

**Meeting Minutes
IFMA Executive Committee Meeting
Meeting of May 11, 2010**

Attendees:

Matt Darga	Ron Rowe	Mike Schwartz
Cheryl Weisensel	Jim Zirbel	Jean Barry
Karyn Biller	Roberta Montague	Dick Pearson
Angela		

Item #1: Call to Order

The meeting was called to order at 7:35 AM at Urban Land Interests.

Item #2: Officer Reports

- **Secretary (Dani Michels)**
Meeting minutes for March and April were approved by a motion from Matt Darga, a second from Mike Schwartz, and a unanimous vote.
- **Treasurer (Cheryl Weisensel)**
See attached for account balances. Cheryl is in the process of reconciling amounts received from the sponsorship drive. The budget draft for the next fiscal year was reviewed, and discussed at length (see attached.) Adjustments were made, and the new revised version will be emailed out once prepared. The Treasurer's report was approved by a motion from Dick Pearson, a second from Matt Darga, and a unanimous vote.
- **VP (Jim Zirbel)**
Jim asked for approval of the Annual Blueprint (to replace the Balanced Scorecard). The vernacular has changed to be more familiar. Other primary changes include: the addition of the IFMA 2.0 team; rewriting of the website; addition of and management of Ring Central; getting our chapter on board with social media; the addition of the New School team (which will include student liaisons, liaisons with various secondary schools, working to define FM as career path, and connecting with SkillsUSA); the addition of IFMA Tool Box (which will be outbound educational offerings such as brown bag lunches that will be offered free to the public, as well as a large scale event at Alliant Center or Monona Terrace); we will partner as a chapter with some big name entities (e.g. AIA); we will work toward a common message across teams and communications; we will work to come up with a 60 second elevator speech that everyone can use; and we will coordinate a leadership summit with three other chapters. Minor changes to the Blueprint were discussed, and it will be amended accordingly. The Annual Blueprint (with aforementioned changes) was approved by a first from Karyn Biller, a second from Cheryl Weisensel, and a unanimous vote.
- **Immediate Past President (Karyn Biller)**
Chapter of the year submittals are due June 4th. The draft is written and we're in the process of refining it.
- **President (Matt Darga)**
We will send out another email regarding the Chicago symposium.

The new IFMA policies received from HQ will need to be discussed further at our next meeting.

Matt asked for approval of the addition of the Talent Scout position as a position on the Executive Committee. The addition of the Talent Scout position was approved by a first from Jim Zirbel, a second from Cheryl Weisensel, and a unanimous vote.

Item #3: Team Reports

- **Lunch Bunch** (Rob Kritz)
No Report
- **Member Squad** (Roberta Montague & Brian Hoffman)
No Report.
- **Programs** (Ron Rowe & Jon Schneider)
No report.
- **Education** (Patty Sweitzer)
Tri-chapter starts tomorrow. 106 people are signed up so far.
- **Sponsorship** (Jean Barry)
A separate meeting will have to be scheduled to talk about the appreciation event. The team may have a new co-director on board. She will come to the next executive committee meeting. We still still need to find one more co-director.
- **Newsletter** (Emily Rowe & Vicky Statz)
No report.
- **Website** (Dick Pearson)
No report.
- **Scholarship** (Jennifer Bendoritis)
No Report.
- **Public Relations** (Angela Brzowski)
No report.
- **Golf Outing** (Kim Keister)
No Report.
- **Community Crew** (Mike Schwartz)
No report.
- **Old Business**
Nothing to report.
- **New Business**
Nothing to report

Please note that many of the teams listed above did not provide a report due to the length of the meeting. These teams will get caught up on their reports at the next meeting. The next meeting will be held on Tuesday, June 8th, at Urban Land Interests.

The meeting was adjourned at 9:05 A.M. with a motion by Matt Darga, a second by Dani Michels, and a unanimous vote.

Respectfully Submitted,

Dani Michels
Secretary

Net Worth as of May 31, 2010

(Includes unrealized gains)

As of 5/31/2010

6/6/2010

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Account	5/31/2010 Balance
ASSETS	
Cash and Bank Accounts	
Checking	26,187.01
Money Market - Checking	27,187.94
Money market - Scholarship	19,170.49
TOTAL Cash and Bank Accounts	72,545.44
Investments	
CD Park Bank	6,731.37
TOTAL Investments	6,731.37
TOTAL ASSETS	79,276.81
LIABILITIES	0.00
OVERALL TOTAL	79,276.81

5/1/2010 Through 5/31/2010

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 4/30/2010							19,927.22
5/3/2010	Checking	BnkChg	Sponsorship	(2) Gold Level, (4) Bronze ...	Annual Sponsors...	R	3,000.00
5/4/2010	Checking	BnkChg	FMP Deposit	FMP Session (2) June Ses...	Educational:Regis...	R	1,595.00
5/4/2010	Checking	BnkChg	Lunch Fees	2010 Annual Lunch Paym...	Meetings & Progr...	R	75.00
5/5/2010	Checking	BnkChg	Deposit - Tri...	Tri-Chapter Payment	Educational:Regis...	R	1,360.00
5/5/2010	Checking	DEP	FMP Deposit	Deposit of subsidy from S...	Educational:Regis...	R	102.00
5/5/2010	Checking	DEP	Tri-Chapter	Tri-Chapter Sponsorship P...	Educational:Regis...	R	200.00
5/5/2010	Checking	DEP	FMP Deposit	FMP June 2010 Session	Educational:Regis...	R	300.00
5/5/2010	Checking	DEP	Tri-Chapter	Tri-Chapter Payment	Educational:Regis...	R	595.00
5/5/2010	Checking	DEP	Sponsorship	(1) Gold Level, (8) Silver, (...)	Annual Sponsors...	R	5,750.00
5/8/2010	Checking	2489	Jim Zirbel	WWP, Foundation Gala & ...	World Work Plac...		-801.50
5/10/2010	Checking	BnkChg	Deposit - Tri...	Tri-Chapter Payment	Educational:Regis...	R	1,380.00
5/10/2010	Checking	2490	David Yager	Career Bridge Recipient: D...	Membership		-100.00
5/10/2010	Checking	DEP	Tri-Chapter	Tri-Chapter Payment	Educational:Regis...	R	170.00
5/10/2010	Checking	BnkcdrDsc	Bankcard Mo...	May	Credit Card Charge	R	-333.66
5/12/2010	Checking	2494	Pat Richter	Speaker Fees	Education:Tri Cha...	R	-1,500.00
5/12/2010	Checking	VISA	Great Dane	Appetizers for after-tour fu...	Education:Tri Cha...		-55.80
5/12/2010	Checking	2496	Kyle Roux	Baseball cards for raffle ev...	Education:Tri Cha...		-50.00
5/12/2010	Checking	2497	Patty Sweitzer	Speaker Gift Certificates fo...	Education:Tri Cha...	R	-318.45
5/14/2010	Checking	2498	...COW	Feb, March and April 2010...	--Split--	R	-4,104.28
5/14/2010	Checking	2499	Championship...	Awards and Plaques	Sponsorship Exp...	R	-777.21
5/14/2010	Checking	DEP	Deposit - Tri...	Tri-Chapter Payment	Educational:Regis...	R	100.00
5/14/2010	Checking	DEP	FMP Deposit	Deposit of subsidy from N...	Educational:Regis...	R	102.00
5/14/2010	Checking	DEP	Deposit - Tri...	Tri-Chapter Payment	Educational:Regis...	R	1,085.00
5/18/2010	Checking	2491	Badger Bowl	Sponsorship Appreciation ...	Sponsorship Exp...	R	-402.80
5/19/2010	Checking	DEP	Tri-Chapter	Tri-Chapter Payment	Educational:Regis...	R	200.00
5/22/2010	Checking	2502	...Sheraton	Feb 16, 2010 Lunch and A...	--Split--		-812.56
5/22/2010	Checking	2500	...Sheraton	March 17, 2010 Lunch and...	--Split--		-1,015.80
5/22/2010	Checking	2501	...Sheraton	April 21, 2010 Lunch and ...	--Split--		-710.96
5/22/2010	Checking	2503	Mary Evers St...	Dave Brady Thank you Gift...	25th Anniversary		-147.10
5/25/2010	Checking	DEP	IFMA DOM P...	May 2010 Dues Received	Membership Due...	R	1,288.00
5/28/2010	Checking	BnkChg	Park Bank	Service Charge	Bank Charge	R	-12.00
5/28/2010	Checking	DEP	Tri-Chapter	Tri-Chapter Payment	Educational:Regis...	R	100.00
TOTAL 5/1/2010 - 5/31/2010							6,259.79
BALANCE 5/31/2010							26,187.01

6/6/2010

Date	Account	Num	Description	Memo	Category	Clr	Amount
					TOTAL INFLOWS		17,402.00
					TOTAL OUTFLOWS		-11,142.21
					NET TOTAL		6,259.79

Tri-Chapter Cash Flow

7/1/2009 Through 6/6/2010

6/6/2010

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7/1/2009-
6/6/2010

Category Description

INFLOWS

Educational	7,260.00
Registration Fees - Tri-Chapter	7,260.00
TOTAL Educational	7,260.00
TOTAL INFLOWS	

OUTFLOWS

Education	13,091.11
Tri Chapter Expense	13,091.11
TOTAL Education	13,091.11
TOTAL OUTFLOWS	

OVERALL TOTAL

-5,831.11

Budget vs Spend Report July 09 - May 10

Revenue				Original Budget Amount	YTD - May 2010	DIFF	% of Spend	
Membership Dues Reimbursement	196	\$	92.00	\$ 18,032.00	14,658.00	\$ (3,374.00)	81%	
Meeting & Programs								
Registration Fees - Lunch				\$ 4,500.00	5,742.00	\$ 1,242.00	128%	Monthly Mtg cash collected
25th Anniversary (Meal & Parking)	120	\$	25.00	\$ 3,000.00	6,620.00	\$ 3,620.00	221%	Registration plus silent auction
Sponsorship				\$ -		\$ -	0%	revenue
Other Meetings & Programs Revenue (Should not be more than 10% of Meetings & Programs)				\$ -		\$ -	0%	
Annual Sponsorships				\$ 16,350.00	15,850.00	\$ (500.00)	97%	
Golf Outing				\$ 19,500.00	11,967.71	\$ (7,532.29)	61%	Revenue collected after July 2009
Registration				-				
Sponsorship				-				
Educational								
Registration Fees (FMP)		\$	-	\$ -	11,734.00	\$ 11,734.00	100%	Payment for FMP Sessions through November
Registration Fees (Tri-Chapter)	100	\$	100.00	\$ 10,000.00	6,975.00	\$ (3,025.00)	70%	Paid attendees as of May 31, 2010
Sponsorship				\$ -	130	\$ 130.00	0%	Reimbursement for Nov 5, 2009 Education Lunch
Publications & Web site								
Newsletter Advertising				-				
Membership Directory Advertising				-				
Mailing List Sales				-				
Administrative								
Interest Earned				\$ 650.00	374.76	\$ (275.24)	58%	Money Market and CD Interest
Net Gain or (Loss) on Investments				-				
Other Revenue (Should not be more than 10% of TOTAL REVI				\$ -	426	\$ 426.00	0%	Payment for Brewer Outing with SEW
TOTAL REVENUE				\$ 72,032.00	\$ 74,477.47	\$ 2,445.47	103%	

Expenses				Original Budget Amount	YTD - Nov 2009	DIFF	% of Spend	
Membership								
Postage				\$50.00	5.15	\$44.85	10%	
Printing				\$25.00	\$159.41	-\$134.41	638%	IFMAdison marketing brochures
Supplies				\$25.00		\$25.00	0%	
Web Site Development & Maintenance				\$0.00	172	-\$172.00	100%	Sponsorship Update + Domaine Name: 2 years -\$21/YR
Other (Should not be more than 10% of Membership)				\$0.00	0	\$0.00	0%	Career Bridge Membership Payment
Meetings & Programs								
Food & Beverage				\$6,100.00	4,820.99	\$1,279.01	79%	
Speakers Honorarium & Gifts				\$300.00		\$300.00	0%	
Facility Rentals (X-mas party/AV rental)				\$1,500.00	779.88	\$720.12	52%	AV Rental & X-mas Party Room Rental (\$250)
New Member Events				\$900.00	490.92	\$409.08	55%	Food, supplies & raffle prizes for NM Event and Pearson's
Organization Sponsored Event (\$800 + \$600 Marketing)				\$1,300.00	711	\$589.00	55%	Brewer Ticket Cost for May 26 Event and Bal Due from 2009 Brewer Event
25th Anniversary Meals and Parking				\$3,000.00	3746.21	-\$746.21	125%	Meal, Room rental and Dave's Accommodations
Other (Should not be more than 10% of Meetings & Prograr (Programs & Tours)				\$300.00	358.77	-\$58.77	120%	New Name Tags & Holders, Holiday Event Supplies
Golf Outing				\$17,000.00	13,668.35	\$3,331.65	80%	
Food & Beverage						\$ -	0%	

Budget vs Spend Report **July 09 - May 10**

Course Fee			\$	-	0%	
Other (Should not be more than 10% of golf Outing)			\$	-	0%	
Educational Seminars						
Food & Beverage for Webinar or Circle of Excellence	\$400.00	137.01	\$262.99	34%		For for Recycled Carpet Session
Speakers Honorarium & Gifts	\$0.00		\$0.00	0%		
CFM/FMP Training	\$2,200.00	4,705.13	-\$2,505.13	214%		FMP Sessions - March 2010
						IFMA Webinar: IFMA Webinar -
Facility Rental or Session Cost for Webinar or Circle of Excellence	\$0.00	99	-\$99.00	0%		Pandemic Preparedness held at TDS on Oct 30, 2009
Tri Chapter in Madison 2010	\$10,000.00	6,018.30	\$3,981.70	60%		Monona Terrace Deposit for Room and Food
Leadership Training (2)	\$2,600.00	1,385.60	\$1,214.40	53%		Facility Fusion: Registration and Flight Cost for Jim and Dani
Publications						
Newsletter Printing & Postage	\$0.00		\$	-	0%	
Directory Printing & Postage	\$800.00	1,022.50	-\$222.50	128%		Directory Printing & Postage
Administrative						
Administrative Fees (COW, phone, bankcard)	\$17,600.00	17,498.78	\$101.22	99%		COW Monthly Fee & Phone Charges
						- Last paid invoice was April 2010
Donations/Gifts/Community Service	\$800.00	684.99	\$115.01	86%		Foundation Donation, Mary Statz, Exec Gift, \$50 annual survey winners, Chuck Gifford Holiday
IFMA Conference Expenses (WWP) - President)	\$1,600.00	1,053.22	\$546.78	66%		WWP Expense Reimbursement for Matt in 2009
Sponsorship	\$2,300.00	1,621.16	\$678.84	70%		Sponsorship Awards for 09 & 10 + Sponsorship Event in May 10
Scholarship (General + 1 WWP @ \$1200)	\$2,200.00	2,750.00	-\$550.00	125%		WWP Winner & (2) \$500 Scholarships, Dave Brady
Accounting/Legal	\$0.00		\$0.00	0%		Foundation Challenge, March FMP Scholarship Award
Other (Should not be more than 10% of Administrative)	\$500.00	1,726.03	-\$1,226.03	345%		Credit Card Charges (aver \$140/mth) + \$12 annual bank charge
Other Expenses (Should not be more than 10% of TOTAL EXP 25th Anniversary(IFMA Pres/guest,Band,gifts,dec,cont.)	\$5,000.00	3,379.59	\$1,620.41	68%		25th Anniv Postage & Invites, Band
			\$0.00	0%		
TOTAL EXPENSES	\$76,500.00	\$66,993.99	\$9,506.01	88%		
OVERALL TOTAL						
	\$ (4,468.00)	\$ 7,483.48	\$11,951.48			