

IFMA AUSTIN CHAPTER

BOARD MEETING MINUTES – APRIL 5, 2018

VISA BUILDING III, 12301 RESEARCH BLVD., AUSTIN, TEXAS

IFMA President Aimee Janousek, CFM called a meeting of the IFMA Austin Chapter Board and Committee Chairs on Thursday, April 5, 2018 at 11:39 am. Board Members and Committee Chairs participating in all or a portion of the meeting were Brenda Booth, Todd Coleman, Vincent Davis, Joe Latteo, Scott Slaughter, Mark Wendland, CFM and Olga White. Also in attendance was Jim Coles, Chapter Administrator.

President's Comments

Aimee Janousek, CFM welcomed everyone to the Board Meeting. She reported that the FMP Class in March went well and that the instructor, Larry Morgan, did an outstanding job. She deferred the rest of the FMP update to the Professional Development Committee report. She reported that she would be taking the Course to receive her FMP certification. She mentioned this would allow her to teach the FMP Course in Texas and possibly other states. She also mentioned that she would be taking a training session for CFM Instructors at the next World Workplace. This would allow her to teach the CFM Course.

Committee Reports

Professional Development/Education

Vincent Davis and Aimee Janousek, CFM updated the Board on FMP Course activities. It was announced that the date changed from April 5-6 to April 19-20. There was a discussion regarding plans for Larry Morgan's lodging, transportation and the Happy Hour on April 20 at Cover II.

Aimee Janousek, CFM presented a spreadsheet of the FMP Course registrants and the financial report of income and expenses. She offered to send the financial report to members of the Board. There was a projected estimate of \$6154.

Communication and Social Media

It was suggested that the list of events be distributed through the Facebook page. The time of the Bowling Event was posted incorrectly on Facebook.

Newsletter

No report.

Programs and Tours

Brenda Booth and Mark Wendland, CFM reported on the April 12 luncheon with Speaker James Gaines. There was a discussion regarding the tour on April 17 at the Community First Village. The tour will be announced at the April luncheon. In addition, Brenda Booth reported that the Facebook Facility Tour is intended for tech companies only, but that if any IFMA Members work downtown, they would be welcome to attend.

The May Luncheon Meeting's speaker is Mark Franz with Armadillo Roofing. Plans are to secure John Curnutt, Assistant Executive Director with ALERRT for the June or August Luncheon.

Aimee Janousek, CFM announced that funds up to \$1000 would be appropriated for securing a luncheon speaker and expenses.

There was a discussion regarding the need to increase attendance by Professional Members at the monthly luncheons. Aimee Janousek, CFM suggested a small task force of 2 to 3 professional members to discuss ways to drive attendance by professional members.

A comment was made that each monthly luncheon presentation be more facility management focused.

Membership

It was reported that the current membership was 166, with 11 professional members, 50 associate members and 5 student members. In addition, there were 21 renewals in March.

Community Service

Todd Coleman reported on community service activities and stated that the next event should be planned after April and May, which are months with many events planned.

Golf

Jim Coles reported that he had sent the contract for the golf tournament, which was signed by Aimee Janousek, CFM, to be held on September 27, 2018 at the Star Ranch Golf Club.

Special Events

There was a brief recap of the Happy Hour Mixer Event at Culinary Dropout. There was a discussion that future Happy Hour Mixer Events should have a sign in sheet for attendees and that sponsor signage be displayed. There were not any associate members in attendance who did not sponsor the event.

Sponsorship

Scott Slaughter reported that he would review the Annual Sponsors who have paid and determine if there were any sponsors who were late in paying. He provided a list of luncheon sponsors for every month in 2018.

Website

Jim Coles reported that the Wild Apricot website had transitioned from the last one. There are some pending projects that need to be completed to have the website complete. These projects include the Membership listing of all the Associate Members and all the Professional Members.

He requested photos of facilities and facility managers for the website.

Other Business

With there being no additional business, the meeting adjourned at 12:49 pm.

Executive Board Meeting

IFMA Austin President Aimee Janousek, CFM called to order a meeting of the Executive Board. Members participating were Todd Coleman, Joe Latteo, Mark Wendland and Olga White.

Approval of minutes

Aimee Janousek, CFM presented the minutes from the March 1, 2018 Board Meeting. After a brief discussion, the minutes were approved as submitted.

Financial Report

Jim Coles presented the Financial Report, which consisted of the Balance Sheet as of February 28, 2018, the February Profit and Loss Report and the Year to Date Profit and Loss Report. He reported that there was \$35,821 in the Wells Fargo Checking Account on February 28, 2018 and the Amplify CD Balance was \$12,313. The February Profit and Loss Report showed a positive net income of \$17,431, due to the FMP Course Registrations and Annual Sponsorships. The Year to Date Profit and Loss Report showed a positive net income of \$21,187. After a brief discussion, the Financial Report was accepted.

Other Business

The issue of the upcoming elections for the Executive Board were discussed. Joe Latteo is Chair of the Nominating Committee and responsible for Board nomination recommendations. It was noted that the first email ballot to the membership should be scheduled for the First week in May. It was decided that Mark Wendland, CFM would review the bylaws, especially as it relates to the Board Elections.

There was a discussion regarding using Google Documents as a file share system to keep history of all Special Events (Holiday Party, Bowling Event, Tours, Social Hours, etc.). That would make it easier on future Presidents and Chairs of the Special Events Committee to access prior year(s) events. Aimee Janousek, CFM reported that she would contact Crystal Green about plans for the Casino Holiday Party.

With there being no further business, the meeting adjourned at 1:12 pm.

Respectfully submitted,

Aimee Janousek, CFM
President

Jim Coles
Chapter Administrator