Meeting Minutes  
IFMA Executive Committee Meeting  
Meeting of Tuesday, January 8, 2013  
Location: Madison College  
302 S. Gammon Road, Madison, WI  53717  
Room 110  
9:00 a.m. to 10:00 a.m.

Phone Attendees: Kyle Roux, Roberta Montague, Ron Rowe, Lorelle Micklitz, John Desens

Attendees: Mike Schwartz, Brett Wedekind, Patty Sweitzer, Tom Riffle, Jim Zirbel, J.R. Roethke, Leah Samson-Samuel

Item #1: Call to Order

The meeting was called to order at 9:12 a.m. at Madison College. Leah and Jim motioned to approve the December meeting notes. There was a motion to approve the financials by Jim and Leah. It was clarified verbally that the chapter has 2 money markets and the accounts balance.

Item #2 Officer Reports

- **Treasurer (Tom Riffle)**

  The financial reports were handed out and reviewed.

- **President (Mike Schwartz)**

  The membership increase form needs to be submitted to HQ by March 2013. Once submitted to HQ the new membership fee rates would take place July 2013.

  We are going from $92.00 a year to $102.00 a year- an increase of $10.00.

  Holiday Party – 91 pounds of food collected. Awesome!
  Sponsorship kicked in $100.00 - $250.00 went back to Chapter

  At our Tri-Chapter monthly conference call it was discussed if non-members rates would apply to members of other chapters attending events outside of their chapter. A vote was taken and we all agreed the member fee would apply.

  We now have a place to store all chapter event information and photos. It’s called “drop box”. All Wisconsin Chapters are encouraged to use this.

- **Vice President (Kyle Roux)**

  There has been much discussion around the CFM/FMP subsidy for this year due to last year’s miss-calculations. We need to stay consistent with other chapters since were working together. If we subsidize for someone they need to be more involved in the Chapter for one year. Take classes and pass exam – then get reimbursed. Need clear rules. It should be about education! Should Profession Development Task Force be in charge of this?
  $600.00 per student FMP –
Jim Zirbel stated the following motion:

“Our chapter to provide enlisted members $100.00 per session, member needs to be involved and active on a team at time of reimbursement."

No $$ in budget for subsidy but need to go to reserve – need decision so we can advertise for new class sessions which begin in January. Motion to approve Jim and Leah – No one in the group disagreed.

Facility Fusion – accord submittal Green Bay and others alliance are being forged.

- **Immediate Past President (Jim Zirbel)**
  
  No report

- **Lunch Bunch (JR Roethke)**

  The program notice need to be faster! If you don’t have program determined send notice anyway, need # of rsvp’s to Cuna by Thursday before meeting.

  Lunch – use china and real silverware instead of paper plates and plastic utensils. It is possible will know if this change was accepted by next week. Fee setup-teardown, cleaning costs factors for china. Maybe when everyone is done with their lunch they can take their own dishes to the station.

  New lunch form sent out – Nathan to post on web site.

- **Member Squad (Roberta Montague & Emily Rowe)**

  The participants at the quarterly breakfast seemed engaged. The next event is scheduled for February 7th.

  The team reported having issues with HQ extracting reports on who the new members are which helps the team understand who they need to target.

  There was some discussion about combining committees with others but the discussion was dropped. It was noted the initial focus was to get New School, Carbon Crunchers and the Board of Education together.

  Promotional bags given at new member event have a pen/graph paper inside. These bags need to be exclusive to our Gold sponsors.

  Is it possible to get list of new members prior to luncheon so they can be announced at meeting? We would make a general announcement.

  We should consider inviting new members to our executive meeting too.

- **Show and Go (Ron Rowe & Jon Schneider)**

  January luncheon announcement will be posted today. 2013 calendar ready!
• **Professional Development Task Force (Brett Wedekind, Leah Samson-Samuel)**

Brent is working with Nate to have links on our web portal for HQ educational session.

FMP classes scheduled
- Feb. 27th – 28th – Leadership and Strategy
- Apr. 24th – 25th – Operations and Maintenance
- June 19th – 20th – Finance and Business
- Aug. 14th – 15th – Project Management

CFM class delayed

The Tri-Chapter committee meeting is on Jan. 10 noon at TDS. We have the speakers about 98% completed. We are working on getting sponsors, creating all the marketing stuff etc., anyone can join our meeting.

It was announced instead of holding two events Building the Future and Tri-Chapter that we would merge the two. Details of how this will be incorporated after Tri-Chapter planning meeting.

Team PR will now join the Tri-Chapter committee members. Patty will send invites to Angela and John. (Completed 1-9-13)

• **Sponsorship Task Force (Barb Milan & Lorelle Micklitz)**

Kick off letter reviewed – changed 2nd paragraph to merge Big Event with Tri-Chapter.

Add Sponsor Benefits rotating banner on web site
Add Easel at every luncheon
Add Big Event on pledge form – remove option Tri-Chapter conference/Building the Future awards ceremony May 10th.

The revision to the sponsorship letter will be completed today and COW will distribute to membership tomorrow.

• **News Crew (Jennifer Hardebeck)**

Get your updates in by the last Thursday of the month.

• **IFMA 2.0 (Dick Pearson & Nathan Hanson)**

No updates other than rotating banner up and running!!!! I saw it looks great! Patty

• **Team PR (John Desens & Brian Hoffman)**

Not in attendance – but it was mentioned to apply or nominate someone for an award for Building the Future.

• **Community Crew (Doug Sutter & Gene Post)**

Events forthcoming in February
Birdie Brigade (Kim Keister)

July 30th Golf Outing

IFMIX

This event is held the 1st Wednesday of every month – requesting all executive members to attend this event if at all possible.

Any other comments;

Open up resume data base to all chapter members – have sub-categories; Professional, Student and Associate

Old Business

Question: What would it take to get committee members to submit their newsletter submissions on time? The last Wednesday of the month is deadline day. It was suggested to add a reoccurring meeting to everyone’s calendar. Patty will do this.

The meeting was adjourned by at 10:12 a.m. with a unanimous vote.

Respectfully Submitted:
Patty Sweitzer, Secretary