IFMA Exec Committee Meeting Minutes  
Wednesday, April 17, 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>
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<tbody>
<tr>
<td>President</td>
<td>Kendall McWilliams</td>
<td>X</td>
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<tr>
<td>Vice President</td>
<td>Todd Greenwald</td>
<td>X</td>
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<td>Immediate Past President</td>
<td>Mark Schwenn</td>
<td>X</td>
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<td>Treasurer</td>
<td>JR Roethke</td>
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<td>Secretary</td>
<td>Dirk Mason</td>
<td>X</td>
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<td>Events Committee</td>
<td>Amy Wildman</td>
<td>X</td>
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<td>Membership &amp; Sponsorship</td>
<td>Matt Tranchita</td>
<td></td>
<td>Sarah Dunn</td>
<td>X</td>
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<tr>
<td>Communications</td>
<td>Eleanor (Elle) Jacobson</td>
<td>X</td>
<td>Kelly Everson</td>
<td>X</td>
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<tr>
<td>Professional Development</td>
<td>Vacant (Todd Greenwald – interim)</td>
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**Call to Order & Introductions**
The meeting was called to order at 8:40 am, a quorum was present.

**Item #1: Officer Reports**

- **Secretary (Dirk Mason)**
  - Review/approve of the March IFMA Executive Meeting Minutes
    - Kendall noted the month should be changed from February to March, otherwise looks good.
    - A motion to approve the March meeting minutes was made by Todd and seconded by Mark. The motion was approved unanimously.
  - Meeting Minutes
    - 2018 and 2019 meeting minutes have been provided to El.
    - It was discussed that the minutes should be posted on the Executive/Board of Directors page.
  - By-law update
    - The revised by-laws were sent to Joshua Amos at IFMA on April 3, 2019 for approval
    - Joshua noted the review process should take a couple of weeks.
    - We should be hearing back soon. Dirk will follow up with Joshua next week Wednesday or Thursday if we do not hear back.
    - Dirk will work with El to get the by-laws posted to the website in advance of the May meeting.

- **Treasurer (J.R. Roethke)**
  - Dirk read the Financial report / Account Balances for March 2019
    - Current account balances are:
      - March 31, 2019
      - Money Market 2: $22,380.67
      - Operating: $63,294.60
      - Total: $85,675.27
Profit and Loss Statements for:
March 2019 Jan 1, 2019 – March 31, 2019
Income: $7,414.65 $9,780.34
Expenses: $1,950.93 $2,579.41
Total: $5,463.72 $7,200.93

A motion to approve the March Treasurer reports was made by Todd and seconded by Dirk. The motion was approved unanimously.

Mark and JR need to reconcile Tri-Chapter and produce a Profit and Loss statement for review at the next Board meeting.

**Vice President (Todd Greenwald)**
- Facility Fusion update
  - Extremely valuable, always send two people
  - Need to establish who we send
    - Incoming President (current VP)
    - Extensive discussion as to who to send
    - Topic was tabled for a future meeting.
  - Many items came up that we don’t know or are not doing anything, examples include
    - Operations manual
    - Other resources (Components leader email)
  - 10 to 12 Chapters represented out of 138 Chapters
  - Many other great ideas to be discussed in the future
- New position was written into the By-Law revision
- 2019 / 2020 Board
  - Nomination email for 2019/2020 Board ballot will need to go out ASAP, the email should include the ballot
    - EI, will look in Star Chapter for 2018/2019 ballot/survey
      - Kendal will send EI an email to EI with the slate of candidates
    - Elle will use the template from previous years.
  - Mark please reach out to Francis ask that he commit to monthly meetings
  - Events that exclusive and specific to new members (Idea from Facility Fusion)
    - Betty Lou cruise – passed to Mark
  - Madison Chapter Honorary Member Pins
    - Todd explained the rationale based on experience at Facility Fusion and conversations with Jim Zirbel
    - Todd shared a mock up of the pin.
    - The cost is approximately $500
  - Madison Chapter Business Card
    - Todd explained that at Facility Fusion the Denver Chapter has business cards with details about the chapter on one side and place for members to fill out contact info on the other.
    - Estimated cost $400
  - A motion to allocate $900 towards the production of the pin and business cards was made by Mark and seconded by Dirk, the motion passes unanimously.

**Immediate Past President (Mark Schwenn)**
- Tri-Chapter Updates
  - Well done Mark and a huge thank you.
  - Mark will set up a meeting with other Chapters to discuss the pros and cons.

**President (Kendall McWilliams)**
- IFMA WI President Monthly Call Updates (Matt Tadish, Elizabeth Crane, Kendall McWilliams)
  - Not working as well as thought
  - Instead the idea of attending other chapter meetings and inviting Chapter leaders to attend one to two of our meetings/events per year.
- Chapter Task List – update
  - Get balanced score card to IFMA National
  - Get balanced score card on the website
- WWP Discussion
  - Scholarships
• The Board reviewed the write up prepared by Dirk based on the previous discussion.
• There was discussion about requiring recipients to book by a certain time.
• Generally all were in agreement of the draft.
• Dirk will add language regarding the Chapter’s implementation of the scholarship program.

  ▪ Who from the Executive Committee / Board shall attend? The discussion involved:
    • Send the current Past President, President, and VP
    • $1500 funding for Advisory to Executive Committee Advisor
    • This will be finalized at a future meeting.
  ▪ Require reporting of the event

**Item #2: Team Reports**

- **Events Committee (Amy Wildman)**
  - **May Event**
    - May 21, 2019: IFMA Milwaukee Chapter Brewer Game. $70/person. Can only get 12 tickets total from Milwaukee.
    - Todd proposed to discount the tickets to $35 to hopefully send more people
    - May 13th cut off to sell, donate to Boys and Girls or other
    - Need to publish on our website as an event
    - Kendall to send details to website
    - We are planning to schedule an event for the Madison chapter. We have CUNA reserved for May 21, 2019. No details on presentation yet.
    - Akita Box may have a speaker that could address BIM modeling and best practices
  - **June Event – Wine tasting**
    - Potential dates are June 7, 14 or 21 (shoot for 6/21/19)
    - Possible timeline of 3pm – 5pm
    - This is the meeting where we switch IFMA officers
    - An event on a Friday will be tough, look at changing event
  - **July Event – Golf Outing – Chris Lerdahl will coordinate**
    - Oaks
    - July 23, 2019
  - **August Event – Tour Overture Center / Happy Hour**
    - Kelly presented an idea based on what DMI started. In between larger meetings, smaller groups are getting together. These breakout groups are called, “catch a drink”, “catch a bite”.
      - Question about administering the program were discussed, primarily who is going to coordinate.
      - Kelly volunteered to develop the idea further for a future discussion.
      - It was noted these could be tie into Sponsorship

- **Membership and Sponsorship (Sarah Dunn or Matt Tranchita)**
  - New member only event
    - Create a meeting for new members only
    - Hold the meeting twice a year.
    - Have the Executive Committee and Committee Leaders present to engage new members and present about the Chapter (events, volunteer opportunities, etc)
    - The committee needs to create a budget
  - Roster = 132 members as of end of March 2019 (per the website)
  - Sponsorship needs to get moving on developing a plan.
    - SE Chapter sent out their request.
    - It was discussed and decided to keep the sponsorship on an calendar year basis as most organizations have a FY that aligns with the calendar year.

- **Communications (Eleanor Jacobson or Kelly Everson)**
  - Website redesign update –
    - Prioritize and complete by end of May 2019.
  - Perform monthly membership import from IFMA National to our website
    - Who is doing this? I get a lot of emails from new members asking why they can’t log onto our website. They already paid their dues, but they can’t access our website.
    - Move to Membership – Monthly download, work with JR
  - Create a meeting to generate ideas for improve our communications
• See February 2019 notes for details.
• El, Nicole (AkitaBox), and Kelly will get together to coordinate a meeting of the Executive Committee to get this moving forward.

• Professional Development (Todd Greenwald)
  o Looking into CFM exam again

**Item #3: New Business**

  o Budgeting
    • Committee budgets
    • Chapter budget for FY2019/2020

**Adjournment:**
A motion to adjourn was eagerly made by Todd and quickly seconded by Mark. The meeting adjourned at 10:05 am.

The next Executive Committee meeting is scheduled for May 8, 2019 at 8:30am at C.G. Schmidt's office.