



young leaders group
MENTORSHIP
PROGRAM

2018
GUIDELINES

INTRODUCTION & PROGRAM OVERVIEW

ULI San Antonio is proud to announce the fourth year of the Young Leaders Group Mentorship Program. The Young Leaders Group is a subset of ULI San Antonio members under the age of 35, and as a group strives to facilitate networking and continuing education that will help our members as they further their careers. Membership is available to anyone whose profession is directly involved in or services commercial real estate and our members include representatives from all spectrums of the industry: development, acquisition, management, brokerage, finance, architecture, engineering, governmental services, etc.

The mission of this ULI / SA Mentorship Program is to provide an opportunity for ULI YLG members and seasoned ULI members to connect, grow and create lasting relationships by sharing their knowledge and experiences in an atmosphere of confidentiality, trust and mutual respect.

STRUCTURE

The program will be overseen by Mentorship Program Co-Chairs with assistance from the YLG Committee Chair and the ULI District Leadership. There will be 4 groups, each consisting of 5-7 U35 members ("mentees") from different professional backgrounds and organizations and one Mentor. Diversity is a key component to the Program as it is focused on exposing the mentees to the entire real estate industry and allows for more candid discussions. Each group will have one mentee member that will serve as a Coordinator for their specific group during the course of the Program. Coordinators play a crucial role by acting as a liaison between the groups and the Program Chairs. The Coordinators are not responsible for the content of all group meetings but should work to ensure the group continues to meet on a regular basis. The role is also crucial to take the scheduling work off the mentor's hands, as well as keeping the group focused and together. The Coordinator will also work with the District Council staff on meeting budgets.

ANNUAL TIMELINE

Application Registration (ULI Members Only): August 1 – August 31

Program: September 8, 2017 – June 30, 2018

A proposed ten meetings will be scheduled from September 2017 through June 2018, consisting of eight small group discussions and two combined group events. Most groups will meet during the week, a mixture of before/during/after business hours, but it is up to the specific group. The program will begin with a kickoff event in September that all groups will attend together. At that meeting, the Program Co-Chairs will give an overview of the Program and introduce all mentors participating. Additional meetings involving all mentor groups may be scheduled throughout the year, but individual groups are expected to schedule individual meetings on their own.

CRITICAL DATES

- **July 27 – Mentorship Program Mixer**
- **August 1** –Applications Available Online
- **August 29** – Applications Due
- **September 8** – Applicants notified of admission to the program
- **September 8-20** – Email from Mentor to respective group with schedule for first group meeting
- **September** – Welcome to the ULI Mentorship Program: Special Event with all Mentor Groups
- **October-May** – Small Group meetings
- **June** – Mentorship Program Closing Happy Hour Event for all groups
- **July** – Kickoff Party for next year's ULI Mentorship Program

COMMITMENT

Every YLG applicant must be committed to the Mentorship Program in order to create the type of atmosphere necessary for success. 100% attendance and participation at each meeting over the course of a full year is expected. Applicants should verify with their employer/boss that they will be allowed the flexibility to participate in the Program prior to applying.

CONFIDENTIALITY

Confidentiality is absolute, in all ways and forever. This is critically important to the success of this program, and a breach in confidentiality will be treated as a resignation from the Mentorship Program.

MEETING IDEAS

Meetings can be as simple as discussions over Coffee/Breakfast/Lunch, or they can be more structured such as dinner, drinks, or going to a baseball game. It will be up to each group to decide what types of meetings will best facilitate building relationships among their members. All arrangements related to booking conference rooms, etc. are to be handled by the Group Coordinator. Food/drink for Small Group meetings will be ordered in advance by the Group Coordinator and paid for via ULI with the funds from the budget assigned to each group. All receipts and are to be submitted to the Co-Chairs.

Each mentee participant will be responsible for planning one meeting for his/her group during the course of the Program. Sample discussion topics include:

- Professional and personal growth (i.e. five and ten year plans, life map, etc.)
- Career Goals / Planning
- Personal career drivers (geography, family, age, experience, ideals, philosophies)
- Issues and/or obstacles being encountered at work
- Case Studies on particular projects
- Reports/Presentations on a specific facet of land use / development (residential, office, retail, mixed use, architecture, engineering, land planning, etc.)
- Market and/or demographic trends, current events, or pressing issues (financial market, green building, infill development, value-add, public investment in areas, etc.)
- Market/Sub Market Tours - Tour an area and discuss the factors driving all forms of development in that market
- Site Discussions - have someone familiar with a project join a meeting to discuss a specific deal and the lessons learned/hurdles encountered
- Conference Calls – Distribute a timely article that will serve as a discussion point during a conference call. This is a great way stay connected in between in-person meetings.
- Social Events (not all meetings need to be formal and discussing real estate)
- Attendance at a sporting event (baseball game, hockey game, etc.)
- Golf, bowling, or other activity
- Happy hour/drinks

SELECTION OF PARTICIPANTS

YLG Members interested in participating will fill out a short application to quantify their interest in (and dedication to) the program. Mentor Program Chairs and the YLG Committee Chair will narrow the list of qualified applicants. The final applicants selected for the Program will be finalized from that group in consultation with the ULI District Chair and/or the local ULI Manager. Mentors will be chosen by the District Council leadership team in coordination with seasoned ULI members who are willing to participate. Upon acceptance, the participants will be asked to pay a \$75 program fee that will go toward the budget for small group meetings.

PROGRAM CONTACTS

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