IFMA Exec Committee Meeting Minutes  
Tuesday March 13, 2018  
CG Schmidt Office

<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>
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<tr>
<td>Vice President</td>
<td>Kendall McWilliams</td>
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<tr>
<td>Immediate Past President</td>
<td>JR Roethke</td>
<td>X - phone</td>
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<tr>
<td>Treasurer</td>
<td>Todd Greenwald</td>
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<td>Secretary</td>
<td>Dirk Mason</td>
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Committees

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<tr>
<th>Committees</th>
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<tbody>
<tr>
<td>News Crew</td>
<td>Kelly Everson</td>
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<tr>
<td>Community Crew</td>
<td>Jim Zirbel</td>
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<tr>
<td>Lunch Bunch</td>
<td>Ron Rowe</td>
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<tr>
<td>Member Squad</td>
<td>Matt Tranchita</td>
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<tr>
<td>Programs and Tours</td>
<td>Jon Schneider</td>
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<tr>
<td>Birdie Brigade</td>
<td>Vacant</td>
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<tr>
<td>Professional Development</td>
<td>Patricia Sweitzer</td>
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<tr>
<td>Sponsorship</td>
<td>Sarah Dunn</td>
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<td>IFMA 2.0</td>
<td>Vacant</td>
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<tr>
<td>Faciliton</td>
<td>Kendall McWilliams</td>
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**IFMA Madison Members**

**Call to Order & Introductions**

Mark Schwenn called the meeting to order at 9:18 am. A quorum is present.

**Officer Reports**

- **Secretary (Dirk Mason):** A motion to approve the 2/13/18 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: $22,370.54
    - Operating: $56,454.32
    - Total: $78,824.86
  - A motion to approve the Treasurer report was made by Kendall McWilliams and seconded by Jon Schneider. The motion was approved unanimously.
• **Vice President (Kendall McWilliams):** Kendall provided the following update:
  o Professional Member only gathering
    ▪ Survey is set up
    ▪ Will be sent out prior to next meeting.
  o Facility Fusion
    ▪ Leadership courses for incoming president
    ▪ IFMA paid expenses in past
    ▪ Should consider sending a representative annually.
    ▪ Evaluate expenditure amount on a case by case basis.
    ▪ A motion was made by Todd Greenwald to send Kendall McWilliams to the Facility Fusion Leadership training in Chicago and to pay travel, lodging, meals, and registration with a cap at $1500.00. The motion was seconded by Mark Schwenn and approved unanimously.

• **Immediate Past President (JR Roethke):** JR lead a discussion on the following items:
  o No report

• **President- (Mark Schwenn):** Mark discussed the following:
  o Mark, Todd, and Kendall will not be at March 27th meeting, JR will lead the meeting.
  o Treasurer planning – Francis Balthazor will step up to become the treasurer. Todd and Francis will meet to go over procedures.
  o IFMA 2.0 Chair – JR is still currently acting chair – still looking for chair

**Team Reports**

• **Lunch Bunch (Ron Rowe):** Ron provided the following report:
  o January meeting numbers
    ▪ Attendees 33
    ▪ RSVPed 37
    ▪ RSVPed but did not attend 10
    ▪ Attended but did not RSVP 6
  o The March luncheon is scheduled for March 27 at Madison College Campus
    ▪ Room D1630c
    ▪ Parking code #1337
    ▪ Ron will be present to check people in
    ▪ Ron has roll up banners
  o June Business Meeting to be at Cambridge Winery on Whitney Way.
  o No luncheon in April – Tri Chapter

• **Member Squad (Matt Tranchita):**
  o no update
  o Todd would propose that someone from the executive team work with member squad to energize it

• **Programs and Tours (Jon Schneider):** Jon provided the following report:
  o March 27 Program set up through Madison College
    ▪ Discuss relationship between College and IFMA
  o Feb. Tour was well attended and Jon received good feedback
  o Working on an April tour
    ▪ Saint Paul’s Church
      ▪ CG Schmidt constructive perspective
      ▪ Facility team present operations

• **Birdie Brigade (Amy Wildman):** Mark reported:
  o Todd and Mark are handling the outing for now.
  o Oaks Golf Course – The Oaks provides a good number of perks
  o Will be on July 24
    ▪ Todd will finalize the date this week

• **Professional Development Task Force (Patricia Sweitzer):**
Sponsorship Task Force (Sarah Dunn): Sarah lead the following discussion:
  - Sarah is:
    - Updating Sponsor Boards
    - Sarah will coordinate the list with Mark
  - Potential Sponsors
    - MGE

News Crew (Kelly Everson):
  - Need to keep the newsletter/emails current.
  - Mark and Kelly met to discuss the updates and process
    - Will not include past events

IFMA 2.0 (JR Roethke interim chair):
  - See Immediate Past President update
  - Need a chair

Community Crew (Jim Zirbel):
  - Need a co-chair
  - Sarah provide an opportunity for painting – most likely in May

Faciliton (Kendall McWilliams):
  - Upcoming Events
    - State – April 24 – 25
      - Need volunteers
      - 4 hour shifts

Old Business

- Committee budgets – no update
  - Continue to develop formal process over the year
  - Have in place for 2019.
  - Develop 2018 budgets based on historical data for this year
  - Continue discussion
  - Todd indicated this was on his “to do plate”

- Executive committee retreat/Strategic Planning discussion
  - Define volunteer role
  - Develop strategic plan – 5 year
  - Meeting every 4/5 years
  - Discuss needs
  - IFMA has a template for planning
    - Survey
    - Create punchlist
    - Scorecard
    - Etc.
  - Next Steps:
    - Review past material, if applicable.
    - Review IFMA tools
    - Meeting with the Executive Committee to move the process forward.
  - Sarah and Jim both volunteered to help facilitate

New Business

ITEM #4: Adjournment:
A motion to adjourn was made by Mark and seconded by Todd. Approved unanimously. The meeting adjourned at 9:58 am.

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