Call to Order & Introductions
The meeting was called to order at 8:55 am, a quorum was present.

Item #1: Officer Reports

- **Secretary (Dirk Mason)**
  - Review/approve of the May IFMA Executive Meeting Minutes
    - A motion to approve the May meeting minutes was made by Todd and seconded by Mark. The motion was approved unanimously.
  - By-law update
    - Need update from Dirk. Do we need to publish on the website?

- **Treasurer (J.R. Roethke)**
  - The Financial report / Account Balances for May 2019
    - Current account balances are:
      - April 30, 2019
        - Money Market 2: $22,381.65
        - Operating: $64,180.19
        - Total: $86,561.84
    - Current account balances are:
      - May 31, 2019
        - Money Market 2: $22,382.60
        - Operating: $55,758.18
        - Total: $78,140.78
  - Review/approve of the April and May Financial reports:
    - A motion to approve the April Financial report was made by Todd and seconded by Mark. The motion was approved unanimously.
    - A motion to approve the May Financial report was made by Mark and seconded by Todd. The motion was approved unanimously.
Reminder to J.R., we only need a P&L to run for the previous month (i.e. May 1 – May 31st).

Dirk brought up the idea of evaluating options for the Chapter’s account balances to earn more interest in different accounts. The interest could be used to offset scholarships to WWP and Facility Fusion.

J.R. still working with Quicken to correct their error

A motion was proposed by Todd to increase the credit card limits to $3,500 from $2,500. Motion was second by Mark. The motion was approved unanimously.

A motion was proposed by J.R. to allow the Immediate Past President to keep their credit card during their tenure. Mark second the motion. The motion was approved unanimously.

• **Vice President (Todd Greenwald)**
  - Madison Chapter Honorary Member Pins – Todd handed them out at the meeting.

• **Immediate Past President (Mark Schwenn)**
  - Tri-Chapter Updates
    - A survey will be sent directly to attendees.
    - Kendall to talk to Kelly to get this sent out.
    - Kendall to send email to the other chapter presidents with the P&L. Ask them to reply via email with an approval to take the funds from the accord account.

• **President (Kendall McWilliams)**
  - Set up meeting with Todd Greenwald to turn over the information as Todd take’s over as President by the end of June 2019
  - Send email to Josh Amos to tell him who our newly elected people are. This needs to include committee members (i.e. Michele Wiser).

**Item #2: Team Reports**

• **Events Committee (Kendall McWilliams)**
  - June Event – Tour Overture Center & Happy Hour
    - Date: June 27 at 2pm
    - Happy hour to follow at 4 pm
    - This is the meeting where we switch IFMA officers
  - July Event – Golf Outing
    - Kris and Amy running with it.
    - Kim will meet with Amy to do the shopping for the prizes
    - Date: Tuesday July 23rd
    - Location: The Oaks Golf Course
  - August Event – TBD
  - September Event – Lunch at CUNA
    - Date: September 17 at noon
    - Presentation: Trane to give presentation. Topic TBD.
  - Kendall made a motion to provide the chair of the Events Committee a credit card with a limit of $3,500. Todd second the motion. The motion was approved unanimously.

• **Membership and Sponsorship (Sarah Dunn or Matt Tranchita)**
  - 3 members on membership
  - Mark will reach out to Austin with C.G. Schmidt to join the committee
  - Betty Lou cruise – New Members event
    - June 26, 2019
    - 3:00 – 5:00 pm
    - Currently 15 signed up. We identified 5 additional people that should sign up.
  - Roster = 126 members as of end of May 2019 (per the website – down from 132 in March)
  - This committee is responsible for the membership download from IFMA national and updating our database. At the same time the committee could review the list for new members and send a welcome note to.
  - Mark will reach out to Karyn Biller to see if she would like to help with sponsorship.

• **Communications (Kelly Everson)**
  - Website management
    - Todd suggest to bring on a professional website person
• 5 – 7 hours per month
• A motion was proposed by Todd to budget $800 for the first month and $400/month thereafter for website management and assistance in content creation. The motion was second by Mark. The motion was approved unanimously.
• Dirk to coordinate developing the list to correct the website.
  o The following items need to be sent out by the communications team:
    • By-laws email and posting
    • Tri-Chapter survey
• Professional Development (Todd Greenwald)
  o Make the IFMA Madison website a premiere facilities employment website in Madison area
  o Link this to the Chapter’s LinkedIn page.

**Item #3: New Business**

**Adjournment:**
A motion to adjourn was made by Todd and seconded by Mark. The meeting adjourned at 9:24 am.

The next Executive Committee meeting is scheduled for July 10, 2019 at 8:30am at C.G. Schmidt’s office.