IFMA Exec Committee Meeting Minutes
Wednesday, January 9, 2019
LOCATION: 10 West Mifflin Street, Suite 400 – CG Schmidt Office

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Present</th>
<th>Substitute</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kendall McWilliams</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Todd Greenwald</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediate Past President:</td>
<td>Mark Schwenn</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>JR Roethke</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Dirk Mason</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Committee</td>
<td>Ron Rowe</td>
<td>X</td>
<td>Amy Wildman</td>
<td></td>
</tr>
<tr>
<td>Membership &amp; Sponsorship</td>
<td>Matt Tranchita</td>
<td></td>
<td>Sarah Dunn</td>
<td>X</td>
</tr>
<tr>
<td>Communications</td>
<td>Eleanor (Elle) Jacobson</td>
<td>X</td>
<td>Kelly Everson</td>
<td>X</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Patty Sweitzer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IFMA Madison Members**
- IFMA member

Call to Order & Introductions
Kendall called the meeting to order at 8:37 am when a quorum was present.

**Item #1: Officer Reports**

- **Secretary (Dirk Mason)**
  - Review/approve December IFMA Executive Meeting Minutes
    - A motion to approve the December meeting minutes was made by Mark and seconded by Ron. The motion was approved unanimously.

- **Treasurer (J.R. Roethke)**
  - Financial report / Account Balances for December
    - Current account balances are:
      - Money Market 2: $22,376.10
      - Operating: $56,096.37
      - Total: $78,472.47
    - A motion to approve the November Treasurer report was made by Mark and seconded by Dirk. The motion was approved unanimously.
  - Holiday Party
    - 1907.20
    - $350 - Magician
    - 2,439.20

- **Vice President (Todd Greenwald)**
  - Update provided by Kendall
  - New Executive Committee Position –
    - Kendall, Mark & Todd to meet and put job description together.
    - Continuity of knowledge position
    - Figure out the title
  - Facility Fusion - $3,000 budget to attend – Todd will be signing up
  - Send future VP and current VP (future president) to Fusion
• Who is the next VP?
  • Sarah will draft a position announcement
  • Kendall will send Sarah a position description

• Immediate Past President (Mark Schwenn)
  o Tri-Chapter Update
    ▪ Location: Fluno
      o Tuesday, April 16
      o Send out a Save the Date to Chapters
        ▪ Kendall will notify chapters
        ▪ Kelly to send out a save the date to Madison Chapter members
        • Mark send details to Kelly
  ▪ Budgets
    • Past budgets were around $13,000.
    • We can set ours to $15,000.
  ▪ Lodging
    • Fluno Center
    • Double Tree
  ▪ Call for volunteers – other chapter
  ▪ Theme: Leadership and Retention
  ▪ Topics
    • working with generations
      o open office environment
    • Faciliton / FM Pipeline
    • Sustainability

• President (Kendall McWilliams)
  o Update By-Laws by May
  o President & VP monthly breakfast – yet to be scheduled
  o IFMA WI President Monthly Call Updates
    ▪ No call in December due to the holidays, so I will follow up with the questions below in January 2019. I plan to discuss the following topics:
      • Milwaukee hosting a FMP course. They are finalizing dates w/ instructor. They are thinking of hosting it at Northern Illinois University and possibly subsidizing the transportation
      • Kendall to find out if they are subsidizing anything else
  o Chapter Task List – update
    ▪ Get balanced score card to IFMA National – Kendall sent to National
    ▪ Get balanced score card on the website
      • Send to Elle
    ▪ Assign two members to the accord account
      • President
      • Treasurer
    ▪ Kendall will follow up with other Chapters to learn more about the Accord.

Item #2: Team Reports
• Events Committee (Amy Wildman or Ron Rowe)
  o Kendall provided an update
  o January Event
    • Not at CUNA
    • Looking at UW
      • Sarah Dunn has close contacts for January at the UW
        o Kohl Center
        o Camp Randall
      • Start at 3:00 – 4:30
      • Happy hour 4:30 – 6:00
      • Need to send invite to register
      • No table for registration
      • No on-site registration
  o February Event – Madison Fire Department
    • CG Schmidt to do sponsor presentation
March Event – possibility tour of Madison Capitols Hockey Arena & Game. What is the budget for each event?
Education committee is now invited to join the Events Committee call to coordinate efforts.
JR confirmed we will need to find a new meeting host in 2020

Milwaukee Chapter has invited the Madison Chapter to a Brewers Game
- Tuesday May 21
- 6:40 pm game
- $70 per person
- Food buffet
- 2 Drink tickets
- Associate Bank area
- Madison Chapter to allocate $600 towards transportation
- This will be the May event/meeting

Membership and Sponsorship (Sarah Dunn or Matt Tranchita)
- Mark provided an update:
  - The committee now has 4 members
  - Following up with members after joining and renewing

Communications (Eleanor Jacobson or Kelly Everson)
- Dirk provided an update
  - Welcome Elle to the team
    - JR to get Elle signed up as Administrator
    - Meeting
    - Elle is excited to get started working on
      - Messaging
      - Mission
      - Website
      - Numbers
      - Growth
      - Results driven
  - Dirk will coordinate a meeting with Kelly and Elle
- Website redesign update
  - Dirk and Elle to set up a meeting to engage Board members on updates

Professional Development (Patty Sweitzer)
- Update provided by Kendall
- Safe Start Training Programs – Josh Schmitz, Safety Manager for CG Schmidt
- JR is seeing a lot more online trainings out of IFMA national

Item #3: New Business

Adjournment:
A motion to adjourn was made by JR and seconded by Ron Approved unanimously. The meeting adjourned at 9:22 am.

The next Executive Committee meeting is scheduled for February 13, 2019 at 8:30 hosted by C.G. Schmidt.