

AUSTIN CHAPTER IFMA

Board of Director's Meeting February 1 , 2018 Visa Building, 12301 Research Blvd., Building 3 Austin, Texas

IFMA Austin Chapter President Aimee Janousek, CFM called to order a meeting of the IFMA Austin Board of Directors and Committee Chairs on Thursday, February 1, 2018 (11:50 am) at the Visa Building Conference Room in Austin, Texas. Board Members and Committee Chairs participating in all or a portion of the meeting were Kevin Blackburn, Brenda Booth, Crystal Green, Todd Coleman, Vincent Davis, Sommer Holcombe, Derek Murakami, Scott Slaughter, Mark Wendland, CFM and Olga White. Also in attendance was Jim Coles with the IFMA Austin Chapter.

Opening Remarks

Aimee Janousek, CFM thanked everyone for attending the Board Meeting and announced that she wanted the focus of the Board Meeting to be on Education/Professional Development and Sponsorship.

Committee Reports

Golf

Crystal Green reported that would reach out to Star Ranch and request a contract for the Golf Tournament for September 27, 2018. No further report.

Special Events

Crystal Green mentioned the Holiday Party and the effect the weather had on the attendance. After a discussion, it was suggested that the theme be a Holiday Party and possibly at Maggiano's Restaurant in early December.

It was reported that there would be another Professional Mixer on March 26, 2018 at the Culinary Drop Out in the Domain.

The Bowling Event was discussed and the preferred date would be June 21, 2018. The month of June will have the following events – June 7, Board of Directors; June 14, Monthly Membership Luncheon and June 21, the Bowling Event.

Communications and Social Media

Sommer Holcombe reported that she has been active posting IFMA Austin Chapter events on Facebook. Sommer Holcombe will review the newsletter template in Memberclicks and produce a newsletter by February/March. Jim Coles mentioned that there was a newsletter template in Wild Apricot.

Professional Development

Vincent Davis updated the Board on a proposal to conduct an FMP Training Course. There was a detailed discussion on the expenses to conduct the course, which will be held at the Visa Offices. Vincent Davis reported that the primary expenses would be instructor fees, lunches and the FMP Course materials. It was estimated that a class size of 20-25 would be the goal. The registration fee for each attendee would be \$2300 for members and \$2900 for non-members. It was suggested that sponsorships be solicited for the cost of the lunches during the course. The course will be held over several months beginning in March. It was suggested that the course be marketed to military individuals at Ft. Sam Houston and Lackland Air Force Base.

It was suggested to add the FMP information on the website.

Community Service

Todd Coleman reported that the Ronald McDonald House was the main charity for 2018 and they would be the beneficiary for the September 27 Golf Tournament.

Newsletter

There was a discussion regarding the newsletter. Sommer Holcombe will gather information from the President, Board and Committees to produce the newsletter on a quarterly basis.

Membership

Derek Murakami reported that the total membership total was 155 with 100 Professional Members, 40 Associate Members, 5 Students and the remainder other categories. There were 4 new members in January.

Once the program sheets have been prepared by Nan Alexander, there would be broadcast emails sent to new members.

It was decided to put the "10 Great Reasons to be an IFMA Austin Member" on the website.

Sponsorship

The monthly luncheon February sponsor would be ISS, but if they do not respond, then Scott Slaughter reported that ABF would be the sponsor for February.

Scott Slaughter reported that there were 3 sponsorships available – one gold and 2 silver. Jim Coles recommended contacting Central Transportation Systems and Rockford for possible Annual Sponsorships.

Programs and Tours

Mark Wendland, CFM updated the Board on the upcoming meetings - The February luncheon will be "Digital security and data back-up"; March is "AMD Building Performance"; and April is a Real Estate Market Update. There will be several tours scheduled for next year including the new Oracle Building, Hanger, Facebook, Duck Tour and 48 East on Rainey Street.

Website

Jim Coles, CAE reported he had done some improvements and updates on the website. He requested that if there were any website updates, please email him at ifmaaustin@gmail.com.

There was a discussion regarding the website. It was decided to make the transition to Wild Apricot in 2018. Jim Coles will contact Wild Apricot and request 60-90 days free trial period. The estimate for converting the member records and website pages is approximately \$700-\$800. The Wild Apricot demo was shared with the Board. Jim Coles requested new photos of facilities for the new website.

Other Business

With there being no further business, the meeting adjourned at 12:20 pm.

Executive Board Session

Aimee Janousek, CFM called to order a meeting of the Executive Committee of the IFMA Austin Chapter at 12:26 pm. Executive Board Members participating in all or a portion of the meeting were Todd Coleman, Mark Wendland, CFM and Olga White. Also in attendance was Jim Coles from the IFMA Austin Chapter.

Approval of Board Minutes

Aimee Janousek, CFM presented the minutes from the January 4, 2017 Board Meeting. After a review, the minutes were approved as presented.

Jim Coles presented the financial report, which consisted of the December Profit and Loss Report, Balance Sheet as of December 31, 2017 and the Year To Date Profit and Loss Report (July-December). He noted that there was \$16,164 in the Wells Fargo Checking Account and \$12,313 in the Amplify Business Account. He also reported that there was a net income for the year of \$1,530. After a brief discussion, the financial report was accepted.

Other Business

Jim Coles reminded the Board that Joe Latteo, CFM, Past President, would need to select the Board Officer ballots by early May.

With there being no further business, the Meeting adjourned at 12:55 pm.

Respectfully submitted,

Aimee Janousek, CFM

President

Jim Coles

Chapter Manager