3. **HOLD FIRST STEERING COMMITTEE MEETING**

**AGENDA**

1. Welcome and introductions.
2. Select someone to keep minutes of meeting.
3. Review Chapter criteria.
4. General discussion regarding the purpose and benefits of CFMA.
5. Determine the geographic area and discuss viability of a CFMA chapter in the area.
6. Mailing List - Ask for volunteer to maintain mailing list
   a. Contact potential members who may already have a database of Construction companies set up for assistance – for example, CPA firms, bonding companies, law firms, or local AGC, ABC, or ASA, etc.
   b. Ask everyone in attendance to provide the mailing list coordinator with a list of people they think would be interested in CFMA
   c. Develop a list that includes majority of general contractors and subcontractors in the area.
7. Brainstorm 1st General Meeting – Get a volunteer to make the arrangements.
   a. What day of the week will work best?
   b. What time of day – breakfast, lunch, dinner?
   c. Location?
   d. Work with Susan Dunham to arrange for a CFMA speaker to come and explain the benefits of CFMA – get a volunteer to coordinate arranging the speaker.
   e. Consider a sponsor(s) for the first meeting to cover hor d’ouvres and drinks if it’s not a breakfast, lunch, or dinner meeting.
8. Brainstorm name for Chapter.
9. Get a volunteer to draft an introductory letter and invitation to the first meeting. See Exhibit VI for an example.
   a. Use the sample CFMA letter to recruit new members as a starting point.
   b. The draft can be approved at the next Steering Committee Meeting.
   c. Consider putting the letter on the letterhead (in envelope) of a Construction Company that will cause people to open the mail and read what is inside, i.e. a large general contractor.

10. Ask everyone in attendance to invite a potential member to the next Steering Committee Meeting.

11. Set date for next Steering Committee Meeting.