



## Taking Advantage of the MCAA AEC Best Practices Initiative in 2019-2020

Through the **AEC Best Practices Initiative**, MCAA is providing education and resources to its Affiliated Association Executives to ensure they can best serve their members. The following resources, programs and conferences are designed to support this important initiative.

**All these offerings below are fully underwritten by MCAA and come at no cost to MCAA's affiliated association execs or their local associations.**

### **AEC Dues**

MCAA has suspended the \$300 AEC dues for 2019.

### **AEC Best Practices Conference**

Formerly known as the AEC Conference, the newly repurposed AEC Best Practices Conference is held every year (usually over the last week of July/first week of August) and is comprised of two and a half days of education on association management. The format of the 2016 conference resulted in the rebranding after positive feedback from attendees showed that association executives find great value in learning from each other. The objective of the AEC Best Practices Conference is to further the professionalism of the staff executives of MCAA's affiliated associations, empowering them to better serve and represent their contractor members.

- Contact Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203 for questions or more information.
- The 2019 AEC Best Practices Conference will be held July 28 – 31 in Milwaukee, WI.
- The 2020 AEC Best Practices Conference will be held July 26 – 28 in Sonoma, CA.

### **Affiliated Association Best Practices Reviews (BPR)**

With 86 local associations affiliated with MCAA, operations can vary. Best Practice Reviews were designed in a peer group style format where a senior AEC advisor uses an established set of best practices to perform an in-depth association audit. The senior AEC advisor sends a copy of the outline and Best Practices Manual to the association executive in advance so that documents can be readied and policies can be identified. Over a day and a half, the senior AEC advisor goes through documents, procedures and operations to help ensure the proper functioning of the affiliated association. Following the review, a report with a set of recommendations is sent to the association to allow the executive to approach their board with third party recommendations.

The BPR is available to any Association Executive Director who has been in the position for one year.

BPRs are primarily completed by MCAA's Best Practices Mentor, Steve Lamb. Should Steve be unavailable during your preferred time.

If you are interested in scheduling a BPR, please contact Steve Lamb or Lesley Ravas:

- Steve Lamb – [lambchicago@gmail.com](mailto:lambchicago@gmail.com), (312) 882-4767
- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203



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### **Affiliated Association 2.0 Best Practices Reviews (BPR)**

The second phase of the BPR, or BPR 2.0, will advance to the next level of Best Practices and will include elements of the following: follow up on suggestions from the BPR, overall State of the Association, Board/Leadership, Staff Development, Local Market for Construction, Association's relationship with the Union(s), Taft Hartley Funds, Technology and the Association's Future. The BPR 2.0 will be administered to four local association executives who currently serve on the ELI Committee in 2019 and will be available to any location association executive who has been through the BPR beginning in 2019.

If you are qualified to take the BPR 2.0 and are interested in scheduling this service, please contact Lesley Ravas:

- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203

### **Affiliated Association Technology Best Practices Review**

In support of the continued effort for all local associations to develop and follow Best Practices, MCAA has appointed Aaron Hall (MCA of Akron) to conduct association Technology Reviews under the guidelines of the recently adopted MCAA ELI Technology Policy. This policy provides a framework for users to follow when accessing IT systems and the data on them. Using this policy as a guideline, Aaron will visit your office and review your systems, security, passwords, mobile devices, etc. and make recommendations on how you can better use and secure your association's resources. You must have a current BPR to request a Technology Review.

If you are interested in scheduling a Technology Review, please contact Aaron Hall or Lesley Ravas:

- Aaron Hall – [halla@mca-akron.com](mailto:halla@mca-akron.com), (330) 237-1880
- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203

### **Executive Leadership Initiative (ELI) Accreditation**

The ELI Accreditation is constructed with the purpose of upgrading the skills and knowledge base of affiliated association executives. This accreditation requires that each applicant perform a best practice review and earn 12 credits of approved continuing education. To maintain the accreditation, 24 approved continuing education units will be required every two years and a best practice review every six years (for example, if you have a BPR completed in 2014, your next BPR should be completed in 2020). Upon completion, the individuals will receive a pin and certificate to designate their status. Future plans for the ELI Accreditation include placing an ELI logo on attendee badges, for those who have completed the requirements, at all MCAA meetings (similar to the badges you currently see for ALI graduates).

- To apply for you ELI Accreditation or ELI Accreditation Renewal, make sure you BPR is current.
- Submit the appropriate form to Lesley Ravas ([lravas@mcaa.org](mailto:lravas@mcaa.org)).
- At the next gathering of the ELI Committee, your application/renewal will be reviewed and you will be advised if your application/renewal was approved.



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### **Mentoring for Local Association Executives**

MCAA unveiled a new program designed to support affiliated local associations and their executives at the 2016 AEC Best Practices Conference by announcing the appointment of Steve Lamb (former Executive VP at MCA of Chicago) as MCAA's Best Practices Mentor. In this role, Steve is available to all MCAA affiliates for consultation and mentoring on all aspects of association operations, such as but not limited to, labor relations, administrative processes, personnel matters and member services. Steve is available for consultation via phone and email and, for local association executives needing more in-depth consulting, Steve can travel to your local association to meet.

If you are interested in talking with Steve via email or phone, please reach out to him directly Monday – Friday from 9:00 a.m. – 5:00 p.m. Central Time. If you are interested in having Steve visit your association for a more in-depth mentoring session, please reach out to Steve or Lesley Ravas:

- Steve Lamb – [lambda@mbchicago.com](mailto:lambda@mbchicago.com), (312) 882-4767
- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203

### **Affiliated Association Planning Assistance**

Association Planning was rolled out in the beginning of 2017 after reviewing feedback from 2016 mentoring sessions that showed a strong need for it developing. Association Planning is now officially included under Steve Lamb's responsibilities as MCAA's Best Practices Mentor. The only requirement to request Steve's assistance with Association Planning is that your Best Practices Review be current.

If you would like to schedule Association Planning, please reach out to Steve or Lesley Ravas:

- Steve Lamb – [lambda@mbchicago.com](mailto:lambda@mbchicago.com), (312) 882-4767
- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203

### **BNA Construction Labor Report**

The BNA Construction Labor Report offers an unbiased look at all significant regulatory, legislative and industry developments that affect the way business is done. Topics covered include apprentices, collective bargaining, safety and health, unfair labor practices, employee benefits and many more. There is also key information provided on laws and regulations such as Davis-Bacon, National Labor Relations Act and State prevailing wage laws. A complimentary subscription is provided to MCAA Affiliated Associations.

If you would like more information, please reach out to Lesley Ravas or Adrienne Breedlove:

- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203
- Adrienne Breedlove – [abreedlove@mcaa.org](mailto:abreedlove@mcaa.org), (301) 990-2206

### **Industry Improvement Funds Conference**

The Industry Improvement Funds Conference is annually held at the Resort at Longboat Key Club (Longboat Key, Florida) in late November/early December. Each year the theme of the conference changes with past highlights including economic futurists, public relations specialists, attorneys and authorities on labor-related trends in the industry. However, one consistent conference theme is



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different ways industry funds can be used including initiatives such as education, communications, research, industry relations, recruiting, safety and promotion.

- Contact Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203 for questions or more information.
- The 2019 Industry Funds Conference will be held December 4 – 6 at the Zota hotel in Longboat Key, Florida. Registration for the meeting will open at the end of August. The conference registration fee is waived for Affiliated Association Executives.

### **National Education Initiative**

The National Education Initiative (NEI) is designed for education to come to you whether you're looking for standard courses or something customized to meet your specific needs. MCAA **subsidizes** this program so it is more economical for local associations to present educational programs in their areas.

- If you are interested in scheduling a course, please visit:  
<https://www.mcaa.org/initiatives/national-education-initiative/>

### **AEC Best Practices Resource Center**

MCAA has unveiled the AEC Best Practices Resources Center (AEC-BPRC), a new resource to benefit all local association executives. The AEC-BPRC is a section of the new MCAA website dedicated to local association executives. Execs will be able to access this portion of the website simply by logging in as they always have. The online system will recognize your login as someone who should have access to the AEC-BPRC – no one else in the MCAA membership will have access to this portion of the website.

The AEC-BPRC is designed to house the information you need – from collective bargaining agreements to membership forms to information on current topics and trends and will be largely populated by content you provide.

If you would like to submit items for the AEC-BPRC, please reach out to Lesley Ravas:

- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203

### **AEC Talk Portal**

MCAA provides a shared email to all local association executives - [aec@talk.mcaa.org](mailto:aec@talk.mcaa.org).

This email is a great portal that is delivered to all of the Local Executives throughout our Association, at one time. The email address is used to share best practices, make suggestions, ask questions, notify execs on pertinent news/information, etc. If you are ever unsure of a subject that can be addressed via this email, please reach out to Lesley Ravas with questions:

- Lesley Ravas – [lravas@mcaa.org](mailto:lravas@mcaa.org), (301) 990-2203