



young leaders group  
**MENTORSHIP**  
FORUM

**2019-20**  
**GUIDELINES**

## INTRODUCTION & PROGRAM OVERVIEW

ULI San Antonio is proud to announce the sixth year of the Young Leaders Group Mentorship Forum. 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 the ULI San Antonio Mentorship Forum 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 FY20 Mentorship Forum Chair Rachel Brehm with assistance from ULI District Leadership. There will be 4 groups, each consisting of 7-10 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 who 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 Forum 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 and the Mentorship Forum Chair on meeting budgets.



## ANNUAL TIMELINE

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

**Mentorship Forum:** September 10, 2019 – June 30, 2020

A proposed ten meetings will be scheduled from September 2019 through June 2020, 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 Mentorship Forum will begin with a kickoff event in September that all groups will attend together. At that meeting, the Mentorship Forum Chair 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 to schedule individual meetings on their own.

## CRITICAL DATES

- **August 1** – Mentorship Forum Info Mixer
- **August 1** – Applications Available Online
- **August 31** – Applications Due
- **September 10** – Applicants notified of admission to the program
- **September 10-21** – Email from Mentor to respective group with schedule for first group meeting
- **September 26** – Welcome to the ULI Mentorship Forum: Special Event with all Mentor Groups
- **October-May** – Small Group meetings
- **January 23\*** – **Tentatively Scheduled** Mentorship Trivia Night
- **June** – Mentorship Forum Closing Happy Hour

## COMMITMENT

Every YLG applicant must be committed to the Mentorship Forum 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 that they will be allowed the flexibility to participate in the program prior to applying.

## CONFIDENTIALITY

Confidentiality is absolute. This is critically important to the success of the Mentorship Forum, and a breach in confidentiality will be treated as a resignation from the 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 project tours. 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 Chair.

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

Members interested in participating will fill out a short application to quantify their interest in (and dedication to) the program. The Mentorship Forum Committee will narrow the list of qualified applicants. The final applicants selected for the Mentorship Forum 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. Upon acceptance, the participants will be asked to pay a \$100 program fee that will go toward the budget for small group meetings.

## CONTACTS

### 2019-20 MENTORSHIP FORUM CHAIR

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### MENTORSHIP FORUM CO-CHAIR

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