

Meeting Minutes
IFMA Executive Committee Meeting
Meeting of March 9, 2010

Attendees:

Karyn Biller	Robbie Kritz	Jean Barry
Dani Michels	John Desens	Dick Pearson
Matt Darga	Mike Schwartz	
Ron Rowe	Steve Holtzman	

Item #1: Call to Order

The meeting was called to order at 7:39 AM at Urban Land.

Item #2: Officer Reports

- Secretary (Dani Michels)

The minutes of the February 2010 executive committee meeting were approved by a motion from Mike Schwartz, a second from Karyn Biller, and a unanimous vote.

Minutes are being posted to the chapter's website as they are approved by the executive committee.

- Treasurer (Cheryl Weisensel)
Bank account balances as of 2/28/10 are:

CD 1	0.00
CD 2	0.00
Checking	\$19,156.08
Money Market	\$27,171.01
Scholarship	\$19,160.59
CD Park Bank	\$6,600.13
Total	\$72,087.81

The treasurer's report was approved by a motion from Jim Zirbel, a second from Karyn Biller, and a unanimous vote in favor. The account balance sheet is attached to these meeting minutes.

We lost \$1,200 on the anniversary party, but we had budgeted for losing \$2,000. So we did well. We have one person who hasn't paid for their ticket, but other than that we're reconciled for the event.

- VP (Jim Zirbel)

Groundwork for chapter of the year is underway. Jim and Karyn are working on it.

A squadcast will be going out soon for closing out the sponsorship drive. Chuck will be interviewing Jean and Jenny.

Strategic planning is moving along. The survey is ready to go. It's been sent to Tawa, and will be going out yet this week. We'll still have our March 16th meeting. We'll probably have one more meeting after that, because the survey results likely won't be in by the 16th.

Jim and Dani need to book airfare and hotel for Facility Fusion this week.

3 people have signed up so far for the bridge program.

- Past President (Karyn Biller)

Our chapter of the year submittal is due June 4th. We have the questions now, and are starting to work on them.

- President (Matt Darga)

Regarding the IFMA symposium in Chicago: they'd like to get some idea of how many people from our chapter might attend, and are looking for an answer by March 9th. The event is June 9th. They'd like at least 5 members to attend from surrounding chapters. We've told them we have a lot going on—tri-chapter is the month before. Matt will talk about it at the next luncheon. Matt and Cheryl will probably go. We don't want this event to overshadow everything we have going on. It should be a well-run and fairly big event, though, so we should let our members know about it.

Item #3: Committee Reports

- Lunch Bunch (Robbie Kritz)

54 members RSVP'd

42 attended

5 guests RSVP'd

5 attended

62 people signed up for annual lunch tickets. This is a lot more than previous years. Money has already been received.

- Member Squad (Roberta Montague & Brian Hoffman)

New Member welcome packets are 95% complete—just waiting to complete the committee directors' and exec. directors' "description". We sent an email requesting this information and about half of the people have responded thus far.

IFMAConnect is ready to go. Our list of mentors that have agree to participate are: Dick Pearson, Steve Holtzman, Gene Post, Doug Pearson, Mary Statz, and Mary Edwards. Those on the fence who might participate are: Catherine Neumann, Dick Kusch, and Mike Stark. This officially kicks off on April 8th at the Informational Event at JR Ahern.

Steve Holtzman will be our Master of Ceremonies at our April 8th Informational Event. Committee directors and exec. members will contribute to the presentation. Limited time is 7 minutes each. Invitations to the event are being prepared and will blast out through COW soon.

Our brochure is complete and printed—one is being included with application for membership in our membership packets that will be available at our monthly lunches and other events.

Two applications have been sent in for our Career Bridget Program: Jon Schneider and Judy Benish.

- Programs (Ron Rowe & Jon Schneider)

We will be putting together a list of back-up speakers. Our speaker for last month was a no-show. Dick Pearson is lined up for our next lunch meeting to talk about energy control. We're lining up a complimentary tour—specifics are still up in the air. We will be talking about document management next month (being set up by Peter Cherchian), and touring Overture next month.

- Education (Patty Sweitzer)
Not present, but planning for tri-chapter is going well.

- Sponsorship (Jenny Crubaugh & Jean Barry)

The drive is up to \$13K. Our goal was \$16K. We'll probably get some more coming in. We're still looking at what we're going to do for the appreciation event..

- Communications (Emily Rowe and Vicky Statz – newsletter, Dick Pearson - website)

The due date for submissions for the next newsletter is due by the end of this month.

- Website (Dick Pearson)

We're still working on the changes we plan to implement during the upcoming year.

- Public Relations (Angela Brzowski and John Desens)

We're still working on press releases.

- Scholarship (Jennifer Bendoritis)
No report.

- Golf Outing (Mary Evers-Statz)
Not report.

- Community Crew (Mike Schwartz)
51 people responded to our survey. We asked about how the chapter likes receiving information. The #1 was from the luncheon, and #2 was from the newsletter. We would like to start doing a table tent at the luncheons, and spotlight a charity in the newsletter once a quarter. Preferences for volunteering were: Habitat for Humanity, food pantry assistance, and the Red Cross. Most people want to donate their time or materials, and most people want to do this during business hours, and as a group event. Areas of interest were: the elderly, the environment, and the homelessness. We would like to get a fish bowl at every event that people can throw a buck or two into. Then at the end of the year we'll divide the money in two, and send it to two different charities. We'll document what we've done over time via spreadsheet.

Item #4: Old Business

- Executive Meeting Host Locations:
 - The next executive committee meeting will be held at Urban Land on May 11, 2010.

Item #5: New Business

No new business.

Item #6: Adjournment

Having no other new business the meeting was adjourned at 9:52 A.M with a motion by Mike Schwartz, a second by Dani Michels, and a unanimous vote.

Respectfully submitted,
Dani Michels

Account Balances
(Includes unrealized gains)
As of 2/28/2010

Page 1

3/6/2010

Account	2/28/2010 Balance
Bank Accounts	
Checking	19,156.08
Money Market - Checking	27,171.01
Money market - Scholarship	19,160.59
TOTAL Bank Accounts	65,487.68
Investment Accounts	
CD Park Bank	6,600.13
TOTAL Investment Accounts	6,600.13
OVERALL TOTAL	72,087.81

Transaction

2/1/2010 Through 2/28/2010

Page 1

3/6/2010

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/31/2010							14,118.19
2/1/2010	Checking	2467	Sheraton	Jan Luncheon - no AV charges	Meeting & Programs:Lunch Fees	R	-786.70
2/1/2010	Checking	DEP	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	245.00
2/1/2010	Checking	BNKCHG	Lunch Fees	2010 Annual Lunch Payment (BC ...	Meetings & Programs:Membership Lu...	R	737.00
2/1/2010	Checking	BNKCHG	Sponsorship	(1) Gold & (1) Silver Level - 2010 (...	Annual Sponsorships	R	1,500.00
2/2/2010	Checking	DEP	Lunch Fees	2010 Annual Lunch Payment	Meetings & Programs:Membership Lu...	R	75.00
2/2/2010	Checking	DEP	Sponsorship	(1) Bronze Level - 2010	Annual Sponsorships	R	250.00
2/2/2010	Checking	BNKCHG	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	630.00
2/2/2010	Checking	DEP	Lunch Fees	2010 Annual Lunch Payment	Meetings & Programs:Membership Lu...	R	75.00
2/2/2010	Checking	BNKCHG	Sponsorship	(2) Silver Level - 2010	Annual Sponsorships	R	1,000.00
2/4/2010	Checking	DEP	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	280.00
2/5/2010	Checking	BNKCHG	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	210.00
2/9/2010	Checking	DEP	Lunch Fees	2010 Annual Lunch Payment	Meetings & Programs:Membership Lu...	R	75.00
2/9/2010	Checking	DEP	Sponsorship	(1) Silver Level - 2010	Annual Sponsorships	R	500.00
2/9/2010	Checking	DEP	Lunch Fees	Prepayment - Charge	Membership:Lunch Fees	R	75.00
2/9/2010	Checking	DEP	Sponsorship	(1) Gold Level & (1) Bronze Level - ...	Annual Sponsorships	R	1,250.00
2/9/2010	Checking	BNKCHG	Sponsorship	(1) Silver Level - 2010	Annual Sponsorships	R	500.00
2/9/2010	Checking	BNKCHG	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	140.00
2/10/2010	Checking	BNKCRD	Bankcard Monthly Discount	Jan 2010	Credit Card Charge	R	-295.60
2/12/2010	Checking	BNKCHG	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	385.00
2/15/2010	Checking	2468	SCow	Nov & Dec 2009, Jan 2010 Admin...	--Split--	R	-4,112.56
2/16/2010	Checking	2469	Ad Madison	25th Anniversary USB Flashdrives ...	25th Anniversary	R	-2,302.91
2/16/2010	Checking	2470	IFMA Foundation	IFMA Foundation - Dave Brady Do...	Donations-Gifts	R	-250.00
2/17/2010	Checking	DEP	IFMA DOM Pmt W11	Feb 2010 Dues Received	Membership Dues Reimbursement	R	2,024.00
2/17/2010	Checking	DEP	Cow	Credit for double invoicing lanyard ...	Meeting & Programs:Replenish Name ...	R	74.27
2/17/2010	Checking	DEP	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	175.00
2/18/2010	Checking	2471	Chuck Gifford	Name Tag Expenses for 25th	25th Anniversary	R	-48.08
2/18/2010	Checking	2472	Robbie Kritz	SD Disc for recording the 25th	25th Anniversary	R	-29.53
2/18/2010	Checking	2473	Universal Sound	Band for 25th Anniversary Event	25th Anniversary	R	-600.00
2/18/2010	Checking	BNKCHG	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	140.00
2/19/2010	Checking	DEP	Lunch Fees	Feb Cash & Checks	Meetings & Programs:Membership Lu...	R	143.00
2/19/2010	Checking	DEP	25th Anniversary Event	Event Registration Pmt	Meetings & Programs:25th Anniversar...	R	105.00
2/19/2010	Checking	DEP	25th Anniversary Event	Silent Auction: \$546 cash + \$825 ...	Meetings & Programs:25th Anniversar...	R	1,371.00
2/26/2010	Checking	BNKCHG	25th Anniversary Event	Silent Auction: Credit Card	Meetings & Programs:25th Anniversar...	R	1,504.00
TOTAL 2/1/2010 - 2/28/2010							5,037.89

BALANCE 2/28/2010

19,156.08