



Central Florida Chapter
Associated Builders and Contractors, Inc.
Board of Directors Meeting
February 21, 2022 3:30 pm
Connect | Educate | Advocate

Upcoming Training & Events:

- 2/21 UCF Student & YP Golf Tournament
- 2/24 Maximize Your Membership
- 2/28 Construction 101
- 3/10 GC Connect
- 3/15 Worker's Comp & Claims Management
- 3/16 CPR & First Aid
- 3/18 EIC Workshop
- 3/24 Construction Management

AGENDA

Location: ABC, 651 Danville Drive, Suite 200, Orlando, FL 32825
Chris Evans, Chair, presiding

- Call to Order..... Evans
Welcome and Pledge of Allegiance Evans
- Consent Agenda:
1. Approval of January 10, 2021 Minutes Evans
 2. Financials Final December 2021 Draft January 2022 Bastin
- Investment Review T. Smith
- Membership Report C. Wert
- Retention for 2022 as of 1/31/2022
 - Member vrs Contractor
 - January 2022 New Members approval - **Action Item**
 - Goal vrs Actual
 - 2022 Contractor Ratio
 - 2022 New Member Initiatives
 - Beam Club Presentation
 - Oskar Torres
 - John Kurtz
 - John Smalley
- Leadership Reports
- Chair..... Evans
- Staff Transition
 - ABC National Convention
 - Representatives
 - National Dues Increase
- Chair-elect Velasco
- Restructure and Planning session for Workforce Development Committee
- Vice Chairs..... Garcia, Holmes, T. Wert
- ABC FL – Legislative Conference Jan 18 – 19, 2022 T. Wert
 - PAC Event 4/28/2022 T. Wert
 - Session Update T. Wert
- President & CEO..... Daugherty
- Tenant leases Taskforce
 - Moving Central Florida Forward Update

Central Florida Chapter Associated Builders and Contractors, Inc.
651 Danville Drive, Suite 200, Orlando, FL 32825
www.abccentralflorida.com | Main 407.628.2070

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Key Contacts

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Old Business

- Bi-laws
 - Michele will work in February to finalize and bring to board in March.
- Conflict of Interest Policy

New Business

- January 2022 New Members approval

Board Meeting Adjourns to the New Member Reception

Next Board Meeting: March 21, 2022, 3:30 PM

Location: 651 Danville Drive, Suite 200, Orlando, FL 32825

SAVE THE DATE

March

GC Connect | March 10 | Ocoee Lakeshore Center

ABC Convention | March 15 -17 | San Antonio

Bass Fishing Tournament | March 25 | Hickory Point Recreation Park

April

Poker Run | April 2 | 3801 E. State Road 46

Spring Golf Tournaments | April 11 & 18 | Arnold Palmer's Bay Hill

Bourbon Tasting – PAC Fundraiser | April 28 | Ben Goodin's House

May

Legislative HobNob | May 17 | Leu Gardens

ABC Users Summit | May 18 – 20 | Dallas

Design Build Industry Mixer | May 26 | Ember

June

Top Golf | June 2 | Lake Mary

ABC Legislative Week | June 13 – 16 | Washington D.C.

July

ABC of Florida State Convention | July 21 – 23 | La Playa Beach & Golf Resort

Chapter Presidents Management Conference | July 26 -28 | Minneapolis

August

Casino Night Workforce Fundraiser | August 19 | Orlando Science Center

September

Fall Golf Tournaments | September 9 & 16 | Rosen Single Creek Golf Club

Construction Expo | September 22 | Central Florida Fairgrounds

October

Technology Convention | October 6

Excellence in Construction Awards Banquet | October 29

November

Chili Cook-Off | November 11 | Apopka Amphitheater

Leadership Institute | November 15-17 | San Diego

December

Toys for Tots Holiday Party | December 8 | Gatlin Hall Brewing

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**CENTRAL FLORIDA CHAPTER
ASSOCIATED BUILDERS AND CONTRACTORS
BOARD OF DIRECTORS
MEETING MINUTES**



Location:

651 Danville Drive, Suite 200, Orlando, FL 32825

January 10, 2022

PRESIDING: Chair Chris Evans, Brasfield & Gorrie, LLC

BOARD MEMBERS PRESENT

Jason Albu	Director	Albu & Associates, Inc.
Charles Bracco	Director	Modern Plumbing Industries, Inc
Kevin Bradford	Director	Wharton-Smith, Inc.
Roy Burkett	Director	S. I. Goldman Company, Inc.
Chris Evans	Chair	Brasfield & Gorrie, LLC
Juan Garcia	Vice-Chair	PCL Construction Services, Inc.
Roxana Hernandez	Director	Turner Construction Co.
C. L. Janeski	Director	Tri-City Electrical Contractors
Michael Jordan	Director	Universal Forming, Inc.
Willis Milner	Director	Balfour Beatty
Michael Parks	Chair	Hoar Construction, LLC
Debbie Rodriguez	Director	Quality Labor Management, LLC
David Schultz	Director	CEMEX
Jonathan Sheppard	Director	Austin Commercial, LP
Chad Tinetti	Director	Tavistock Development
Derrick Valkenburg	Director	Shutts & Bowen
Matt Walton	Director	MiGre Engineers, LLC
Thomas P. Wert	Vice Chair	Dean Mead Attorneys at Law

BOARD MEMBERS ON ZOOM

Julie Holmes	Vice-Chair	JK2 Scenic
John Kurtz	Director	Gilbane Building Company
Earl Lomas	Director	Terry's Electric, Inc.
John Smalley	Director	Hensel Phelps
Carlos Velasco	Chair-Elect	Acousti Engineering Company of Florida

BOARD MEMBERS ABSENT

Ray Bastin	Treasurer	Withum
Scott Scruby	Director	Sunbelt Rentals

GENERAL COUNSEL ABSENT

Michael C. Sasso	General Counsel	Sasso & Sasso, P.A.
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ABC STAFF PRESENT

Michele Daugherty	President & CEO
Taylor Dupree	Chapter Services Coordinator
Catherine Wert	Membership Director
Nancy Wray	VP & COO

GUESTS

Ben Goodin	2020 Chair	Baker Concrete Construction, Inc.
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Swearing in of the Board

- **GOODIN** conducted the swearing in of the 2022 CFC ABC Board of Directors.
- **PARKS** passed the gavel to **EVANS**.

CALL TO ORDER

- **EVANS** called the board meeting to order at 3:34 PM with the Pledge of Allegiance.
- **EVANS** gifted a gavel plaque to **PARKS** for his service as 2021 Chair.

CONSENT AGENDA

1. MINUTES

- All minutes will be uploaded to the new website.
- **A motion was made and seconded to approve the minutes from the December meeting. The motion passed.**

2. FINANCIALS

- **DAUGHERTY** gave a review of the December Financials.
 - Will be making sure all assets are in compliance.
 - Financials from January on will come out of QuickBooks to cut down on discrepancies.
 - \$18,223.69 in the positive for 2021.
 - Some planned expenditures were not properly budgeted for 2021 but have been caught and corrected for 2022.
- A vote to approve the completed December financials will take place at February meeting.

MEMBERSHIP REPORT

- **C. WERT** closed December with 371 member companies having renewed, 53 dropped member companies, and 90.8% of invoiced renewals paid (Goal was 87%).
 - Contractor members are at 62.1% of the membership.
 - 83 new members for 2021, goal for 2021 was 71.
 - Prospect, dropped, new, and still to renew call lists handed out.
- 2022 Renewal reminders were sent out, 451 invoices, 292 have renewed so far, 68% of dues dollars received. 13 companies have dropped for 2022. Currently on target for 90% goal.
- Going forward, Board will get a list of new members prior to approving them at board meeting to allow time to bring up any issues there may be in accepting them.

NEW MEMBER COMPANIES

- Dana B. Kenyon Co. Category 8
- XRC, LLC Category 8

- **A motion was made and seconded to approve the new members from December. The motion passed.**
 - **WERT** abstained from vote.

LEADERSHIP REPORTS

- **EVANS** thanked Nancy Wray for her 35 years of services to CFC ABC, and Cat Wert for 4 years.
- **EVANS** reviewed Board Commitment Pledge for 2022, pledge was distributed to be signed by each board member.
- **EVANS** recap of "Moving ABC Central Florida Forward" from the planning session that addresses board requests for growth and development in 2022. List of issues distributed in board packet and what is being done to move forward.

- Consideration to be made to create a non-voting board position for the YP Chair and the Student Chapter Chair.
- Q2 board members to review BCF to find areas of improvement. Aim to increase quality content for contractors. **SHEPPEARD** to volunteer.
- Will be working to use EIC sub lists to recruit future members that are already working with current members.
- A quarterly scorecard will be completed to show where Chapter objectives are falling within the National objectives.
- Starting steps on more member vetting and exclusivity.
- **DAUGHERTY** addressing two Florida Chapters that are still on a “pilot” dues programs that were discontinued requiring them to give less to National that is causing adverse effects on our member recruiting and retention.
- **DAUGHERTY** to get appointed in June to Workforce board when there is an open seat.
- Relaunched Safety Council, Tim Bernardi to head up.

VICE CHAIRS

- **T. WERT** 12 board members are signed up to attend LegCon, 29 people from chapter total.
 - Gave overview of agenda for conference. Meeting with DeSantis at 3PM. Our chapter PAC to donate \$3,000 to campaign for re-election.

PRESIDENT'S REPORT

- **DAUGHERTY** bank accounts were moved over.
- Board meetings moving to the 3rd Monday of the month. Will start getting Board packets a week prior to have time to read.
- Accreditation was pushed back until next year, 2023.
- A list was given out of scheduled classes and events.
- Tenant task force to be created to evaluate current tenants and their leases as well as the spaces. **WERT** to be on taskforce, asked board for more volunteers.

OLD BUSINESS

- **A motion was made and seconded to approve the 2022 Committee Chairs. The motion passed.**
- **A motion was made and seconded to approve the 2022 National and Chapter Goals. The motion passed.**
 - Discussion of membership recruitment goals, based on Nationals 5% increase ask.
- Michele will work on bringing by-laws to be approved at March Board meeting.

NEW BUSINESS

- 2022 Budget – by the end of 2022 and beginning of 2023 to not be dependent on external revenue sources (building tenants).
- **A motion was made and seconded to approve the 2022 budget. The motion passed.**
- Policies approved by the board that will be adopted for 2022 distributed: Anti-trust, conflict of interest, non-discrimination, sexual harassment, whistle-blower, and document retention policies.
- **A motion was made and seconded to approve the 2022 approved board policies. The motion passed.**
 - Conflict of interest policy to be signed and submitted by all board members.

NEXT MEETING

- February 23, 2022, at 3:30 PM

ADJOURNMENT

- **PARKS** adjourned the meeting at 5:10PM

TD1/10/2022

Associated Builders and Contractors, Inc.

Balance Sheet
December 2021

ASSETS

Current Assets	December 31, 2021	December 31, 2020	Difference
Petty Cash	\$815.44	\$472.53	\$342.91
FDIC Insured CD's	\$310,000.00		\$310,000.00
Iberia Bank Money Market		\$309,214.13	(\$309,214.13)
Winter Park Natl Bank-Checking	\$318,279.35	\$86,050.07	\$232,229.28
Winter Park Natl Bank-Money Market	\$776,956.47	\$925,200.27	(\$148,243.80)
RaymondJames Investment Account	\$464,116.36	\$350,387.44	\$113,728.92
Total Cash	\$1,870,167.62	\$1,671,324.44	\$198,843.18
Accounts Receivable	\$16,910.73	\$17,356.47	(\$445.74)
Prepaid National Dues	\$200,834.98	\$203,211.03	(\$2,376.05)
Prepaid State Dues	\$52,087.61	\$42,837.62	\$9,249.99
Prepaid Insurance	\$4,610.16	\$7,092.83	(\$2,482.67)
Prepaid Expenses	\$19,265.10	\$20,551.27	(\$1,286.17)
Inventory	\$4,716.59	\$3,141.25	\$1,575.34
Total Current Assets	\$298,425.17	\$294,190.47	\$4,234.70
Fixed Assets			
Equipment & Furniture	\$118,725.26	\$118,725.26	\$0.00
Building - Valencia	\$2,170,114.02	\$2,170,114.02	\$0.00
Building - Signage	\$20,446.33	\$20,446.33	\$0.00
Land - Valencia	\$151,684.09	\$151,684.09	\$0.00
Automobile	\$26,547.06	\$47,552.06	(\$21,005.00)
Equipment-Capital Lease	\$41,400.00	\$41,400.00	\$0.00
Leasehold Improvements	\$249,754.48	\$249,754.48	\$0.00
Accumulated Depreciation	(\$1,278,168.56)	(\$1,182,254.56)	(\$95,914.00)
Total Fixed Assets	\$1,500,502.68	\$1,617,421.68	(\$116,919.00)
Other Assets			
Refundable Deposit	\$618.30	\$618.30	\$0.00
Total Other Assets	\$618.30	\$618.30	\$0.00
Total Assets	\$3,669,713.77	\$3,583,554.89	\$86,158.88

LIABILITIES

Current Liabilities			
Accounts Payable	\$115,574.28	\$104,565.04	\$11,009.24
Sales Taxes Payable	\$210.89	\$253.81	(\$42.92)
Payroll Taxes & 401K	\$120.26	\$10.37	\$109.89
Accrued Property Taxes	\$0.00	\$0.00	\$0.00
S.T.- Capital Lease	\$8,247.92	\$7,978.19	\$269.73
Rent Deposits	\$6,426.80	\$6,426.80	\$0.00
Unearned Income-Misc./Spec.Events	\$233,794.32	\$250,809.32	(\$17,015.00)
Unearned Income - New Members	\$79,905.42	\$46,718.41	\$33,187.01
Unearned Income - Renewals	\$847,491.90	\$836,412.67	\$11,079.23
Total Current Liabilities	\$1,291,771.79	\$1,253,174.61	\$38,597.18
Long-Term Liabilities			
Capital Lease Obligation	\$18,090.04	\$26,337.96	(\$8,247.92)
Total Long-Term Liabilities	\$18,090.04	\$26,337.96	(\$8,247.92)
FUND BALANCE			
Unrestricted	\$2,151,037.16	\$2,094,519.19	\$56,517.97
Temporarily Restricted Workforce			
Enhancement Fund	\$182,946.66	\$153,005.10	\$29,941.56
Current Year Earnings	\$25,868.12	\$56,517.97	(\$30,649.85)
Total Fund Balance	\$2,359,851.94	\$2,304,042.26	\$55,809.68
Total Liability & Equity	\$3,669,713.77	\$3,583,554.89	\$86,158.88

INCOME	EXPENSE	ACTUAL MONTH	BUDGET MONTH	% OF BUDGET	ACTUAL YTD	BUDGET YTD	% OF BUDGET
DUES							
New Member		\$15,832.83	\$12,792.50	124%	\$110,088.58	\$90,644.00	121%
New Credit		\$3,893.21	\$3,893.20	100%	\$46,718.41	\$46,718.42	100%
Renew Dues		\$89,162.74	\$85,358.86	104%	\$1,069,952.57	\$1,024,306.35	104%
Enrollment Fee		\$200.00	\$200.00	100%	\$8,301.00	\$7,000.00	119%
Membership Promotion		\$0.00	\$66.67	0%	\$0.00	\$800.00	0%
Total Dues Income		\$109,088.78	\$102,311.23	107%	\$1,235,060.56	\$1,169,468.77	106%
DUES							
National Dues		\$9,994.86	\$21,593.30	46%	\$255,011.92	\$245,289.08	104%
2020 National Credits		\$777.51	\$777.51	100%	\$9,330.12	\$9,330.17	100%
State Dues		\$943.06	\$4,907.57	19%	\$57,654.18	\$55,747.52	103%
2020 State Credits		\$196.18	\$196.18	100%	\$2,354.16	\$2,354.17	100%
Membership Promotion		\$3,533.61	\$1,875.00	188%	\$19,229.32	\$22,500.00	85%
Total Dues Expense		\$15,445.22	\$29,349.56	53%	\$343,579.70	\$335,220.94	102%
Net Dues Income		\$93,643.56	\$72,961.67	128%	\$891,480.86	\$834,247.83	107%
	Cost of Dues	14%	29%		28%	29%	

INCOME	EXPENSE	ACTUAL MONTH	BUDGET MONTH	% OF BUDGET	ACTUAL YTD	BUDGET YTD	% OF BUDGET
TRAINING & DEVELOPMENT							
Training & Development Registration		\$5,709.44	\$4,705.00	121%	\$158,812.53	\$154,678.50	103%
Books					\$5,610.00	\$7,725.00	73%
Total Training & Development Income		\$5,709.44	\$4,705.00	121%	\$164,422.53	\$162,403.50	101%
TRAINING & DEVELOPMENT EXPENSE							
Training & Development Expense		\$657.41	\$1,870.00	35%	\$21,083.05	\$28,979.00	73%
Training & Development Instructors		\$530.00	\$700.00	76%	\$56,223.00	\$34,934.00	161%
Books					\$6,743.06	\$7,725.00	87%
Total Training & Development Expense		\$1,187.41	\$2,570.00	46%	\$84,049.11	\$71,638.00	117%
Net Training & Development Income		\$4,522.03	\$2,135.00	212%	\$80,373.42	\$90,765.50	89%
	Cost of Training & Development	21%	55%		51%	44%	
MEETINGS & SPECIAL EVENTS INCOME							
Meetings (Ticket Events)		\$31,886.00			\$151,972.00	\$95,760.00	159%
Golf Tournament					\$159,922.25	\$133,750.00	120%
Excellence in Construction					\$276,436.99	\$283,250.00	98%
Construction Expo					\$84,075.00	\$82,100.00	102%
Special Other Income		\$861.16			\$10,229.56	\$8,000.00	128%
Special Events (Sponsored)		\$4,000.00	\$3,500.00	114%	\$40,625.00	\$35,765.00	114%
Total Meetings & Special Events Income		\$36,747.16	\$3,500.00	1050%	\$723,260.80	\$638,625.00	113%
MEETINGS & SPECIAL EVENTS EXPENSE							
Meetings (Ticket Events)		\$22,775.77			\$77,163.14	\$47,896.00	161%
Golf Tournament		\$52.47			\$102,127.93	\$84,091.00	121%
Excellence in Construction		\$14,139.69			\$181,250.99	\$187,900.00	96%
Construction Expo		\$1,220.66			\$37,616.99	\$32,940.00	114%
Special Other Expense		\$861.16			\$10,302.91	\$8,000.00	129%
Special Events (Sponsored)		\$2,984.67	\$2,500.00	119%	\$25,024.73	\$20,240.00	124%
Meetings & Events Gen.Expenses		\$170.47	\$225.00	76%	\$2,511.78	\$2,700.00	93%
Total Meetings & Events Expense		\$42,204.89	\$2,725.00	1549%	\$435,998.47	\$383,767.00	114%
Net Meetings & Events		(\$5,457.73)	\$775.00	-704%	\$287,262.33	\$254,858.00	113%
	Cost of Meetings & Events	115%	78%		60%	60%	

INCOME	EXPENSE	ACTUAL MONTH	BUDGET MONTH	% OF BUDGET	ACTUAL YTD	BUDGET YTD	% OF BUDGET
MARKETING INCOME							
Magazine		\$6,429.17	\$6,135.00	105%	\$79,904.54	\$76,275.00	105%
Directory					\$46,590.00	\$45,015.00	103%
Other Advertising		\$400.00	\$300.00	133%	\$5,525.00	\$7,175.00	77%
Total Marketing Income		\$6,829.17	\$6,435.00	106%	\$132,019.54	\$128,465.00	103%
MARKETING EXPENSE							
Magazine		\$1,885.76	\$2,025.00	93%	\$22,106.32	\$22,300.00	99%
Directory					\$7,297.59	\$7,200.00	101%
Other Advertising		\$411.18	\$400.00	103%	\$5,204.33	\$4,800.00	108%
Total Marketing Expense		\$2,296.94	\$2,425.00	95%	\$34,608.24	\$34,300.00	101%
Net Marketing		\$4,532.23	\$4,010.00	113%	\$97,411.30	\$94,165.00	103%
	Cost of Marketing	34%	38%		26%	27%	
SPECIAL SERVICES INCOME							
Job Site Signs		\$163.29	\$541.67	30%	\$7,703.20	\$6,500.00	119%
Workforce Enhancement Fund					\$32,950.00		
Promotional Fees							
Classroom Rental		\$150.00	\$208.33	72%	\$2,920.25	\$2,500.00	117%
Total Special Services Income		\$313.29	\$750.00	42%	\$43,573.45	\$9,000.00	484%
SPECIAL SERVICES EXPENSE							
Job Site Signs		\$78.24	\$265.42	29%	\$3,772.02	\$3,185.00	118%
Workforce Enhancement Fund					\$32,950.00		
Classroom Rental Expense		\$5.00	\$20.84	24%	\$41.22	\$250.00	16%
Total Special Services Expense		\$83.24	\$286.26	29%	\$36,763.24	\$3,435.00	1070%
Net Special Services		\$230.05	\$463.74	50%	\$6,810.21	\$5,565.00	122%
	Cost of Special Services	27%	38%		84%	38%	
NET PROGRAM INCOME (Loss)		\$97,470.14	\$80,345.41	121%	\$1,363,338.12	\$1,279,601.33	107%

INCOME	EXPENSE	ACTUAL MONTH	BUDGET MONTH	% OF BUDGET	ACTUAL YTD	BUDGET YTD	% OF BUDGET
GENERAL ADMINISTRATIVE EXPENSES							
Personnel Expense							
Salaries		\$181,311.52	\$110,973.25	163%	\$819,613.51	\$736,679.00	111%
Temporary Labor							
Payroll Taxes		\$9,931.74	\$7,781.66	128%	\$59,749.81	\$51,730.00	116%
Group Insurance		\$15,213.16	\$10,385.83	146%	\$138,892.31	\$124,630.00	111%
Workers Compensation		\$144.25	\$153.00	94%	\$1,749.50	\$1,836.00	95%
Continuing Education		\$2,969.02	\$500.00	594%	\$4,765.11	\$6,000.00	79%
Retirement Plan		\$2,354.60	\$3,750.00	63%	\$35,008.39	\$45,000.00	78%
Total Personnel Expense		\$211,924.29	\$133,543.74	159%	\$1,059,778.63	\$965,875.00	110%
Travel, Meetings, Conferences							
Auto Expense		\$4,596.16	\$583.33	788%	\$13,402.05	\$7,000.00	191%
Auto & Fixed Asset Depreciation		\$396.25	\$408.33	97%	\$4,755.00	\$4,900.00	97%
Auto Insurance		\$475.50	\$469.48	101%	\$5,703.92	\$5,633.78	101%
State Meetings		\$589.79			\$3,548.22	\$4,000.00	89%
National Meetings					\$10,440.72	\$8,000.00	131%
Other Conferences							
Presidents Expense							
Board of Directors Meetings		\$4,915.16	3,400.00	145%	\$8,499.35	10,200.00	83%
Committee Meetings		\$961.66	\$254.50	378%	\$3,239.85	\$3,053.95	106%
Chapter Planning Conference		\$3,670.35	5,000.00	73%	\$4,661.44	\$5,000.00	93%
Total Travel, Meetings, Conferences		\$15,604.87	\$10,115.64	154%	\$54,250.55	\$47,787.73	114%
Occupancy Expense							
Utilities		\$2,681.10	\$3,113.43	86%	\$36,851.28	\$37,361.19	99%
Building Insurance		\$1,266.20	\$1,183.33	107%	\$15,086.16	\$14,200.00	106%
Property Taxes		\$4,396.99	\$3,558.33	124%	\$43,621.72	\$42,700.00	102%
Janitorial Services		\$742.25	\$916.67	81%	\$9,188.02	\$11,000.00	84%
Building Repairs & Maintenance		\$7,892.44	\$2,916.67	271%	\$35,535.71	\$35,000.00	102%
Total Occupancy Expense		\$16,978.98	\$11,688.43	145%	\$140,282.89	\$140,261.19	100%
Office Expense							
Leased Office Equipment		\$465.28	\$491.67	95%	\$5,583.36	\$5,900.00	95%
Postage		\$2.32	\$83.33	3%	\$689.35	\$1,000.00	69%
Telephone		\$509.49	\$833.33	61%	\$11,621.06	\$10,000.00	116%
Computer Software		\$1,189.89	\$880.83	135%	\$15,690.15	\$10,570.00	148%
Office Supplies		(\$1,559.03)	\$391.67	-398%	\$3,345.30	\$4,700.00	71%
Equipment Repairs/Maintenance		\$763.56	\$625.00	122%	\$8,396.50	\$7,500.00	112%
Total Office Expense		\$1,371.51	\$3,305.83	41%	\$45,325.72	\$39,670.00	114%

INCOME	EXPENSE	ACTUAL MONTH	BUDGET MONTH	% OF BUDGET	ACTUAL YTD	BUDGET YTD	% OF BUDGET
Other Expenses							
Advertising							
Accounting					\$14,500.00	14,500.00	100%
Association Meetings							
Bank Charges		\$21.80	\$28.76	76%	\$264.63	\$345.15	77%
Professional Fees		\$20,000.00	\$3,290.00	608%	\$23,501.31	\$24,000.00	98%
Legal Fees							
Taxes & Licenses			\$25.00		\$168.25	\$300.00	56%
Dues/Subscriptions/Sponsor		\$104.50	\$125.00	84%	\$974.67	\$1,500.00	65%
Interest Expense		\$75.08	\$74.96	100%	\$1,021.81	\$1,030.00	99%
Loss on sale of asset							
Directors & Officer Insurance		\$254.42	\$254.42	100%	\$3,053.04	\$3,053.00	100%
Bad Dept Expense		\$1,387.67			\$1,387.67		
Miscellaneous Expense		(\$1,387.67)					
Total Other Expenses		\$20,455.80	\$3,798.14	539%	\$44,871.38	\$44,728.15	100%
Non Cash Expense							
Depreciation		\$7,596.62	\$7,916.67	96%	\$91,159.00	\$95,000.00	96%
Total Non Cash Expense		\$7,596.62	\$7,916.67	96%	\$91,159.00	\$95,000.00	96%
Net General Administrative Expense		\$273,932.07	\$170,368.45	161%	\$1,435,668.17	\$1,333,322.07	108%
NET PROFIT (LOSS) DUE TO OPERATIONS		(\$176,461.93)	(\$90,023.04)	196%	(\$72,330.05)	(\$53,720.74)	135%
Additional Expense							
Contribution					\$457.50		
Other Income							
Interest Income		\$1,237.49	1,250.00	99%	\$8,642.95	15,000.00	58%
Miscellaneous Income		\$12.82	9.17	140%	\$116.86	110.00	106%
Rental Income		\$6,050.86	\$6,016.61	101%	\$72,267.82	72,199.32	100%
Gain/Loss on Investment Asset		\$6,063.99	250.00		\$17,628.04	3,000.00	588%
Total Other Income		\$13,365.16	\$7,525.78	178%	\$98,655.67	\$90,309.32	109%
NET PROFIT (LOSS)		(\$163,096.77)	(\$82,497.26)	198%	\$25,868.12	\$36,588.58	71%

Associated Builders and Contractors, Inc.
Balance Sheet Prev Year Comparison

As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11000 - Petty Cash	500.00	592.53	-92.53
11010 - Raymond James Investment Acct	761,019.97	348,866.31	412,153.66
11025 - Iberia Bank-MM	0.00	309,227.26	-309,227.26
11026 - Operating - Winter Park Bank	143,559.46	76,625.97	66,933.49
11027 - Operating - UCF Student Chapter	36,049.86	0.00	36,049.86
11030 - Operating MM - Winter Park Bank	777,073.33	1,025,410.86	-248,337.53
11031 - Operating - Workforce Funds	185,175.00	0.00	185,175.00
Total Checking/Savings	1,903,377.62	1,760,722.93	142,654.69
Accounts Receivable	92,563.50	56,642.01	35,921.49
Other Current Assets			
11200 - Prepaid National Dues	210,407.99	213,766.32	-3,358.33
11210 - Prepaid State Dues	54,982.92	46,219.21	8,763.71
11220 - Prepaid Insurance	7,248.41	8,346.21	-1,097.80
11230 - Prepaid Expenses	25,823.66	36,402.69	-10,579.03
11240 - Inventory	4,641.56	2,952.34	1,689.22
Total Other Current Assets	303,104.54	307,686.77	-4,582.23
Total Current Assets	2,299,045.66	2,125,051.71	173,993.95
Fixed Assets			
11300 - Equipment & Furniture	118,725.26	118,725.26	0.00
11321 - Building - Valencia	2,170,114.02	2,170,114.02	0.00
11325 - Building Signage	20,446.33	20,446.33	0.00
11331 - Land - Valencia	151,684.09	151,684.09	0.00
11340 - Automobile	26,547.06	47,552.06	-21,005.00
11350 - Equipment - Capital Lease	41,400.00	41,400.00	0.00
11355 - Building Tenant Improvement	249,754.48	249,754.48	0.00
11400 - Accumulated Depreciation	-1,284,990.56	-1,190,562.48	-94,428.08
Total Fixed Assets	1,493,680.68	1,609,113.76	-115,433.08
Other Assets			
11600 - Refundable Deposit	618.30	618.30	0.00
Total Other Assets	618.30	618.30	0.00
TOTAL ASSETS	3,793,344.64	3,734,783.77	58,560.87
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
22000 - Accounts Payable	63,276.73	56,776.90	6,499.83
Total Accounts Payable	63,276.73	56,776.90	6,499.83
Credit Cards	1,733.74	34,933.03	-33,199.29
Other Current Liabilities			
21030 - State Unemployment Tax Payable	48.21	1,091.01	-1,042.80
21040 - Federal Unemployment Payable	289.23	269.39	19.84
22100 - Sales Tax Payable	204.85	440.96	-236.11
22110 - Accrued Property Taxes	3,558.33	3,558.33	0.00
22112 - Equipment Lease - ST	7,571.01	7,323.42	247.59
22201 - Tennant Security Deposits	6,426.80	6,426.80	0.00
22202 - Future Events Income	46,634.65	29,501.24	17,133.41
22203 - Member & Training Services	39,738.35	45,359.63	-5,621.28
22204 - 2022-Renewals Income	878,973.46	0.00	878,973.46
22205 - Partial Pays Renew/New Members	1,303.00	1,115.66	187.34
22206 - Unearned for 2021-Renewals	0.00	897,127.68	-897,127.68
22207 - Unearned for 2020-New Members	0.00	42,825.21	-42,825.21
22208 - 2021-New Member Income	73,246.64	13,668.42	59,578.22
22209 - VIP Sponsorship Income	256,975.45	239,678.46	17,296.99
22211 - PAC Funds	3,050.00	24,310.00	-21,260.00
22300 - Trimmer Constr. Ed. Foundation	1,300.00	1,100.00	200.00
22301 - Free Enterprise Alliance	1,950.00	1,650.00	300.00
22305 - Workforce Enhancement Fund	0.00	155,866.77	-155,866.77
Total Other Current Liabilities	1,321,269.98	1,471,312.98	-150,043.00
Total Current Liabilities	1,386,280.45	1,563,022.91	-176,742.46
Long Term Liabilities			
22500 - Equipment Lease Obligation LT	18,090.04	26,337.96	-8,247.92
Total Long Term Liabilities	18,090.04	26,337.96	-8,247.92
Total Liabilities	1,404,370.49	1,589,360.87	-184,990.38
Equity			
30000 - Opening Bal Equity	640,607.41	419,382.55	221,224.86
31100 - Retained Earnings	1,757,522.73	1,731,654.61	25,868.12
Net Income	-9,155.99	-5,614.26	-3,541.73
Total Equity	2,388,974.15	2,145,422.90	243,551.25
TOTAL LIABILITIES & EQUITY	3,793,344.64	3,734,783.77	58,560.87

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02/17/22

Accrual Basis

Associated Builders and Contractors, Inc.
Profit & Loss Budget Performance
January 2022

	Jan 22	Budget	Jan 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41000 · New Members	19,811.00	30,225.00	19,811.00	30,225.00	115,200.26
41001 · New Member Credit Forward	6,658.78	6,658.78	6,658.78	6,658.78	79,905.42
41010 · Renewals	79,906.68	83,178.35	79,906.68	83,178.35	1,089,408.08
41020 · Enrollment Fee	875.00	1,500.00	875.00	1,500.00	9,000.00
41030 · Membership Promotion	0.00	1,000.00	0.00	1,000.00	1,000.00
43000 · Seminars Registration	45,069.69	42,186.22	45,069.69	42,186.22	188,604.07
43020 · Safety Seminar Registration	1,605.00	676.07	1,605.00	676.07	8,702.84
44000 · Meetings (Ticket Event)	1,182.00	1,250.00	1,182.00	1,250.00	147,450.00
44010 · Golf Tournaments	0.00	0.00	0.00	0.00	185,950.00
44030 · Construction Expo	0.00	0.00	0.00	0.00	90,700.00
44050 · EIC Construction Awards	45.00	0.00	45.00	0.00	308,450.00
44100 · Special Events (Sponsors)	3,000.00	3,000.00	3,000.00	3,000.00	39,990.00
44105 · Special Events (YP)	0.00	0.00	0.00	0.00	1,500.00
44107 · Special Other Income	698.25	3,400.00	698.25	3,400.00	5,000.00
45000 · BCF Magazine Advertising	5,895.00	8,437.50	5,895.00	8,437.50	89,150.00
45010 · Membership Directory	0.00	0.00	0.00	0.00	46,000.00
45012 · Monthly Mailing Advertising	0.00	0.00	0.00	0.00	1,500.00
45015 · Website Advertising	300.00	500.00	300.00	500.00	2,075.00
45020 · Weekly Email Advertising	200.00	300.00	200.00	300.00	3,600.00
46030 · Job Site Signs Sales	175.40	541.63	175.40	541.63	6,500.00
Total Income	165,421.80	182,853.55	165,421.80	182,853.55	2,419,685.67
Gross Profit	165,421.80	182,853.55	165,421.80	182,853.55	2,419,685.67
Expense					
61000 · National Dues	18,021.20	24,948.74	18,021.20	24,948.74	268,313.83
61010 · National Dues Credits	1,106.78	1,106.79	1,106.78	1,106.79	13,281.42
61020 · State Dues	4,630.73	4,916.66	4,630.73	4,916.66	59,000.00
61030 · State Dues Credits	367.71	367.71	367.71	367.71	4,412.50
61040 · Member Fees & Promotion	1,865.95	5,800.00	1,865.95	5,800.00	25,600.00
63000 · Seminar Expense	11,809.66	16,550.00	11,809.66	16,550.00	60,506.17
63020 · Seminar Instructors	7,500.00	7,500.00	7,500.00	7,500.00	44,959.00
63100 · Safety Seminar Expense	523.88	0.00	523.88	0.00	0.00
63120 · Safety Instructors	200.00	200.00	200.00	200.00	2,000.00
64000 · Meetings (Ticket Event) Expense	814.59	250.00	814.59	250.00	78,450.00
64010 · Golf Tournaments Expense	106.75	0.00	106.75	0.00	111,950.00
64030 · Construction Expo Expense	0.00	0.00	0.00	0.00	38,350.00
64050 · Construction Awards Expense	66.50	0.00	66.50	0.00	203,900.00
64100 · Special Events (Sponsor) Exp	1,022.34	2,000.00	1,022.34	2,000.00	21,790.00
64105 · Special Events Expense (YP)	0.00	0.00	0.00	0.00	500.00
64107 · Special Other Expenses	698.25	2,000.00	698.25	2,000.00	5,000.00
64112 · Meetings & Events General Exps.	88.15	225.00	88.15	225.00	2,700.00
65000 · BCF Magazine Expense	1,891.74	2,340.00	1,891.74	2,340.00	28,100.00
65010 · Membership Directory Expense	0.00	0.00	0.00	0.00	8,000.00

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Accrual Basis

Associated Builders and Contractors, Inc.
Profit & Loss Budget Performance
January 2022

	Jan 22	Budget	Jan 22	YTD Budget	Annual Budget
65012 · Monthly Mailing Expense	438.87	450.00	438.87	450.00	5,400.00
65030 · Internet Website	782.97	416.63	782.97	416.63	5,000.00
66030 · Job Site Signs expense	75.03	275.00	75.03	275.00	3,300.00
66050 · Personnel Expenses					
67000 · Salaries	59,871.04	67,055.84	59,871.04	67,055.84	854,670.00
67030 · Payroll Taxes	4,994.06	5,834.00	4,994.06	5,834.00	70,000.00
67040 · Group Insurance	9,019.90	11,225.00	9,019.90	11,225.00	134,700.00
67060 · Workers' Compensation	144.25	153.00	144.25	153.00	1,836.00
67070 · Retirement Plan	3,442.28	3,500.00	3,442.28	3,500.00	42,000.00
Total 66050 · Personnel Expenses	77,471.53	87,767.84	77,471.53	87,767.84	1,103,206.00
66060 · Insurances					
68020 · Auto Insurance	475.50		475.50		
69010 · GL/Property Insurance	1,266.20	1,350.00	1,266.20	1,350.00	16,200.00
69320 · Dir./Officers Insurance	254.42	508.33	254.42	508.33	6,099.96
Total 66060 · Insurances	1,996.12	1,858.33	1,996.12	1,858.33	22,299.96
67050 · Staff & Team Development	292.68	500.00	292.68	500.00	6,000.00
68000 · Auto Expense	1,000.00	1,250.00	1,000.00	1,250.00	15,000.00
68110 · State Meetings	2,973.76	2,000.00	2,973.76	2,000.00	4,000.00
68130 · National Meetings	109.00	0.00	109.00	0.00	10,000.00
68180 · Chapter Planning Conference	0.00	0.00	0.00	0.00	5,000.00
68200 · President's Expense	0.00	166.63	0.00	166.63	2,000.00
68210 · Board of Directors Meetings	0.00	0.00	0.00	0.00	15,000.00
68220 · Committee Meetings	40.03	291.68	40.03	291.68	3,500.00
69000 · Utilities	2,966.70	3,163.10	2,966.70	3,163.10	37,957.00
69020 · Property Taxes	4,327.88	3,958.50	4,327.88	3,958.50	47,502.00
69030 · Janitorial & Cleaning	692.25	1,000.00	692.25	1,000.00	12,000.00
69040 · Building Supplies/Maintenance	6,045.24	3,083.33	6,045.24	3,083.33	36,999.96
69100 · Office - Postage	35.55	83.34	35.55	83.34	1,000.00
69120 · Telephone & Data Expense	972.01	975.00	972.01	975.00	11,700.00
69190 · Computer Software	811.22	961.34	811.22	961.34	11,536.00
69200 · Leased Office Equipment	497.05	475.00	497.05	475.00	5,700.00
69210 · Office Supplies	522.70	408.34	522.70	408.34	4,900.00
69220 · Equipment R&M, Supplies	453.32	833.33	453.32	833.33	9,999.96
69300 · Advertising expense	0.00	0.00	0.00	0.00	1,000.00
69315 · Bank Charges	21.90	25.00	21.90	25.00	300.00
69325 · Interest Expense	73.09	63.41	73.09	63.41	761.00
69340 · Professional Services	0.00	0.00	0.00	0.00	11,000.00
69350 · Taxes & Licenses	519.26	25.00	519.26	25.00	300.00
69370 · Dues, Subscript., Sponsorships	0.00	100.00	0.00	100.00	1,200.00

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02/17/22

Accrual Basis

Associated Builders and Contractors, Inc.
Profit & Loss Budget Performance
January 2022

	Jan 22	Budget	Jan 22	YTD Budget	Annual Budget
69390 · Miscellaneous Expenses	7,000.00		7,000.00		
69400 · Depreciation	6,822.00	7,666.67	6,822.00	7,666.67	92,000.04
Total Expense	167,654.39	186,002.37	167,654.39	186,002.37	2,462,374.84
Net Ordinary Income	-2,232.59	-3,148.82	-2,232.59	-3,148.82	-42,689.17
Other Income/Expense					
Other Income					
47000 · Interest Income	590.98	708.34	590.98	708.34	8,500.00
47010 · Miscellaneous Income	5.27		5.27		
47012 · Rental Income					
470122 · First Floor Lease Space					
470125 · Astronaut Lease Ste101-2,975.00	2,975.00		2,975.00		
470126 · Empire Elect ste102 - 1,175.86	1,175.86		1,175.86		
470127 · United Form ste100/103-1,900.00	1,900.00		1,900.00		
470122 · First Floor Lease Space - Other	0.00	4,090.91	0.00	4,090.91	49,091.00
Total 470122 · First Floor Lease Space	6,050.86	4,090.91	6,050.86	4,090.91	49,091.00
470123 · Classroom rental	0.00	208.33	0.00	208.33	2,499.96
47012 · Rental Income - Other	0.00	0.00	0.00	0.00	0.00
Total 47012 · Rental Income	6,050.86	4,299.24	6,050.86	4,299.24	51,590.96
47020 · Gain (Loss) on Investment/Asset	-13,570.51	667.00	-13,570.51	667.00	8,000.00
Total Other Income	-6,923.40	5,674.58	-6,923.40	5,674.58	68,090.96
Other Expense					
69392 · Rental Expense (Classroom)	0.00	20.84	0.00	20.84	250.00
Total Other Expense	0.00	20.84	0.00	20.84	250.00
Net Other Income	-6,923.40	5,653.74	-6,923.40	5,653.74	67,840.96
Net Income	-9,155.99	2,504.92	-9,155.99	2,504.92	25,151.79



CFC ABC
Political Action Committee Funds
January 31, 2022

Total funds available

1/31/2022

\$46,983.65

Political Donations from PAC account

1/31/2022

\$0.00

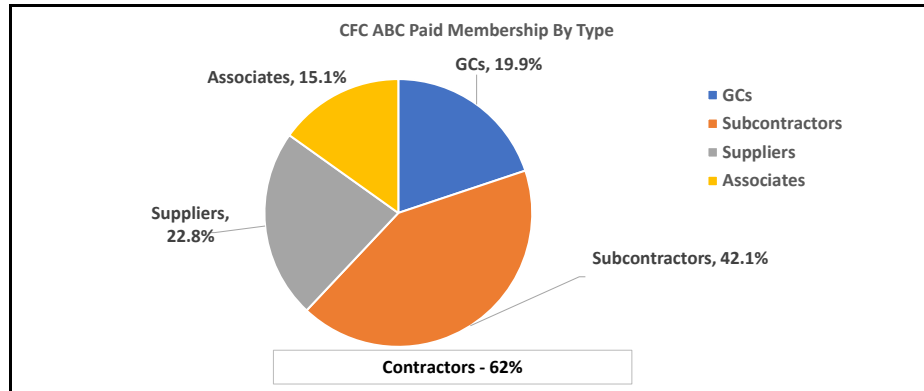
**Central Florida Chapter
Associated Builders & Contractors, Inc.
Membership Report
January 31, 2022**

Membership by Company

Member Companies	
Companies as of YE 2021:	453
2022 Renewed:	328 72.41%
Dropped:	16
Unpaid:	109
Renewals:	328
New Members for 2022:	9 10.00%
Total Paid 2022 Membership:	337

Percentage of Budgeted New Members (90)

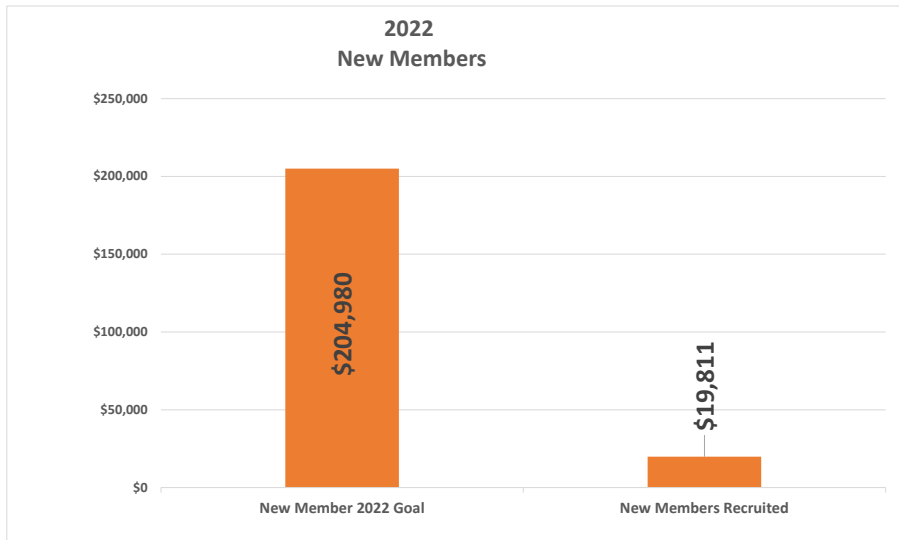
Membership by Type



January 2022 New Members

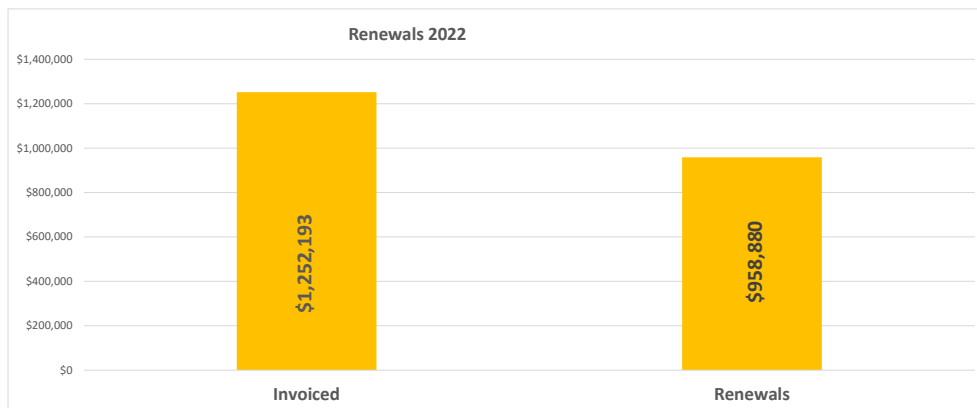
COMPANY	CONTACT	CO. PHONE	CTG/TRADE	BOARD SPONSOR
Aegis Project Controls	Cadesman Pope III	407-840-4105	1-Project control company	NA
C&C Pumping Services, Inc.	Chris Holdorf	352-429-7867	2-Concrete pumping	M. Jordan
Colwill Engineering Mechanical, Inc.	Larry Turnage	407-233-3030	10.2-HVAC Mechanical Contractor	NA
Core Concrete Construction Company, LLC	Mike Oliphant	407-434-09643	6-Concrete Contractor	M. Jordan
IQ Painters	Nate Thornton	407-575-8432	7-Painting Contractor	NA
Ruppert Landscape, Inc.	Colin Cronin	301-482-0300	6-Landscape construction contractor	NA
Safety Leadership Innovators, LLC	Josh Caudill	561-657-0179	1-Leadership & Safety training firm	NA
Sunstate Equipment Co., LLC	Derek Oliver	407-633-7951	2-Tool & Heavy Equipment supplier	NA
Verity Construction Company	Markys Mackey	224-259930	8-General Contractor	NA

New Members for 2022



Renewed Members for 2022

Renewal Invoices: \$1,252,193.19
Paid as of Month End: \$958,880.15
Percentage of Invoiced: 76.6%



Membership Director
Catherine Wert
cwert@abccentralflorida.org
D. 407.398.1278
C. 407.209.5604
ABCcentralflorida.com

Taylor Tidwell, *Meetings & Events Director*
Maria Casas, *Meetings & Events Coordinator*

Month: January & Updates

Builders' Breakfast (Atrium Management) - January 12

- Registrations: 65 (Attended: 56)

Budget: \$1,030

Actual/Surplus: \$1,010.03

Updates:

- Price Change**
 - Members: \$20
 - Nonmembers: \$30
- Breakfast (improvement)**
 - Bagel King
 - Hot breakfast, not prepackaged donuts, pastries, etc.

Next up:


- February 23
- Gilbane Building Company, Health First, & Covalus | Concord

Kick Off Party - January 20

- QR Code Check-in's: 130 Attendees (about 200 in attendance)
- High Turn Out
- New Venue - Gatlin Hall Brewing

Budget: \$1,000

Actual/Surplus: \$2,000 ++



GC Connect
March 10
Ocoee
Lakeshore
Center
4:30 - 6:30 p.m.

EIC Awards

- October 29** - EIC Awards Banquet, Rosen Shingle Creek
- March 18 & 30, April 15** - EIC Workshops
- April 30** - **All Entries Due**

2022 VIP Sponsorship Program

- 72 companies (67 companies in 2021)
- \$260,395 in sales**
 - History**
 - 2017: \$174,050**
 - 2018: \$182,123**
 - 2019: \$211,300**
 - 2020: \$222,400**
 - 2021: \$225,600**
- New:** 15 Companies
- Ordering all Lobby Signage, Retractable Banners, etc.



Marketing Report – 1/28/2022

Prepared by: Lauren Kelly, Marketing Director

Recap: January 2022 Projects

Email Marketing

01/03 Weekly - Education
01/06 Model Members Q4
01/12 Builders' Breakfast
01/07 ABC Action Alert
01/10 Weekly Update - Combined
01/11 Thank You Renewing Companies
01/18 Weekly Update
01/20 Kick-Off Party Reminder
01/24 BCF – Women in Construction – Submissions (targeted)
01/25 Weekly Update
01/27 BCF Business Profile – Reserve for 2022 (targeted)

Monthly Mailer (Education and Events beginning 2/1 and beyond)

CPR & First-Aid Q1 2022; Wagonheim U; Kick-Off Party; Lien Law Level One; Essential Elements of Construction Insurance; Foundations of Leadership; Sporting Clays; UCF/YP Golf Tournament; New Horizons Catalog; Renew Your Membership; Membership Directory Marketing w/Rate Card; 2022 Sponsorship/Advertising Opportunities; ABC Member Pride. Redesign of this program in process.

BCF 2022 Issue 1 – Published FEB 1

Notice to members included in 2/1 Weekly email with link to digital version

BCF 2022 Issue 2 – *In Progress* – Publishes April 1

President's Letter; New Members Listing; 2021 Model Members of the Year; MYM Workshop;
Special Feature: Women in Construction; Project Profile: TBD
Business Profiles: Drywall Elements, Jensen Interiors;
Event Recaps: Kick-Off Party, Sporting Clays, ABC on Tap, UCF/YP Golf Tournament, Builders' Breakfast, GC Connect, PMI 2022
Education: NEXGEN and upcoming class schedule
Safety: CPSG: Basic Worker's Comp
Member News: TBD



Marketing Report – 1/28/2022

Prepared by: Lauren Kelly, Marketing Director

Membership Directory 2022-23 – *In Progress* – Publishes May 1

All VIP members and non-VIP advertisers individually contacted with proof from last year and request for updates, upgrades, etc.; All TAB placements secured/sold; back cover sold

www.abccentralflorida.com

Site is continually under content development; Priority focus: linking all course/event PDFs to calendar listings; possibility of reposting weekly emails to website page

Looking Ahead: February 2022

VIP Sponsorship signage; beginning BCF 2022 Issue 2; continuing website updates; continuing Membership Directory 2022-2023 marketing and beginning production; weekly education, event and membership email marketing; upcoming education, event and membership print marketing; continued BCF Business Profile and display advertising marketing for remainder of 2022

Associated Builders and Contractors – Central Florida Chapter

Position Title: Training & Development Director
Location: Orlando, FL
Reports to: Vice President & Chief Operating Officer

Contact Vice President & COO Nancy Wray with your resume and letter of interest:
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Associated Builders and Contractors (ABC) is a national trade association representing more than 21,000 construction and industry-related firms. Founded on the merit shop philosophy, ABC and its 69 chapters help members develop people, win work, and deliver that work safely, ethically, and profitably, for the betterment of the communities in which ABC and its members work.

Job Description:

This position is responsible for developing, implementing, administering, and maintaining all educational and training programs for members. In addition, this position is responsible for working with various organizations, educational institutions, and groups to build the Central Florida construction industry merit shop workforce. This position participates in the formulation of the Education Department's mission, goals, objectives, strategic plans, and related policies. The role requires exceptional professionalism and interpersonal skills in working with current and prospective members, boards and committees, training and professional development facilitators, vendors, and educational institutions.

As a vital member of a highly effective team, the Training & Development Director understands Central Florida ABC's values, mission, goals, and strategic plan, and contributes to the organization's success by enthusiastically performing tasks and responsibilities to accomplish individual and organizational objectives

The ideal candidate must be a proven self-starter willing to take responsibility of growing the educational offerings and producing relevant education programs for the membership. The successful candidate will also be able to take direction, be innovative, be interested in making suggestions to improve programs, and be creative in marketing and promoting training programs.

Necessary skills:

- Customer-service oriented individual
- Ability to independently develop comprehensive and long-term educational plans to continually increase the Chapter's value to current and prospective members.
- Ability to develop new programs, promote programs, build relationships, and create new partnerships.
- Adept with Microsoft products, social media, current technology.

- Adept at instructional design and implementation and the ability to analyze data and trends to make recommendations regarding developing and improving educational services.
- Must be a proven task-oriented initiative-taker who thrives in an independent work environment.
- Well-organized, goal-oriented and attention to detail.
- Articulate and comfortable calling members for research and development and responding to inquiries.
- Must be coachable, willing to learn, and confident in proposing innovative ideas to management.
- Adept at utilizing social media platforms, Facebook, LinkedIn.
- Ability to trouble shoot issues including technology, instructor, or other program component issues and maintain flexibility with a problem solution mindset.

Essential Duties & Responsibilities:

- Develop and implement strategy for increasing non-dues revenue, including developing budget, tracking P&L.
- Actively maintain and use the association database.
- Attend association meetings as required, including but not limited to staff, committee, and board meetings.
- Provide members with information on safety services and education programs.
- Responsible for promoting education and training programs to include marketing content including but not limited to print, website, emails, and social media.
- Monitor, measure, and analyze the effectiveness of educational initiatives and trends.
- Research and analyze construction industry trends to develop recommendations related to the department's strategies.
- Create processes for keeping members current with construction industry required certifications, CEUs, safety requirements.
- Work with member committees, task forces, councils to assist with development programs.
- Assist the Chapter leadership as necessary in day-to-day office operations.
- Play an active role in the education community and workforce development planning committees in the surrounding area which may include Chamber of Commerce Up Skill, Osceola County Construction Pipeline, local schools, and universities for membership collaboration opportunities
- Instructor/Presenter recruitment, orientation and training, instructor processes/procedures and evaluations.
- Instructor and partnership contracts and agreements.
- Responsible for developing learning strategies for education programs.
- Responsible for procuring and ensuring adequate technology requirements for education programs.

Location:

Orlando, Florida

Compensation:

This is a full-time, exempt position which includes employee benefits.

Requirements:

Education

Bachelor's Degree (or equivalent credits) in training and development, human resources, education, or instructional design.

Experience

- Minimum of 5+ years of overseeing training, educational, and developmental programs, instructional design, or related field
- Minimum of 5+ years of managerial experience.

A combination of the following education and experience may be substituted for the requirements:

- Associates Degree and seven (7) overseeing training, educational, and developmental programs, instructional design, or related field
- Minimum of 5+ years of managerial experience

Language skills:

Accurate, professional English writing and public speaking skills are essential. Ability to respond to inquiries from members in a professional and friendly way. Ability to speak effectively to members, non-members, partners, instructors, presenters, educators, and to the general public.

Reasoning ability:

Must be able to identify and orchestrate tasks necessary to accomplish a goal. Must be personable and able to relate and interface effectively with contractors, educators, and other business professionals.

Transportation/ Licenses or other required Certifications

Must have a valid driver's license, reliable transportation, and automobile insurance. Vehicle occasionally needed to transport materials for education programs, presentations, or site visits.

Physical Requirements

Tasks involve moderately active physical effort: must be able to twist, kneel, stoop, bend, and safely lift up to 50 lbs. Tasks require dexterity in the use of fingers and limbs. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

Sensory Requirement:

The majority of tasks require manual dexterity. Tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.