



You were chosen to lead your FCSI The Americas Regional Chapter... now what?



The following presentation is intended to be a review of FCSI TA Chapter operating procedures and your roles and responsibilities as a Chapter Leader.

Thank you for volunteering to lead your Chapter – your service and contributions to FCSI are valued and appreciated.

Geographic Regions



- **Canada**
 - John Radchenko, FCSI (PP)
 - johnrad@bellnet.ca 416.447.6483
- **Northeast** (ME, NH, VT, MA, RI, CT, NY, NJ, DE, MD, PA, Wash. D.C.)
 - Edward Arons, FCSI
 - earons@colburnguyette.com 800.343.3310
- **Southeast** (VA, WV, NC, SC, KY, TN, MS, AL, GA, FL)
 - Robert Scheibly
 - Robert@studiofs.com 813.575.6900

Geographic Regions



- **Upper Midwest** (MN, WI, MI, IA, IL, OH, ND, SD, NE)
 - Jessica Dengel
 - jdengel@rippeassociates.com 952.933.0313
 - Katherine Mizla
 - Katherine.mizla@vollrathco.com 920.889.1928
- **Lower Midwest** (MO, KS, OK, AR, LA, TX, CO, NM)
 - Kelly Marincik
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Geographic Regions

- **Southwest (CA, NV, HI, UT, AZ)**
 - Marci Pick
 - marci@scgfoodspace.com 408.244.3663
- **Pacific Northwest (WA, OR, ID, MT, AK, WY)**
 - Garrett Lennon
 - garrett@jlrdesigngroup.com 206.625.0070
- **Latin America**
 - Juan Matamoros, FCSI
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Chapter Opportunities

- Invite potential new members to become familiar with FCSI
- Opportunity to Invite local industry associations to participate in educational activities, enhancing the brand
- Present FCSI as a professional organization to clients
- Opportunity for allied members to network, and support these functions via educational sponsorships and, as appropriate, event participation
- Opportunity to build relationships with local factory reps and manufacturer rep companies.

Chapter/ Headquarters Relationship



- Chapter Leader terms begin at the FCSI TA Biennial Conference (or electronically 90 days post conference)
 - Two-year terms
 - Max 3 consecutive terms
- Each Chapter may nominate and elect its own officials (Chapter Leader (and Leader-elect) if needed) who will be accountable to the Board of Trustees on matters relating to governance and adherence to the by-laws.

Chapter/ Headquarters Relationship



- Each Chapter may nominate and elect its own officers who will be accountable to the Board of Trustees on matters related to governance and adherence to by-laws.
- All vendor contracts and/or agreements requiring a signature must be pre-approved by FCSI TA Executive Director.
- All expenses in excess of \$250 must be pre-approved.
- HQ can help Chapters promote upcoming events including, but not limited to, email blasts and social media posts. HQ will work with each Chapter to ensure the event is targeted to the correct audience – consultants, allied members, manufacturing reps, and others.

Chapter/ HQ Relationship



- HQ will manage the registration process and payments for the events as well as issue final expense payments
- Each Chapter will provide at least 1 report of its activities annually. Ideally, a report on each meeting/event (w/ one or more pictures) will be submitted to HQ for inclusion in the Direct Connection
 - To have your event included in the Direct Connection, please submit your 150 word wrap-up report by the 25th of the month.
- There is a fiduciary responsibility to seek a sustaining funding source for these events as well as maintain proper control over each Chapter's funds. Division HQ assumes responsibility for receiving all revenue as well as paying all approved expenses.
 - This will require that HQ establish a restricted sub-account for each Chapter's funds. These individual Chapter funds cannot be accessed for Division expenses.

Funding a Chapter



- Chapters will be allocated an event expense account each fiscal year by the Board of Trustees to help offset event expenses.
 - In the event that the allocated budget is not utilized during the fiscal year, the amount will not be added to the budget of the subsequent fiscal year.
- Chapter events should strive to "break even" or make a profit from their registration fees without corporate sponsorships if possible.

IF THE CHAPTER WISHES TO CREATE CHAPTER MEMBERSHIPS PLEASE CONTACT FCSI TA HQ

Chapter Leader/ Leader-Elect Responsibilities (1 of 3)



- In order to organize and maintain successful chapters, it is mandatory at least 1 event be held annually.
 - Example: cocktail reception, meet and greet, educational program, etc.
 - Consider partnering with some other foodservice/hospitality industry event such as a local restaurant show or other association meeting in order to max attendance.
- FCSI Education Providers may be invited to offer one of their approved programs for CEUs before or after a Chapter Event. The equitable way to organize this is to:
 - Approved Education Programs are to be promoted by the allied/representative sponsoring the event and attendance may be restricted to consultants. The actual Chapter event, however, is generally open to all FCSI consultant and allied members alike.

Chapter Leader/ Leader-Elect Responsibilities (2 of 3)



- Some have learned when events start at noon or later, the attendance is up because many can drive to the location that day and not have to come in the day before. (may differ in different geographic locations)
- In most cases, there isn't a need for an on-site presence by a HQ staff person. HQ staff is available if needed. HQ will provide admin support in the form of nametags, CEU sign-up sheets, membership literature, etc. with appropriate notice.
- Food and Beverage for Chapter Events
 - Option 1: Everyone pays registration fees to attend the chapter event which includes the cost of food and beverage
 - Option 2: the Education Provider sponsors the food and beverage costs for all attendees.

Chapter Leader/Leader-Elect Responsibilities (3 of 3)



- Chapter events may be promoted to all FCSI members in any given geographic area including the entire Americas database.
- In the interest of increasing FCSI brand recognition and, if the educational topic is of general interest, the event should be promoted to all interested client-based associations (NACUFS, SHFM, AHF, etc.) in that Chapter's geographic region.

Chapter Web Page



- In an effort to promote participation and camaraderie at the Chapter level, FCSI-TA has dedicated a page of the Society website to disseminate information about Chapter happenings and leader contacts.
- <http://www.fcsi.org/about-fcsi/divisions/the-americas/chapters/>

Support



FCSI TA Headquarters

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