

Meeting Minutes
IFMA Executive Committee Meeting
Meeting of September 14th, 2010

Attendees:

Cheryl Weisensel	Dani Michels	Karyn Biller
Nathan Hanson	Ron Rowe	Jim Zirbel
Lorelle Micklitz	John Desens	Roberta Montague
Chuck Fox	Mike Schwartz	

Item #1: Call to Order

The meeting was called to order at 7:40 AM at Westphal Electric .

Item #2: Officer Reports

- **Secretary (Dani Michels)**

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

- **Treasurer (Cheryl Weisensel)**

Waiting for payments from golf outing. We are starting out stronger than last year. Financial report approved.

- **VP (Dani Michels)**

Recently, the executive team from Madison had a conference call with other Wisconsin Chapters to discuss services practices, and ways to have more fun. There will be a second conference call to discuss linked in and ways to increase membership. Had a good meeting with PR and need to meet with Membership team.

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

No report

- **Talent Scout (Karyn Biller)**

Working with COW to track specific items.

- **President (Jim Zirbel)**

There are 14 people from Madison Chapter and a total of 35 from all Wisconsin Chapters that will be attending the World Workplace conference. Sending inflatable COW, t-shirts, and special bacon vodka to Joanne Kohl's house. Look into gift, possible cheese/wine basket to send. Would like one for every month Asking for \$300.00 from community crew fund. Second conference call with other chapters is scheduled for October 1st. New chapter-possibly in Eau Claire or Hudson. Looking for Rock Foundation Donation-last year American Girl doll raised \$150.00. House of Delegates- Jim Zirbel will be going. Will need to talk to Richard Pierce to see if he would like to attend. Green Bay chapter won newsletter of year.

Item #3: Team Reports

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

No report

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

Informational Event scheduled for October 21st at U2. There is still a question regarding parking-need to check to see if they will donate. Next executive meeting get directors in for 15 second elevator speech for chapter and team. Looking for a new name for this event-send to Roberta. Would like to buy some gift cards from U2 as appreciation for the event. There will be networking during registration. Grand prize is a beety Lou cruise for two. Would like to award Todd Greenwald time for a tour as a special thanks for donating venue and food and beverages. All directors will need to a presentation limited to 5 minutes. Topic of interest for facility managers-Society of Human Resource Management- Insurance coverage for facilities, Disaster recover (Jim Hill), legal aspect of facility management, or protecting your business from identity theft.

- **Programs & Tours** (Ron Rowe & Jon Schneider)
Tour of Team technologies on September 23rd. Dan Hughes from Exel Engineering will be the speaker at the September luncheon. The topic will be on Building Information Modeling. In October there will be a CFM webcast from IFMA International.
- **Board of Education** (Patty Sweitzer & Kyle Roux)
The last class for FMP sessions in 2010 will be on November 11th and 12th.
- **Sponsorship Task Force** (Barb Milan & Lorelle Micklitz)
Have a meeting scheduled for Monday. Excited to surpass goal. Shred It will sponsor a fund raiser in spring at C. Caokley's parking lot. Boxes or bags to be shredded will be limited to 4. Event will be open to public. Portion of funds raised will go to community crew team. Would like to place signage for event on roads a couple of weeks before event.
- **News Crew** (Vicky Statz & Jennifer Hardebeck)
Would like to give all new members a 50 word profile.
- **IFMA 2.0** (Dick Pearson & Nathan Hanson)
Site map sent out the 20th of August. Would like to get questions and suggestions sometime this week. Ex- member recognition, member section and perks to be member of IFMA, external calendar of team events, internal calendar for each team, registration for luncheons and ability to track attendance.
- **New School** (Larry Barton & Tom Riffle)
No report
- **Team PR** (Angela Brzowski & John Desens)
Take pics of officers. Would like to get schedule of press releases quarterly. Have an annual event-Need to get a big draw speaker, possibly partnering with another organization. In Business Magazine??? Facility Managers-Day in a Life type of thing which would deal with problems facility managers face.
- **Birdie Brigade** (Kim Keister & Paula Roberts)
No report
- **Community Crew** (Chuck Fox)
Outreach Program-every month volunteer event
Side Bar event-ex- bean bag toss
Charity of the Month
In Kind Donations
- **Old Business**
- **New Business**
Upcoming meeting to be held at: Westphal Electric on Tuesday, October 12th @ 7:30 am.

The meeting was adjourned at 9:30 A.M. with a motion by Dani, a second by Nathan, and a unanimous vote.

Respectfully Submitted,

Mike Schwartz
Secretary

				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%	

				Original Budget Amount	YTD	DIFF	% of Spend	
Expenses								
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

Page 1

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