



P.O. Box 44008 Madison, WI 53744-4008 Tel.- 608.848.1960 Fax- 608.848.9266 Web Site: <http://www.ifmadison.org>

Meeting Minutes  
IFMA Executive Committee Meeting  
Meeting of Tuesday, July 10, 2012  
Location: UW Credit Union  
7:30 a.m. – 9:00 a.m.

**Attendees:** Kyle Roux, Jim Zirbel, Cheryl Weisensel, Ron Rowe, Leah Samson-Samuel, Roberta Montague, Tom Riffle, Cindy Torsveidt, Lorelle Micklitz, John Desens,

**Item #1: Call to Order**

The meeting was called to order at 7:45 a.m. at UW Credit Union. John Desens and Jim Zirbel approved meeting notes.

**Item #2 Officer Reports**

- **Treasurer (Cheryl Weisensel)**

Cheryl stated the end of year budget results has been compiled and the chapter is in the black as planned. We were able to pay towards three of the FMP sessions out of the 2011-12 Budget, which is better than we had originally expected. The August FMP session will be the only one that the chapter will need to cover in the upcoming fiscal year so she asked that we revise the approved budget accordingly. We will reduce the amount we need to transfer from the Money Market Scholarship funds to an amount of \$4,500 to cover the expense of like amount. Ron Rowe approved and Leah Samson-Samuel 2nd approved the attached budget revision. All attendees were in favor of the Revised 2012-13 Fiscal Budget to be submitted to IFMA as part of the recertification process. Revised budget, along with the June Financial Reports is attached to the July 2012 Meeting Minutes.

Financial Report was approved.

- **Vice President (Kyle Roux)**

Looking to combine some of the committees to take advantage of resources. Examples are as follow, but not officially decided:

- A. Carbon Crunchers, New School and Education
- B. News Crew, Team PR and Member Squad

IFMAdison Chapter will be increasing the membership dues from \$92 to \$102 sometime this fall

Mike and Kyle are planning to meet with COW to discuss the service they provide

Mike Schwartz and Tom Riffle will be completing the necessary Park Bank paperwork to have signature authority for the bank accounts

Build the Future Event will be discussed by John Desens during his update



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Conference Call Subscription – looking into this for meetings to reduce windshield time and increase participation. John offered up video conferencing capabilities at Westphal & Co. Looking at other options such as Skype or conference call services that all can use.

- **Immediate Past President (Jim Zirbel)**

World Workplace Scholarship Award will be drawn at August 2012 Chapter Meeting in order to allow participant to take advantage of early registration of event

Birdie Brigade is in need of a voice to complete a Squad Cast to promote the event. Leah stepped up to the task and will join Jim at his shop to produce the promotional material today.

Survey Monkey was used to tally the survey for the 2012-13 IFMA Madison Officers. If need for recertification Jim does have this information.

- **President (Mike Schwartz)**

Due to a recent injury Mike was not able to join us and had provided any updates through Kyle Roux, who presided over the meeting.

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

It was announced that JR Roethke will serve as co-chair for the Lunch Bunch Team.

- **Member Squad (Roberta Montague & Emily Rowe)**

Roberta Montague reported that the upcoming Madison Mallard Tour and Game starts at 5:00 on Thursday, 7/19. There will be a tailgate party after the tour, plus tickets to the game. This is a Discover IFMA event that will be free to members and any Facility Manager guest. There will be a cost of \$16 for any general guest that attendees would like to invite. The Madison Mallards will only charge for those attending. Registration deadline is 7/15 and will be broadcast to Madison Members through separate email blast.

- **Show and Go (Ron Rowe & Jon Schneider)**

Ron Rowe reported the following events planned for July and August:

July Luncheon - Peter Cherchian is looking on speaker for the July Lunch Meeting. At this time they are looking for someone that can speak in regards to a community non-profit group that would have facilities interest.

July Tour – LaBahn Ice Arena at the Kohl Center 5:30 p.m., July 26, 2012. Chad Essler and Peter are arranging this tour.



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August Lunch – to be held at Madison College West and will talk about the status of the Facilities Management certification program at Madison College.

August Tour – Looking to arrange a tour of the Eden Wind Farms and the Ahern new building in Fond du Lac. This would be held with the SWE Chapter.

- **Board of Education (Cindy Torsveidt & Kyle Roux)**

Cindy Torsveidt is looking to offer an educational session that goes through the BIM process for handing over projects for Facilities Managers using the Revit Software. Guest speaker would be Keith Beck with State of WI Department of Administration. They may offer this session in November or hold the session until the Tri-chapter in May. Will be deciding at the 7/27 Committee Meeting.

Looking at also offering an ADA Code Update Learning Session that would allow an involved Q&A session after. No timeframe has been set for this event yet.

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

Lorelle Micklitz reported that the Sponsorship Appreciation lunch was very well received. The coliseum Bar offered a good atmosphere to mingle and network.

Discussion did arise from this comment that talked about two possible locations other than the Sheraton for the monthly; The Coliseum Bar or Cuna Mutual. Currently we do have a contract at the Sheraton until December so the Executive Team will need to start looking at the options and make a decision by October.

Looking to add one more team member since Jean Barry will be traveling more with her job.

Concern was raised that COW had sent out an email that changed the request for the sponsors to request an award through the letter format to request it through email. Wanted to keep the letter format so those sponsors that really want to have an award would need to request it formally.

- **News Crew (Jennifer Hardebeck)**

No report

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

No report



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

Tom Riffle reported that the new Dean at Madison College is going to try to get something done this fall for the FM Certification program, but it may be more like the spring semester. The Dean will speak more on this during the August Luncheon.

Jim Zirbel reported that SkillsUSA is looking to create more momentum for the New School efforts. Jeff Taffel and IFMA wavering on SkillsUSA so the program may be shelved for a year if the momentum is not brought back.

- **Team PR (John Desens & Brian Hoffman)**

John Desens reported that the Building the Future Event was originally planned for September 6<sup>th</sup> and the team as a lot of work in place already, however, they feel that to do this right it would be better to postpone until early in 2013, possibility February. They would like more time to solicited for the awards and make sure everything is to the level of quality that is needed to make this a memorable event. Board was in favor of the delay.

John asked that the Exec Team and Committees to encourage more involvement by IFMA members and that at least one of the Officers attend the monthly planning meetings to provide guidance and advice. The goal is to have 75 attendees at the event and to solicit 50 submittals for the awards. John and Brian will look at the timeline and work plan and bring back a recommendation to the Board for recommendation and support.

- **Community Crew (Doug Sutter & Gene Post)**

No Report

- **Sustainability Liaisons (Matt Darga & Leah Samson-Samuel)**

Leah Samson-Samuel reported that there will be a Carbon Cruncher Event on Tuesday, July 31<sup>st</sup> at 7:30 that will discuss Sustainable Exterior Site Management. Event will be held at Urban Land Interests. Another event is planned for the last Tuesday of September.

Green School Community is an energy assessment effort for schools and Leah will be going up to SkillsUSA on July 19<sup>th</sup> to judge this event.

IFMA has call in every month for sustainable groups. Discussion for SFP Certification discussed at National to see what we can transition for new School for the Madison College Certification Program.

- **Birdie Brigade (Kim Keister)**

Lorelle Micklitz will be working on door prizes for the Golf Outing Event. At this time there is 84 golfers registered.



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John Desens suggested that they tee off at 10:00 to start the day earlier so people can get home earlier since people may be hesitant to sign up because of later family events.

Leah suggested using other websites to promote the event that could reach a wider audience.

- **New Business**

Due to Tom Riffles absence from the official swearing in during the June Luncheon, Kyle Roux officiated the oath for the swearing in Tom Riffle as the 2012-13 Treasurer.

- **Old Business**

None

The meeting was adjourned around 9:06 a.m. with a motion by John Desens and Ron Rowe with a unanimous vote.

Respectfully Submitted:  
Cheryl Weisensel, Meeting Minute Recorder



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7/8/2012

**Net Worth**  
(Includes unrealized gains)  
As of 6/30/2012

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Account	6/30/2012 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Checking	13,045.84
Money Market - Reserves	27,311.82
Money market - Scholarship	19,237.72
<b>TOTAL Cash and Bank Accounts</b>	<b>59,595.38</b>
<b>Investments</b>	
CD Park Bank	6,947.52
<b>TOTAL Investments</b>	<b>6,947.52</b>
<b>TOTAL ASSETS</b>	<b>66,542.90</b>
<b>LIABILITIES</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>66,542.90</b>

# Transaction Report - June

Checking  
7/8/2012

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## Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount
Cleared Checks and Payments						
6/11/2012	Bnkcrd...	Bankcard Monthly Discount	June	Credit Card Charge	R	-24.70
6/11/2012	2647	Emily Rowe	New Member Breakfast Items	Membership:Gifts Given	R	-14.74
6/14/2012	2644	Roberta Montaque	New Member Breakfast - 5/03/12 (check i...	Membership:Meals & Entertainment	R	-179.23
6/24/2012	2648	The Coliseum Bar	Sponsorship Appreciation Lunch at Colis...	Meeting & Programs:Lunch Fees	R	-675.84
6/29/2012	2649	SEW IFMA	FMP Fees for (5) Madison Attendees - Ju...	Education:FMP Session	R	-2,600.00
6/29/2012	2650	Sew IFMA	FMP Fees for (2) Madison Attendees - Ju...	Education:FMP Session	R	-984.00
Total Cleared Checks and Payments						-4,478.51
Cleared Deposits and Other Credits						
6/20/2012	DEP	Brewer Outing	Deposit of monies for Annual Brewer outi...	Meetings & Programs:Programs & Tours	R	550.00
6/20/2012	DEP	Lunch Fees	June Cash & Checks	Meetings & Programs:Lunch Payments	R	65.00
6/24/2012	DEP	Lunch Fees	PayPal Transfer of Funds: (1) Feb, (5) M...	Meetings & Programs:Lunch Payments	R	135.52
6/27/2012	DEP	IFMA DOM Pmt W11	<del>July 2009</del> Dues Received JUNE 2012	Membership Dues Reimbursement	R	1,012.00
Total Cleared Deposits and Other Credits						1,762.52
Total Cleared Transactions						-2,715.99



FISCAL YEAR JUL 1, 2011 - JUNE 30, 2012			12			
IFMA Chapter Budget 2011-2012		Approved Budgeted Amounts	Jun-12	YTD TOTAL	DIFF (+/-)	Comment
REVENUES:						
MEMBERSHIP						
MEMBERSHIP DUES REIMBURSEMENT		17,020.00	1,012.00	15,391	(1,629)	185 x \$92 per Membership from IFMA
TOTAL MEMBERSHIP REVENUE:		17,020.00	1,012.00	15,391	(1,629)	
MEETINGS & PROGRAMS						
REGISTRATION FEES (Lunch Payments)		5,000.00	200.52	4,774	(226)	Payment for Lunches: June - March
SPONSORSHIPS				70	70	Raised at Holiday Event for Second Harvest
OTHER MEETINGS & PROGRAMS (Awards Event)		1,750.00		0	(1,750)	
OTHER MEETINGS & PROGRAMS (Brewer Outing)		546.00	550.00	550	4	Payment for Brewer tickets by attendees - \$40/Mem, \$50/Non-M
ANNUAL SPONSORSHIPS		17,000.00		18,593	1,593	\$250 raised at Holiday Event plus Sponsorship contributions.
TOTAL MEETINGS & PROGRAM REVENUE:		24,296.00	750.52	23,987	(309)	\$2,000 from pervious year
GOLF OUTINGS						
REGISTRATION FEES		18,000.00		16,227	(1,773)	Green Fees & Dinner Payments
SPONSORSHIPS		6,000.00		3,890	(2,110)	Raffle revenue & sponsors
TOTAL GOLF OUTINGS REVENUE:		24,000.00	0.00	20,117	(3,883)	
EDUCATIONAL				0	0	
REGISTRATION FEES (CFM)		1,500.00		3,168	1,668	CFM Registration Fees, SEW Subsidy
REGISTRATION FEES (FMP)		0.00		4,392	4,392	FMP Registration Fees for 2012 Sessions (Not Budgeted)
SPONSORSHIPS				0	0	
TOTAL EDUCATION REVENUE:		1,500.00	0.00	7,560	6,060	
PUBLICATIONS & WEB SITES						
NEWSLETTER ADVERTISING				0	0	
MEMBERSHIP DIRECTORY ADVERTISING				0	0	
MAILING LIST SALES				0	0	
WEB-SITE ADVERTISING				0	0	
TOTAL PUBLICATIONS:			0.00	0	0	
ADMINISTRATIVE:						
INTEREST EARNED		191.00	22.09	151	(40)	Interested earn on Savings & CD
NET GAIN / (LOSS) ON INVESTMENTS				0	0	
OTHER REVENUE:				0	0	
TOTAL ADMINISTRATIVE AND OTHER:		191.00	22.09	151	(40)	
TOTAL REVENUE		67,007.00	1,784.61	67,205	198	
EXPENSES:						
MEMBERSHIP:						
POSTAGE		100.00		0	100	
PRINTING		300.00		0	300	
SUPPLIES		160.00		0	160	
WEB-SITE DEVELOPMENT & MAINTENANCE		600.00		585	15	Annual Domin Fee for May
TOTAL MEMBERSHIP EXPENSES:		1,160.00	0.00	585	575	
MEETINGS & PROGRAMS:						
FOOD/BEVERAGE		6,100.00	675.84	6,199	(99)	Monthly Lunch Cost (thru June 2012)
SPEAKERS HONORARIUMS		400.00		0	400	
FACILITY RENTAL/AV COST		1,750.00		1,984	(234)	Monthly A/V & Room Rental, Holiday Room Rental
PR Informational Member Event		1,000.00		0	1,000	
Membership Network Events		1,000.00	193.97	693	307	Nov 2011 Network Event, Career Bridge - Jon Schneider, May Bfest Event
Organization Sponsored Events		770.00		585	185	Brewer Game with SEW
Annual Awards Event (Meal & Parking)		3,500.00		0	3,500	
Other (Should not be more than 10% of Meetings & Programs)		0.00		0	0	
TOTAL MEETING & PROGRAM EXPENSES:		14,520.00	869.81	9,461	5,059	



IFMA Chapter Budget 2011-2012	Approved Budgeted Amounts	Jun-12	YTD TOTAL	DIFF (+/-)	Comment
<b>GOLF OUTINGS</b>					
FOOD & BEVERAGE	8,500.00		7,121	1,379	150 box lunches, 160 dinners
COURSE FEES	7,500.00		7,379	121	141 Green Fees less \$800 for double payment by Interior Investors
OTHER	2,000.00		1,644	356	Raffle Prizes, raffle tickets & signs
<b>TOTAL GOLF OUTING EXPENSES:</b>	<b>18,000.00</b>	<b>0.00</b>	<b>16,144</b>	<b>1,856</b>	
<b>EDUCATIONAL SEMINARS</b>					
FOOD & BEVERAGE - Circle of Excellence	200.00		0	200	
FOOD & BEVERAGE - CFM	350.00		304	46	CFM Bfest & Lunches
SPEAKERS HONORARIUM & GIFTS - CFM	3,850.00		4,020	(170)	CFM Speak Fees and Expenses, Books
FACILITY RENTAL			0	0	
Leadership Training (2 for Facility Fusion)	3,400.00		3,172	228	Mike and Kyle's Facility Fusion Expenses
Registration Fees - FMP	0.00	3,584.00	11,640	(11,640)	FMP Registration for Feb, April & June 2012 Sessions (Not Budgeted)
<b>TOTAL EDUCATIONAL SEMINARS EXPENSES:</b>	<b>7,800.00</b>	<b>3,584.00</b>	<b>19,137</b>	<b>303</b>	
<b>PUBLICATIONS:</b>					
NEWSLETTER PRINTING & POSTAGE	0.00		0	0	
DIRECTORY PRINTING & POSTAGE	0.00		0	0	
OTHER			0	0	
<b>TOTAL PUBLICATIONS EXPENSES:</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	
<b>ADMINISTRATIVE EXPENSES:</b>					
SALARIES & WAGES	16,260.00		16,157	103	Admin Fees plus phone charges thru May 2012
DONATIONS/GIFTS/COMMUNITY SERVICE	1,500.00		478	1,022	St. Benediction for July Tour, Chuck Gifford thank you gift, IFMA Foundation Silent Auction purchase of items
IFMA CONFERENCE(S) EXPENSES (INCLUDING TRAVE	2,100.00		1,952	148	Pres WWP Registration \$, hotel & flight
SCHOLARSHIPS	2,200.00		1,200	1,000	WWP Winner
ACCOUNTING/LEGAL			0	0	
OTHER (Board & Committee Appreciation Gifts)	800.00		185	615	Gift Cards to Board Members
OTHER (Sponsorship Awards)	1,000.00		0	1,000	
OTHER EXPENSES	1,440.00	24.70	1,596	(156)	Credit Card Fees + Annual Bank Service Charge
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>25,300.00</b>	<b>24.70</b>	<b>21,568</b>	<b>3,732</b>	
<b>TOTAL EXPENSES:</b>	<b>66,780.00</b>	<b>4,478.51</b>	<b>66,895</b>	<b>11,525</b>	
<b>NET INCOME (LOSS)</b>	<b>227.00</b>	<b>(2,693.90)</b>	<b>309.95</b>		

# IFMA Madison Budget for Fiscal Year 2012 - 2013

Revenue				Individual Sub-category Amounts	Total 2012-13 Budget Amount
<b>Membership Dues Reimbursement</b>				170 \$ 102	\$ 17,340.00
<b>Meeting &amp; Programs</b>					\$ 13,100.00
Registration Fees - Lunch				\$ 5,000.00	
Sponsorship				\$ 3,700.00	
Annual Awards Event (Meal & Parking)	75	\$ 50.00		\$ 3,750.00	
Other Meetings & Programs Revenue				\$ 650.00	
(Should not be more than 10% of Meetings & Programs)					
<b>Annual Sponsorships</b>					\$ 17,000.00
<b>Golf Outing</b>					\$ 20,300.00
Registration				\$ 16,300.00	
Sponsorship				\$ 4,000.00	
<b>Educational</b>					\$ 13,900.00
Registration Fees (FMP)		\$ -		\$ 4,500.00	
Registration Fees (CFM)		\$ -		\$ -	
Registration Fees (Tri-Chapter)				\$ 9,400.00	
Sponsorship				\$ -	
<b>Publications &amp; Web site</b>					\$ -
Newsletter Advertising				-	
Membership Directory Advertising				-	
Mailing List Sales				-	
<b>Administrative</b>					
Interest Earned					\$ 156.00
Net Gain or (Loss) on Investments				-	
<b>Other Revenue</b> (Should not be more than 10% of TOTAL REVENUE)					
<b>TOTAL REVENUE</b>					<b>\$ 81,796.00</b>

# IFMA Madison Budget for Fiscal Year 2012 - 2013

Expense			Individual Sub-category Amounts	Total 2012-13 Budget Amount
<b>Membership</b>				\$ 1,455.00
Postage			\$ 25.00	
Printing			\$ 450.00	
Supplies			\$ 80.00	
Web Site Development & Maintenance			\$ 900.00	
Other (Should not be more than 10% of Membership)			\$ -	
<b>Meetings &amp; Programs</b>				\$ 18,325.00
Food & Beverage			\$ 6,100.00	
Speakers Honorarium & Gifts			\$ 1,600.00	
Facility Rentals (X-mas party/AV rental)			\$ 2,800.00	
Informational Member Events (Discover IFMA Events)			\$ 1,000.00	
Membership Network Events (New Member Event)			\$ 600.00	
Organization Sponsored Events			\$ 650.00	
Annual Awards Event (Meal & Parking)			\$ 5,575.00	
Other (Should not be more than 10% of Meetings & Programs)			\$ -	
<b>Golf Outing</b>				\$ 18,000.00
Food & Beverage				
Course Fee				
Other (Should not be more than 10% of golf Outing)				
<b>Educational Seminars</b>				\$ 18,050.00
Food & Beverage (Circles of Excellence)			\$ 700.00	
Speakers Honorarium & Gifts			\$ 50.00	
FMP Training			\$ 4,500.00	
CFM			\$ -	
Facility Rental (Audio Sem)			\$ -	
Tri Chapter in Madison			\$ 9,400.00	
Leadership Training (2)			\$ 3,400.00	
<b>Publications</b>				\$ -
Newsletter Printing & Postage			\$ -	
Directory Printing & Postage			\$ -	
<b>Administrative</b>				\$ 24,760.00
Administrative Fees (COW, phone, bankcard)			\$ 16,260.00	
Donations/Gifts/Community Service			\$ 500.00	
IFMA Conference Expenses (WWP) - President			\$ 2,200.00	
Sponsorship			\$ 1,000.00	
Scholarship (General + 1 WWP @ \$1200)			\$ 3,000.00	
Accounting/Legal			\$ -	
Other (Should not be more than 10% of Administrative)			\$ 1,800.00	
<b>Other Expenses</b> (Should not be more than 10% of TOTAL EXPENSES)				\$ 800.00
<b>TOTAL EXPENSES</b>				<b>\$ 81,390.00</b>

**DIFFERENCE**

**\$406.00**