

AUSTIN CHAPTER IFMA

Board of Director's Meeting November 2, 2017 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, November 2, 2017 (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, Todd Coleman, Sommer Holcombe, Joe Latteo, CFM, Derek Murakami, 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 reminded everyone to make their reservation for the Holiday Party on December 7, 2017.

Committee Reports

Golf

Jim Coles updated the Board on the Golf Tournament and presented the income and expenses. After netting out the Annual Sponsors, the golf tournament made a profit of \$10,520. This was the largest profit from a golf tournament in the last three years. The Executive Committee had suggested that a donation of \$1200 be made toward a charity benefiting victims of Hurricane Harvey. After a discussion, it was decided to make the donation to the IFMA Office Staff in Houston for their recovery efforts.

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 Holiday Party.

Special Events

The Holiday Party with Capital Cruises has been set for December 7, 2017 from 4:00 – 7:00 PM. There was a discussion regarding the allocation of two complimentary registrations for every Annual Sponsor. The boat will hold 51 people and with the sponsor allocations of 26, there are only 25 places left. The deadline was set for November 1, 2017 at 5:00 pm for a response from the Annual Sponsors on attendance. Scott Slaughter, Joe Latteo, CFM, Kevin Blackburn, Aimee, Olga, Jim Coles all announced they would attend.

100% of the Holiday Raffle money will be donated to the Ronald McDonald House. Scott Slaughter will be asked to contact each of the sponsors for a raffle prize.

Todd Coleman volunteered to donate lanyards and print name badges for the Holiday Party attendees. Aimee Janousek, CFM requested that on each name badge, the company name and type of membership be included.

Professional Development

No report.

Community Service

The community service event for the Ronald McDonald House on Tuesday, October 31, 2017 (Halloween) went well. The Donation Wish List for the Ronald McDonald House will be sent with the Holiday Party Invite. 100% of the raffle money raised at the Holiday Party will be donated to Ronald McDonald House.

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 2018 and it be done on a quarterly basis.

Membership

Kevin Blackburn and Derek Murakami reported that the membership totals were 155 with 101 Professional Members, 40 Associate Members and 5 Students. to share with the Board.

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.

Reminder for the rest of the monthly luncheon sponsorships: November – Encotech; and January – Corporate Care. Scott Slaughter reported that Corporate Care and Blackmon Mooring had switched months for their monthly luncheon sponsorship.

Scott Slaughter reported that five existing sponsors have renewed, one has dropped to a lower sponsor level and two have decided not to renew. Jim Coles, CAE 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 November luncheon will be on Conflict Resolution, December will be the Holiday Party, January will be a roundtable for unusual problems in Facility Management and April 2018 has been set for a Real Estate Update. There will be several tours scheduled for next year including the new Oracle Building, Hanger 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 early 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.

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 and Mark Wendland, CFM. Also in attendance was Jim Coles from the IFMA Austin Chapter.

Approval of Board Minutes

Aimee Janousek, CFM presented the minutes from the October 5, 2017 Board Meeting. After a review, the minutes were approved as presented.

Jim Coles presented the financial report, which consisted of the September Profit and Loss Report, Balance Sheet as of September 30, 2017 and the Year To Date Profit and Loss Report (July-September). He noted that there was \$25,215 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 \$10,581. After a brief discussion, the financial report was accepted.

Other Business

Aimee Janousek, CFM suggested ordering polo shirts with the IFMA Logo on it for members of the Board. Todd Coleman reported that his wife had contacts with a company that sells shirts and places logos on them. Todd Coleman requested the IFMA Austin Chapter logo to get an estimate on the shirts.

Jim Coles requested approval to purchase additional square hardware to make accepting credit cards at the luncheons easier.

With there being no further business, the Meeting adjourned at 1:04 pm.

Respectfully submitted,

Aimee Janousek, CFM

President

Jim Coles

Chapter Manager