Meeting Minutes
IFMA Executive Committee Meeting
Meeting of Tuesday, August 12, 2014, Location: Cuna Mutual and Conference Call
9:00 a.m. to 10:00 a.m.

Phone Attendees: Conference call in # 760-569-7171 and Participant code = 171018142
Patty Sweitzer, Kyle Roux, Karyn Biller, Ron Rowe, Lorelle Micklitz, Bret Wedekind

In Person Attendees: JR, Nathan Hansen, Leah Samson-Samuel, Jim Zirbel, Mark Schween

Item #1: Call to Order

The meeting was called to order at 9:05 am.

Item #2 Officer Reports

- **Secretary (Patty Sweitzer)**

  Nathan asked the group if they had any issues or changes to last month minutes. No issues announced. A motion to approved came from Leah and Ron.

- **Treasurer (Brett Wedekind)**

  As of August 9th;
  
  $45,202.00 Total combined assets
  $ 4,092.00 Checking
  $14,837.00 Market
  $19,257.00 Scholarship
  $ 7,015.00 CD

  Nathan asked Brett to please recap why the reduction in funds. To explain in summary where the money has gone and what we’ve done to turn this around.

  Brett explained the start-up expenses for Star Chapter and phasing COW out came at the same time. The $4,000.00 of revenue left over from the Tri-chapter event, which raised our balance but showed as a loss when we transferred the monies to the accorded. So this made us show a loss. The other expenses impacting the bottom line were the start-up cost for ring central and all the bills which were brought over from the previous year. There were over $9,000.00 of Administrative costs and Tri-Chapter expenses. This affected our balance sheet. The changes to our membership fees from $92.00 to $130.00 will benefit us. Star Chapter is a lot less expense only $100.00 a month vs COW at $1,300.00. We will recoup the losses over a period of time. The cost of Facility Fusion and WWP, scholarship award accounted for at least $8,000.00 in expenses, there is no revenue associated with this. In summary going forward we will see some significant changes. The numbers are off and this is why.

  Looking forward we will only have a $100.00 a month in expense for administrative fees – saving $1200.00 a month. We won’t be subsidizing lunches anymore.
JR did a comparison with our current lunch program. We are subsidizing at least $65.00 a person for lunch, with the new membership changes we should see more revenue.

**Vice President (Leah Samson-Samuel)**

Skills USA – no participation last year, rethinking so we get more participation. Schools were intimidated by the process. Leah will look into how to change the competition to get more involvement. SKILLS USA is High School and Community college students learning sustainability and facility management. It’s about getting people connected.

**Past President (Kyle Roux)**

No report – however would like to solicit input for Holiday Party. Would Capital Brewery be the place - YES – which Tuesday in December 2, 9th or 16th? Kyle will make arrangements and let everyone know.

**President (Nathan Hansen)**

Chapter recertification in progress

Blue Print Planning Meetings is still in progress. Leah and Nathan are using the corporate template and have the skeleton in place. Leah and Nate will meet one more time, than reach out to other members.

World Workplace - Nathan reported International had an old list posting on attendees. He will investigate further.

IFMA Foundation Donation – purchase a basket on line and a cheese head. Cheese head will be on displayed at the auction with a certificate for a cheese basket worth $258.00

**Lunch Bunch (JR Roethke)**

Only correction for lunch bunch is Dain not Dane. Started producing new badges, up to the letter “H” As of today we have 171 members.

**Member Squad (Mark Schwenn)**

New member event - change out format to ½ hour and look at afternoons vs mornings. At the end of this month, the last Tuesday they will be meeting. They will nail down event dates, fall and spring. At convenient location. Only 15 new members but were down 12. Team will focus on reaching out to members that have dropped. It was a mix of professional and associate.

It was noted; Roberta is coming off as co-director.

$500.00 for each meeting is being requested for 2014/2015 budget year.

**Show and Go (Ron Rowe & Jon Schneider & Peter Cherchian)**

Eric is coordinating a group discussion on facility management. Eric will follow up and send out preliminary questions. To give folks something to think about with talking points.
Ho Chuck tour is in the works. It will occur the last week of the month.

Next month, presentation on Real Estate and the tour will be WWP.

**Professional Development Task Force (Erica Marty)**

Partnering with Show and Go. The panel who still be speaking, Ron, Kyle, Cheryl and Matt. A few different industries are represented.

The task force itself – is struggling. Time is an issue – day job is taking over.

Two folks are interested in participating in the group. She will meet with them in September.

Leah and Erica are trying to complete the hand off of information. Not much going on.

**Sponsorship Task Force (Barb Milan)**

No report

**News Crew (Jennifer Hardebeck)**

Looking for submissions, get them posted!

**Team PR/Community Crew (Margaret Fisher)**

Jim will finalize the decision on the microphone and get it purchased.

**IFMA 2.0 (Jacqueline & JR Roethke)**

The Web site is up and running very well.

JR did find out yesterday he can manually run credit cards.

**Birdie Brigade (Karyn Biller)**

Golf outing held on the 29th of July – Fantastic Event, everything went smooth. Good results

104 golfers (last year 110)
1 Event sponsor
1 Water sponsor
1 Dessert sponsor
1 Beer sponsor
We had a deficient in hole sponsors, we only had 8. Last year we had 14.
11 people dinner ONLY
Raising $3624.41 last year was $4700.00 the difference made up the lack of hole sponsors.

Karen monies recap:

Attached is the final financial report for the 2014 golf outing. We ended the event with $3,624.47 in profit. No bad, but it’s down a little over a $1,000 from last year. The main reason
is we had a lot fewer hole sponsors compared to last year. But I am still really happy with the success of the event! We got a lot of great comments the during it.

Nathan: Thanks for helping the day of!! You did a great job!!! I think we should have the president in a cart taking photos and selling raffles every year! It great PR.

Brett:

I would still like a copy of the final Stoughton bill so I know where all the numbers came from. They came in about $400 under my estimate, which is good, but I want to know why. IT’s in info for me for next year. Below is the status of the IFMA Golf Outing outstanding payments:

Dave Hamby, Renschler - $125 – 8/11/14: Lisa Shower will UPS the check today for a tomorrow delivery to IFMA’s mail box. I gave her the “contact us” address from our website.
Maryanne Michaelis, Interiors Investments - $1,600 – 8/11/14: Maryanne said they mailed the check last Monday, 8-4-14. Please let me know when you have received the check.
Mark Schwenn, A&J Specialty Services- $200 – 8/10/14: Mark said he would get a check in the mail. You should see it shortly.
Nate Simpson’s or Trisha, Clean Power - $200 – 8/11/14: I have not heard back from Trisha or Nate yet. I’ll stay on top of it and keep you posted.

Karyn asked why the negative transaction on the spreadsheet, Brett said it doesn’t account for the credit card fees. Karyn sent Brett emails and would like to reconcile. This will happen today.

What is the process when a check comes in, Brett can upload or JR can - We need to reconcile the website.

Community Crew (Lorelle Micklitz & Jim Zirbel)

Community Crew is back up and running.
An event for IFMA will occur every quarter.
An announcement is forthcoming in the newsletter
Brett asked Lorelle if they needed any budget monies.
Lorelle asked Brett if he received the reimbursement letter.

Old Business

None

New Business

Leah asked JR how to determine what members haven’t paid and she will place a follow up call to try and retrieve the monies due. The chapter needs to be financially responsible.

Any other comments;

Meeting adjourned at 10:06 AM
Respectfully Submitted:
Patty Sweitzer