Call to Order & Introductions
Kendall called the meeting to order at 3:52 pm when a quorum was present.

Item #1: Officer Reports
   - Secretary (Dirk Mason)
     o Review/approve November IFMA Executive Meeting Minutes
       ▪ A motion to approve the November meeting minutes was made by Todd and seconded by Mark. The motion was approved unanimously.

   - Treasurer (J.R. Roethke)
     o Financial report / Account Balances for October
       ▪ Current account balances are:

       | Account          | Balance           |
       |------------------|-------------------|
       | Money Market 2   | $22,376.10        |
       | Operating        | $60,121.19        |
       | Total            | $82,497.29        |

     ▪ A motion to approve the November Treasurer report was made by Todd and seconded by Mark. The motion was approved unanimously.

   - Vice President (Todd Greenwald)
     o Additional Executive Committee position
       ▪ Act as a consultant/advisor/champion for IFMA
       ▪ Start in June 2019
       ▪ Maintain institutional perspective
       ▪ Broad cross cutting evaluation of IFMA Chapter activities

     o Facility Fusion
     o JR made a motion to approve a budget up to $3,000 for VP for facility fusion seconded by Dirk
- Discussion regarding sending multiple
  - Potentially send a future/incoming VP and current VP (future president).
  - The motion was approved unanimously.

- Immediate Past President (Mark Schwenn)
  - Tri-Chapter Updates
    - Location: American Family, Camp Randall, Fluno, Union South
      - Camp Randall will not work
      - Fluno is top choice
      - Need financials from Union South
      - Kendall will follow up with Milwaukee regarding the past budget.
      - CG Schmidt interested in becoming the Main Sponsor.
        - Discussion of $2500 for Main Sponsor
      - Golf at Tri Chapter
        - Kendall brought up the idea of hosting a Par 3 golf outing afternoon prior to the social.

- President (Kendall McWilliams)
  - Update By-Laws – nothing to report
  - President & VP monthly breakfast – need to set up
  - IFMA WI President Monthly Call Updates (Matt Tadish, Elizabeth Crane, Kendall McWilliams)
    - Milwaukee hosting a FMP course. They are finalizing dates w/ instructor. They are thinking of hosting it at Northern Illinois University and possibly subsidizing the transportation
      - Kendall to find out if they are subsidizing anything else
      - Should IFMA Madison offer scholarships?
    - To increase sponsorship in Milwaukee, the President gets the list of sponsors, splits it up amongst the Board members and the Board makes the calls to get sponsorship. WAM is not the reason they have sponsors, they just keep track of the list.
      - What to try this approach for 2019?
  - Chapter Task List – update
    - Get balanced score card to IFMA National – no idea
    - Get balanced score card on the website – pending website completion Ken
    - Assign two members to the accord account (President and Treasurer)
    - Succession Planning starting in December thru April – VP
    - Sign up for Facility Fusion December / January - VP

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**Item #2: Team Reports**

- **Events Committee (Amy Wildman or Ron Rowe)**
  - November Event report
  - January Event – CUNA has a conflict with our regular room, so work to have an event at an alternate location. No event planned yet.
    - Possibility – Camp Randall or Kohl Center tour then happy hour tour and happy hour 4
    - $500 dollar budget
  - February Event – Madison Fire Department
  - March Event – possibility tour of Madison Capitols Hockey Arena & Game. What is the budget for each event?
    - Hockey rink tour
      - Week night
      - Capacity
Education committee, do you have any education topics/presentations we need to include in 2019?

- **Membership and Sponsorship (Sarah Dunn or Matt Tranchita)**
  - Did we get in contact with the people on the expiring membership list?
  - Are we sending out thank you letters to new/renewed members? Ask what they want from their chapter. Do they want to help out with any committees to get involved?
  - Review Sponsorship benefits – talking about these during committee meetings?
  - Matt reported a few people have reached out. Needs “jan” details to follow up
  - Relationship building
  - Not for database
  - Volunteer opportunities to get to know people
  - New sponsorship structure
    - Board calls for sponsorship
    - Roll out renewals for 2019 sponsorships

- **Communications (Ken Jordan or Kelly Everson)**
  - Communications plan update
  - Website redesign update
    - How do we get the content up to date?
  - Perform monthly membership import from IFMA National to our website
  - JR and Ken meeting at 2 pm tomorrow

- **Professional Development (Patty Sweitzer)**
  - Patty connected with Josh Schmidt Health and Safety to discuss a session
  - Combine events and pd committee? NO – make it part of the monthly call

### Item #3: New Business

- Executive Board Meeting time discussion
  - Currently the 2nd Tuesday of the month at 9:15 am
  - Wed or Thursday
  - 8:30 on Wed 2nd Wednesday

**Adjournment:**
A motion to adjourn was made by Todd and seconded by Amy. Approved unanimously. The meeting adjourned at 4:34 pm.

The next Executive Committee meeting is scheduled for Wednesday, January 9, 2019 at 8:30 hosted by C.G. Schmidt.