

## **AUSTIN CHAPTER IFMA**

### **Board of Director's Meeting October 5, 2017 Visa Building, 12301 Research Blvd., Building 3 Austin, Texas**

IFMA Austin Second Vice President Olga White called to order a meeting of the IFMA Austin Board of Directors and Committee Chairs on Thursday, September 7, 2017 (11:43 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, Joe Latteo, CFM, Derek Murakami, Olga White and Scott Slaughter. Also in attendance was Jim Coles, CAE, with the IFMA Austin Chapter.

#### **Opening Remarks**

Olga White thanked everyone for attending the Board Meeting. She received a call from Aimee Janousek at the beginning of the meeting and announced that Aimee Janousek had passed her CFM examination yesterday. The Board congratulated her over the phone.

#### **Committee Reports**

##### **Golf**

Jim Coles, CAE updated the Board on the Golf Tournament and presented a graph of 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.

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

It was reported that Sommer Holcombe has been active posting IFMA Austin Chapter events on Facebook.

#### **Special Events**

The Holiday Party with Capital Cruises has been set for December 7, 2017 from 4:00 – 7:00 PM. Now that the Golf Tournament is done, there will be early marketing for the Holiday Party. 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. It was decided to go ahead and send the Memberclick invite and also ask every Annual Sponsors if they want to attend. The deadline was set for November 1 for a response from the Annual Sponsors. Scott Slaughter, Joe Latteo, CFM, Kevin Blackburn, Aimee, Olga, Jim Coles all announced they would attend.

## **Professional Development**

### **Community Service**

There was discussion regarding organizing a community service event for the Ronald McDonald House to prepare a meal for 20-30 people on Tuesday, October 31, 2017 (Halloween). Todd Coleman will provide the wording for a broadcast email.

### **Newsletter**

Jim Coles, CAE mentioned that the IFMA Austin Chapter could participate in The Network magazine for Dallas, Ft. Worth, Austin and San Antonio. The IFMA Austin Chapter would receive one complimentary page in the magazine to promote the Chapter and its benefits and activities. It was recommended to share the magazine information with Sommer Holcombe for further ideas.

### **Membership**

Kevin Blackburn and Derek Murakami reported that they did not have the membership totals to share with the Board. They discussed the new membership flyer, "10 Reasons to Become an IFMA Austin Member".

### **Sponsorship**

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

Scott Slaughter will continue to contact existing Annual Sponsorships to see if they would like to renew for 2018. He reported that November 1, 2017 was the deadline renewing. He 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.

Scott Slaughter brought up the issue of non-member associates paying associate member rates at the monthly luncheon. There was a detailed discussion on ways to charge non-members the correct registration amount. Jim Coles, CAE will research MemberClick to make sure that non-members are being upcharged when registering.

### **Programs and Tours**

Olga White updated the Board on the upcoming meetings October (Drone Dynamics). The IFMA International World Workplace will be held in Houston, Texas on October 18-20, 2017. The November luncheon will be on Conflict Resolution, December will be the Holiday Party 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](mailto:ifmaaustin@gmail.com).

### **Other Business**

With there being no further business, the meeting adjourned at 12:30 pm.

### **Executive Board Session**

Olga White 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 and Todd Coleman. Also in attendance was Jim Coles, CAE from the IFMA Austin Chapter.

### **Approval of Board Minutes**

Olga White presented the minutes from the September 7, 2017 Board Strategy Meeting. After a review, the minutes were approved as presented.

Jim Coles, CAE presented the financial report, which consisted of the August Profit and Loss Report, Balance Sheet as of July 31, 2017 and the Year To Date Profit and Loss Report (July-August). He noted that there was \$17,261 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 \$2,627. After a brief discussion, the financial report was accepted.

### **Other Business**

There was a brief discussion regarding the donation from the proceeds of the golf tournament to relief efforts for Hurricane Harvey. It was decided to postpone the decision until Aimee Janousek would express her opinion. The Executive Board suggested a donation amount of \$1200.

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

Respectfully submitted,

Olga White  
Second Vice President

Jim Coles, CAE  
Chapter Manager