Meeting Minutes
IFMA Executive Committee Meeting
Meeting of July 13, 2010

Attendees:

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<tr>
<th>Attendee</th>
<th>Name</th>
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<tr>
<td></td>
<td>Chuck Fox</td>
<td>Brian Hoffman</td>
<td>John Desens</td>
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<td>Nathan hanson</td>
<td>Cheryl Weisensel</td>
<td>Dani Michels</td>
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<td>Matt Darga</td>
<td>Ron Rowe</td>
<td>James Zirbel</td>
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<td>Lerelle Micklitz</td>
<td>Patty Sweitzer</td>
<td>Mike Schwartz</td>
<td>Karyn Biller</td>
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<td>Kyle</td>
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Item #1: Call to Order
The meeting was called to order at 7:38 AM at Capital Fire & Security.

Item #2: Officer Reports

- **Secretary (Michael Schwartz)**
  Meeting minutes for June were approved by a motion from Brian Hoffman a second from John Desens, and a unanimous vote.

- **Treasurer (Cheryl Weisensel)**
  See attached for account balances. Cheryl is in the process of reconciling amounts received from the sponsorship drive. We are $2500 short in revenues compared to expenses. We do not have a surplus. Cash flow issue... need to wait until after golf outing. The drive toward endowment is short term. We are still waiting on sponsorship money coming from the Tri-Chapter event. Still need to get checks from NE and SE chapters. Five members from Kleenmark have not paid. We will charge Kleenmark $500, as it would have been $600. Cow will invoice Patty Sweitzer. We are now at 186 members.

- **VP (Dani Michels)**
  In the process of setting up meetings with remaining committees. Also, working to get things moving with the website.

- **Immediate Past President (Matt Darga)**
  No report

- **Talent Scout (Karyn Biller)**
  No to establish a calendar/spreadsheet of the attendees coming to meetings. Would like to track attendees of tours and programs and circle of excellence. Also, would like to track attendance to aid in CFM points. One possibility is to submit this information to COW. Working toward getting new people involved.
• President (Jim Zirbel)
World workplace coming up soon. Rick Harrington won scholarship. Doug and Patty were approved to go as well. Working on Skills USA, which is a pipeline for new school to provide careers in facility management. Need to check with Brett Kindred to speak to our group. The directory/PDF are finished. Would like to send email blast and put directory on website. Jim has created boiler plate for business cards. Directors will be able to get items publicized. The IFMA business cards are available. You can get 10 per person.

Item #3: Team Reports
• Lunch Bunch (Rob Kritz & Jim Burke)
  No report

• Member Squad (Roberta Montague & Brian Hoffman)
Looking to increase membership in various ways. Quick connect-send all contacts to member squad that would be a good fit, and they will contact and send information. Top 100 companies in Dane County area-contact individuals who are not presently part of IFMA Madison to generate interest. Geographic blitz-contact facility managers in a specific geographic area to see if they have interest. Question arose as to whether member squad needed a FM in the group. An FM could assist on developing a strategy and help execute a mentoring program to see what the best fit would be. We presently have 186 members. All members receive an email from member squad for renewals.

• Programs & Tours (Ron Rowe & Jon Schneider)
Would like to establish a community calendar to assist with upcoming events. Crave Brothers Cheese Factory will be the next tour on agenda. Derrick Van Mel – need to look into to see the feasibility for a speaking engagement on commercial real estate for our group. This information will assist with the CFM core competencies.

• Board of Education (Patty Sweitzer & Kyle Roux)
The last FMP class had 13 attendees. Need to follow-up with Tri Chapter. Need to contact Jim. Also, need to turn information over to COW for Tri Chapter. Patty and John Desens will be swapping upcoming meeting months.
• **Sponsorship Task Force** (Barb Milan & Lorelle Micklitz)
  Will be contacting old sponsors to see if they can bump them up one level. Waiting for a Silent sponsor. Their committee will be reaching out to businesses outside the group. Shred It offered to donate a truck for a community shred to help raise money for our chapter. In the past, they have raised up to $1000.00. They would need a large parking lot to accommodate individuals that would be interested. In the past, they had a 4 bag limit, which could not exceed 30 gallons/100 lbs. The best timing for this event would be after tax season in the April/May timeframe. Proceeds could be donated through community crew. This may be considered an In Kind contribution, in which the donating company would be listed with sponsors. The question arose as to whether or not we establish another category for In Kind contributors.

• **News Crew** (Vicky Statz & Jennifer Hardebeck)
  No report-However Chuck is looking for someone to do a career profile. Karyn Biller indicated she would assist.

• **IFMA 2.0** (Dick Pearson & Nathan Hanson)
  Working on several initiatives. Linked In-would group the Madison Chapter and provide an area where members can network and connect. Would like to give members more reasons to join in monthly newsletter. Three goals with IFMA 2.0: discussion session, news, and networking under sub groups. All goals will depend on members and how they use IFMA 2.0. Cow does not format email blasts. Prior email blast needs to be formatted and resubmitted. Would like to review during a luncheon..possibly set up a computer somewhere in room. Down the road, the committee would like to set up facebook page.

• **New School** (Larry Barton & Tom Riffle)
  IFMA currently certified at MATC and other schools.

• **Team PR** (Angela Brzowski & John Desens)
  A press release will be sent out soon. Note ideas and comments and send back. August 4th networking event coming up. Would like to post all events on the website.

• **Birdie Brigade** (Kim Keister & Paula Roberts)
  Encouraging everyone to communicate with contacts in the next three days to get as many friends and IFMA members to sign up for golf outing.
• **Community Crew** (Chuck Fox)
  Habitat project has begun. September will search for food pantry selection. Rhet Syndrome-Charity of the month for August. Need to talk to Doug.

• **Old Business**
  No report

• **New Business**
  Find out about Chapter of Year in August.
  Upcoming meetings to be held at
  August-Capital Security
  September-Westphal
  October-Westphal
  November-Target
  December-Target
  January-TDS
  February-TDS
  March-AAA
  April-AAA
  May-Coakley
  June-Coakley

The meeting was adjourned at 9:00 A.M. with a motion by Mike Schwartz, a second by Ron Rowe, and a unanimous vote.

Respectfully Submitted,

Mike Schwartz
Secretary

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