Call to Order & Introductions  
The meeting was called to order at 11:23 am, a quorum was present.

Item #1: Officer Reports  
- Secretary (Dirk Mason)  
  - Review/approve Meeting Minutes from January 16, 2020  
    - A motion to approve the January meeting minutes was made by Kris Lerdahl-Foust and seconded by Mark Schwenn. The motion was approved unanimously

- Treasurer (J.R. Roethke)  
  - Review and approve financial report / account balances as of January 31, 2020:  
    - Account balances are:
      - Money Market 2: $22,391.09
      - Operating: $52,476.75
      - Total: $74,867.84
    - A motion to approve the January Financial Report was made by Francis Balthazor and seconded by Mark Schwenn. The motion was approved unanimously.

  - WI Financial Institution Registration  
    - Reinstatement cost of $135
    - Todd has paperwork but must submit

  - Banking Options  
    - Develop a team

  - 3 Sponsors have yet to pay for 2020 Sponsorship

- Vice President (Francis Balthazor)  
  - Potential VP Jill Elliott from Zendesk to be invited to Exec Meeting on March 12.
  - Confirm meeting with Todd to begin Leadership transition
• Immediate Past President (Kendall McWilliams)
  o
• President (Todd Greenwald)
  o Website Team (Todd, JR and Dirk) still need to meet
  o Initial contact with Lerdahl Business Interiors has been made to discuss possibility of Madison
    Chapter Workplace community
  o Discuss Chapter’s desire and commitment to Facilithon – Update
    ▪ A motion to approve a one-time $3,000 funding to be used in 2020 for Facilithon
      Wisconsin efforts with any future funding to be reviewed annually was made by Todd
      Greenwald and seconded by Francis Balthazor. The motion was approved unanimously
    o Finalize donation to Second Harvest – None.
    o Added sponsors logos to website – need to create new banners and directory
• Executive Committee Advisor (Mark Schwenn)
  o Meet with Todd, Matt and Peter (Membership) to discuss Membership Team operations and next
    steps.
  o Develop a “New Member Kit” that can be delivered to each new member and/or prospective
    members

Item #2: Team Reports
• Events Committee (Amy Williamson, Kris Lerdahl-Faust)
  o 2020 Lunch Meetings
    ▪ Review MG&E in February
    ▪ Madison College in March
    ▪ Engage Wayne Breitbarth?
    ▪ Fearings in April.
    ▪ ULI lunch event?
  o Plans for 2020 Membership events
    ▪ Mallards?
    ▪ Additional social events?
  o How will the Chapter respond to requests for monetary support for lunches? Review on a case-by-
    case basis.
  o 2020 golf outing was briefly discussed
• Membership and Sponsorship (Matt Tranchita, Peter Devore)
  o Future networking events specific to new members and/or Membership/Sponsorship?
    ▪ New Member/Sponsor Events?
  o Roster = 135 Total, 3 joined in the past 30 days, 14 expiring in 30 days, 5 expired
    ▪ Last reported month (January) = 133 Total, 4 joined in past 30 days, 8 expiring in 30 days,
      11 expired
  o Develop and implement plans to connect with new members and follow up with expiring members.
  o 2020 Sponsorship total = $12,000.00!!!
• Communications (Kelly Everson)
• Professional Development (Todd Greenwald)
  o FMP/CFM Designation Interest Survey Results
    ▪ Survey sent out 2/4/2020
    ▪ 8 responses
    ▪ 5 people interested.
    ▪ Create plan to offer financial assistance with CFM exam

Item #3: New Business
• Next meeting is scheduled for Thursday, 3/12/2020, at Compass Properties office.
• The meeting adjourned at 12:28 pm.