Call to Order & Introductions
The called the meeting to order at 8:45 am, a quorum was present.

Item #1: Officer Reports
- Secretary (Dirk Mason)
  - Review/approve of the January and February IFMA Executive Meeting Minutes
    - A motion to approve the January and February meeting minutes was made by Todd and seconded by JR. The motion was approved unanimously.
  - By-laws update meeting 2:00-3:30 on April 1, 2019 at Compass Properties. All are invited to join.

- Treasurer (J.R. Roethke)
  - Financial report / Account Balances for January and February
    - Current account balances are:
      - Money Market 2:
        - Jan. 2019: $22,378.92
        - Feb. 2019: $22,379.78
      - Operating:
        - Jan. 2019: $56,266.65
        - Feb. 2019: $57,831.77
      - Total:
        - Jan. 2019: $78,645.57
        - Feb. 2019: $80,211.55
        - A motion to approve the January Treasurer reports was made by Todd and seconded by Dirk. The motion was approved unanimously.
        - A motion to approve the February Treasurer reports was made by Todd and seconded by Dirk. The motion was approved unanimously.
  - The Secure Net issue had been resolved and is currently working as intended.
  - Debits & Credits
    - The speaker down payment of $1,000 for Tri-Chapter has been made.
    - Kendall to pay Madison Capitols with credit card for March event
    - Kendall has two checks for J.R. to deposit.
The amount of cash in the Events Committee “purse” will be reduced by $20. The new total is $69.

- **Vice President (Todd Greenwald)**
  - Facility Fusion - $3,000 budget to attend
    - Todd is all set to attend Facility Fusion.
    - Upon reviewing the conference proceedings, Todd recommends sending an additional board member.
    - The board discussed the topic.
      - The Board should send the incoming President (current VP) to Facility Fusion each year.
      - The Board concluded that sending an additional board member made sense. Each year a decision will be made as to who should attend.
      - Given the short notice, Dirk will investigate if he is able to attend Fusion this spring with Todd.

- **2019/2020 Board**
  - A discussion of the possible 2019/2020 Board ballot is currently as follows:
    - Vice President – Francis Baltazar
    - Treasurer – JR Roethke
    - Secretary – Dirk Mason
    - It was agreed that the new board position currently being created will be an appointed position. This will be reflected in the by-laws.
    - Need to get by-laws done in April and posted on website in late April/early May. The vote will need to occur in May
    - The nomination email for the 2019/2020 Board ballot will need to go out ASAP.
    - Elle – will use last year’s email as a template. This year’s email needs to:
      - Be sent by the end of March
      - Request responses back by end of April
      - Elle will schedule reminder emails

- **Immediate Past President (Mark Schwenn)**
  - Update provide by Kendall

- **Website update Tri-Chapter**
  - Communication
    - Kendal forward email to Milwaukee and Green Bay
    - Elle send a Tri-Chapter blast on Friday
      - Reminder to register – once a week
  - Sponsorships
    - Open
    - Key Sponsorship position filled

- **President (Kendall McWilliams)**
  - IFMA WI President Monthly Call Updates (Matt Tadish, Elizabeth Crane, Kendall McWilliams)
    - Madison Chapter
      - We are doing well as a chapter
      - Discussed combining golf outing
        - Event Committee decided not to combine or move outing
    - Milwaukee Chapter
      - Milwaukee hosting a FMP course. They are working with Northern Illinois University and partially subsidizing the class if sign up before a certain date.
        - Should IFMA Madison offer scholarships?
      - Brewer game on May 21st
        - They have 12 tickets for $70.
        - Have their administrator invoice us
        - I would propose we have a separate IFMA Madison event in May and not count this as the May event.

- **Chapter Task List – update**
  - Get balanced score card to IFMA National
  - Get balanced score card on the website
• Assign two members to the accord account (President and Treasurer)
  • Confirm that Todd is off the account
  • Have limits on the account (upper and lower)
    o Upper – 10,000
    o Lower – 5,000
  • Initial Deposit
    o 2000 – Madison, Milwaukee
    o 1,000 – Green Bay
  • Developed to offset cost of Tr-Chapter for the Chapter putting on the event
  • Kendall will ask the Chapters if there is any benefit to the Accord account.

  • WWP Discussion
    • The Chapter has traditionally provided scholarships for one or two members to attend.
      The Board discussed how to formalize this scholarship moving forward. The Board
      discussed and concluded the following:
      • Two scholarships will be offered to Chapter members
      • The scholarships are open to Professional and Associate members. One
        scholarship will be provided per membership type.
      • The financial support is $1500 per person.
      • We need to place limits on how frequently a member can earn the scholarship
      • The recipient will need to report back to the board and membership regarding
        WWP.
      • Will need to seek expression of interest from members in April
      • Will need to award scholarship in May
      • Recipients must register prior to the fee increase to take advantage of the “early
        pricing”

    • Dirk will provide a WWP Scholarship write up for the Board to review.

Item #2: Team Reports
• Events Committee (Amy Wildman or Ron Rowe)
  • January Event – Kohl Center Tour
    • 24 registered
    • 20 showed up for the tour
    • 17 showed up for the happy hour
    • Weather was not good, so that may have kept people away
  • February Event – Luncheon at CUNA on February 19, 2019
    • Madison Fire Department presenting
    • Gold Sponsor presentation – C.G. Schmidt
    • 35 people attended
  • March Event – Madison Capitols Hockey Arena & Game on March 20th.
    • $16.25/person
    • Tour before the game, dinner & 2 drink tickets plus ticket to the game
    • Capitols have invoiced us for this event and payment due March 6th.
    • Kendall will pay with IFMA credit card.
  • April Event
    • Tri-Chapter
  • May Event
    • Lunch at CUNA
  • June Event
    • Wine Tasting as was done in 2018 Past we have done the Wine Tasting
  • July
    • Golf outing
  • August
    • Overture Center Tour and Happy Hour
  • In 2020 CUNA will not be able to host the lunch meeting. The Events Committee will be developing
    a plan for 2020. The plan may include opening up opportunities for Associate members to host the
    luncheon.

• Membership and Sponsorship (Sarah Dunn or Matt Tranchita)
  • Added Michelle form A&J to the committee
Current Membership = 126 members total (69 Professional, 49 Associate, 6 Young Professional, 1 Retired, 1 Lifetime)
Need to have a membership team member add membership database to website on a monthly basis.

- **Communications (Eleanor Jacobson or Kelly Everson)**
  - Elle will put together a meeting to review the Chapter’s needs and revise the communication plan accordingly.
    - See February 2019 notes for details.

- **Professional Development (Patty Sweitzer)**
  - Patty Sweitzer has stepped down from this committee.
  - Todd order the CFM review books and will donate to IFMA to create an IFMA Library

**Item #3: New Business**

**Adjournment:**
The meeting adjourned at 9:56 am.

- The next Executive Committee meeting is scheduled for April 10, 2019 at 8:30 am at C.G. Schmidt’s office. However, Kendal will try to move to the 17th because of Facility Fusion.