

IFMA Chicago Meeting Minutes

Merchandise Mart – Suite 9-104

Meeting of May 03, 2006

Meeting Minutes Highlights

Items Approved

- To spend up to \$1,000 for golf outing gifts if needed.
- To move the Bowl-a-Thon to a new location and to be held in April vs. January.

Items Outstanding

- 2006-2007 Committee Budgets due to Kevin by June 1st. (All)
- WWP Reception plans with NI and Central Illinois (McGinn/Glatz)
- Letters to TFM Show Management and Staubachs (Glatz)
- Development of a new board member “kit” (Alice & Sarah)

Present: Betty Mitchell, Marian Zinsky, Liz Zacek, Gretchen McGinn, Michael Galliani, Mark Radtke, Sean Reynolds, Chris Nurre, Jerry DiCola, Alice Hoguession, Mary Meyers, Tony Vuckovich, Beverly Fields, Dawn Hallett, Esther Diamond, Kevin Corrigan, Sarah Wortman and Chris Glatz.

Absent: Steve Williams, Tim Weidman and Steve Rothman

Called to order at 11:40 a.m.

Approval of Minutes

A motion to approve the meeting minutes of April 5, 2006 was made by Liz Zacek; Michael Galliani seconded the motion; all approved.

Treasurer's Report

Doing well –not a lot of expenses this month. Kevin reminded everyone that he sent the Board the proposed budget for 2006-2007 along with some actual YTD information. If Chairs have any questions, let him know. He would like to receive budgets by the next Board meeting.

President's Report

Betty welcomed Chris Nurre as a new co-chair with the Communications Committee, working with Gretchen.

She also extended congratulations to Sean Reynolds on the birth of his new daughter, Taylor Lily Reynolds!

Special thanks to Esther and Marian for hosting us today – great view and the food is awesome!

Committee Reports

Associate – Sean stated that they got a great response for sponsorship – all holes are sold out. Sarah said she did not know for sure if NI would need a monetary donation towards prizes for the outing (vs. soliciting our members); but requested approval to spend up to \$1,000 if needed. Alice seconded the motion. The Board said that if we did not need to spend it, then don't. Sarah assured everyone she would not.

Career Services – Jerry said we are confirmed for a June 21 Lunch and Learn. Lord Bissell has offered to host the program. The topic is “Managing Your Career”. Garvey Office Supplies will be providing the food. Brochure is still being refined. The Committee is looking at how they can distribute it strategically as a marketing piece electronically. They are still trying to see if there is a Career Service person at BOMA to collaborate with. IFMA National provided an article for the web's Career Corner!

Communications – Gretchen welcomed Chris and also stated that Eileen Seimer will be serving on her committee too. Work continues on the new web design. The contracted consultant has provided some rough drafts to Chris and Gretchen. The goal is to have a new website with an online directory in about a month – but no matter what, before the annual meeting.

Community Service – Bev reported that a rep from the Chicago Food Depository will be in attendance and say a few brief words about their cause. We have a virtual online donation site linked on the IFMA website.

Bev then shared a handout with some of the committee's goals and plans for the coming year and their budgetary impact. Four events are planned for 2006; five in 2007. Immediate request for expenses was for a painting project in the fourth quarter of 2006. The admin fee of \$350 was approved in April; the \$150 in supplies may be donated by IKON- Chris Nurre said he can probably help out with getting some supplies donated. Bev asked if she could get \$250 for food/beverage for approximately 30 volunteers. Esther suggested we try and seek out a sponsor for that expense given the new sponsorship program that is being evolved.

Bev then went on to share some of their 2007 plans which included a new fund raiser in first quarter – Step Up for Kids benefiting Children's Memorial Hospital (the AON Walk). They would then move the bowl-a-thon to April which may help in getting personal donations since April is further away from the December holiday month. A new location for the bowl-a-thon was also proposed – 10-Pin. However, there will be a fairly significant price increase (from \$1,500 to \$2,800). Everyone applauded the committee's efforts and recommended that all their proposals be incorporated into the budget process with Kevin.

Education - Mary reported that she and Michael met with BOMA and got agreement with them to open up their lunch programs (and maybe a few more) to IFMA members at a BOMA rate. They, in turn, will open up our lunch-time programs to them as well at the IFMA member rate. Esther questioned the value of giving them our member rate when it is a membership benefit. Michael expanded that the goal is to get more exposure for IFMA to other potential members and that the offer isn't intended to be permanent but for a temporary period of time. Mark Radtke expressed some concern that we might experience capacity issues. Chris said that if a meeting had limited space, we'd only offer it to our members and open it up to BOMA and even NI as space permits.

Regarding DePaul – the committee plans to solicit feedback from the membership (and BOMA members) via a survey to gauge what interest our members may even have in this type of program before they take additional steps with DePaul. Though we have the College of DuPage program, it's not recognized as an accredited program. Mary stated that if we don't develop a degree program at DePaul, at a minimum we may be able to develop a certificate program.

Hospitality – Annual Meeting will be at Maggianos. Gretchen confirmed that she will have a Power Point presentation there as well.

Plans will begin soon for the WWP 2006 Chapter Reception. Board agreed we should include Central Illinois and make it a statewide reception. Sarah will talk to Northern Illinois about this collaboration at the golf outing as Chris did not get a response from their board.

Membership – Tony shared with the Board their committee meeting notes. The topic of “speed dating” was discussed again and how to get more professionals there. A series of ideas were discussed. The committee also suggested that they produce a survey to the associate and professional members and get feedback from the members to see what other “entertainment” type programs they might like to see. Gretchen asked if the committee discussed any plans to recruit new members. Tony said they are working on creating some initiatives. It's been some time since we kicked off a new campaign.

Professional Development – The committee wanted confirmation that there will not be an educational program in August and December – all agreed. However, everyone felt that we should host something during those months but spearheaded by either Associates, Hospitality or Membership (for example). A brief discussion was held about perhaps hosting a holiday party in December – something we haven't done in some time.

Alice requested we get a formal letter out to the TFM folks about our disappointment with the show's organization and a letter to Staubach with apologies and offer them a second sponsorship opportunity or a refund – they can choose.

Sponsorship – Liz and Marian stated they are getting ready to roll out the new and improved sponsorship program – it will be referred to as a “Partnership Campaign”. It

will be an annual drive with three levels so we don't have to solicit sponsors every month. There were also be some smaller "ala carte" options to be offered.

They are still seeking out a sponsor for the June NeoCon program on June 12th.

Liaisons – No report.

Old Business

Golf Outing – discussed under Associate's report.

New Business

Board Orientation – Sarah suggested that now that we have some new board members that we have a "board packet" to give to new board members so they can get acclimated more quickly and more easily (e.g., the last six months of meeting minutes, etc.). Esther referenced that we do have an operating procedures manual but it is not actively referenced or used. Sarah and Alice offered to put a packet together if the Board felt this would be a good tool. All agreed this would be good.

Resumes on the web - A brief discussion was held as to whether or not we wanted to implement as part of the new web site development the ability to post resumes anonymously. The consensus was that though it is a nice feature, not a requirement and the current process to announce jobs, etc. is sufficient.

Motion to adjourn at 1:00 p.m.

Respectfully submitted,

Chris Glatz
Chapter Administrator