



IFMATM Madison Chapter

International Facility Management Association

Executive team meeting minutes Tuesday, June 9, 2015
CDP – 7818 Big Sky Dr., Suite 212, Madison, WI
9:00 am To 10:00 am

Attending- Nathan Hansen, Jim Zirbel, Leah Samson Samuel, Margaret Fisher, JR Roethke, Brett Wedekind, Ron Rowe

Phone- Patty Sweitzer, Kyle Rowe, Lorelle

Meeting came to order at 9:01 am

Meeting minutes approved: Adjustment made to last meeting minutes. See notes from Nathan

Treasurer report- Brett Wedekind –
Bank Register –

We have seen a \$23,653.00 increase in banking balance since July 2014

Current balance \$68,654.66

Checking \$27

Money Market \$22,345.00

Money Market \$19,265.00 Reserve Account

Account \$ 62,855.00

Checking \$21,245.00

Money Market \$22,344.00

Money Market \$19,

Scholarship \$ 6,600.00

5,080.00

Mallards Tickets \$460.00

Financial report approved per Nathan Hansen

VP- Leah Samson Samuel – Nathan to send power point template to Leah so she can prepare for next week luncheon. This upcoming luncheon will not be recognizing sponsors. Ron suggested recognizing the committees at the meeting. Instead of Business meeting change it up to “A year in review”. Also, need to include swearing in the leaders. Leah will figure things out off-line. One more thing to consider changing up the room set up – class room set up not serving them well. Can the IFMA personnel change up the table set up? JR said yes! Nathan said there may be some miss-communication he thought the June would be a normal meeting, recognizing sponsors and hand-over baton. Will you plan to have enough content? That’s what they need to work on. JR said many people email him wondering about the speaker and the content of the meeting. Nathan will discuss off-line.

Past President – Kyle Roux –The Brewers game participation wasn't good! Didn't feel Milwaukee handled the ticketing nicely. We had 11 tickets assigned to us and only sold 1. We turned the 10 tickets back into the Milwaukee chapter which they sold. Kyle suggested we shouldn't take responsibility for this. We owe Milwaukee at least \$500.00 for the tickets. Kyle needs to reconstruct how it all unfolded and make suggestions for next year.

President – Nathan Hansen – We need to send out vote to make JR nominations official. Jim said it needs to be for the entire slate of executive leaders.

President: Leah

Past President

VP - JR

Treasurer:

Secretary: Patty Sweitzer

Questions from last week; Leah, JR, Nathan and Kyle had conversations about a plan for more teams, asking for more volunteers. They are working on next steps.

A video was taped of Nathan passing the President baton to Leah.

Address questions from last month: what constitutes a Board meeting;

1. Board meeting – Executive Team - Forum needs 3 out of the 5 Executives - majority of the board.
2. Do you need to be present or on the phone? Either.
3. Members meeting 50% of the membership
4. Ring central - \$788.00 a year. It seems to be only used for conference calls. Do we want the voicemail? Do we legally need a phone line? Nathan said he looked into this and all we need is an address. Have a phone number with a voicemail save some money. Nathan looked into only having a conference call and it's free. The service is high rated. Leah doesn't want a service that changes the code every month. Nathan said the \$20.00 a month is for conference calling only, no phone number. Do we need a phone number, conversations ensued. Brett said he would use his personal phone for contact. Leah would like to know how many phone calls we get a year. Leah doesn't think paying \$788.00 a year is worth 10 phone calls a year. JR provided Leah with the phone numbers received and it was in fact less than 10. The team wondered if we should have a google number. JR is not so sure we should give it up. There is no clear answer for now we will keep it.
5. Mallards game coming up 14 people RSVP'd. – Nathan will confirm with the Mallards team. JR suggested one more email blast. JR asked if Jim is attending the Mallards game and he said no. The game is scheduled for June 23, 2015
6. Tri-Chapter – lightly attended this year. It was very well run. Melissa and the team did an awesome job. The speakers were expensive – the overall tri-chapter did cost a lot. The accord took a hit but that's what it is there for. Nathan thinks they used \$4,000.00 of the account balance. Kyle didn't think it was that much he will check and report back. JR is requesting photos from the tri-chapter.

Lunch Bunch – No update



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MemberSquad – (Mark Schwenn, Brian Novinska and Frances) Mark Schwenn has stepped down. Need more volunteers. No other updates.

Show N' Go- (Jon Schneider/Ron Rowe) June is non-speaker month. They will enlist a speaker for July. Leah will fill in for the June meeting. JR suggested recap of Tri-Chapter and photos along with passing the baton. The presentation is Leah's and she will care for this.

Professional Development Task Force- (Erica Marty and Mark Considine) – Erica expressed she needs to step down doesn't have time to be an active directory. Tom Hanley is willing to assist. Brett suggested he'd be willing to help too.

Sponsorship Task Force – (Barb Milan, Margaret Fisher and Jake Will) Nathan expressed the sponsorship drive did a great job. Funds raised \$6600.00. Our goal was \$12,000.00. It was noted we eliminated over \$15,000.00 in expenses. COW and luncheons were major expenses and we have eliminated these.

News Crew- Jennifer Hardebeck –Send Jennifer updates. She needed an updated DL which she was given. We still need content.

IFMA 2.0 - JR Roethke & Jacqueline Chesson-

Leadership changes need to be updated to 2.0 so they can be updated on the web site. The changes do not happen by themselves. The team needs something official from the executive board. This would apply to Ring central too.

Team PR – No update - no team.

Committee Crew – (Lorelle and Jim) Collen Karie – one city first early center off of park street, in September and November they will need help with painting. They are hoping to launch this early learning center for children. Please forward all suggestions to Lorelle.

Birdie Brigade- Karyn Biller- 26 registered to golf., they have raised \$1,000.00 so far in sponsorship. Early bird registration closes - \$115.00 June 12th and July 17th it closes. \$140.00

FM Pipeline Team – Jim Zirbel- No update

New Business –

Silent Auction for World Workplace – Patty will reach out to Leah

Facilithon team - Two new state directories; scholarship; They aren't in the position to ask the board for any funds since the FAcilithon is not a team yet recognized under. Jim motioned the National and State be acknowledged as an internal team. Nathan thinks this is a great idea but expressed the other teams need volunteers. Jim pointed out the team already exists – has leadership and is growing. Brett seconds the motion this team be recognized.

The meeting is adjourned at 10:07 am.