

# CHAPTER EXECUTIVES' INSTITUTE

February 2–5, 2025

Hilton Hawaiian Village Waikiki Beach Resort  
2005 Kālia Road, Honolulu, HI 96815



## Tentative Agenda

### SUNDAY, FEBRUARY 2

8:30 a.m.	<b>Golf</b> (optional)	Hawaii Prince Golf Club
5:00 p.m. – 6:00 p.m.	<b>Welcome Reception</b>	Location TBD

### MONDAY, FEBRUARY 3

6:30 a.m. – 7:00 a.m.	Breakfast	Room TBD
7:00 a.m. – 7:20 a.m.	<b>Welcome &amp; Icebreaker</b>	Room TBD
7:20 a.m. – 7:50 a.m.	<b>Strategic Planning</b> <i>Aaron Hilger, SMACNA National</i> <i>Stacey Smyly, SMACNA - Kansas City</i> <i>Alan Seidman, SMACNA SENY</i> <i>Ginger Slaick, Georgia-SMACNA</i>	
7:50 a.m. – 8:25 a.m.	<b>Chapter Budgeting</b> <i>Peter Jenkins, SMCA of Philadelphia &amp; Vicinity</i> <i>Shelley Lester, SMACNA Utah</i> <i>Tom Gunning, SMACNA Boston</i> <i>Jonathan Kowalski, SMACCA Milwaukee</i> <i>Susan Miller, SMACNA - St. Louis</i> <i>Ginger Slaick, Georgia-SMACNA</i>	
8:25 a.m. – 8:40 a.m.	Break	
8:40 a.m. – 9:25 a.m.	<b>Safeguarding Chapter Finances with Fraud Prevention Strategies</b> <i>Keric Chang, Partner, SingerLewak</i>	
9:25 a.m. – 10:00 a.m.	<b>Defining Roles for Board and Committee Chairs</b> <i>Dan Kelly, Felhaber Larson</i> <i>John Quarnstrom, SMARCA</i>	
10:00 a.m. – 10:45 a.m.	<b>Confidentiality Considerations and Compliance in Chapter Operations</b> <i>Dan Kelly, Felhaber Larson</i> <i>Aaron Hilger, SMACNA National</i>	
10:45 a.m. – 11:30 a.m.	Lunch	Room TBD
11:30 a.m. – 12:30 p.m.	<b>Activity: What I Wish I Would Have Known Day One</b>	

12:30 p.m. – 2:00 p.m. **Hawaiian Cultural Workshop: Lei-Making**  
Evening Dine-Around (optional)

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## TUESDAY, FEBRUARY 4

7:00 a.m. – 7:30 a.m. Breakfast Room TBD

7:30 a.m. – 8:30 a.m. **Mock Grievance Hearing** Room TBD  
*Jonathan Kowalski, SMACCA Milwaukee*  
*Stacey Smyly, SMACNA - Kansas City*  
*Denise Hull, SMCA of Evansville*  
*Peter Jenkins, SMCA of Philadelphia & Vicinity*  
*Alan Seidman, SMACNA SENY*  
*John Quarnstrom, SMARCA*  
*Mark Terzigni, SMACNA SoCal*  
*Tom Gunning, SMACNA Boston*

8:30 a.m. – 9:00 a.m. **Identifying and Developing Emerging Leaders**  
*Stacey Smyly, SMACNA - Kansas City*  
*Mark Terzigni, SMACNA SoCal*  
*Tom Gunning, SMACNA Boston*  
*Nathan Cooper, SMACNA - Colorado*

9:00 a.m. – 9:10 a.m. Break

9:10 a.m. – 9:40 a.m. **Planning and Hosting Educational Programs**  
*Denise Hull, SMCA of Evansville*  
*Peter Jenkins, SMCA of Philadelphia & Vicinity*  
*John Sindyla, SMACNA - Cleveland*  
*Mark Terzigni, SMACNA SoCal*  
*Shelley Lester, SMACNA Utah*

9:40 a.m. – 11:15 a.m. **In-Person Peer Group Meetings**

11:15 a.m. – 12:00 p.m. Lunch Room TBD

12:30 p.m. Pearl Harbor National Memorial Tour (optional)

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## WEDNESDAY, FEBRUARY 5

7:00 a.m. – 7:30 a.m. Breakfast Room TBD

7:30 a.m. – 8:15 a.m. **Conversation with SMACNA CEO** Room TBD  
*Aaron Hilger, SMACNA National*

8:15 a.m. – 8:45 a.m. **2025 Annual Convention Overview**  
*John Franco & Kristin De Guzman, SMACNA National*

8:45 a.m. – 9:15 a.m. **Oahu and Maui Overview with Destination Management Company**

9:15 a.m. – 9:30 a.m. **Rap Session**

9:30 a.m. – 9:45 a.m.	<b>CEI Annual Business Meeting</b>
9:45 a.m. – 11:15 a.m.	<b>Hilton Hawaiian Village Information Session &amp; Hotel Property Tour</b>
11:15 a.m.	Adjourn