



San Antonio



MENTORSHIP FORUM

2023-24
GUIDELINES

INTRODUCTION & PROGRAM OVERVIEW

ULI San Antonio is proud to announce the eighth year of the Young Leaders Group (YLG) 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 FY24 Mentorship Forum Chairs Chris Martinez (KW Landscape Architects)) and Whitney Snell (JLL) with assistance from ULI District Leadership. There will be 5 groups, each consisting of no more than 10 U35 members ("mentees") from different professional backgrounds and organizations, one Mentor, and one committee member liaison. Each of the 5 groups will elect one group lead. Diversity is a key component to the program as it is focused on exposing the mentees to the real estate industry and allows for more candid discussions. Each group will have one mentee who will serve as a coordinator for their specific group during the program.

Each of the 5 groups will elect one Group Lead. The Group Leads 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.

TO SUBMIT AN APPLICATION, GO TO: <https://mentorshipforum.questionpro.com>



ANNUAL TIMELINE

Application Registration: August 7 – August 31, 2023

(You must be a ULI member to participate, but not to apply)

Mentorship Forum Lunch Informational Meeting: August 3, 2023, 8:30am / Pape-Dawson

Mentorship Forum Mixer Informational Meeting: August 17, 2023, 5:00pm / Anne's Wine Bar

Mentorship Forum: September 26, 2023 – June 30, 2024

Ten meetings will be scheduled from September 2023 through June 2024, consisting of four small group discussions and six combined group events. 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. Additional meetings involving all mentor groups will be scheduled throughout the year, and individual groups are to schedule individual meetings on their own. Meetings will be during the week and a mixture of before, during or after business hours. **Please book provided dates on your calendar now to avoid conflicts.**

CRITICAL 2023-24 DATES

- **August 3** – Mentorship Forum Informational Breakfast at 8:30 am / Pape-Dawson
- **August 7** – Mentorship Forum Applications Available Online
- **August 17** – Mentorship Forum Informational Mixer at 5PM / Anne's Wine Bar
- **August 31** – Applications Due
- **September 18** – Applicants notified of admission to the program
- **September 26** – Mandatory ULI Mentorship Forum Kick-Off Meeting at 5pm / Location TBD
- **October** – Small Mentorship Group Meeting
- **November 9** – Mentorship Forum Speed Dating Event
- **December** – Small Mentorship Group Meeting
- **January 24** – Mentorship Forum Trivia Night
- **February** – Small Mentorship Group Meeting
- **March 28** – Mentorship Forum VIP Project Tour
- **April** – Small Mentorship Group Meetings
- **May** – Mentorship Forum Group Gathering / Tour
- **June** – FY23 Mentorship Forum Closing Celebration for all Mentorship Groups

ATTENDANCE

Commitment to attend 100% of the scheduled sessions and activities is expected. Participants are made aware of the attendance requirement at the onset of the application process. Each participant's supervisor has provided signed permission / recognition of the monthly meetings and the attendance requirement, **which means you will be offsite and unavailable for meetings or conference calls during this time.** Each Group Leader will keep track of attendance for each meeting and provide it to the Mentorship Forum Chairs at the conclusion of 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/or reimbursements are to be submitted to ULI San Antonio staff.

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 San Antonio staff. 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 \$125 program fee that will go toward the budget for small group meetings.

CONTACTS

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