

## **AUSTIN CHAPTER IFMA**

### **Board of Director's Meeting June 1, 2017 Visa Building, 12301 Research Blvd., Building 3 Austin, Texas**

IFMA Austin President Aimee Janousek called to order a meeting of the IFMA Austin Board of Directors and Committee Chairs on Thursday, June 1, 2017 (11:40 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, Kevin Blackburn, Crystal Green, Sommer Holcombe, Joe Latteo, CFM, Derek Murakami, Olga White, Scott Slaughter and Mark Wendland, CFM. Also in attendance was Jim Coles, CAE, with the IFMA Austin Chapter.

#### **Committee Reports**

#### **Communications and Social Media**

Sommer Holcombe was added as an administrator to the Facebook and Twitter accounts. This will allow Crystal Green to focus more on Special Events and Golf. Sommer Holcombe suggested adding more Chapter events and activities onto the Facebook page.

It was suggested to change the email from Gmail to a more professional email address.

#### **Special Events**

Crystal Green announced that the Bowling Event was scheduled for June 16, 2017 from 3:00 – 7:00 pm at Highland Lanes Bowling on Burnet Road. She announced there would be 17-18 Lane Sponsorships.

There was a discussion regarding the Professional Mixer on July 13, 2017 at the Culinary Dropout. After further discussion, it was decided to make the Professional Mixer open to all members of IFMA, not just the professional members. The minimum guarantee has been set for \$1100. It was decided that the difference in the bill would be absorbed by Austin Business Furniture, Airco Mechanical, APEX Surface Care and Texas Building Services. There will not be an registration free for professional members and \$35 for each associate member.

It was decided to book the Holiday Party on the Lady Bird Lake Boat Cruise on December 7, 2017.

#### **Professional Development**

No report.

## **Community Service**

No report.

## **Newsletter**

There was a discussion regarding the newsletter and the frequency of producing it. It was decided to go to a quarterly schedule and to use the newsletter template that is available from MemberClick. Aimee Janousek will contact Serena Nikonowitz about the next issue of the newsletter. After a discussion, it was decided to aim for a newsletter in July. The suggested format was to have shorter intros into each article and link back to the website.

## **Membership**

Kevin Blackburn presented the membership report along with Derek Murakami. It was reported that the membership total was 159 members with there being three new members in March. Derek Murakami continues to contact members whose membership is about to expire. Jim Coles will give the guest list to Derek Murakami.

The list of new members will be sent to Sommer Holcombe.

## **Sponsorship**

Scott Slaughter announced that the rest of the monthly luncheon sponsorships for the year are: June – APEX; August – Entrust, LGTX1, STG; September – Versacore; October – Corporate Care; November – Encotech; and January – Blackmon Mooring.

## **Programs and Tours**

Brenda Booth updated the Board on the upcoming meetings for June, August, (IFMA International Update), September (Government Contracting) and October (Open).

## **Website**

Jim Coles 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](mailto:ifmaaustin@gmail.com)

## **Golf**

It was reported that the contract for the September 26, 2017 golf tournament at the Star Ranch Golf Course had been signed. The Board will focus on securing an Event Sponsor in the amount of \$4,000 for the Golf Tournament. There was a lengthy discussion on the other golf sponsorships available.

Crystal Green reported she would update the golf sponsors as they were committed.

The Golf Tournament information will be placed on the website prior to the Bowling Event.

## **Other Business**

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

## **Executive Board Session**

Aimee Janousek called to order a meeting of the Executive Committee of the IFMA Austin Chapter at 12:48 pm. Executive Board Members participating in all or a portion of the meeting were Mark Wendland, CFM, and Olga White Also in attendance was Jim Coles, CAE from the IFMA Austin Chapter.

### **Approval of Board Minutes**

Aimee Janousek presented the minutes from the April 26, 2017 Board of Director's Meeting. After a review, the minutes were approved as presented.

Jim Coles, CAE presented the financial report, which consisted of the April Profit and Loss Report, Balance Sheet as of April 30, 2017 and the Year To Date Profit and Loss Report from July 1, 2017 – April 30, 2017. He noted that there was \$16,025 in the Wells Fargo Checking Account and \$12,313 in the Amplify Business Account. He also reported that there was a negative net income of \$573.28. After a brief discussion, the financial report was accepted.

### **Other Business**

#### **Dues and Luncheons**

Aimee Janousek reminded the Board that the Chapter has been approved to raise its base dues from \$100 to \$125 for professional members and to \$150 for associate members.

#### **Annual Business Meeting**

Aimee Janousek reported that the Annual Business Meeting would occur at the next week's June monthly luncheon. Jim Coles, CAE will draft the Annual Business Meeting Agenda.

With there being no further business, the Meeting adjourned at 1:11 pm.

Respectfully submitted,

Aimee Janousek  
President

Jim Coles, CAE  
Chapter Manager