

AUSTIN CHAPTER IFMA

Board of Director's Meeting September 7, 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, September 7, 2017 (11:45 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, Crystal Green, Derek Murakami, Olga White, Scott Slaughter and Mark Wendland, CFM. Also in attendance was Jim Coles, CAE, with the IFMA Austin Chapter.

President's Remarks

Aimee Janousek encouraged everyone to focus on the Golf Tournament, which is just three weeks away. She also mentioned that she owes \$30 for a monthly luncheon, and Olga White owes \$10 for a Board Luncheon and Kevin Blackburn owes \$10 for a Board Luncheon.

Committee Reports

Golf

Crystal Green updated the Board on the Sponsorships and Golf Registrations raised to date. She announced that there needs to be additional golf teams. She reported that there were 8 Hole Sponsorships left. Vincent Davis announced that he would recruit Transwestern for a sponsorship. Crystal Green offered to send out the 2016 sponsors and the sponsors committed so far for 2017 so that there would not be any duplication of efforts. Crystal Green and Aimee Janousek requested everyone at the Board Meeting to personally recruit a Golf Sponsorship.

It was suggested to have a Golf Clinic for those non-golfers who wish to have lunch and dinner and just some golf instruction.

Aimee Janousek will submit a one sentence paragraph for the broadcast email. She mentioned she would focus on the importance of the tournament, which is a benefit for Hurricane Harvey Victims. In addition she will focus on the importance of including single golfers.

Communications and Social Media

It was reported that Facebook has been active and after a discussion, it was approved to spend \$50 to boost the Facebook post about the Golf Tournament.

Special Events

The Holiday Party with Capital Cruises has been set for December 7, 2017 from 4:00 – 7:00 PM. After the Golf Tournament, Jim Coles will set up the registration for the Holiday Party.

Professional Development

Vincent Davis reported he would review the IFMA Chapter Education License Agreement, which is an agreement for IFMA Austin to work with IFMA to provide a CFM Review class. He will report back to the Board in October or November.

Community Service

Todd Coleman reported that charity for the Golf Tournament would be for a Hurricane Relief Organization. A specific Hurricane Relief organization would be researched before the next Board Meeting.

There was discussion regarding organizing a community service event for the Ronald McDonald House around Halloween to prepare a meal for 20-30 people. 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

Derek Murakami presented the membership report. It was reported that the membership total was 151 members. Derek Murakami continues to contact members whose membership is about to expire. He reported there were 100 professional members; 39 associate members; 8 young professional members; and 4 students. Jim Coles will give the guest list from the monthly luncheons to Derek Murakami. It was recommended that the IFMA Austin Chapter needs membership renewals. The list of new members will be sent to Sommer Holcombe for inclusion in the newsletter.

Aimee Janousek reported that Mary Ressler from IFMA mentioned that IFMA will contact those Chapter Members who sign up under the wrong membership category. There was a discussion regarding nonmembers attending the monthly Chapter luncheon.

Sponsorship

Reminder for the rest of the monthly luncheon sponsorships for the year: September – Versacor; October – Corporate Care; November – Encotech; and January – Blackmon Mooring.

Scott Slaughter will contact existing Annual Sponsorships to see if they would like to continue for 2018. Jim Coles, CAE recommended contacting Central Transportation Systems and Rockford for possible Annual Sponsorships.

Programs and Tours

Brenda Booth updated the Board on the upcoming meetings for September (Government Contracting) and 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.

Other Business

With there being no further business, the meeting adjourned at 12:40 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 August 3, 2017 Board Strategy Meeting. After a review, the minutes were approved as presented.

Jim Coles, CAE presented the financial report, which consisted of the July Profit and Loss Report, Balance Sheet as of July 31, 2017. He noted that there was \$12,657 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 \$1,749. After a brief discussion, the financial report was accepted.

Other Business

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

Respectfully submitted,

Aimee Janousek
President

Jim Coles, CAE
Chapter Manager