

Austin Chapter IFMA

Board Meeting Minutes

March 1, 2018

Visa Building, 12301 Research Blvd., Building 3, Austin, Texas

IFMA Austin Vice President Olga White called the meeting to order at @11:50 am. Board members and Committee Chairs in attendance were Olga White, Todd Coleman, Mark Wendland, CFM, Vincent Davis, Brenda Booth, Kevin Blackburn, Derek Murakami, Crystal Green and Scott Slaughter.

Absent – Aimee Janousek, CFM, Jim Coles (IFMA Austin Chapter Administrator), Sommer Holcombe, and Jessica McCommas. Joe Latteo, CFM Past President was attempted to be reach via cell phone.

Committee Reports

Professional Development/Education

Vincent Davis reported 10 students have registered for the FMP classes which starts this coming Monday evening at a Visa conference room. He expects others will register for the April, May and June classes as others are made aware of the class offering. There was some discussion about making the Austin Business Journal and AAFAME aware. Vincent is taking care of the logistics for the instructor. It was also reported that 4 students have already paid the full \$2,300 class registration which should cover IFMA Austin’s financial exposure. Apex is the March sponsor. Scott and Vincent will create a flyer to advertise that sponsors are available for the May and June classes.

Programs and Tours

Brenda Booth reported the Mobile Loaves and Fishes will be the March luncheon sponsor. (Scott is still determining who is the March luncheon sponsor). Brenda will create a Community First Tour/Lunch sign-up sheet to determine interest at the March luncheon. Potential tour date is Tuesday, April 18th. April program is Texas A&M Real Estate report. May program is Challenges for today's Commercial Roof Systems, Armadillo Roofing & Exteriors. The FB Tour is scheduled for Thursday, April 19th, @5:00pm.

Mark Wendland asked that we need to brainstorm on how we can get the professional members to come to luncheon, etc. One thought was to offer a prize and recognition for the professional member or two that attended the most events within a specific time-frame. Not sure if from now until the end of the calendar year is a good timeframe? Free admittance to the X-mas party, etc. Realize someone will need to track the attendance.

Attend a luncheon receive 5 points.

Attend a tour/happy hour receive 5 points.

Submit suggestions for a program/tour receive 3 points.

Present at a luncheon receive 10 points.

FM who provides a tour at their workplace ___?
Attend World Workplace receive ___?
Earn a designation receive ___?
Like/share IFMA Facebook posting receive ___?
Bring your colleague to the luncheon receive ___?
Bring in a significant sponsorship for the golf tournament ___?

Mark suggested we should gain additional input from past presidents as to what would entice them to come to the events, etc. There was some discussion regarding a gift for the FM with the most points. Drawings at the holiday party for the #1, #2 and #3 place finishers. Sponsors could be allowed to offer gifts/money for the drawings. As far as the tracking the components – Jim should have a listing of who attends the luncheon. Brenda and Mark could track the attendance at tours, etc. Sommer could track the Facebook components. All of this could be then tracked on a shared Goggle doc. More work needs to be done.

Members and Volunteers

Derek Murakami reported a total of 168 members of which 102 were professionals. 6 expiring members have been reached out to.

Communication and Social Media

No report - chairs were absent. There was a comment if anyone is seeing the Programs info on our Facebook posts?

Newsletter

No report - chairs were absent

Community Service

Todd Coleman indicated that many of the various i.e. food banks are completely booked out for several months. Asked if we would be interested in serving at a Mobile Food pantry on Friday, April 13th, @2:30pm - 5:30pm. Suggestion drew very little response. Todd will continue to look for other service opportunities.

Golf/Special Events

Crystal Green indicated that the Golf Tournament is set for Star Ranch for Wednesday, September 26th, @Noon. Asked to ensure that the signed contract was returned to Star Ranch. Bowling Event is scheduled for June 21st. There was discussion regarding the cost differences between Main Event and Highland lanes and it was decided to stay with Highland Lanes. This was based on an expected 85 bowlers as last year. The Culinary Dropout mixer is potentially scheduled for Thursday, March 29th, @3:30pm. Cost for 20-person setting is \$2,000 minimum before taxes and tips. Do we want to

proceed? Can we raise sponsorships in time to offset the costs? Crystal will build a flyer for the March luncheon. Suggested that there would be a \$50 charge for associate vendors (non-sponsor) to attend.

Decided that perhaps the holiday party could be a casino night theme event which could be held at Visa? Olga will ask Aimee.

Sponsorship

A discussion started regarding should we continue to allow associate members to be in the monthly luncheon drawings? The associate members in the room thought that only the professional members should be allowed. This started other conversations on how we should address this or do we even want to address this? Should the sponsor be allowed to determine who is in their drawing? This calls for further discussion.

Website- Need Facility Photos

Was inadvertently not discussed.

Executive Board Session

Olga White called the Executive Board meeting to order at @12:40pm. Executive Board Members present were Olga White, Todd Coleman, Mark Wendland, CFM. Absent – Aimee Janousek CFM, and Jim Coles (IFMA Austin Chapter Administrator).

Approval of the Board Minutes

Olga White presented the minutes from the February 1st, 2018 Board meeting. After a review the minutes were approved as presented.

Approval of the Financial Report

Olga White presented the financial report from the February 1st, 2018 Board meeting. After a brief discussion the report was accepted.

Other Business

There was discussion regarding the need to be provided (emailed) the meeting minutes and financials prior to the actual board meeting. This would allow time to review them.

There was discussion regarding the process for ensuring the Board Members receive supporting information (i.e., final vendor invoice, work hours log) prior to signing checks.

There was discussion about setting up a formal document to track and report event attendance, costs, and revenues so that they can be used to benchmark future events.

Meeting adjourned at @1:00 p.m.