## IFMA Exec Committee Meeting Minutes
### Tuesday February 13, 2018
### CUNA Mutual

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Present</th>
<th>Substitute</th>
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<tbody>
<tr>
<td>President</td>
<td>Mark Schwenn</td>
<td>X</td>
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<tr>
<td>Vice President</td>
<td>Kendall McWilliams</td>
<td>X</td>
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<td>Immediate Past President</td>
<td>JR Roethke</td>
<td>X</td>
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<td>Treasurer</td>
<td>Todd Greenwald</td>
<td>X</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 Swelitzer
- Sponsorship: Sarah Dunn (X)
- IFMA 2.0: Vacant
- Faciliton: Kendall McWilliams (X)

### IFMA Madison Members

- IFMA member

### Call to Order & Introductions

Mark Schwenn called the meeting to order at 9:15 am. A quorum is present.

- JR Roethke’s current email is JRoethke@reagan.com
- Thank you for the donuts Todd Greenwald.

### Officer Reports

- **Secretary (Dirk Mason):** A motion to approve the 1/09/18 meeting minutes was made by Todd Greenwald and seconded by Mark Schwenn. The motion was approved unanimously.

- **Treasurer (Todd Greenwald):** Todd presented, via email, the following report.
  - Current account balances are:
    - Money Market 2: $22,370.03
    - Operating: $57,445.20
    - Total: $79,815.23
  - A motion to approve the Treasurer report was made by Kendall and seconded by Mark. The motion was approved unanimously.
Todd noted that IFMA has finance charges on the credit card upon moving to the dual signature procedure. Todd motioned that in the event the President is not able to dual sign the check, the treasurer can email the executive committee for single signature approval. The motion was seconded by Kendall and approved unanimously.

**Vice President (Kendall McWilliams):** Kendall provided the following update:
- Regarding the Professional Member only gathering and all member gathering
  - Kendall researched other chapters.
  - Milwaukee has quarterly FM Roundtables.
    - Three roundtables are for professional only members.
    - One for all members
- Kendall will follow up on this concept by conducting a survey of the membership. The survey will include five fundamental questions, as follow:
  - Level of membership interest
  - Location preferences
  - Time of day
  - Frequency
  - Time of year

**Immediate Past President (JR Roethke):** JR lead a discussion on the following items:
- Team pages need to be updated. For the updates;
  - The teams should be engaged for updated content.
  - JR can assist as much as possible

**President- (Mark Schwenn):** Mark discussed the following:
- Treasurer planning – Francis Balthazor will step up to become the treasurer. Todd and Francis will meet to go over procedures.
- IFMA 2.0 Chair – JR is still currently acting chair – still looking for chair
  - Jim Zirbel can assist

**Team Reports**

**Lunch Bunch (Ron Rowe):** Ron provided the following report:
- January meeting numbers
  - 29 Attendees
  - 32 RSVPed
  - 7 Attended but did not RSVP
  - 11 RSVPed but did not attend
- The March luncheon is scheduled for March 27 at Madison College Campus
  - Room D1630c
  - Parking code #1337
  - Lunch option selected was the picnic option
  - Presenters from Madison College
    - School of Business and applied science
      - Two year associated degree
    - School of industry trade and engineering

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

**Programs and Tours (Jon Schneider):** Jon provided the following report:
- Need to refresh webpage
- Jon is currently the only active member at this point
- February speaker will be Bill Sullivan of the Madison Fire Department
- The March luncheon is scheduled for March 27 at Madison College
  - Jim will continue to work on this
- Tour of TDS/One Neck Data Center is set and should be a good one.
  - Currently 7 have RSVPed (5 members , 2 guests)
  - Must have RSVP’s, as there is a staff to guest ratio
• Government issued ID’s required for all attendees.

• **Birdie Brigade (Amy Wildman):** Mark reported:
  o Amy will need to step back from chairing.
  o Need a golf chair
  o During the interim:
    • Mark, Sarah Dunn, and Todd all agreed to help with coordinating the event
  o Amy will assist with outing

• **Professional Development Task Force (Patricia Sweitzer):** no update
  o Madison would like to host a class in 2018
  o SFP or FMP

• **Sponsorship Task Force (Sarah Dunn):** Sarah lead the following discussion:
  o Todd will share the complete list of sponsors
  o Sarah will
    • Share final list with the Executive Committee
    • Send out a letter to all sponsors
    • Collect logos from sponsors

• **News Crew (Kelly Everson):**
  o Need to keep the newsletter/emails current.
  o Wine tasting annual meeting should be included in all emails until the event in June

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

• **Community Crew (Jim Zirbel):**
  o Need a co-chair
  o Jim will recruit a co-chair
  o The goal is to do outreach more frequently.
  o Need to generate ideas. Idea presented:
    • Beacon Homeless shelter assistance

• **Facilithon (Kendall McWilliams):**
  o Two more events
    • UW Stout – February 22 – 23
    • State – April 24 – 25
    • Need volunteers
  o 2017 Scholarship winner discussion
    • Amanda Kemper is currently in her second semester. She has submitted a list of courses to be deemed applicable.
    • Courses appeared to be in an engineering track, deemed applicable by the Executive Committee.
    • Discussion occurred and it was determined she has met her obligation.
    • A motion was made by Kendall to instruct Amanda Kemper to purchase the laptop and necessary software and provide proof of receipt of laptop and software not to exceed $2,000. The motion was seconded by Todd and approved unanimously.

**Old Business**

• Committee budgets
  o Continue to develop formal process over the year
  o Have in place for 2019.
  o Develop 2018 budgets based on historical data for this year
  o Continue discussion
  o Todd indicated this was on his “to do plate”
New Business

- Executive committee retreat discussion – tabled for further development
- Jim Zirbel discussed the need to develop a recruitment czar/talent scout to keep the pipeline of all the committees full.
  - Offline discussion should continue.
  - The need should be announced at the next meeting
- Strategic planning
  - The executive committee should connect to develop a strategic plan.
  - Jim Zirbel is willing to help develop

ITEM #4: Adjournment:
A motion to adjourn was made by Todd and seconded by JR. Approved unanimously. The meeting adjourned at 9:52 am.

The next Executive Committee meeting is scheduled for Tuesday, March 13, 2018 at 9:15 am a CG Schmidt’s office located at 10 West Mifflin Street, Suite 400. Parking will be validated.