

# IFMA Chicago Meeting Minutes

## Merchandise Mart - Suite 9-104

### Meeting of March 1, 2006

#### MEETING MINUTES SUMMARY

##### **ITEMS APPROVED**

- To proceed with having a web design engineer outline a proposed new look for the chapter's website.
- To eliminate the CFM reimbursement policy effective June 30, 2006.
- Expand the new member reception for "new and prospective" members with prospective members not receiving any IFMA Bucks during the event.
- Not to submit for any Awards of Excellence at the National Level.

##### **ITEMS OUTSTANDING**

- Strategic Plan Review (Mitchell/All)
- Distribute Code of Ethics to Associate Members (Mitchell)
- Research on developing a four-year facility program at DePaul University (Meyer/Galliani)
- Issues/exposure related to sponsors of golf holes giving out alcoholic drinks (Wortman)
- Review of the current sponsorship program (Executive Board)

##### **Present**

President Betty Mitchell called the meeting to order at 11:50 p.m. Present were: Esther Diamond, Michael Galliani, Tim Weidman, Alice Hoguesson, Kevin Corrigan, Mary Meyer, Tony Vuckovich, Sarah Wortman, Jerry DiCola, Beverly Fields and Chris Glatz.

##### **Absent**

Marian Zinsky, Liz Zacek, Amy Swart, Mark Radtke, Steve Rothmand, and Steve Williams.

##### **Approval of Meeting Minutes**

Tim made a motion to approve the February 1, 2006 Meeting minutes; Esther seconded the motion. All approved

##### **Treasurer's Report** (Corrigan)

- Kevin received notification/confirmation from IFMA National that our re-certification was approved.
- Register for the month was passed out – spent \$5,000 more this month but common at this time of the year (cash outlays for the bowling fees, food for the bowl-a-thon and expenses related to the leadership conference). In line with what he would expect for this time of the year.
- Everyone raved about the bowl-a-thon catering and it's overall success this year.

##### **President's Report** (Mitchell)

**Strategic Plan** – In the next week to ten days, Betty will send a copy of the strategic plan to everyone to see what (a) our goals were and (b) how we have impacted them. Betty will be requesting everyone to give their feedback/snapshot of where they are with them. It's not intended to be a report card – but a snapshot to look at in April.

***New Member Reception - March 29<sup>th</sup>*** – There will be a new member reception at Phil Stefanni's. Betty *strongly* encouraged everyone to attend it – especially if your committees need members.

***Associate Members*** – Betty has been getting questions from a lot of new associate members about the directory, how do we approach members, can we send emails, etc. In response to this, Betty will be preparing a communiqué via e-mail about IFMA's Code of Ethics and their responsibilities as associate members.

***Mentoring*** – Sarah – programs and education; Kevin – Sponsorship and Csvc – Esther, Communications, Liaisons and Career Services and Betty has Membership and Associates Committees. Michael asked how these mentors should be engaged. Betty recommended that it would be nice to invite them to the committee meetings and to keep them in the loop on discussions about their committee events, etc.

### **Committees Update**

#### ***Associates***

No report.

#### ***Career Services*** (DiCola)

Jerry said they are still working on their brochure. In the future, he will be getting an article from Karen Ellington (communications director at HQ) that chapters can use for their career services area of the web, etc. More details to come.

#### ***Communications*** (McGinn)

Gretchen stated that she and Chris had a conference call with Tigh (Marian was unable to join us) and looked at what was done so far – a pilot version exists and it looks pretty good. However, both Gretchen and Chris expressed some concern about the security of the membership data. Right now, anyone can access the information and anyone can copy, cut and paste the information into Excel, etc. exposing members' information to be abused.

Gretchen proceeded to suggest to the board that we seriously consider re-engineering the current website altogether. They have gathered a few quotes and the estimated cost is approximately \$1,200 to \$2,000. Questions were asked if Tigh would still be involved with the web's maintenance. Both Gretchen and Chris felt that Tigh could continue to be involved in the ongoing update. Bev suggested that in the proposal from the "engineers" that they include some training time for Tigh to learn how to operate the new site.

Next steps: Gretchen will work with the proposal from New Circle Consulting and see if they can move forward with a template.

#### ***Community Service*** (McGinn)

Bowl-a-thon was well attended. Of the 29 lanes reserved only 2 teams did not show up. Slightly over \$17,000 was raised (even though our goal was \$23,000) but it was obvious that the large contribution from Peggy Enquist in the past was missing. Special thanks to Pamela Coan for the outstanding catering arrangements. Bev also said that JA said that several of our members did inquire about volunteering while at the bowl-a-thon.

The next event for them is the golf outing food drive. Sarah suggested that Bev call the golf course pro and let him know of what we want to do and see what arrangements need to be made. Bev also said that she wants to make sure Northern is more informed and involved this year.

### **Education** (Galliani)

Mary stated that she is working with DePaul on developing a Facilities Management degree program and they are interested. Their only concern is that National's requirements include an engineering program and they don't have one. Mary will investigate that further with IFMA headquarters; their initial meeting with DePaul will be held on March 29<sup>th</sup>.

Michael reported that they have 16 signed up for the CFM review class (their max was 15 so they are sold out)!

Ken Barnabee is reaching out to BOMA and their educational group to see if there is any opportunity to do some cross training and/or posts some of their educational programs (and vice versa) so both members can benefit from the programs both groups host.

Michael made a proposal that we eliminate the current CFM Reimbursement Policy we currently have in place and invest our efforts and dollars into the review workshops and/or other programs to prepare members to take the CFM exam. For example, Mary suggested that perhaps we look at hosting a one-day workshop on building operations – an area that many of our Chicago members struggle with on the test since many of them are in leased space. A discussion pursued on who and what should be covered, etc. Michael stated he would look to IFMA national to see what they may have to offer in terms of instruction and/or programs on the competency topics like building operations.

After a lengthy discussion, there was a motion to terminate the CFM reimbursement policy effective June 20, 2006 (the end of this fiscal year), seconded by Alice. All approved unanimously.

### **Hospitality** (McGinn)

Phil Stefani's is booked for the New Member Reception on March 29<sup>th</sup>. Last year we had about 50 people and spent about \$1,100. She will be speaking to Steve Williams of IKON to see if they will sponsor again. Tony made a comment that we order more food this year. Gretchen will also prepare an agenda.

Chris proposed that this reception perhaps be expanded to be a "New & Prospective Member Reception" where we invite folks who have attended a meeting in the past six months and/or received information about joining in the last six months. All agreed this was an excellent idea as these folks will have a great opportunity to learn more and possibly join too. However, that said, everyone agreed they can attend but cannot receive any IFMA Bucks. Chris said she has some IFMA give-away items she could give the non-member attendees. The Board requested she put together the two lists and let them know the total amount of invited guests prior to sending out the invite.

### **Membership**- (Tony)

No new information other than they will begin making personal calls to the invitees to get them to attend. Chris mentioned that we should have a testimonial on the invite from Joe Gamino a new member a year ago who collected lots of bucks, spent them and is actively involved on the Community Service Committee too. Sarah said he should also be invited to speak at the reception. All agreed.

### **Professional Development** (Weidman)

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Tim said the March 16<sup>th</sup> program speaker has been revised to be Steve Spencer. Some other program and lunch and learn ideas were exchanged for Tim to consider.

### **Sponsorship**

Tim explained the steps taken to date to secure sponsorship for the March program. Nothing confirmed yet. Chris inquired if the Board would consider reviewing the current sponsorship program and assess if an annual program would be more rewarding not only to the chapter's treasury but to the sponsors too. Since the fiscal year ends in 5 months, this might be a good time to reassess. Betty stated that the Executive Board has been discussing this issue. Esther also stated that we have our medal sponsor program but perhaps we just aren't advertising it heavily enough.

### **Liaisons**

- No report.

### **Old Business**

- *Directory* – Discussed above.
- *Golf Outing* – Gretchen, Sarah and Sean Reynolds met with Deb Radik and Tom Zietler last week. Since it is NI's year, our participation involved getting some hole sponsors. They are fine with the food drive and informed them that we prefer not solicit gifts from our members – which they were also okay with. Discussion included the raffle being fewer bigger prizes (it goes on too long) and that the new venue is resulting in a higher cost (\$170pp) but includes a free round of golf and cart to be used at another time on the course. The course is also more flexible about hole sponsors serving beverages and hosting games, etc. Michael stressed that we have to be careful about the liability we expose ourselves to with giving away alcoholic beverages not purchased from the club. Sarah will discuss further with Northern that sponsors buy from the course or we investigate getting liability insurance.
- *Strategic Plan* – Discussed above.

### **New Business**

*Awards of Excellence* – Betty asked everyone for their opinion about submitting an application. Sarah expressed that from personal experience she doesn't have any opposition (if we have something unique and interesting to submit) but it is a lot of work and doesn't see the benefit gained for the Chapter. Esther agreed that the Chapter of the Year submission is a massive undertaking but certainly if any of the committees feel they would like to submit, we should support them and their effort. Jerry suggested that if we are going to be reviewing our strategic plan we should make sure this award initiative is in line with the strategic plan. Michael stated that the exercise itself is a good drill and does allow us to see where our strengths and weaknesses exist, but it does require a lot of time and agreed with Jerry that we need to have it complement and/or be a part of the Strategic Plan. Final consensus: we will not submit this year.

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

**NEXT MEETING – WEDNESDAY, APRIL 5<sup>TH</sup>!**