

Meeting Minutes
IFMA Executive Committee Meeting
Meeting of December 14th, 2010

Attendees:

Jim Zirbel	Karyn Biller	Ron Rowe
Matt Darga	Cheryl Weisensel	Nathan Hanson
Brian Hoffman	Dani Michels	Chuck Fox
Barb Millan	Mike Schwartz	Dick Pearson

Item #1: Call to Order

The meeting was called to order at 7:45 AM at Target Commercial Interiors .

Item #2: Officer Reports

- **Secretary (Mike Schwartz)**

Meeting minutes for December were approved by a motion from Karyn, and a second from Ron, and a unanimous vote.

- **Treasurer (Cheryl Weisensel)**

Chuck Gifford-check to see what we paid Chuck in the past for the deep fried turkeys at Christmas party. Possibly give Rick some money as well, or a \$50.00 gift certificate. Cheryl donated a turkey for the Christmas party. Presently @ negative \$4088 from Tri-Chapter. Checks to one speaker have been cashed. We should write a letter, an economic template of sorts, to other chapters confirming hosting chapter for Tri-chapter event assumes a little more liability. In the letter, explain why we were in the negative. Perhaps could be based on attendees.

- **VP (Dani Michels)**

Brian spoke for Dani- get together with IFMA 2.0, PR, and member squad for a synergy meeting quarterly. See how all groups can work together to make IFMA more a household name...linked in, website, resources, etc.

- **Immediate Past President (Matt Darga)**

Obtained a box of old Madison chapter IFMA files and materials. Saved a few items, but need to shred the rest. Give saved items to COW so they can archive. Take out recertification folders.

- **Talent Scout (Karyn Biller)**

Presently about 60/40 professional members to associate members. Dashboard can give lunch meetings attendance. Looking for volunteers for several committees yet.

- **President (Jim Zirbel)**

Holiday Party-golf putting green & putter for contest-donations given to local food pantry. Bring in canned goods for food drive, which will also be donated to local food pantry.
Big meeting in February-lunch meeting-kickoff for support of our new school program. We need to find ways to advertise. This will be a springboard for our annual event. Dick will contact guidance counselors from across the street. Looking to host event on Westside MATC campus instead of east side for ease of parking and increase attendance. Check with the Deans and see if this is possible. Brian Hoffman will invite the Wisconsin School Board Organization to see if they have interest in attending this luncheon. Check with Dick Pearson to see if he will contact Betsy Barhorst. Potentially invite High Schools counselors to see if they would have interest in attending. Depending on location selected for luncheon, look into a possible shuttle vehicle.

Item #3: Team Reports

- **Lunch Bunch** (Rob Kritz & Jim Burke)
No report

- **Member Squad** (Roberta Montague & Brian Hoffman)

Dropped off gift certificates to EMI for Greg Rice and Todd Greenwald as thank you for hosting Odyssey event. They offered to host again. New member-Brian Novinska. Will focus more on education pertaining to CFM & FMP.

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

Need to adjust January and February schedules. Next tour in January will be with Wisconsin Veterinary Diagnostic laboratory.

- **Board of Education** (Patty Sweitzer & Kyle Roux)

Hosting another lunch & learn @ TDS in January Chuck Fox from Academy Service group will be the presenter.

- **Sponsorship Task Force** (Barb Milan & Lorelle Micklitz)

Formulated a sample of the cover letter that will go out to members for sponsorship drive. The letter will go out through COW to all members. Sponsorship packets will go out on January 3rd. Sponsors that have dropped off in past 5 years will receive packet. In February they will find out who has interest and sponsorship team will contact. Send out multiple email blasts every other week and then weekly to update who new sponsors are. Thought-maybe next year put dollar amounts to where all the money goes.

- **News Crew** (Vicky Statz & Jennifer Hardebeck)
No report

- **IFMA 2.0** (Dick Pearson & Nathan Hanson)

Condensed version for host page can be changed.

- **New School** (Larry Barton & Tom Riffle)
No report

- **Team PR** (Angela Brzowski & John Desens)

Dani spoke for team PR- Writing a press release for February luncheon. Need to speak with Kyle to see if he can communicate with facility managers to see if they have interest in attending. Will write a press release for WID event in April. Ron needs to check to see if tour can be changed to do WID in April, and other tour in July.

- **Birdie Brigade** (Kim Keister & Paula Roberts)
No report

- **Community Crew** (Chuck Fox)

Ring and sing well attended. Looking for new members to assist. Two or more outreach programs projected. Possibly assisting a day at the river food pantry, litter clean up, leaf raking, ice age trail? Looking at filling the 2011 calendar.

- **Old Business**

None

- **New Business**

Upcoming meetings to be held at: TDS on January 11th @ 7:30 am.

January- TDS

February-TDS

March-TDS

April-Target

May-C. Coakley

June-C. Coakley

The meeting was adjourned at 9:00 A.M. with a motion by Mike, a second by Ron, and a unanimous vote.

Respectfully Submitted,

Mike Schwartz
Secretary

Net Worth
(Includes unrealized gains)
As of 12/31/2010

1/9/2011

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Account	12/31/2010 Balance
ASSETS	
Cash and Bank Accounts	
Checking	9,853.47
Money Market - Checking	27,228.38
Money market - Scholarship	19,193.29
TOTAL Cash and Bank Accounts	56,275.14
Investments	
CD Park Bank	6,834.59
TOTAL Investments	6,834.59
TOTAL ASSETS	63,109.73
LIABILITIES	0.00
OVERALL TOTAL	63,109.73

1/9/2011

Transaction Report - Dec 2010

12/1/2010 Through 12/31/2010

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 11/30/2010							9,126.51
12/7/2010	Checking	2572	..Sheraton	Nov 2010 Lunch and AV Charges	--Split--	R	-749.06
12/10/2010	Checking		Bankcard Monthly Discount		Credit Card Charge	R	-98.98
12/13/2010	Checking	DEP	Golf	Nov 2010	Golf Outings:Sponsorships	R	200.00
12/14/2010	Checking	2573	Brian Hoffman	Hole Sponsorship - Capital Securit...	Gift Certificates:Gifts Given	R	-75.00
12/15/2010	Checking	2574	Brian Hoffman	Gift Certificate as thank you to EML...	Membership:Gifts Given	R	-75.00
12/15/2010	Checking	2575	Charles Gifford	Gift Certificate as thank you to EML...	Membership:Gifts Given	R	-150.00
12/27/2010	Checking	DEP	IFMA DOM Pmt W/1	Christmas Party Thank You	Donations-Gifts	R	1,600.00
12/31/2010	Checking	DEP	Lunch Fees	Dec 2010 Dues Received	Membership Dues Reimbursement	R	75.00
TOTAL 12/1/2010 - 12/31/2010							726.96

BALANCE 12/31/2010 **9,853.47**

TOTAL INFLOWS **1,875.00**

TOTAL OUTFLOWS **-1,148.04**

NET TOTAL **726.96**

Budget vs Spend Report

July 1, 2010 - Dec 31, 2010

Revenue		Original Budget Amount	YTD	DIFF	% of Spend	
Membership Dues Reimbursement	200 \$ 92.00	\$ 18,400.00	6,960.00	\$ (11,440.00)	38%	Need \$1,533/month to make budget or 17 renewal/new members per month
Meeting & Programs						
Registration Fees - Lunch Sponsorship		\$ 5,500.00	764.00	\$ (4,736.00)	14%	Payments for lunch collected at door: June - Oct, plus start of 2011 Annual Lunch Payment
Other Meetings & Programs Revenue (Should not be more than 10% of Meetings & Programs)		\$ 546.00		\$ (546.00)	0%	Reserved for Brewer Game with SEW
Annual Sponsorships		\$ 17,000.00	2,000.00	\$ (15,000.00)	12%	Payment for 2009-10 Drive
Golf Outing		\$ 16,800.00	16,475.19	\$ (324.81)	98%	Received (2) hole Sponsors payment in Dec: Capital Security & AVI
Registration		-	12,445.00			
Dinner		-	315.00			
Sponsorship		-	2,785.00			
Cash From Raffle			930.19			
Educational						
Registration Fees (FMP)	\$ -	\$ 8,400.00	10,104.00	\$ 1,704.00	120%	FMP Payments received in 2010-11
Registration Fees (CFM)	\$ -	\$ 1,800.00		\$ (1,800.00)	0%	
Registration Fees & Sponsorship (Tri-Chapter)		\$ -	1,800.00	\$ 1,800.00	100%	Still waiting for Sponsorships
Sponsorship		\$ -		\$ -	0%	
Publications & Web site						
Newsletter Advertising		-				
Membership Directory Advertising		-				
Mailing List Sales		-				
Administrative						
Interest Earned		\$ 540.00	144.36	\$ (395.64)	27%	Bank interest earned on all accounts, including CD
Net Gain or (Loss) on Investments		-				
Other Revenue (Should not be more than 10% of TOTAL REVE	\$ -			\$ -	0%	
TOTAL REVENUE		\$ 68,986.00	38,247.55	\$ (30,738.45)	55%	

Expenses		Original Budget Amount	YTD	DIFF	% of Spend	
Membership						
Postage		\$60.00		\$60.00	0%	
Printing		\$350.00		\$350.00	0%	
Supplies		\$25.00	142.49	-\$117.49	570%	Replenish name tags
Web Site Development & Maintenance		\$5,250.00	2,728.00	\$2,522.00	52%	Two Mile Solution & Hosting Fee
Other (Should not be more than 10% of Membership)		\$700.00		\$700.00	0%	
Meetings & Programs						
Food & Beverage		\$6,100.00	3,264.80	\$2,835.20	54%	Lunch Cost: July - Nov
Speakers Honorarium & Gifts		\$250.00		\$250.00	0%	
Facility Rentals (X-mass party/AV rental)		\$1,200.00	1,117.53	\$82.47	93%	A/V & Room Rental: July - Nov
Informational Member Events		\$1,000.00	295.83	\$704.17	30%	Reimb for 10/21/10 Networking Event, includes raffle gifts for event and gift cert given to EMI as thank you for Oct Networking event
Membership Network Events		\$1,000.00	577.27	\$422.73	58%	Concert on the Sq Networking Event
Organization Sponsored Events		\$770.00		\$770.00	0%	
Other (Should not be more than 10% of Meetings &		\$0.00		\$0.00	0%	

Budget vs Spend Report July 1, 2010 - Dec 31, 2010

Golf Outing	\$14,000.00	12,766.18	\$1,233.82	91%	Paid in Full
Food & Beverage		\$	-	0%	
Course Fee		\$	-	0%	
Other (Should not be more than 10% of golf Outing)		\$	-	0%	
Educational Seminars					
Food & Beverage for Webinar or Circle of Excellence	\$200.00		\$200.00	0%	
Speakers Honorarium & Gifts	\$0.00		\$0.00	0%	
					Book Fee for June Session, Instructor & Book fee for Sept, Instructor fee for Nov.
FMP Training	\$9,500.00	12,718.54	-\$3,218.54	134%	
CFM Training	\$6,200.00		\$6,200.00	0%	
Facility Rental or Session Cost for Webinar or Circle of	\$0.00		\$0.00	0%	
Tri Chapter in Milwaukee 2011	\$0.00		\$0.00	0%	
Leadership Training (2)	\$3,000.00		\$3,000.00	0%	
Other	\$0.00		\$0.00	0%	
Publications					
Newsletter Printing & Postage	\$0.00	\$	-	0%	
Directory Printing & Postage	\$0.00		\$0.00	0%	
Administrative					
Administrative Fees (COW & phone)	\$16,260.00	8,079.82	\$8,180.18	50%	COW May - Oct Admin & Phone Fees
Donations/Gifts/Community Service	\$2,000.00	526.05	\$1,473.95	26%	Community Service items (\$136.10), IFMA Foundation Auction Item (\$239.95), C. Gifford (\$150)
IFMA Conference Expenses (WWP - President)	\$1,750.00		\$1,750.00	0%	Jim Zirbel - WWP President
Sponsorship	\$1,900.00		\$1,900.00	0%	
Scholarship (General + 1 WWP @ \$1200)	\$2,200.00		\$2,200.00	0%	
Accounting/Legal	\$0.00		\$0.00	0%	
Other (Should not be more than 10% of Administrative)	\$1,440.00	845.09	\$594.91	59%	Credit Card Fees
Other Expenses (Should not be more than 10% of TOTAL EXPENSES)	\$0.00		\$0.00	0%	
TOTAL EXPENSES	\$75,155.00	\$43,061.60	\$32,093.40	57%	
Excess (Deficit)	(\$6,169.00)	(\$4,814.05)			