

AUSTIN CHAPTER IFMA

Board of Director's Meeting January 4, 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, January 4, 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 Brenda Booth, Todd Coleman, Vincent Davis, Sommer Holcombe, Joe Latteo, CFM, 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

Aimee Janousek, CFM reported that the Golf Tournament won't be scheduled for several months. No further report.

Communications and Social Media

Sommer Holcombe reported that she has been active posting IFMA Austin Chapter events on Facebook, most recently posting information on the Austin Build Expo event. Sommer Holcombe will review the newsletter template in Memberclicks and produce a newsletter by February. Jim Coles mentioned that there was a good newsletter template in Wild Apricot.

Special Events

Aimee Janousek, CFM discussed the Holiday Party and reviewed the financial performance. She stated that the weather had a lot to do with the reduced turnout. She mentioned that the Bowling Event would be scheduled in June. She will contact Crystal Green about a Professional Mixer at Culinary Drop Out in March.

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.

Community Service

Todd Coleman reported on feedback from the Ronald McDonald House from the Holiday Party. After a discussion, it was decided to have the Ronald McDonald House as the main charity for 2018.

Newsletter

There was a discussion regarding the newsletter. Sommer Holcombe will gather information from the President, Board and Committees to produce the newsletter. It was suggested that the first one be after the Holiday Party in January-February 2018 and it be done on a quarterly basis.

Membership

Derek Murakami reported that the total membership total was 150 with 100 Professional Members, 40 Associate Members, 5 Students and the remainder other categories.

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

Sponsorship

It was announced that ISS, Isidro Reyes was the new Platinum Sponsor for 2018.

The monthly luncheon January sponsor is Corporate Care, but Scott Slaughter reported that he had not heard from any of their representatives.

Scott Slaughter reported that five existing sponsors have renewed and there were 4 spots left. One sponsor has dropped to a lower level and two have decided not to renew. Jim Coles recommended contacting Central Transportation Systems and Rockford for possible Annual Sponsorships.

Vincent Davis volunteered to make an announcement regarding the availability and importance of becoming a sponsor. It was noted that if there were too many bronze sponsors, they that level of sponsors could share the monthly luncheon sponsorship.

Scott Slaughter requested a high-resolution logo for ISS.

Programs and Tours

Mark Wendland, CFM updated the Board on the upcoming meetings - The January luncheon will be "Round Table – Ask the Professional; February is "Digital security and data back-up; March is "AMD 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 reported that the version of Word Press for the website was out of date and limited and there are less expensive options for database management. 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. Aimee Janousek suggested that the Wild Apricot demo be shared with the Board.

Other Business

With there being no further business, the meeting adjourned at 12:45 pm.

Executive Board Session

Aimee Janousek, CFM called to order a meeting of the Executive Committee of the IFMA Austin Chapter at 12:35 pm. Executive Board Members participating in all or a portion of the meeting were Joe Latteo, CFM, 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 November 2, 2017 Board Meeting. After a review, the minutes were approved as presented.

Jim Coles presented the financial report, which consisted of the November Profit and Loss Report, Balance Sheet as of November 30, 2017 and the Year To Date Profit and Loss Report (July-November). He noted that there was \$19,200 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 \$4,566. After a brief discussion, the financial report was accepted.

Other Business

Aimee Janousek, CFM announced that the Austin Build Expo would be held January 24-25, 2018 and there would be an exhibit booth. Jim Coles was asked to bring IFMA promotional materials and the table banner next week for Mark Wendland, CFM to take to the Austin Build Expo.

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 1:04 pm.

Respectfully submitted,

Aimee Janousek, CFM
President

Jim Coles
Chapter Manager