Call to Order & Introductions
The meeting was called to order at 8:49 am, a quorum was present.

Item #1: Officer Reports

- Secretary (Dirk Mason)
  - Review/approve Meeting Minutes from December 12, 2019
    - A motion to approve the December meeting minutes was made by Mark and seconded by Francis. The motion was approved unanimously

- Treasurer (J.R. Roethke)
  - Review and approve financial report / account balances for December/2019:
    - Account balances are:
      
      | Money Market 2 | $22,390.14 |
      | Operating      | $45,357.65  |
      | Total          | $67,747.79  |

    - This does not count money received in 2019, that was deposited in 2020. Still within fiscal year.
    - A motion to approve the December Financial Report was made by Dirk and seconded by Mark. The motion was approved unanimously.

  - Chapter will need to figure out Financial Institution Registration –
    - Department of Financial Institution
    - M044907 Madison Chapter of the International Facility Management Association Inc
    - Todd will follow up with DFI to get up to date.

  - Explore new banking options
    - Todd will talk to UW Credit Union
    - Consider moving some or all of the money market to the a short term CD earning more interest
    - Operating look for a higher return on checking account
- Continued discussion on how to best use the funds
  - Scholarships
  - Engaging potential professionals
  - Endowment for future scholarships

- **Vice President (Francis Balthazor)**
  - Todd and Francis need to meet regarding transition in June/July
  - Any updates on meetings with Chapter members
  - Create time to meet with Todd and begin Leadership transition discussions

- **Immediate Past President (Kendall McWilliams)**

- **President (Todd Greenwald)**
  - Website Team (Todd, JR and Dirk) still need to meet – still pending
  - Begin to actively identify continuity plan/team – Updates?
    - Secretary - Dirk
    - Treasurer - JR
  - Initial contact with Lerdahl Business Interiors has been made to discuss possibility of Madison Chapter Workplace community
    - Still in process
  - Discuss Chapter’s desire and commitment to Facilithon – Update
    - Todd met with Jim Zirbel to discuss new ways to be involved and make a mutual relationship vs. purely being a funding mechanism.
  - Finalize donation to Second Harvest
    - Todd will contact Second Harvest
  - Discuss Facility Fusion attendance and provide direction
    - Currently the decision is to only send Francis given the funding shortfall
  - Donation
    - A motion to provide Second Harvest Foodbank with a $500 donation was made by Todd and seconded by Kendall. There was no discussion. The motion was approved unanimously.

- **Executive Committee Advisor (Mark Schwenn)**
  - Update on VP search
    - Francis suggested a ZenDesk
    - No interest within current board
  - Charging station article – MGE (Debbie Branson)

**Item #2: Team Reports**

- **Events Committee (Amy Williamson, Kris Lerdahl-Faust)**
  - Meeting with Kendall tomorrow to discuss transition
  - Discuss/review Holiday Party
  - Plan for 2020 Lunch Meetings
    - Lerdahl Business Interiors in January
    - Need to get February lined up
    - New member event
      - Approx budget $2000
      - Axe Throwing
      - Bowling
      - Additional plans/confirmed locations?
      - Engage Wayne Breitbarth?
      - Need to reach out and plan events
  - Plans for 2020 Membership events

- **Membership and Sponsorship (Matt Tranchita, Austin Rausch)**
  - Current Companies committed as Sponsors
    - Revive
    - CG
    - Pearson
    - A&J
    - C.Coakly
    - MGE
    - Ahern
    - CUNA
• We have raised $10,500, exceeding our goal of $8,000
  ▪ Well done
• Can we complete one last campaign push in January?
  ▪ One more email with current sponsors
  ▪ Current list
  ▪ Need to delivery
• Future networking events specific to new members and/or Membership/Sponsorship?
• Roster = 133 Total, 3 joined in the past 30 days, 14 expiring in 30 days, 5 expired
  ▪ Last reported month (December) = 130 Total, 1 joined in past 30 days, 3 expiring in 30 days, 3 expired
• Develop and implement plans to connect with new members and follow up with expiring members.

• Communications (Kelly Everson)
  ▪ Facebook page update
  ▪ Email blasts to members
  ▪ Work with Todd to develop Chapter Newsletter (quarterly)

• Professional Development (Todd Greenwald)
  ▪ Develop and send survey to gauge interest from Chapter on FMP/CFM designations. If there is interest, analyze costs and develop a plan for the Chapter to pay for the test.
    ▪ Todd will follow up

Item #3: New Business
• Next meeting is scheduled for Tuesday 2/11/2020, lunch at Café Hollander
• The meeting adjourned at 10:02 am.