

IFMA Chicago Meeting Minutes

Merchandise Mart - Suite 9-104

Meeting of July 12, 2006

MEETING MINUTES SUMMARY

ITEMS APPROVED

- To pay \$2,000 to the web developer and allow for additional enhancements that includes the online directory and the search capability of member services.
- No to actively promote the FMP program – support it, but not actively support it.
- The newly developed annual sponsorship program (with edits indicated during the meeting).

ITEMS OUTSTANDING

- Additional edits to the 2006-2007 budget to Kevin Corrigan ASAP. (All)
- 2006-2007 Membership Campaign Plans (Membership)
- August networking event (Membership & Hospitality)
- Program survey (Weidman & Glatz)
- Future Board meeting locations (Executive Committee)

Present

President Betty Mitchell called the meeting to order at 11:50 p.m. Present were: Esther Diamond, , Tim Weidman, Marian Zinsky, Gretchen McGinn, Sean Reynolds, Alice Hoguession, Tony Vuckovich, Sarah Wortman, Michael Galliani, Jerry DiCola, Chris Glatz and special guest Carrie Hubbard.

Absent

Kevin Corrigan, Amy Swart, Beverly Fields, Mary Meyer, Mark Radtke, Steve Rothmand, and Steve Williams.

Approval of Meeting Minutes

Tim made a motion to approve the June 7, 2006 Meeting minutes; Gretchen seconded the motion. All approved

Treasurer's Report (Corrigan)

Kevin is on vacation but financials and budget information was distributed electronically. A few members said they have a few some edits and Betty requested that they get any changes to Kevin as soon as possible. A few questions were raised regarding the golf outing income.

President's Report (Mitchell)

Betty requested Esther Diamond to announce the newly approved Board effective after the July 20th annual meeting.

President	Esther Diamond
1 st Vice President	Sarah Wortman
2 nd Vice President	Kevin Corrigan
Treasurer	Gretchen McGinn

Betty welcomed Carrie Hubbard. Carrie will be serving on the Hospitality Committee in the coming year. She also congratulated Sean Reynolds on the arrival of his new daughter and his recent promotion to Senior Vice President.

Annual Meeting Update – Tony shared a list of donated items to date; we have 33. Gretchen also reported that the slide show is done and if there are any more pictures to include, please pass them on to her. Betty asked if there will be a few items that Board members cannot bid item again, Tony said yes as well as a few raffle items for a few of the non-members. And, lastly, the drawing for the most recruited new members will be held that night.

Committees Update

Associates

Nothing new to report.

Career Services (DiCola)

Jerry thanked everyone for attending the June 21 Lunch and Learn as well as Lord Bissell for hosting – had a great turnout with about 30 attendees. Everyone commented that the speaker was terrific. Jerry said she is willing to do another session – perhaps in the fall. Jerry also thanked Sean Reynolds for his support and active role on the committee (since he'll be moving on to co-chair of the Associates Committee).

Communications (McGinn)

Gretchen stated that the website is ready to go and the consultant and Tigh have spoken to get things transferred over. It will begin to available “live” in a test mode this week. There will be some additional charges to get the online directory, automatic downloads from IFMA headquarters, and so that members can search by category of services. The original fee was for \$3,200 to redesign the website. Gretchen made a motion to approve \$2,000 for the additional enhancements to the website; Alice seconded the motion. The plan is to role it out at the annual meeting!

Community Service

No report.

Education (Galliani)

Michael reported that Mary will have to step down as a co-chair because of the commute from Oak Brook. Michael would like to replace her with a CFM member. Michael is meeting August 2nd with DePaul and things are looking good. Pat Moonier offered to be the adjunct Professor (she recently got her Masters in Facility Management). Courses won't be offered this fall, but the survey results were encouraging and having Pat involved will be very helpful.

Michael then distributed the list of audio seminars for the coming years and asked Board members to “vote” on which four they would like to see us host (we have budgeted for four).

Betty inquired about the FMP process and if anyone has finished. Alice explained that it is a class-based program at about \$400 per class (online or at certain events). A discussion pursued about marketing this more, the commitment involved and whether we should be putting more of a push on this program. Most agreed that our members should be going for the CFM first; we'll direct people to go the FMP route if it is appropriate, but we will not spend a great deal of time and effort promoting it.

Hospitality (McGinn)

Gretchen discussed the August event and that its purpose is to have fun, network, create new memberships, etc. Her recommendation was to rent out the rooftop of the Rock Bottom Brewery (affordable) on a Wednesday or Thursday in late August. There will be a fee to attend but incentives will be designed to get folks to bring prospective new members. Esther suggested we give the event a “name” (summer outing, networking event, etc.). Gretchen didn’t have all the details lined up but requested approval to move forward and at least get a save the date email out there. All agreed.

Membership- (Vuckovich)

Annual meeting already discussed; next task is to come up with a 06-07-membership campaign. They want to work with the tag line still, “building one member at a time.”

Professional Development (Weidman)

Tim stated the committee is working on getting a survey out on what members are interested in. The goal was to get it out and discuss the results prior to the annual meeting but they are experiencing problems getting the survey out. Chris will contact headquarters to see if they can’t help us out with getting the survey out and/or setup on Survey Monkey or some other tool.

A discussion pursued regarding the lunch and learn involvement in the sponsorship program (it will not be a part of the new program) and speaker gifts of \$50 to a charity of their choice for our program speakers – implementation will begin this fall and it was suggested we get the speaker’s charity preference prior to the program so we can make an announcement.

Sponsorship

A lengthy discussion pursued over the review of the committee’s revised program outline. Several comments and edits were proposed and will be implemented. The sponsorship solicitation period will begin now – the sponsorship “program year” will be from September 1, 2006 thru August 30, 2007. Marian made a motion to approve the program as presented with the edits suggested, Sarah seconded the motion – all approved with great enthusiasm!

Old Business

July 1, 2007 – 25th Anniversary – No discussion.

New Business

Meeting Spice – Sarah gave a brief report that she met with the Merchandise Mart about using some of the conference meeting space – they do have space that we could rent out. They also discussed how we might get more involved with NeoCon.

Chris reported that IALD does not want to keep any of our furniture during their remodel except for the wall-mounted filing cabinets. Sarah suggested we get a list of what is in the office that they aren’t planning to use (and is IFMA’s) and task the Community Service Committee on finding a group who might want the furniture. Their anticipated remodel should begin in the fall (September/October) – Chris will continue to update the Board.

Meeting adjourned at 1:10 p.m. Meeting adjourned!

NEXT MEETING – WEDNESDAY, AUGUST 2ND!