Workshop for Student Chapter Leaders

Architectural Engineering Institute
National Student Officers
Positions

President
Hunter Swope
University of Cincinnati

Vice President
Alexis Sheeto
Penn State University

Secretary
Mark Woo
University of Cincinnati
CANstruction
Submissions

University of Nebraska

California Polytechnic State University

University of Texas Arlington
Winner 2019-2020
University of Nebraska- Lincoln
Best Student Chapter Award
Winner 2019-2020 (Best Student Chapter)

California Polytechnic State University
San Luis Obispo
Keys to Student Chapter Success
President (Hunter)

- Designating Responsibilities
- Communication
- Increasing Involvement
- Getting innovative
  - AEI Scholarship
- Collaborating with people from different universities
A big success this year has been holding monthly presidents calls and the start of the presidents groupme!

- Easy communication
- Calls provide learning opportunity
- Great way to network

https://groupme.com/join_group/50761679/8vqgGlvK
Secretary (Mark)

Major Responsibility of this year:
- Meeting minutes,
- CANstruction,
- Scavenger Hunt

A big success this year:
- AEI scholarship

Major takeaway from being a NSO:
- Personal growth and leadership
- Cool to oversee all the student chapter
Student Chapter Presentations
Running Effective Meetings
AEI NEBRASKA STUDENT CHAPTER
Architectural Engineering Student Leadership and Advisory Committee (AESLAC)
Serve as a link between the faculty, students, and industry associated with the University of Nebraska
Our Meeting Schedule

Every Month

1 General Meeting
1 Officer Meeting
1 Committee Meeting
Running an Effective Meetings

- Meeting Planning
  - Before the meeting
  - Agenda/Actions
  - Meeting minutes
  - After the meeting

- Meeting Activities
  - Stop/Start/Continue
  - Day-SLAC
  - How ya’ bean
Before the Meetings

- Step up all meetings for semester
  - Start of semester
  - Use when2meet to find times for everyone
  - Send calendar invites

- Week of Meeting
  - Send out reminders
  - Work with officers to create agenda
Meeting Time and Post-Meeting Tasks

- Take minutes
  - Use agenda as the base
  - Make notes concise
- File minutes on shared platform
  - box, drive, etc
  - assign tasks using Task Channel on Slack
Meeting Activities

- Stop/Start/Continue
  - Break into 3 groups
  - Take turns with each station
  - Come together to discuss
  - Great for goal setting and lessons learned
Meeting Activities

- Day-SLAC
  - Large agenda items moved to a Saturday
  - Brainstorming session
How Ya’ Bean

- Coffee Time!
  - Less formal discussion
  - Good time for feedback
  - Bonding
Tips and Tricks

- Keep people engaged
  - Have something non-meeting related
  - Ask for feedback

Make it personal, worthwhile and fun!
QUESTIONS?
Penn State Overview

- Membership 50+
- Focused on 1st-3rd years
- Monthly Meetings
- Student Engagement
  - Houses
  - THON
  - IM Sports
  - Social Events
Events

- Picnics
- Formals
- HILTI Challenge
- House Dinners
- Pie in the Face
- Major Night
IM Sports

- 6v6 Soccer
- Indoor Soccer
- Volleyball
THON

- 46 Hour Dance Marathon to raise money for childhood cancer
FUNDRAISING

Presented by Adam Regg
UC AEI Student Chapter
Why is fundraising important?

• Meeting supplies
• Event funding
• Conferences, field trips, etc.
• Merchandise
How do we fundraise?

- Providing services
  - Food, merchandise, etc.
- Career fairs
  - UC’s “Construction Connections” event
- Other events
  - Golf outings, restaurant partnerships
- Competitions
  - National competitions often award money
- University funding
  - Remember to apply early
- Sponsored by companies
  - Food at meetings, advertisement space
Construction Connections

- Hosted by Architectural Engineering Institute, Construction Student Association, and American Society of Civil Engineers
- 30-40 Companies each semester
- $1000 in funding each semester
- Video on Construction Connections
Things to remember when *fundraising*

- Use the resources provided by your school
  - University funding, technology, programs, events, etc.
- Get creative!
  - Do something that fits your school/community
  - Get outside the normal ideas
- Ask around
  - People and companies are willing to donate and provide especially if you can provide something in return
Thanks!

Contact us:

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www.asce.org/architectural-engineering/architectural-engineering-institute