IFMA Exec Committee Meeting Minutes  
THURSDAY, MARCH 12, 2020  
LOCATION: Compass Properties – 44 E. Mifflin Street, Suite 304

<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 Balthazor</td>
<td>X</td>
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<tr>
<td>Immediate Past President</td>
<td>Kendall McWilliams</td>
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<tr>
<td>Treasurer</td>
<td>JR Roethke</td>
<td>X</td>
<td></td>
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<tr>
<td>Secretary</td>
<td>Dirk Mason</td>
<td>X</td>
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<tr>
<td>Executive Committee Advisor</td>
<td>Mark Schwenn</td>
<td>X</td>
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Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events Committee</td>
<td>Amy Williamson</td>
<td>Kris Lerdahl-Foust</td>
</tr>
<tr>
<td>Membership &amp; Sponsorship</td>
<td>Matt Tranchita</td>
<td>Peter Devore</td>
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<tr>
<td>Communications</td>
<td>Kelly Everson</td>
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<tr>
<td>Professional Development</td>
<td>Vacant (Todd Greenwald)</td>
<td></td>
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IFMA Madison Members

| IFMA member                    |                          |

Call to Order & Introductions
The meeting was called to order at 9:03 am, a quorum was present.

Item #1: Officer Reports

- **Secretary (Dirk Mason)**
  - Review/approve Meeting Minutes from February 11, 2020
    - A motion to approve the February meeting minutes was made by JR Roethke and seconded by Francis Balthazor. The motion was approved unanimously.

- **Treasurer (J.R. Roethke)**
  - Review and approve financial report / account balances as of February 29, 2020:
    - Account balances are:
      
      | Money Market 2: | $22,391.95 |
      | Operating:      | $54,715.75 |
      | Total:          | $77,107.70 |

    - A motion to approve the February Financial Report was made by Francis Balthazor and seconded by Mark Schwenn. The motion was approved unanimously.

  - WI Financial Institution Registration update
    - Reinstatement cost of $135 must be paid
    - Todd has paperwork and will submit.

  - Banking Options
    - A team will be developed to explore options.
    - Although all banks have on-line banking. The team should only consider banks with a high quality on-line system for deposits, etc.
- Check the on-line credit card options for the Admin/treasure to view all accounts. This may be a challenge.
  - Approval of $250 for MG&E Lunch Meeting
    - Check 4096 has been written to pay luncheon cost.
  - Three Sponsors have yet to pay for 2020 Sponsorship
    - A&J
    - CG Schmidt
    - C Coakly

- **Vice President (Francis Balthazor)**
  - VP Canidate
    - Jill Elliott from Zendesk has agreed to step up to be VP in July.
    - Jill is planning to attend a meeting in April.
    - Todd will send an email to the membership seeking nominations to add to the slate.
  - Facility Fusion in April has been cancelled.
  - Confirm meeting with Todd to begin Leadership transition

- **Immediate Past President (Kendall McWilliams)**
  - No update

- **President (Todd Greenwald)**
  - Website
    - Website Team (Todd, JR and Dirk) still need to meet
    - Discuss website activity
      - As of the 6th there were 4 website visitors for March
      - May need to think about keeping the site simple and easy to use
      - Need to remove items/update items
  - Madison Chapter Workplace community
    - Initial contact with Lerdahl Business Interiors has been made to discuss possibility of a Madison Chapter Workplace Community
    - Chapter Liaison in Texas has reached out to talk about workplace evolutions
  - Finalize donation to Second Harvest –
    - Todd has reached out multiple times with no response.
    - The Chapter will not be making this donation.
  - Sponsorship
    - Todd added sponsors logos to website.
    - Todd cleaned up the home page.
    - Need the promised deliverables to get out to the sponsors.
    - Mark noted that he has several people interested in helping with Membership. Given the need for assistance with Sponsorship, he will try to get some people to focus on Sponsorship.
    - Need to produce an Associate Directory
      - Need sponsorship logos
      - JR to develop a list of Associate members by end of next week March 20
      - Todd will create a directory in two weeks – April 3
      - Live by on website by end of April 15
    - Tri-Chapter
      - Need to promote within the chapter

- **Executive Committee Advisor (Mark Schwenn)**
  - Update on Membership meeting
  - Signage
• Artwork
  • Todd reached out to Sarah and Ben at CG Schmidt
  • Ben thinks they have the artwork
• Mark has posters from last year.
• The bag signs are still at CUNA – Dirk will pick up if needed.

Item #2: Team Reports

• Events Committee (Amy Williamson, Kris Lerdahl-Faust)
  o No Update provided by committee
  o What to do given COVID-19
     ▪ Use best judgement
     ▪ Next meeting
       • A motion to cancel the next meeting was made by Todd Greenwald and seconded by Francis Balthazor. The motion was approved unanimously.
       • Todd will send out an email

• Membership and Sponsorship (Matt Tranchita, Peter Devore)
  o No update

• Communications (Kelly Everson)
  o Dirk will check in with Kelly regarding:
     ▪ Facebook page update
     ▪ Email blasts to members
     ▪ Work with Todd to develop Chapter Newsletter (quarterly)

• Professional Development (Todd Greenwald)
  o A survey was sent out to gage the level of interest in members taking an exam for an IFMA credential.
     ▪ 8 responses. 5 people interested.
  o Todd will create plan for funding CFM exam for those interested

Item #3: New Business

• Next meeting is scheduled for Thursday, 4/9/2020, 8:45 am at Compass Properties office.
• The meeting adjourned at 9:58 pm.