IFMA Exec Committee Meeting Minutes  
Thursday, December 12, 2019  
LOCATION: The Thirsty Goat – 3040 Cahill Main, Fitchburg

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Present</th>
<th>Alternate</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Todd Greenwald</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Francis Balthazar</td>
<td>X</td>
<td></td>
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<tr>
<td>Immediate Past President:</td>
<td>Kendall McWilliams</td>
<td>X</td>
<td></td>
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<tr>
<td>Treasurer</td>
<td>JR Roethke</td>
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<tr>
<td>Secretary</td>
<td>Dirk Mason</td>
<td>X</td>
<td></td>
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<tr>
<td>Executive Committee Advisor</td>
<td>Mark Schwenn</td>
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| Committees                   |                       |         |           |         |
| Events Committee             | Amy Williamson        | X       | Kris Lerdahl-Foust |   |
| Membership & Sponsorship     | Austin Rausch         | X       | Michele Wesner |   |
| Communications               | Kelly Everson         |         |           |         |
| Professional Development     | Vacant (Todd Greenwald)|       |           |         |

IFMA Madison Members  
IFMA member  

Call to Order & Introductions  
The meeting was called to order at 3:52 pm, a quorum was present. This is the best attended meeting of the year.

Item #1: Officer Reports  
• Secretary (Dirk Mason)  
  o Review/approve Meeting Minutes from September 12, 2019 and November 6, 2019  
    ▪ A motion to approve the September and November meeting minutes was made by Mark and seconded by Austin. The motion was approved unanimously  

• Treasurer (J.R. Roethke)  
  o Review and approve financial report / account balances for September/2019, October/2019 & November/2019  
  o September:  
    ▪ Account balances are:  

    | Money Market 2: | $22,386.34 |
    | Operating:     | $52,531.27 |
    | Total:         | $74,917.61 |

    ▪ A motion to approve the September Financial Report was made by Dirk and seconded by Mark. The motion was approved unanimously.

  o October  
    ▪ Account balances are:  

    | Money Market 2: | $22,387.29 |
    | Operating:     | $46,346.96 |
    | Total:         | $68,734.25 |

    ▪ A motion to approve the October Financial Report was made by Kendall and seconded by Mark. The motion was approved unanimously.
November

Account balances are:

<table>
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<tr>
<th>Account Type</th>
<th>Balance</th>
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<tr>
<td>Money Market 2</td>
<td>$22,389.18</td>
</tr>
<tr>
<td>Operating</td>
<td>$47,313.76</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$69,702.94</strong></td>
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- A motion to approve the November Financial Report was made by Mark and seconded by Dirk. The motion was approved unanimously.

- Chapter will need to figure out Financial Institution Registration — No feedback from HQ to date.

- **Vice President (Francis Balthazor)**
  - Has reached out to Chapter Members to begin discussions re: involvement. Thus far it has only been to Jill at ZenDesk.
  - Summarized the conversation from the last minuting for those not in attendance at the last meeting.

- **Immediate Past President (Kendall McWilliams)**
  - Kendall noted that with his new position, he is not certain as to how much time he will have to be involved.
  - Tri-Chapter – no update.

- **President (Todd Greenwald)**
  - Website Team (Todd, JR and Dirk) will meet in the 1st Quarter of 2020 to get this going.
  - Banking options
    - All existing board members should think about their capacity to continue in their current role, a new role, or if they need to step down. Please communicate your desires this with Todd and Francis.
  - Discuss Chapter’s desire and commitment to Facilithon.
    - The Chapter has successfully separated the operational financials of the Chapter and Facilithon.
    - Now the Chapter should consider how to best engage with Facilithon.
  - 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)**
  - Mark thanked Austin for his work on the Sponsorship drive.
  - Facilithon
    - Consider volunteering as a judge. Numerous members have commented on how rewarding the experience is.
  - Mark volunteered to help with the VP search.

**Item #2: Team Reports**

- **Events Committee (Kendall McWilliams, Kris Lerdahl-Faust)**
  - Amy Williamson will be replacing Kendall on the Events Committee. Welcome Amy and thank you for stepping up.
  - November’s Meeting
    - Well done on the speaker
  - Plan for 2020 Lunch Meetings
    - Lerdahl Business Interiors in January
    - Other possible hosts
      - GE Healthcare
      - Fearing
- ULI
  - Topics
    - Wayne Breitbarth on LinkedIn

- **Membership and Sponsorship (Matt Tranchita, Austin Rausch)**
  - Sponsorship
    - Currently have $8,000 committed in Sponsorship
    - Austin is going to have one more push.
  - Membership
    - Roster details
      - 130 Total,
      - 1 joined in the 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)**
  - Need event info for
    - Facebook
    - LinkedIn
    - Email/Newsletter

- **Professional Development (Todd Greenwald)**
  - IFMA Credentialing
    - Assess the interest of Chapter members obtaining a FMP/CFM/SFP designations.
    - Determine an appropriate incentive to encourage members to obtain a designation.

**Item #3: New Business**
- Next meeting is scheduled for Thursday 1/16/2020 at 8:45 am at Compass Properties.
- The meeting adjourned at 4:47 pm.