

# IFMA Chicago Meeting Minutes

## Merchandise Mart – Suite 9-104

### Meeting of April 5, 2006

#### Meeting Minutes Highlights

##### Items Approved

- Re-engineering of the website for \$1,200 and the development of an online directory for \$2,000 by New Circle Consulting.
- To engage with the Community Resource Network and arrange a community service project that requires payment of a \$350 administrative fee.
- Donate \$50 to a charity selected by a program speaker as our “gift” to the speaker.
- Welcome Central Illinois as part of the WWP Reception plans.

##### Items Outstanding

- Refund check from JA (Williams)
- Send non-member attendees from reception to Membership (Glatz)
- Membership “speed dating” program with associates (Swart/Vucovich)
- Membership Survey – Fall 2006 (Swart/Vucovich)
- Annual meeting – notice on how to earn bucks between now and then (Swart/Vucovich/Glatz)
- Redesign the sponsorship program for Board approval in May with goal to roll it out at the annual meeting (Zinsky/Zacek)
- IFMA Fellows & Life Members – who and how many in Chapter? (Glatz)

**Present:** Esther Diamond, Alice Hoguession, Kevin Corrigan, Dawn Hallett, Steve Williams, Mary Meyers, Jerry DiCola, Marian Zinsky, Gretchen McGinn, Amy Swart Liz Zaczek, Michael Galliani, Tim Weidman, and Chris Glatz.

**Absent:** Betty Mitchell, Sarah Wortman , Beverly Fields, Tony Vuckovich, Mark Radtke and Steve Rothman

Called to order at 11:40 a.m.

##### Approval of Minutes

A motion to approve the meeting minutes of March 1, 2006 was made by Michael Galliani, Alice Hoguession seconded the motion; all approved.

##### Treasurer’s Report

A low revenue month but expecting some money in from the new member reception as well as Junior Achievement for the registration fees. Steve Williams said he will follow up with JA about a refund check as he was not aware that we should be getting one back. We also got a sponsorship check for \$1,100 from Staubauch for the TFM Show not reflected on this report.

Kevin also passed out a draft of the 2006-2007 budget. Esther asked Kevin to give to the Board YTD actuals as it would help in reviewing the information and preparing next year's budget.

### **President's Report**

Esther welcomed Sean Reynolds to the Board. Sean will be chairing the Associates Committee with Marian's assistance initially.

Esther also thanked everyone who attended the new member reception. A discussion pursued about following up with the non-member attendees to get them to join (Chris to send Amy those names) and the overall venue (food quality, etc.).

Strategic Plan – Esther confirmed that everyone received the strategic plan and encouraged everyone to share it with their committee members to see if there needs to be any updating to it (what is working, what is not, updates, etc.).

IFMA's Code of Ethics was sent to all associate members with a cover memo under Betty's name.

Annual Meeting - Gretchen and Chris reported that they have Maggianos on Clark on hold. Right now they have two large rooms on hold. A discussion pursued on the budget and if there will be a need to up the per person price to \$30 from \$20. All agreed that Maggianos is a good location and that upping the price will probably not pose a problem given the venue. Chris to work with Maggianos on a contract and budget.

### **Committee Reports**

*Associate* – 7 sponsors are confirmed from Chicago at this time for the Golf Outing. Gretchen, Sarah and Sean will continue to work with NI on soliciting sponsors and getting registrations in.

*Career Services* – Jerry shared with the board the committee's new Career Services Brochure. They have done a review of recruiters and have been added to the list on the web site. They did review the strategic plan at their last committee meeting and realized they have not yet met one of their strategic goals – to establish a database of employers, etc. That is the committee's next step.

They do plan to host another workshop on "Career Planning". They have a sponsor and location – just need a speaker at this point. Goal is to perhaps schedule it in May.

*Communications* – At the last meeting, a quote was given for re-engineering and design of the site but it didn't spell out what it would cost to have an online directory. A new quote was secured and shared with the Board.

A lengthy discussion pursued about what we wanted to implement first – re-engineering, online directory, feedback form and /or online event registration. Chris indicated that she wanted to make sure that the admin support to keep the online directory doesn't result in a major spike in hours per month. All agreed and those details will be addressed with the company, New Circle Consulting.

Michael made a motion to approve the re-engineering of the website for \$1,200 and the development of an online directory for \$2,000 by New Circle Consulting; Alice seconded the

motion. The motion passed unanimously. The other project aspects proposed will be addressed as we move forward.

**Community Service** – The committee met via a teleconference call this past month and reviewed the strategic plan. One goal was to have 6 members on the committee. They had 6 but one had to resign so they are now at 5, but new candidates are on the horizon as a result of the new member reception.

The committee discussed their four different events:

*Winter Event* – JA Bowl-a-Thon for 2006 is done. Steve inquired when we wanted to do it in 2007 so we can already begin planning far in advance. He indicated that many folks said the date again conflicted this year. The committee also agreed that they would not be going back to Diversey River Bowl – will look for a new venue.

*Spring Event* - Chicago Food Depository during the golf outing on May 18th. Pamela Coan is heading this up; her company will also donate a truck to pick up the food at the course. More effort is also being taken to get NI more involved in this effort via improved communications on the flyer, their website (like ours with a link) and a reminder email to the golfers a few days prior to the event to bring food.

*Summer Event* - Literary of Chicago – will be the next group to support during the annual meeting.

*Fall Event* – Not yet confirmed but the committee is seriously discussing an event where everyone works together helping to paint a house, school, etc. The group they are most interested in is the Community Resource Network but there is an administrative fee involved. Steve explained that last year the Board had an issue with this fee (\$350) plus any material costs (if not donated), but it eliminates the need for the IFMA volunteers to plan and set up everything. A discussion pursued about what group we support, do we have a choice (yes, we do – with enough lead time to them), how many volunteers do we need (goal is to get 20-30), etc.

Steve wanted a consensus from the board that (a) we want to do this and (b) get approval to include the expense in the budget. Michael made a motion to move forward with this program and pay the \$350 admin fee; Kevin seconded the motion. All approved.

Kevin suggested that instead of have a community service brochure simply produce a one-page handout with their “calendar of events” to give out and post to the web.

**Professional Development** – The Committee had a conference call on March 21<sup>st</sup>. The lunch and learn is April 19<sup>th</sup> and the next program is at the TFM show. 135 have registered for this event (there are 110 seats). Staubach is the corporate sponsor. There will be another lunch and learn in May and the program in May is the golf outing. June is NeoCon and July is the annual meeting.

**Education** - Michael announced our newest CFM- Alice Hoguesson, CFM – congratulations, Alice!! Alice commented that Mark’s review was very helpful. Fifteen attended the workshop and the feedback was excellent. Michael suggested that we nominate Mark for a national award for his contributions.

The committee met with DePaul University last week to discuss a FM program. They are definitely interested but there is quite a bit of steps that need to be taken including a survey of the members as DePaul wants to know how many people would be interested in this kind of a program. They are also going to meet with the BOMA education committee to see if they would be interested too. If there is indeed interest, Depaul is depending on us to find instructors who have at least a Masters Degree of Education. From there we might be able to get one core class established for the winter semester. This would be a Master level class and you have to be in their Masters program (if it was an undergraduate course, anyone could take it). They are also working with DePaul's continuing education department to host the class (which means you don't have to be enrolled in their Masters program). What they need to find out is if they can offer the program in both departments simultaneously. A discussion pursued and included a variety of questions as to what type of Masters program this would best fit into. All in all, the development of a four-year program could take years. The next step is getting the survey out (they are using a template from the Philadelphia Chapter). Esther encouraged the committee to move forward with the survey and stated it did not require the Board's approval.

Michael also made a recommendation that we have a \$30-40 budget set aside for speakers that we have at our programs. After a brief discussion, Michael made a formal motion to spend \$50 as a speaker gift with the speaker selecting a charity for the Chapter to send the \$50 donation in his/her name. Mention of this charitable gift should also be made to the attendees at the meeting prior to the speaker beginning their presentation. Tim seconded he motion; all approved. The admin aspect would involve Kevin writing a check and Chris sending the check with an appropriate letter to the charity and recognizing the name of the speaker.

***Hospitality*** – Annual Meeting already discussed under the President's report.

***Membership*** – Amy reported that the committee met yesterday and stated that they had a very dynamic discussion. An idea the committee proposed was a "speed dating" type of program during the luncheon hour. The associate members pay a small fee to have a table and the professional members meet and earn IFMA Bucks at the same time. Esther suggested that we would have to give the associate members some good direction to make this creative (perhaps theme driven) and not just someone sitting at a table giving their "routine script".

Amy inquired when the last survey was done (it was November 2004). Committee is thinking it may be time to do another one.

The committee also wants to send out a pre-announcement to the membership of the annual meeting and letting them know how you can earn more bucks between now and the annual meeting (5 for 5, bids, etc.) as well as reference last year's associate members who contributed, how much some items cost (in IFMA Bucks) to give folks a feel for what to expect, etc. All agreed this is a great idea.

***Sponsorship*** – A discussion was held about re-designing the program to be an annual program vs. a month-to-month program and roll it out at the annual meeting. Liz agreed but thought this should be a strategic program that should be discussed with the Executive Board. A discussion pursued on what the next steps should be taken and what level of input/involvement the Executive Board needs to provide. All agreed we need to revamp the program and that a proposal should be presented to the Board for approval in May.

*Liaisons* – No report.

**Old Business**

*Golf Outing* – discussed under Associate’s report.

*Strategic Plan* – discussed under the President’s report.

**New Business**

*External Events* – Tim inquired on what he should do with requests to promote a program from a different organization or company. A discussion pursued and everyone agreed that we should not be emailing these invites to our members (they get hit enough from Chris each month as it is) but offer them the option of purchasing our mailing list and/or posting the information our website.

*WWP Reception & Central Illinois* – Chris stated that the Central Illinois folks were interested in hosting a reception and recommended that perhaps we invite them to partner with NI and us and create a ‘statewide’ reception. All agreed (assuming they too get a few sponsors). Chris to confirm with NI and communicate with Central Illinois for WWP 2006.

*2006 Scholarship Programs* – Chris stated that IFMA is offering scholarships and requested that the chapters promote to their local colleges. Michael said he and Mary have already shared this with DePaul and they were very receptive.

*IFMA Fellows* – A discussion was held regarding the fact that IFMA national is now awarding honorary memberships (at the base level only) to IFMA Fellows and whether or not Chicago should give the chapter portion of their dues (not paid for by IFMA national) as an honorary benefit. Tim also raised if we should consider this too for those who are “life members” (e.g., a Dom Ruggerio for example). The topic was tabled until next month when Chris can determine how many fellows and life members exist within the chapter and the financial impact it might have on us overall.

Motion to adjourn at 1:07 p.m.

Respectfully submitted,

Chris Glatz, Chapter Administrator