IFMA Exec Committee Meeting Minutes  
Friday, June 12, 2020  
LOCATION: Conference Call

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Present</th>
<th>Alternate</th>
<th>Present</th>
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<tbody>
<tr>
<td>President</td>
<td>Todd Greenwald</td>
<td>X</td>
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<tr>
<td>Vice President</td>
<td>Francis Balthazor</td>
<td>X</td>
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<td>Immediate Past President:</td>
<td>Kendall McWilliams</td>
<td>X</td>
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<td>Treasurer</td>
<td>JR Roethke</td>
<td>X</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                   |                        |         |            |         |
| Events Committee             | Amy Williamson         | X       | Kris Lerdahl-Foust | X   |
| Membership & Sponsorship     | Matt Tranchita         | X       | Peter Devore   | X     |
| Communications               | Kelly Everson          |         |             |       |
| Professional Development     | Vacant (Todd)          |         |             |       |

**IFMA Madison Members**

IFMA member  
Jilian (Jill) Elliott  X

**Call to Order & Introductions**
The meeting was called to order at 9:04 am, a quorum was present.

**Item #1: Officer Reports**

- **Secretary (Dirk Mason)**
  - Review/approve Meeting Minutes for April and May of 2020
    - A motion to approve the April 2020 meeting minutes was made by Francis Balthazor and seconded by Kendall McWilliams. The motion was approved unanimously.
    - A motion to approve the May 2020 meeting minutes was made by Francis Balthazor and seconded by Matt Tranchita. The motion was approved unanimously.

- **Treasurer (J.R. Roethke)**
  - Review and approve financial reports for April and May of 2020
    - April 2020 report and account balances:
      - Money Market 2: $22,393.11
      - Operating: $57,831.59
      - Total: $80,224.70
      - A motion to approve the April 2020 Financial Report was made by Dirk Mason and seconded by Francis Balthazor. The motion was approved unanimously.
    - May 2020 report and account balances:
      - Money Market 2: $22,393.29
      - Operating: $57,718.64
      - Total: $80,111.93
A motion to approve the May 2020 Financial Report was made by Francis Balthazor and seconded by Amy Williamson. The motion was approved unanimously.

- WI Financial Institution Registration update
  - Need to have this completed no later than the end of July 2020. Prior to IFMA National reporting.
  - Reinstatement cost of $135 must be paid with a check
  - JR received the registration information from Todd via email.

- Banking Options
  - On hold until in-person meetings are more common

- **Vice President (Francis Balthazor)**
  - Need to schedule a call/meeting to discuss transition
  - Jill and Francis will coordinate setting a date/time.
  - Francis expressed his focus for the upcoming year:
    - transitioning IFMA Madison Chapter to a younger membership
    - Create vibrant and diverse energy.
  - Todd stated engaging Jim Zirbel to assist given his work with Faciliton,

- **Immediate Past President (Kendall McWilliams)**
  - IFMA Credit Card is to be destroyed
  - Kendall expressed he will continue to be engaged with IFMA
  - Todd asked Kendall to send the oath of office.
  - JR requested a photo of the destroyed card to share with the bank
  - The energy and time you have dedicated to the chapter is most appreciated. Thank you for the years of service provided to the board and chapter.

- **President (Todd Greenwald)**
  - Website Team (Todd, JR and Dirk) still need to meet
    - No update
  - Initial contact with Lerdahl Business Interiors has been made to discuss possibility of Madison Chapter Workplace community
    - No update
  - Sponsorship Deliverables
    - Associate directory needs to be loaded to the website.
    - Todd has tried unsuccessfully and needs some help.
    - Todd was trying to locate the Directory in the members only area.
  - Discuss how to portray the Chapter doors are open, ideas discussed are:
    - Board Transition in June
      - virtual meeting
      - Todd will send an email with possible dates
    - New leadership meeting
    - Website update
  - Todd will coordinate with Francis the following:
    - pass the IFMA Chapter files
    - share website knowledge

- **Executive Committee Advisor (Mark Schwenn)**
  - Update on sponsor signs

**Item #2: Team Reports**

- **Events Committee (Amy Williamson, Kris Lerdahl-Faust)**
  - Touched on events with the discussion under President discussion.
Need a July event.
  ▪ Need to engage the membership
  ▪ Virtual
  ▪ In-person
  ▪ Contact our National liaison for ideas
    • Todd forwarded contact information to Amy and Kris

Golf outing
  ▪ Oaks indicated they could accommodate the event
  ▪ Mark Schween attended a Golf outing in Milwaukee area
    • Capped attendance
    • Well attended
    • Virtual raffle
    • Some cart riders were solo
  ▪ Timing for July is tight
  ▪ Financials
    • Potential loss of revenue if sponsorship dollars do not come in or not fully attended.
  ▪ Explore having the event at a later date – late August/early September
  ▪ Kris will follow up with The Oaks regarding:
    • Open dates
    • Cancellation policy
    • Deposit minimum
    • Drop dead date for payment
    • Incentives
    • Policies and procedures in place for safe outings
    • What has worked/has not worked for other events.

Membership and Sponsorship (Matt Tranchita, Peter Devore)
  ▪ Reaching out to expired members
    ▪ Why did members not renew?
    ▪ Connect via a phone call.
    ▪ Report back to the board following the calls
  ▪ Exploring options for new member event
  ▪ Welcome letter in the works

Communications (Kelly Everson)
  ▪ No update
  ▪ Dirk will call her to find out what is up.

Professional Development (Todd Greenwald)
  ▪ CFM Exam is still on Todd’s plate.

Item #3: New Business
  • How to handle the next meeting
    ▪ In-person
    ▪ Call in number
    ▪ Etc.
    ▪ Todd will discuss with Francis during the transition call
  • Next meeting is TBD to be confirmed by via email.
  • The meeting adjourned at 10:15 am.