



2021-2022 ANNUAL REPORT



This report is mandatory for Chapters to submit to CMAA National annually.

The contents of this report are used to monitor the status/progress of the chapters, identify the chapter's alignment with CMAA National's strategic planning initiative, and to create best practices to share with other chapters. The contents of this report are also reviewed by the CMAA Chapter Relations Subcommittee to help determine the Chapter Awards.



Please note that all information is to be provided or may be marked as N/A where appropriate. Information for the previous year is required in addition to the current year's information. Incomplete submissions may be returned to the chapter for re-submission once any areas of deficiency have been identified. The deadline for submission of the Annual Report is **Friday August 5, 2022**.

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The report and the attachments must be submitted as a single document, typed PDF, which should be sent as one attachment. Reports not adhering to these guidelines will not be accepted and will not be considered for the Chapter Awards Program.

This checklist is to be included as the first page of the Annual Report submission. The following items are to be included as part of the PDF packet submission after the Report Form itself:

Required:



Board Succession Plan.

List of current year's Chapter Committees.

Chapter's current year Balance Sheet *as of June 30, 2022*.

Chapter's current year detailed Profit & Loss Statement *as of June 30, 2022*.

Most recent IRS income tax filing – not a receipt of submission, but a copy of the Form 990 that was filed.

List of current year's chapter programs/events.

Description of plans for the coming year. (One page maximum.)

SUBMISSION INFORMATION:

Chapter Name: South Central Texas

Report submitted by:

Chapter Leader Name

Secretary

Chapter Leader Position

Signature

08/08/2023

Date

All of the board members maintain full-time positions and are very busy managing travel schedules, project deadlines, and family commitments. Ability to commit time needed to serve on the board is a major challenge. Best practices for ...

SUBMIT COMPLETED REPORT TO:

membership@cmaanet.org

2021-2022 ANNUAL REPORT
Submission Deadline: Friday August 5, 2022

GENERAL INFORMATION		
Current Reporting Year	July 1, 2021 – June 30, 2022	
Previous Reporting Year	July 1, 2020 – June 30, 2021	
Chapter Name		
Chapter President's Name	Jeff Haberstroh	
Chapter President's Contact Information	Phone: (210) 336-0810 Email: <u>jhaberstroh@projectcontrol.com</u>	
	Current Year	Previous Year
I. LEADERSHIP		
Number of Board members		
Executive Committee		
Committee Chairs / Directors		
Committee Support		
Number of Owners on the Board		
<p>What positions on the Board do the Owners hold and what have been the strategy and/or best practices to retain and attract Owners for these Board positions? 100 words or less.</p> <p>While there are currently no owners on the board, our chapter continues to offer informational and technical programs that directly impact and benefit owners.</p> <p>N/A</p> <p>January</p> <p>The plan is in the by-laws.</p>		
Number of Educators/Academic members on the Board		
<p>What positions on the Board do Educators/Academic members hold and what have been the strategy and/or best practices to retain and attract them for these Board positions? 100 words or less.</p> <p>We do not have a document retention policy and may consider adding to our by-laws.</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Board member recruitment <input checked="" type="checkbox"/></p>		
a) We have no problem getting Board members.		
b) It is hard, but we get enough people for the Board.		
c) We have to recycle our Board members.		

What were the major challenges you had recruiting Board members? What are some lessons learned and best practices the Chapter can share for good and effective recruiting practices? **100 words or less.**

1 hour
1 hour

noon or morning
noon or morning

Number of Board meetings held.

What are some of your best practices for effective Board meetings? Schedule, agenda/topics, venue, meeting minutes, etc. Explain if the number of meetings increased or decreased (+/-2) from previous year and why. **100 words or less.**



Chapter Board has a written Document Retention Policy. Yes No Yes No

-Describe the chapter's document retention policy – how do you ensure the transfer of your files from one Board to the next? What technology is used (Dropbox, google drive, etc.)? **100 words or less.**

Chapter Board has a written Succession Plan. Yes No Yes No

Attach succession plan for current year.

Length of term for Board positions (indicate 1 year, 2 years, 2+ years).

What month does your term start?

Attach list of committees the Chapter has in the current year.

Chapter is represented at Chapter Leaders Meetings. Yes No Yes No

Which Board positions attended the meetings?

See the attached board/committee above.

We are considering adding a new committee to the team - membership and owner chair. Describe the chapter's greatest success in the leadership category. **100 words or less.**

committees to the team - membership and owner chair.



Describe the chapter greatest challenge in the leadership category over the past year and what steps were taken to overcome this challenge. **100 words or less.**



II. MEMBERSHIP				
	Current Year		Previous Year	
Total number of chapter members as of June 30.				
Explain if member totals increased or decreased (+/-10%) from previous year and why. 100 words or less.				
Chapter monitors its membership monthly	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter saves membership lists at least once a month	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter has a Membership Committee with a Chair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter has a Recruitment and Engagement Plan in place for Mega Member organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Which Mega Member firms are involved and/or volunteer at the Chapter? 50 words or less.				
Member Recruitment, Involvement, Retention				
Chapter has a plan for member recruitment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter has a plan for member involvement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter has a plan for member retention.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are your best practices for membership engagement, recruitment and/or retention? 100 words or less.				
Chapter hosts official CMAA Student Chapter(s).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide the number of Student Chapters hosted.				

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N/A



If yes, list names of current Student Chapters. 50 words or less.			
Chapter has a CODE Committee with Chair.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What were the main activities or events the CODE Committee held during the year? 100 words or less.			
Chapter has a member diversity outreach program.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe the chapter greatest success in the membership category. 100 words or less.			
N/A			
Describe the chapter greatest challenge in the membership category over the past year and what steps were taken to overcome this challenge. 100 words or less.			
Yes	Yes		
No	No		
Yes	Yes		
No	No		

N/A

III. FINANCE, ADMINISTRATION and SCHOLARSHIPS				
	Current Year		Previous Year	
Chapter financial budget and plan is in place.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter utilizes accounting software and/or a CPA.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If using software, what program does your chapter utilize?				
Chapter presents financials at each Board meeting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chapter charges its own member dues.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how much are the membership dues?	\$ _____		\$ _____	
Chapter's gross revenue as of June 30.	\$ _____		\$ _____	
Chapter's net assets as of June 30.	\$ _____		\$ _____	

1. Raise funds to award scholarshipsto college and graduating senior high school students who are pursuing careers in the CM industry.
2. Maintain a positive cash flow that allows

Explain what your chapter financial goals were for the previous year. 100 words or less.			
The ability to invest in future CM professionals through scholarships awarded.			
Explain what your chapter is MOST proud of investing in for the previous year. 100 words or less.			
Attach Chapter's Balance Sheet <u>only</u> for current year as of June 30, 2022.			
Attach detailed Profit & Loss Statement <u>only</u> for current year as of June 30, 2022.			
Include total Income and total Expenses derived from meetings, tournaments, programs, sponsorships, paid consultants, etc.			
Chapter filed its income tax report with the IRS.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attach copy of most recent income tax filing (Form 990), not the receipt/proof of submission.			
Chapter Board reviewed Bylaws this year.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require all Board Members to Signoff review?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter Board reviewed Affiliation Agreement this year.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter has D&O Insurance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Specify the frequency of communication with members via newsletter and/or other means of contact. 50 words or less.			
Current design and construction projects, future projects, and information on traditional and alternative methods of project delivery.			
Chapter uses Social Media to interact with members. Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, list Social Media used during the current year. Additionally, please include account handles and the number of subscribers/followers/friends that the Chapter has on their social media accounts. 50 words or less.			
Chapter has a student scholarship program. Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, what is the total dollar amount presented?		\$ _____	\$ _____
If yes, what is the number of scholarships presented?		_____	_____

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Current design and construction projects, future projects, and information on traditional and alternative methods of project delivery.

N/A

If Chapter is doing anything else besides scholarship programs (i.e. internships, mentorship, etc.), please describe program and results of this initiative(s). 100 words or less.	
<input checked="" type="checkbox"/> We have invited local UTSA students to our chapter meetings.	
Describe the chapter greatest success in the finance, administration, and scholarships category. 100 words or less.	
Scholarship event N/A Our chapter held our most successful event so far, traditional Christmas event in July again and it was a success.	
Describe the chapter greatest challenge in the finance, administration and scholarships category over the past year and what steps were taken to overcome this challenge. 100 words or less.	
N/A	

IV. CHAPTER PROGRAMMING

	Current Year	Previous Year
Total number of programs/events offered as of June 30.		
Educational Programs that offer CEUs		
Professional CM Courses (PCM) held		
Special Events		
Owner Program Presentations		
Other: Please Describe _____		
Attach a description (one page maximum) to describe what NEW programs or projects were created in the current year and include a program for each event -if one was created.		
Attach a description (one page maximum) to describe the plans the Chapter has for the coming year.		
Chapter conducts yearly Awards Program.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Briefly describe the key successes from the Awards Program. 100 words or less.		
Chapter offers reduced registration rates for Owners.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter has Owner-focused events during the year.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Describe the Owner-focused event(s) held in current year and include information about how you attracted/incentivized owners to participate. 100 words or less.			
Fundraising: Did the Chapter conduct any of the following fundraising events:			
Golf Tournament	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bowling Tournament	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input checked="" type="checkbox"/> Owner Forum <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Other tournaments or events: Please List below	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe any lessons learned regarding fundraising. What type of events is effective? What venues were most successful? Is money raised by ticket sales, sponsorships, raffles, or other methods? 100 words or less.			
Programs supporting students, CMIT's and/or young professionals: Which of the following did the Chapter conduct?			
Mentoring Program	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Fair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input checked="" type="checkbox"/> Monthly meeting complimentary admissions/discounts <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Networking events	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Resume workshop	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe the effectiveness of these efforts in bringing young professionals into the profession and supporting their career growth? 100 words or less.			
Has the chapter formally participated in any ACE mentor program this year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter has interaction and/or participation with allied organizations i.e. SAME, AIA, DBIA, ASCE ,WTS, etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, list organizations chapter participated with during the current year. 50 words or less.			

SAME - ethics

Describe the extent of collaboration with other organizations. What were the benefits or lessons learned from these efforts? **100 words or less.**

Jeff Haberstroh

Offering programs that present current construction technologies and materials, alternative delivery methods, and high profile projects. These appeal to a wide range of A/E and CM professionals in both the private and public sectors.

N/A

Describe the chapter greatest success in the chapter programming category. **100 words or less.**

Describe the chapter greatest challenge in the chapter programming category over the past year and what steps were taken to overcome this challenge. **100 words or less.**

We are discussing adding this to what our chapter offers.

V. CMITs & CCMs		
	Current Year	Previous Year
Number of CMITs (L1 - L4) in Chapter as of June 30.		
Number of CMIT Mentors in Chapter as of June 30.		
Chapter provides support for CMITs & CMIT applicants.		
a) CMIT liaison on the Board.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Chapter is providing CMIT preparation course.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many times is the course offered? If no, what steps has the chapter taken to assist CMITs in preparing and taking the CMIT exam? 100 words or less.		
c) Chapter provides other support to CMITs.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain what support is provided. 100 words or less.		

N/A

Chapter provides support for CCM applicants.			
a) CCM Committee with Chair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Application workshop(s) held.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Advertised CCM webinars presented by National.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Hosted PCM Course.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) Other support provided.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to any of the above, please explain what support is provided and elaborate on what has been successful and what challenges have been faced. 100 words or less.			
Chapter provides outreach to industry and young professionals to teach about the culture/value of the CMIT and CCM certifications.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter provides outreach to Owner's to promote CMIT and CCM certification as a project requirement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please explain what initiatives have been undertaken to promote the CMIT and CCM certification. What measures were undertaken to persuade owners to have CCM inclusion on Requests for Qualifications / Request for Proposals. 100 words or less.			
Describe the chapter greatest success in the CMIT and CCM category. 100 words or less.			
Describe the chapter greatest challenge in the CMIT and CCM category over the past year and what steps were taken to overcome this challenge. 100 words or less.			

Affirmation: In submitting this report, I affirm, to the best of my knowledge, the information provided is accurate and correct. I further agree that the information provided may be used by CMAA as it chooses.

Chapter President

Name: _____ Signature: _____ Date: _____

Additional Chapter Leaders*

~~Secretary~~
Secretary

Name Signature Chapter Leader Position Date

Name Signature Chapter Leader Position Date

Name Signature Chapter Leader Position Date

Name Signature Chapter Leader Position Date

Name Signature Chapter Leader Position Date

*Other Chapter Leaders are encouraged to sign this document before it is submitted as it should be compiled as a group effort, and everyone should be in agreement with the information provided.