

Meeting Minutes
IFMA Executive Committee Meeting
Meeting of April 13, 2010

Attendees:

Matt Darga	Ron Rowe	Mike Schwartz
Cheryl Weisensel	Patty Sweitzer	Jean Barry
Karyn Biller	John Desens	

Item #1: Call to Order

The meeting was called to order at 7:35 AM at Target Commercial Interiors.

Item #2: Officer Reports

- Secretary (Dani Michels)
Matt Darga said we will approve the March meeting minutes at our May Board meeting.
- Treasurer (Cheryl Weisensel)
Report attached. Cheryl reviewed accounts. The Treasurer report was approved by Matt Schwartz, and seconded by Ron Rowe. Cheryl said she will look into PayPal for an option of payment to see if it's less of a cost impact to us over our current credit card. Cheryl will also look into where we are at with cost on the first FMP class. Finally, she asked all Directors' & Board Members to put their 2010-2011 budgets together and get them to her this month.
- VP (Jim Zirbel)
No Report
- Immediate Past President (Karyn Biller)
Karyn said the Brewer's outing May 26th is a sold out event. We sold all 13 tickets in 1 week. She also reported that we have a committee of people working on our Chapter of the Year submission. The leaders will be asking Directors to review their draft. Our submission is Due June 4th.
- President (Matt Darga)
Matt said we have a lot going on regarding the end of the fiscal year wrap up. We need to announce the new slate Board/Directors, finalize and approve the Balance Score Card, Budgeting, not to mention we have the Tri Chapter coming up, the Sponsorship Event and our June Business meeting/Awards event. He gave the Sponsorship Committee a special thank you for their hard work this year. They raised more than their goal!!!

Item #3: Committee Reports

- **Lunch Bunch** (Rob Kritz)
No Report
- **Member Squad** (Roberta Montague & Brian Hoffman)
Ron Rowe reported for Roberta & Brian, he said the new member event went very well. There were approx. 25 people there; of that 6 people were new recruits.

- **Programs** (Ron Rowe & Jon Schneider)

Ron said our meeting this month is April 20th – Topic: Document and Record Storage. The Tour this month is April 21st at the Overture. We will get a back stage tour of the Lion King.

- **Education** (Patty Sweitzer)

Patty presented the Tri-chapter's current budget status. She will work with Cheryl on the spread sheet. Patty will also try to detail out for the next meeting the status of the FMP course. Matt wants to understand the cost/income and how the first calls went. He also said we need to know what are the final costs shared by all Chapters, Cheryl will have to send an invoice to them. Finally, Patty is going to look at inviting MATC students to the future FMP classes.

- **Sponsorship** (Jean Barry)

Jean stated that they beat their 2009-2010 goal. They raised \$17,250 / Goal was \$16,350. She said they are finalizing the Sponsorship Appreciation event. It will be May 18th at Badge Bowl. Jean will also work with COW to reconcile sponsor payments. The Sponsor committee is planning to give out the acrylic awards at the Sponsor event. The awards will go to the people that checked the box requesting an acrylic plaque. All other sponsors will get the certificate.

- **Newsletter** (Emily Rowe & Vicky Statz)

Matt reported the next newsletter is due April 28th.

- **Website** (Dick Pearson)

Matt report the Dick has a program for website improvement. The upfront cost is \$4,500. There are some on-going costs that Matt has some concerns about. He will discuss with Dick.

- **Scholarship** (Jennifer Bendoritis)

No Report

- **Public Relations** (Angela Brzowski)

John Reported that they are working on a write for the Tri-Chapter to get in Local publications. They are also working on a recognition event & an August Member social.

- **Golf Outing** (Kim Keister)

No Report.

- **Community Crew** (Mike Schwartz)

Per Mike, Gene Post is working on a Habitat's for Humanity Event for the end of April/ early May. Matt is also working on table tents for the Monthly meetings. These table tents will highlight a volunteer opportunity for that Month.

- **Old Business**

Nothing to report

- **New Business**

Nothing to report

The next meeting will be on May 11th, 2010 at Urban Land, Time 7:30am

The meeting was adjourned at 9:05 A.M. Mike Schwartz approved the motive to adjourn and Cheryl Weisensel seconded.

Budget vs Spend Report **July 09 - Mar 10**

Educational Seminars						
Food & Beverage (Circles of Excellence)	\$400.00		\$400.00	0%		
Speakers Honorarium & Gifts	\$0.00		\$0.00	0%		
CFM/FMP Training	\$2,200.00	2514.14	-\$314.14	114%	IFMA Webinar, FMP Classes	
Facility Rental (Audio Sem)	\$0.00		\$0.00	0%		
Tri Chapter in Madison 2010	\$10,000.00	802.5	\$9,197.50	8%	Monona Terrace Deposit	
Leadership Training (2)	\$2,600.00	838	\$1,762.00	32%	Facility Fusion	
Publications						
Newsletter Printing & Postage	\$0.00		\$ -	0%		
Directory Printing & Postage	\$800.00	1022.5	-\$222.50	128%	Directory Printing & Postage	
Administrative						
Administrative Fees (COW, phone, bankcard)	\$17,600.00	13,459.71	\$4,140.29	76%	COW Monthly Fee & Phone Charges	
					Foundation Donation, Mary Statz,	
					Exec Gift, \$50 annual survey	
Donations/Gifts/Community Service	\$800.00	684.99	\$115.01	86%	winners. Chuck Gifford Holiday,	
					WWP Expense Reimbursement for	
IFMA Conference Expenses (WWP) - President)	\$1,600.00	1,053.22	\$546.78	66%	Pres	
Sponsorship	\$2,300.00	441.15	\$1,858.85	19%	Sponsorship Awards	
					WWP Winner & (2) \$500	
					Scholarships, Dave Brady	
Scholarship (General + 1 WWP @ \$1200)	\$2,200.00	2,450.00	-\$250.00	111%	Foundation Challenge	
Accounting/Legal	\$0.00		\$0.00	0%		
Other (Should not be more than 10% of Administrative)	\$500.00	1097.82	-\$597.82	220%	Credit Card Charges	
Other Expenses (Should not be more than 10% of TOTAL EX	\$5,000.00	3,379.59	\$1,620.41	68%	25th Anniv Postage & Invites, Band	
25th Anniversary(IFMA Pres/guest,Band,gifts,dec,cont.)			\$0.00	0%		
TOTAL EXPENSES	\$76,500.00	\$51,952.10	\$24,547.90	68%		
OVERALL TOTAL						
	\$ (4,468.00)	\$ (2,362.20)	\$ (2,105.80)			

Budget vs Spend Report **July 09 - Mar 10**

Revenue			Original Budget Amount	YTD - Feb 2010	DIFF	% of Spend	
Membership Dues Reimbursement	196	\$ 92.00	\$ 18,032.00	12,128.00	\$ (5,904.00)	67%	
Meeting & Programs							
Registration Fees - Lunch			\$ 4,500.00	6,667.00	\$ 1,167.00	126%	Monthly Mtg cash collected
25th Anniversary (Meal & Parking)	120	\$ 25.00	\$ 3,000.00	6,620.00	\$ 3,620.00	221%	Registration plus silent auction
Sponsorship			\$ -		\$ -	0%	revenue
Other Meetings & Programs Revenue (Should not be more than 10% of Meetings & Programs)			\$ -		\$ -	0%	
Annual Sponsorships			\$ 16,350.00	7,100.00	\$ (9,250.00)	43%	No Sponsorship Deposits in March
Golf Outing			\$ 19,500.00	11,967.71	\$ (7,532.29)	61%	Revenue collected after July 2009
Registration			-				
Sponsorship			-				
Educational							
Registration Fees (FMP)		\$ -	\$ -	5,695	\$ 5,695.00	100%	
Registration Fees (Tri-Chapter)	100	\$ 100.00	\$ 10,000.00		\$ (10,000.00)	0%	
Sponsorship			\$ -	130	\$ 130.00	0%	Reimbursement for Nov 5, 2009 Education Lunch
Publications & Web site							
Newsletter Advertising			-				
Membership Directory Advertising			-				
Mailing List Sales			-				
Administrative							
Interest Earned			\$ 650.00	282.19	\$ (367.81)	43%	Money Market and CD Interest
Net Gain or (Loss) on Investments			-				
Other Revenue (Should not be more than 10% of TOTAL RE\			\$ -		\$ -	0%	
TOTAL REVENUE			\$ 72,032.00	\$ 49,589.90	\$ (22,442.10)	69%	

Expenses			Original Budget Amount	YTD - Nov 2009	DIFF	% of Spend	
Membership							
Postage			\$50.00	5.15	\$44.85	10%	
Printing			\$25.00	159.41	-\$134.41	638%	IFMAdison marketing brochures
Supplies			\$25.00		\$25.00	0%	
Web Site Development & Maintenance			\$0.00	130	-\$130.00	100%	Sponsorship Update
Other (Should not be more than 10% of Membership)			\$0.00		\$0.00	0%	
Meetings & Programs							
Food & Beverage			\$6,100.00	4,820.99	\$1,279.01	79%	
Speakers Honorarium & Gifts			\$300.00		\$300.00	0%	
Facility Rentals (X-mas party/AV rental)			\$1,500.00	779.88	\$720.12	52%	AV Rental & X-mas Party Room Rental (\$250)
New Member Events			\$900.00	397.93	\$502.07	44%	Food, supplies & raffle prizes for NM
Organization Sponsored Event (\$800 + \$600 Marketing)			\$1,300.00	165	\$1,135.00	13%	Event and Pearson's Brewer Ticket Cost
25th Anniversary Meals and Parking			\$3,000.00	3,746.21	-\$746.21	125%	Meal, Room rental and Dave's Accommodations
Other (Should not be more than 10% of Meetings & Progr (Programs & Tours)			\$300.00	335.56	-\$35.56	112%	New Name Tags & Holders, Holiday Event Supplies
Golf Outing			\$17,000.00	13,668.35	\$3,331.65	80%	
Food & Beverage					\$ -	0%	
Course Fee					\$ -	0%	
Other (Should not be more than 10% of golf Outing)					\$ -	0%	

Budget vs Spend Report

July 09 - Mar 10

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Account Balances
(Includes unrealized gains)
As of 3/31/2010

4/11/2010

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Account	3/31/2010 Balance
Bank Accounts	
Checking	20,216.76
Money Market - Checking	27,177.15
Money market - Scholarship	19,164.40
TOTAL Bank Accounts	66,558.31
Investment Accounts	
CD Park Bank	6,666.51
TOTAL Investment Accounts	6,666.51
OVERALL TOTAL	73,224.82

Transaction

3/1/2010 Through 3/31/2010

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4/11/2010 Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 2/28/2010							19,156.08
3/2/2010	Checking	2474	Roberta Montaque	New Membershi...	Membership	R	-159.41
3/5/2010	Checking	2476	Mark Sekula	Refund for dinn...	25th Anniversary		-35.00
3/5/2010	Checking	2475	Matt Darga	Reimbursement ...	25th Anniversary		-10.00
3/6/2010	Checking	2477	The Madison Concour...	Meals and acco...	25th Anniversary	R	-3,746.21
3/9/2010	Checking	DEP	FMP Deposit	FMP 3/11-3/12/...	Educational:Registr...	R	5,095.00
3/10/2010	Checking	BnkcrdDsc	Bankcard Monthly Dis...	Feb	Credit Card Charge	R	-232.91
3/12/2010	Checking	DEP	FMP Deposit	FMP 3/11-3/12/...	Educational:Registr...	R	300.00
3/15/2010	Checking	DEP	FMP Deposit	FMP 3/11-3/12/...	Educational:Registr...	R	300.00
3/15/2010	Checking	VISA	The Madison Concour...	Breakfest for Da...	25th Anniversary	R	-14.66
3/16/2010	Checking	2478	Patty Sweitzer	FMP -3/11-3/12/...	Education	R	-262.76
3/17/2010	Checking	DEP	IFMA DOM Pmt W11	Feb 2010 Dues ...	Membership Dues ...	R	1,794.00
3/24/2010	Checking	2479	Ifma	FMP - 3/11-3/12...	Education	R	-2,015.37
3/24/2010	Checking	DEP	25th Anniversary Event	Event Registrati...	Meetings & Progra...	R	35.00
3/24/2010	Checking	DEP	Lunch Fees	Lunch Payment ...	Meeting & Program...	R	13.00
TOTAL 3/1/2010 - 3/31/2010							1,060.68

BALANCE 3/31/2010 **20,216.76**

TOTAL INFLOWS **7,537.00**

TOTAL OUTFLOWS **-6,476.32**

NET TOTAL **1,060.68**