

**Meeting Minutes
IFMA Executive Committee Meeting
Meeting of October 12th, 2010**

Attendees:

Jim Zirbel	Kyle Roux	Patty Sweitzer
John Desens	Vicky Statz	Kim Keister
Roberta Montague	Cheryl Weisensel	Karyn Biller
Chuck Fox	Ron Rowe	Matt Darga
Angela Brzowski	Mike Schwartz	Dani Michels

Item #1: Call to Order

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

Item #2: Officer Reports

- **Secretary Mike Schwartz**
Meeting minutes for October were approved by a motion from Nathan a second from John, and a unanimous vote.
- **Treasurer (Cheryl Weisensel)**
Waiting for sponsorship and golf outing funds. There are numerous companies that have not paid yet. Wondering how to proceed to collect money. Next step, send out a letter???
- **VP (Dani Michels)**
Member squad event went well. Conference call with other chapters went good....discussed IFMA 2.0 and linked in and how to utilize. Interested in holding an annual event for our chapter. Need to formulate a sub committee. Shoot email out for kickoff meeting. Would like to synchronize relationships with teams...member squad, PR and IFMA 2.0. Looking to set a meeting with these teams.
- **Immediate Past President (Matt Darga)**
Holiday party-Wednesday, December 15th-Capital Brewery. Matt will be attending WWP.

- **Talent Scout (Karyn Biller)**
Looking for two members for professional development. Would like to beef up teams. Other teams are looking for assistance also.
- **President (Jim Zirbel)**
Total of 20 people from Madison attending WWP. Rick is going to handle table reservations. Will get couple of t-shirts and bacon vodka for ambassadors. Once you get ticket contact Rick. House of Delegates-Jim and Patty will be attending. Lunch meeting-team reports need to be curtailed. Board of Education program starts at 12:30. Need to give Roberta & Brian time to discuss Odyssey.

Item #3: Team Reports

- **Lunch Bunch** (Rob Kritz & Jim Burke)
No report
- **Member Squad** (Roberta Montague & Brian Hoffman)
Everything is set for Odyssey event on October 21st. Power point will be running through the event. Each committee member will give a little information about their team....one minute time limit. We will be going to Nitty Gritty or Vintage for networking afterwards. Looking for more team members for member squad.
- **Programs & Tours** (Ron Rowe & Jon Schneider)
Covance Laboratories will be at next lunch event in November. Topic-Security in our environment.
- **Board of Education** (Patty Sweitzer & Kyle Roux)
FMP on 11th/12th. Will have 7 graduates from Madison Chapter.

- **Sponsorship Task Force** (Barb Milan & Lorelle Micklitz)
No report
- **News Crew** (Vicky Statz & Jennifer Hardebeck)
Submissions seem to coming in later and later. Will email a reminder and possibly change font and remind team directors to send email to indicate there is no report.
- **IFMA 2.0** (Dick Pearson & Nathan Hanson)
New page is almost finalized.
- **New School** (Larry Barton & Tom Riffle)
No report
- **Team PR** (Angela Brzowski & John Desens)
Need to meet with Todd (EMI) and Findorf to finalize things for Odyssey event. No sure if we will be meeting at Vintage or Nitty Gritty for social event afterwards. Interest in national website press releases. Two other chapters doing something similar. Get kickoff meeting before end of year. Viewed power point presentation-need to place logos of teams on and graphics for building.

- **Birdie Brigade** (Kim Keister & Paula Roberts)
No report
- **Community Crew** (Chuck Fox)
Will be having 2nd meeting soon, but the basic framework for remainder of year has been set-up.; Outreach program in October, and singers and ringers in November. Will continue with charity of the month.
- **Old Business**
There will be a change of location in April. The meeting will not be at AAA. Cheryl has taken a position at UW Credit Union. Congratulations Cheryl.
- **New Business**
Upcoming meetings to be held at: Target Commercial Interiors on November 9th at 7:30 am.

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

Respectfully Submitted,

Mike Schwartz
Secretary

Net Worth - As of 10/31/10

(Includes unrealized gains)

As of 11/7/2010

11/7/2010

Page 1

Account	11/7/2010 Balance
ASSETS	
Cash and Bank Accounts	
Checking	14,945.26
Money Market - Checking	27,216.63
Money market - Scholarship	19,186.67
TOTAL Cash and Bank Accounts	61,348.56
Investments	
CD Park Bank	6,822.11
TOTAL Investments	6,822.11
TOTAL ASSETS	68,170.67
LIABILITIES	0.00
OVERALL TOTAL	68,170.67

Transaction

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 9/30/2010							14,198.38
10/4/2010	Checking	DEP	Lunch Fees	Aug Lunch Cash & Checks	Meetings & Programs:Lunch Payments	R	195.00
10/4/2010	Checking	DEP	Lunch Fees	Sept Lunch cash & checks	Meetings & Programs:Lunch Payments	R	91.00
10/12/2010	Checking	BNKCHG	Bankcard Monthl...	Oct Credit Card Fees	Credit Card Charge	R	-183.29
10/21/2010	Checking	2531	Emily Rowe	Raffle gifts for 10/21/10 Membership Event	Membership:Gifts Given	R	-10.00
10/22/2010	Checking	DEP	IFMA DOM Pmt ...	Oct 2010 Dues Received	Membership Dues Reimbursement	R	790.00
10/26/2010	Checking	2532	Steve Holtzman	Raffle gifts for 10/21010 Membership Event	Membership:Gifts Given		-35.83
10/27/2010	Checking	2533	Roberta Montague	Raffle gifts for 10/21/10 Membership Event	Membership:Gifts Given		-100.00
TOTAL 10/1/2010 - 10/31/2010							746.88
BALANCE 10/31/2010							14,945.26

TOTAL INFLOWS	1,076.00
TOTAL OUTFLOWS	-329.12
NET TOTAL	746.88

Budget vs Spend Report July 1, 2010 - Oct 31, 2010

Revenue			Original Budget Amount	YTD	DIFF	% of Spend	
Membership Dues Reimbursement	200	\$ 92.00	\$ 18,400.00	4,716.00	\$ (13,684.00)	26%	Need \$1,533/month to make budget or 17 renewal/new members per month
Meeting & Programs							
Registration Fees - Lunch Sponsorship			\$ 5,500.00	572.00	\$ (4,928.00)	10%	Payments for lunch collected at door: June - Sept
Other Meetings & Programs Revenue (Should not be more than 10% of Meetings & Programs)			\$ 546.00		\$ (546.00)	0%	Reserved for Brewer Game with SEW
Annual Sponsorships			\$ 17,000.00	2,000.00	\$ (15,000.00)	12%	Payment for 2009-10 Drive
Golf Outing			\$ 16,800.00	16,175.19	\$ (624.81)	96%	Still waiting for Sponsorships
Registration			-	12,445.00			
Dinner			-	315.00			
Sponsorship			-	2,485.00			
Cash From Raffle				930.19			
Educational							
Registration Fees (FMP)	\$ -		\$ 8,400.00	7,441.00	\$ (959.00)	89%	FMP Payments received in 2010-11
Registration Fees (CFM)	\$ -		\$ 1,800.00		\$ (1,800.00)	0%	
Registration Fees & Sponsorship (Tri-Chapter)			\$ -	1,500.00	\$ 1,500.00	100%	Still waiting for Sponsorships
Sponsorship			\$ -		\$ -	0%	
Publications & Web site							
Newsletter Advertising			-				
Membership Directory Advertising			-				
Mailing List Sales			-				
Administrative							
Interest Earned			\$ 540.00	125.99	\$ (414.01)	23%	Bank Interest earned on all accounts, including CD
Net Gain or (Loss) on Investments			-				
Other Revenue (Should not be more than 10% of TOTAL REVE \$			-		\$ -	0%	
TOTAL REVENUE			\$ 68,986.00	32,530.18	\$ (36,455.82)	47%	

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	2,728.00	\$2,522.00	52%	Two Mile Solution & Hosting Fee
Other (Should not be more than 10% of Membership)			\$700.00		\$700.00	0%	
Meetings & Programs							
Food & Beverage			\$6,100.00	1,956.06	\$4,143.94	32%	Lunch Cost: July - Sept
Speakers Honorarium & Gifts			\$250.00		\$250.00	0%	
Facility Rentals (X-mas party/AV rental)			\$1,200.00	450.05	\$749.95	38%	A/V & Room Rental: July - Sept
Informational Member Events			\$1,000.00		\$1,000.00	0%	
Membership Network Events			\$1,000.00	587.27	\$412.73	59%	Concert on the Sq Cost plus reim for 10/21/10 Networking Event
Organization Sponsored Events			\$770.00		\$770.00	0%	
Other (Should not be more than 10% of Meetings &			\$0.00		\$0.00	0%	
Golf Outing							
Food & Beverage			\$14,000.00	12,766.18	\$1,233.82	91%	Paid in Full
Course Fee					\$ -	0%	
Other (Should not be more than 10% of golf Outing)					\$ -	0%	

Budget vs Spend Report **July 1, 2010 - Oct 31, 2010**

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	10,206.84	-\$706.84	107%
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%
Leadership Training (2)	\$3,000.00		\$3,000.00	0%
Other	\$0.00		\$0.00	0%

Book Fee for June Session, Instructor
& Book fee for Sept

Publications

Newsletter Printing & Postage	\$0.00	\$	-	0%
Directory Printing & Postage	\$0.00		\$0.00	0%

Administrative

Administrative Fees (COW & phone)	\$16,260.00	4,040.95	\$12,219.05	25%
Donations/Gifts/Community Service	\$2,000.00	136.1	\$1,863.90	7%
IFMA Conference Expenses (WWVP) - President)	\$1,750.00		\$1,750.00	0%
Sponsorship	\$1,900.00		\$1,900.00	0%
Scholarship (General + 1 WWVP @ \$1200)	\$2,200.00		\$2,200.00	0%
Accounting/Legal	\$0.00		\$0.00	0%
Other (Should not be more than 10% of Administrative)	\$1,440.00	721.41	\$718.59	50%

COW May, June & July Admin &
Phone Fees

Credit Card Fees

Other Expenses (Should not be more than 10% of TOTAL
EXPENSES)

\$0.00	\$0.00	0%
--------	--------	----

TOTAL EXPENSES

\$75,155.00	\$33,592.86	\$41,562.14	45%
-------------	-------------	-------------	-----

Excess (Deficit)

(\$6,169.00) \$ (1,062.68)