



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 8, 2014, 2014
Location: Cuna Mutual and Conference Call
9:00 a.m. to 10:00 a.m.

Phone Attendees: Conference call in# 760-569-7171 and Participant code = 171018142

Patty Sweitzer, Margaret Fisher, Brett Wedekind, Ron Rowe, Jim Zirbel, Kyle Roux

In Person Attendees: JR, Nathan Hansen, Jacqueline, Leah

Item #1: Call to Order

The meeting was called to order at 9:04 am.

Item #2 Officer Reports

- **Secretary (Patty Sweitzer)**

It was noted last month meeting minutes were not submitted yet. Patty was not in attendance so Nathan and Leah collectively collected the notes but need to scribe.

- **Treasurer (Brett Wedekind)**

Status on recertification, downloaded bank statements to recertification template, Brett can now input the numbers. He has not gotten as far as he hoped to.

Nathan asked if he needs any information from the executive team for the budget. A month ago Brett sent out an email about the team leaders budget needs. No one replied. He intends on using the budget numbers from the last year.

Nathan and Leah both suggested sending out an email to the leaders again regarding their budge needs but be sure to include a deadline for replies.

Administrative expenses controlled by IFMA 2.0.

\$57,494 total of all accounts

Vice President (Leah Samson-Samuel)

No report

Past President (Kyle Roux)

No report

President (Nathan Hansen)

Chapter recertification in progress

Blue Print Planning Meetings forthcoming – This planning takes approximately 4 to 5 weeks. It is a wish list of what the chapter wants to do. Shared opinion by Kyle, Nathan and Leah is



to par down the action item list on the Blue Print. Also, reduce the number of meetings due to summer vacations. They want to be able to achieve the goals.

Lunch Bunch (JR Roethke)

Lunch Bunch would request a light cost to replace badge holders. Initial investigation costs \$130.00 for 500 badges. Does the executive board approve this expense; a motion was approved to move forward. Ron asked the treasurer if we had the monies and he said yes,

Brett reported the following:

\$53,640.00 in all
\$12,531.00 operating budget
\$19,256.00 Money Market
\$7,015.00 CD
\$14,836.00 Reserve

The executive team went on a tangent about the golf outing registration. They feel we may lose money as the attendance thus far is low. About 40 so far, the new on line process seems cumbersome. Did we send the invite out to the other chapters? YES. Nathan will put out a call to action at the lunch meeting to ask membership to remember to sign up.

Member Squad (Mark Schwenn)

No new member breakfast this month on the 16th, it has been put off. It was noted; Roberta is coming off as co-director as she has changed jobs.

\$1,000.00 is being requested for 2014/2015 budget year.

Show and Go (Ron Rowe & Jon Schneider & Peter Cherchian)

CTP is going to bring in Liebert Regional Sales Manager out of Ohio – he will be talking about improving efficiencies in Data Centers for a minimal cost.

The Golf outing is replacing the tour this month

Next month, round tables discussions or Erica from Epstein wants to talk about the FM and the contractors they use for facility management.

The August tour is potentially going to be at Ho-Chuck.

Professional Development Task Force (Erica Marty)

Erica is looking for a new co-chair since Leah has moved on to VP. Nathan plans on meeting with Erica to determine next steps.

Sponsorship Task Force (Barb Milan & Lorelle Micklitz)

No report. Sponsorship drive was good, not the best, still need to reconcile from the following;

- Barb Milan

- Jim Zirbel
- Mike Schwartz – apparently the monies have not been received yet. It appears COW may have dropped the ball. Jim Zirbel asks Brett to call him so they can work it out.
- \$10,600.00 has been collected - promised \$12,100.00.

Barb and Lorelle did a fabulous job this year!

News Crew (Jennifer Hardebeck)

Deadlines!

Team PR/Community Crew (Margaret Fisher)

Budget requests – microphone requested - Jim Zirbel will look into costs – he thinks it may be \$100.00. Leah is asking that this be tabled for next month. Nathan would be willing to motion to approve this request, Jim Zirbel seconded. Nathan officially asked the team to approve the request by saying “I”. All in favor!

Margaret has recorded 10 so far, only knows of 2 that have gone live.

Margaret also sent photos of the last meeting to news crew for publish. She also downloaded a few different icons for a visual representation that a squad cast is available. Nathan likes the “listen” icon.

Sponsorship

Show and Go

Birdie Brigade are the only ones posted on IFMA 2.0

Finding out if we can determine how many people are listening to the squad casts. It appears not many, thinking adding the icon on the emails so people know they need to listen.

Let Margaret know if any you have any recording for individual

IFMA 2.0 can only count how many people opened the actually email not who listens to the squad cast.

IFMA 2.0 (Jacqueline & JR Roethke)

Jacqueline is on board and training

Budget wants forthcoming

Everything is up and running.

Birdie Brigade (Karyn Biller)

Golf outing on the 29th of July

63 golfers so far

5 sponsors \$1150.00

Community Crew (Lorelle Micklitz & Jim Zirbel)

Nothing to report at this time, Jim and Lorelle will meet soon.

Leah has some ideas for the team – Jim will include her in the meeting notice.



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Old Business

JR has one item – so far for 2014 – only have January **Executive Meeting Minutes on the website.**

Leah asked if JR can hold a training session for the leaders so they know how to upload information to the new web portal. Nathan will send out an invite to the leaders.

New Business

No report.

Any other comments;

Meeting adjourned at 10:01 AM

Respectfully Submitted:
Patty Sweitzer



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