
<b>CE</b>	Corporate Executive
<b>DV</b>	Developer
<b>EDO</b>	Economic Development Official
<b>ELO</b>	Elected Official
<b>ENG</b>	Engineer
<b>FAD</b>	Financial Advisor
<b>FAN</b>	Financial Analyst
<b>FP</b>	Financial Partner
<b>IB/MB</b>	Investment/Mortgage Banker
<b>IN</b>	Investor/Owner
<b>INFM</b>	Investment Fund Manager
<b>LI</b>	Librarian
<b>LND</b>	Lender
<b>LSA</b>	Landscape Architect
<b>MA</b>	Market Analyst
<b>MP</b>	Marketing/Communications Professional
<b>MDP</b>	Mezzanine Debt Provider
<b>OTH</b>	Other
<b>PR</b>	Property Manager
<b>PO</b>	Public Official
<b>RES</b>	Researcher



**Urban Land  
Institute**

<b>RET</b>	Retired
<b>STUD</b>	Student
<b>UP</b>	Urban Planner