IFMA Exec Committee Meeting
Tuesday, January 9, 2018
LOCATION: CUNA 5910 Mineral Point Rd. Room A11-20
Time - 9:15 am – 10:15 am.

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<th>Title</th>
<th>Name</th>
<th>Present</th>
<th>Substitute</th>
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<tr>
<td>President</td>
<td>Mark Schwenn</td>
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<td>Vice President</td>
<td>Kendall McWilliams</td>
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<td>Immediate Past President:</td>
<td>JR Roethke</td>
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<td>Treasurer</td>
<td>Todd Greenwald</td>
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<td>Secretary</td>
<td>Dirk Mason</td>
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Committees
- News Crew: Kelly Everson
- Community Crew: Jim Zirbel X Lorelle Micklitz
- Lunch Bunch: Ron Rowe X Dain DiMattia
- Member Squad: Matt Tranchita
- Programs and Tours: Jon Schneider X Becky Brown
- Birdie Brigade: Amy Wildman
- Professional Development: Patricia Sweitzer
- Sponsorship: Sarah Dunn
- IFMA 2.0: Vacant
- Faciliton: Kendall McWilliams X
- IFMA Madison Members
  - IFMA member: Lisa Roethke X

Call to Order & Introductions
Kendall McWilliams called the meeting to order at 9:20 am. A quorum is present.

Please note moving forward the conference call in number is 608-535-6475, no code necessary.

Officer Reports
- Secretary (Dirk Mason): Minutes looked good. A motion to approve the 12/14/17 meeting minutes was made by Jon Schneider and seconded by JR Roethke. The motion was approved unanimously.
- Treasurer (Todd Greenwald): Todd presented, via email, the following report.
  - Current account balances are:
    - Money Market 2: $22,369.42
    - Operating: $55,336.45
    - Total: $75,705.87
Todd investigated the $1.25 monthly service fee from World Pay, the fee is associated with our on-line payment processing. Given the annual cost is under $40 annually, recommend continuing with the service.

JR is checked into when the domain name renewal date. Todd renewed the domain name for a 5 year commitment.

A motion to approve the Treasurer report was made by JR Roethke and seconded by Kendall McWilliams. The motion was approved unanimously.

**Vice President (Kendall McWilliams):** Kendal provided the following update:
- The Executive Committee confirmed that Kendal is working on two events:
  - Professional Member only gathering - social
  - All member “Think and Drink”
- No action as of yet
- Will have at least one event in Feb or March
- Kendal will try to set up logistics for at least one event this month
- Kendal would like to seek Executive Committee feedback regarding “Think and Drink” topics

**Immediate Past President (JR Roethke):** JR lead a discussion on the following items:
- JR had a meeting with IFMA Foundation members to discuss:
  - Overview of Facilitithon
  - History of Madison
    - # of Presidents
    - 34 years (31 past presidents)
  - Trying to get Foundation support
  - Trying to leverage C&W support of Foundation
  - Foundation will do an article in February
  - Articulated how Facilitithon leads into Global Work Initiative

**President- (Mark Schwenn):** Kendall McWilliams reviewed the update that Mark Schwenn provided via email:
- Treasurer planning – Francis Balthazor is interested in filling the treasurer position that will open in June.
  - The Executive Committee confirmed that there are no apparent by-laws issues with two people from the same company serving on the executive committee.
- June Business event (AKA IFAM Wine Tasting), Todd arranged and reported on the following:
  - Cambridge Winery Tasting Room in Madison
  - June 21st 5:30 pm to 8:30 pm
  - Deposit paid – locked in
- IFMA 2.0 Chair – JR is still currently acting chair – still looking for chair
  - JR will need to do a member import soon.
- Sponsorship – see below

**Team Reports**

**Lunch Bunch (Ron Rowe):** Ron provided the following report:
- 27 signed up for January meeting
- The March luncheon is scheduled for March 27 at Madison College

**Member Squad (Matt Tranchita):** no update

**Programs and Tours (Jon Schneider):** Jon provided the following report:
- January luncheon speaker is scheduled; Kristin Johnson Bott
- Need to get committee together to map out 2018
  - Ron suggested that the Madison Fire Department is always willing
The March luncheon is scheduled for March 27 at Madison College
- Need location and contact to promote via the eblast
- Jim provided the following update:
  - In contact with the catering department
  - Education program update
  - Location (details thus far):
    - Truax campus
      - Need to determine the room
      - Tour of Technical innovation center afterwards
      - Parking details
      - Special requirement for access?
  - Jim will continue to work on this week
- Lisa Roethke will follow up with potential conflicts in the CUNA calendar regarding luncheons.

- **Birdie Brigade (Amy Wildman):** no report

- **Professional Development Task Force (Patricia Sweitzer):** no update

- **Sponsorship Task Force (Sarah Dunn):** Mark provided an update via email:
  - Mark and Sarah met over the holiday week and finalized the sponsorship drive information. The drive has been kicked off. Mark, Kendall and Sarah will review status on a weekly basis and contact past sponsors. All members of the executive committee are expected to solicit and assist in the sponsorship process.
  - Kendall has not heard from Mark regarding weekly meetings, Kendall will reach out to Mark.
  - Initially it was discussed that 2018 Sponsorships will include 2017 members. However, to date, 2 of 3 have committed to 2018 and the 3rd company will discuss committing as 2018 sponsor.

- **News Crew (Kelly Everson):**
  - Next e-blast to include
    - Sponsorship drive dates

- **IFMA 2.0 (JR Roethke interim chair):** A chair is still needed.

- **Community Crew (Jim Zirbel):**
  - Need a co-chair
  - Jim will drum up a partner

- **Faciliton (Kendall McWilliams):**
  - Regional complete
  - District starting in January
  - Positive momentum
    - Thanks JR and Jim
  - Facilitons are schedule for 4 Fridays in a row starting Jan. 26
  - UW Stout is scheduled for Feb. 22/23
  - FM pipeline moving toward 501c3 status
    - Expenses will eventually be covered by the 501c3
    - Engaging sponsors
    - Concept to fund volunteers

**Old Business**

- Committee budgets
  - Continue to develop formal process over the year
  - Have in place for 2019.
  - Develop 2018 budgets based on historical data for this year
New Business

- Executive committee retreat discussion – tabled until greater attendance
- Kendal went around the room for new business ideas – no ideas presented.

ITEM #4: Adjournment:
The meeting adjourned at 10:01 am. The next Executive Committee meeting is scheduled for Tuesday, February 2018 at 9:15 am at CUNA.