

Meeting Minutes
IFMA Executive Committee Meeting
Meeting of August 10th, 2010

Attendees:

| | | |
|------------|----------------|------------------|
| Jim Zirbel | Vicky Statz | Roberta Montague |
| Chuck Fox | John Desens | Cheryl Weisensel |
| Tom Riffle | Dani Michels | Barb Millan |
| Ron Rowe | Patty Sweitzer | Mike Schwartz |
| | | |

Item #1: Call to Order

The meeting was called to order at 7:30 AM at Capital Fire & Security .

Item #2: Officer Reports

- **Secretary (Dani Michels)**

Meeting minutes for August were approved by a motion from Dani a second from Cheryl, and a unanimous vote.

- **Treasurer (Cheryl Weisensel)**

Still waiting for sponsorship funds from several companies from Tri-Chapter event. Cheryl will schedule a meeting with other chapters to resolve. Need to finish authorizing. Thinking about increasing fees for golf outing.

- **VP (Dani Michels)**

Still meeting with all the committee directors. Need to meet with member squad & Team PR. Need to discuss 2.0 in more detail.

- **Immediate Past President (Matt Darga)**

No report

- **Talent Scout (Karyn Biller)**

No report

- **President (Jim Zirbel)**

Need to have more conversation with Brian Parish-would like to have a leaders phone interview with other WI chapters to discuss areas to work together. There is a possibility of creating another chapter on NW side of state-possibly Hudson. All committees now have logos. Brent Kindred, director of skills USA will be at luncheon to discuss program. World Workplace-presently we have 10 signed up. The early bird sign up has expired. The voting for chapter of the year should be finished by end of August.

Item #3: Team Reports

- **Lunch Bunch (Rob Kritz & Jim Burke)**

No report

- **Member Squad (Roberta Montague & Brian Hoffman)**

October 26th will be the next information event for chapter, starting at 5:00 pm. Member squad will put out a request to limit presenters to 5 minutes. Would like to invite some facility managers to get better representation. Considering an alternate site instead of JF Ahern. Dani will contact Steve Braun or Greg Rice from EMI. The member squad has started the recruiting program and is targeting the top 100 companies in Madison. They will be conducting a blackberry scan at the next luncheon. The blackberry scan will entail members scrolling through blackberry to find a facility person that is not a member and someone will contact them before the next IFMA luncheon.

- **Programs & Tours** (Ron Rowe & Jon Schneider)

Have a tour (American Theatres) but need a program for September. There will be a free lunch on August 24th. Will have to have COW put out with a link. The Green Cleaning panel will be put on by Clean Power. Looking for Certified Facility Designation.

- **Board of Education** (Patty Sweitzer & Kyle Roux)

The FMP classes are scheduled from August 21st-24th. The last one will be November 11th & 12th. Recently met with team and the goal is to have 8 educational sessions next year.

- **Sponsorship Task Force** (Barb Milan & Lorelle Micklitz)

Looking for ways to raise additional funds and get closer to \$20K. Shred it would like to hold a fundraising event. They will be looking for a location to hold the event at a location that will not cost anything.....possibly Emmons. They are discussing opportunities for Platinum sponsors to increase funds. They would like to increase the number of FM's, and the goal would be to court possible new members and their companies.

- **News Crew** (Vicky Statz & Jennifer Hardebeck)

Ever other month they would like to do a career/member profile. It would be like a day in the life type of profile. The main focus is on FM's. They would like to initiate a new building profile, which could be a new or existing building that would be of interest to our members. Chuck will handle new building profile. Would like to possibly put job postings back in newsletter. The postings would have to be reviewed by news crew and they limit the length. The news crew would like to get a list of members that finish the FMP and CFM courses and recognize these individuals in the newsletter. Presently, they are in need of another committee member. They are always looking for photographs of chapter events.

- **IFMA 2.0** (Dick Pearson & Nathan Hanson)

The website is going to be redone. Presently working with HQ to make Apricot the new standard so other chapters have template and can come aboard. Each team will have their own page. It may be possible to add and subtract pages.

- **New School** (Larry Barton & Tom Riffle)

In process of creating a 1 year certification program. They would like to create a partnership with Madison colleges, both Technical and design schools. They need to speak with Ken Starkman and Dave Shonkwiler. There is a slight delay and Strange will develop the program after the first of the year.

- **Team PR** (Angela Brzowski & John Desens)

Will be getting together with team soon to set tone for the rest of the year. Recent networking event a success, as approximately 40 people attended.

- **Birdie Brigade** (Kim Keister & Paula Roberts)

No report

- **Community Crew** (Chuck Fox)

They would like to incorporate a program called ringers/singers for the Salvation Army in December. Jen Bendoritis will be moving to Milwaukee and will not be part of the Madison community crew. The community crew will be putting together an outline calendar to perform 6 outreach events. Katherine Neumann was recently in an accident and may be in need of a chairlift. It is possible some proceeds could be made available to assist. The community crew will continue with the charity events. The next in line will be for Rhett's Syndrome. Domestic abuse & Intervention Services is another possible volunteer opportunity.

- **Old Business**

Update calendars
Develop list of tasks for teams
Implement regular meetings for committees

- **New Business**

Upcoming meetings to be held at: Westphal, starting at 7:30 am.

The meeting was adjourned at 9:00 A.M. with a motion by Jim Zirbel, a second by Mike Schwartz, and a unanimous vote.

Respectfully Submitted,

Mike Schwartz
Secretary

Budget vs Spend Report July 2010

| | | | | Original Budget Amount | YTD | DIFF | % of Spend | |
|---|-----|----|-------|------------------------------|------------------|-----------------------|---------------|---------------------------------|
| Revenue | | | | | | | | |
| Membership Dues Reimbursement | 200 | \$ | 92.00 | \$ 18,400.00 | 1,166.00 | \$ (17,234.00) | 6% | |
| Meeting & Programs | | | | | | | | |
| Registration Fees - Lunch | | | | \$ 5,500.00 | | \$ (5,500.00) | 0% | |
| Sponsorship | | | | \$ - | | \$ - | 0% | |
| Other Meetings & Programs Revenue (Should not be more than 10% of Meetings & Programs) | | | | \$ 546.00 | | \$ (546.00) | 0% | |
| Annual Sponsorships | | | | \$ 17,000.00 | 1,000.00 | \$ (16,000.00) | 6% | Payment for 2009-10 Drive |
| Golf Outing | | | | \$ 16,800.00 | 14,880.19 | \$ (1,919.81) | 89% | |
| Registration | | | | - | 12,030.00 | | | |
| Dinner | | | | - | 270.00 | | | |
| Sponsorship | | | | - | 1,650.00 | | | |
| Cash From Raffle | | | | | 930.19 | | | |
| Educational | | | | | | | | |
| Registration Fees (FMP) | \$ | - | | \$ 8,400.00 | 300.00 | \$ (8,100.00) | 0% | Final June Registration payment |
| Registration Fees (CFM) | \$ | - | | \$ 1,800.00 | | \$ (1,800.00) | 0% | |
| Registration Fees & Sponsorship (Tri-Chapter) | | | | \$ - | | \$ - | 0% | |
| Sponsorship | | | | \$ - | | \$ - | 0% | |
| Publications & Web site | | | | | | | | |
| Newsletter Advertising | | | | - | | | | |
| Membership Directory Advertising | | | | - | | | | |
| Mailing List Sales | | | | - | | | | |
| Administrative | | | | | | | | |
| Interest Earned | | | | \$ 540.00 | 8.74 | \$ (531.26) | 2% | |
| Net Gain or (Loss) on Investments | | | | - | | | | |
| Other Revenue (Should not be more than 10% of TOTAL REVE | \$ | | - | | | \$ - | 0% | |
| TOTAL REVENUE | | | | \$ 68,986.00 | 17,354.93 | \$ (51,631.07) | 25% | |
| Expenses | | | | | | | | |
| | | | | Original Budget Amount | YTD | DIFF | % of Spend | |
| Membership | | | | | | | | |
| Postage | | | | \$60.00 | | \$60.00 | 0% | |
| Printing | | | | \$350.00 | | \$350.00 | 0% | |
| Supplies | | | | \$25.00 | | \$25.00 | 0% | |
| Web Site Development & Maintenance | | | | \$5,250.00 | | \$5,250.00 | 0% | |
| Other (Should not be more than 10% of Membership) | | | | \$700.00 | | \$700.00 | 0% | |
| Meetings & Programs | | | | | | | | |
| Food & Beverage | | | | \$6,100.00 | | \$6,100.00 | 0% | |
| Speakers Honorarium & Gifts | | | | \$250.00 | | \$250.00 | 0% | |
| Facility Rentals (X-mas party/AV rental) | | | | \$1,200.00 | | \$1,200.00 | 0% | |
| Informational Member Events | | | | \$1,000.00 | | \$1,000.00 | 0% | |
| Membership Network Events | | | | \$1,000.00 | | \$1,000.00 | 0% | |
| Organization Sponsored Events | | | | \$770.00 | | \$770.00 | 0% | |
| Other (Should not be more than 10% of Meetings & | | | | \$0.00 | | \$0.00 | 0% | |
| Golf Outing | | | | \$14,000.00 | 12,616.18 | \$1,383.82 | 90% | |
| Food & Beverage | | | | | \$ | - | 0% | |
| Course Fee | | | | | \$ | - | 0% | |
| Other (Should not be more than 10% of golf Outing) | | | | | \$ | - | 0% | |
| Educational Seminars | | | | | | | | |
| Food & Beverage for Webinar or Circle of Excellence | | | | \$200.00 | | \$200.00 | 0% | |
| Speakers Honorarium & Gifts | | | | \$0.00 | | \$0.00 | 0% | |
| FMP Training | | | | \$9,500.00 | | \$9,500.00 | 0% | |
| CFM Training | | | | \$6,200.00 | | \$6,200.00 | 0% | |
| Facility Rental or Session Cost for Webinar or Circle of | | | | \$0.00 | | \$0.00 | 0% | |
| Tri Chapter in Milwaukee 2011 | | | | \$0.00 | | \$0.00 | 0% | |

Net Worth
As of 7/31/2010

8/7/2010

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| Account | 7/31/2010 Balance |
|----------------------------------|----------------------|
| Bank Accounts | |
| Checking | 20,975.07 |
| Money Market - Checking | 27,199.68 |
| Money market - Scholarship | 19,177.11 |
| TOTAL Bank Accounts | 67,351.86 |
| Investment Accounts | |
| CD Park Bank | 6,731.37 |
| TOTAL Investment Accounts | 6,731.37 |
| OVERALL TOTAL | 74,083.23 |