

AUSTIN CHAPTER IFMA

Board of Director's Meeting

March 2, 2017

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

President Aimee Janousek called to order a meeting of the IFMA Austin Board of Directors and Committee Chairs on Thursday, March 2, 2017 (11:35 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, Brenda Booth, Todd Coleman, Vincent Davis, Scott Slaughter, Vincent Davis and Mark Wendland, CFM. Also in attendance were Jim Coles, CAE with the IFMA Austin Chapter.

Communications and Social Media – No Report.

Special Events – Aimee Janousek mentioned that the Star Ranch Golf Course should be reserved for September 2017. It was agreed to reserve the golf course for the third Thursday in September on the 21st. There was a recommendation to check the calendar for conflicts with other organizations. She also mentioned the June Bowling Event should be confirmed as well.

Community Service – Todd Coleman reported that there would be one Spring (Food Bank) and one Fall (McDonald House) events in 2017.

Newsletter – No Report.

Special Events - Aimee Janousek announced that the 17th Annual Power Lunch would be held April 25, 2017 at the Four Seasons Hotel. After a discussion, it was decided that the IFMA Austin Chapter purchase one table. There were six members of the Board (Todd Coleman, Vincent Davis, Aimee Janousek, Mark Wendland, CFM, Olga White, who agreed to represent the Chapter and sit at the table. The remaining 4 seats would be offered for sale at the monthly membership luncheon and if necessary by broadcast email. It was stated that the registration and ability to purchase a table opens in early March.

Brenda Booth reported on the Women in Facility Management Meeting that was held on February 28, 2017. She mentioned it was a large group and was successful and that similar meetings would be held in approximately six months at the Visa Headquarters.

It was also reported that the Bowling Event would be held on June 22, 2017.

The IFMA Board Letterhead was requested for use in sponsor mailings for the golf tournament and the bowling event.

Membership – Kevin Blackburn presented the membership report and announced there were 158 members. He reported that he had reviewed the membership roster. He stated that there were 16 renewals in February and March. He reported that he would be contacting 8 members whose membership is about to expire.

Sponsorship – Scott Slaughter reviewed the list of 2017 sponsors. He reported that the Platinum level and 2 bronze sponsorships are available. He reported that Cody Bland, with ABM renewed as a bronze sponsor.

It was reported that Scott Slaughter would order a new bronze sponsor sign from Swift Printing.

There was a discussion regarding assigning lunches to sponsors in March, (Blackmon Mooring), April, (ABF), May (Corporate Floors) and September (Texas Building Services).

Golf – Previously reported.

Programs and Tours- Brenda Booth reported that programs and tours have been planned and committed through June. There will not be a program in July, and the August program is tentatively on Conflict Resolution or on having a CFM Roundtable Discussion..

Website –It was noted that the golf tournament information from last year was still on the website. A suggestion was made to continue to add the IFMA lunches and the Power Lunch to calendar.

Professional Development/Education – Vincent Davis reported that he attended a CFM Prep Course in San Antonio and reported on the details of the course. He mentioned the San Antonio Chapter purchased a set of the study books for use in the training courses. There were approximately 20 students who took the course. It was decided to have one of the monthly luncheons be a CFM Roundtable, possibly August, with a discussion about the CFM and the FMP designations. It was noted that Associate Members can be an FMP. An article will be submitted for the IFMA Austin newsletter on the benefits of having the CFM and FMP designations.

Other Business – There was a reminder on the monthly luncheon fees. The rates will remain \$30.00 for every IFMA Chapter Member, \$35 for every non-member professional and increase the amount for non-member associates to \$40.

With there being no further business, the meeting adjourned at 1:15 PM.

Executive Board Session

President Aimee Janousek called to order a meeting of the Executive Committee of the IFMA Austin Chapter at 12:42 PM. Executive Committee Members present were Todd Coleman and Mark Wendland, CFM. Also in attendance was Jim Coles, CAE.

Aimee Janousek presented the minutes from the February 2, 2017 Board Meeting. The minutes were approved as submitted.

Jim Coles, CAE presented the February 28, 2017 Balance Sheet for a view of the checking account and Amplify Balances. He reported there were not any updated financial reports for approval by the Board. The February Financials have not been reconciled since the date of the Board Meeting was February 2, 2017.

There was a discussion regarding the membership list and who could receive it. A suggestion was made to allow associate members, for fee, to have broadcast emails sent out to the membership.

With there being no further business the meeting adjourned at 1:30 PM.

Respectfully submitted,

Aimee Janousek
President

Jim Coles, CAE
Chapter Executive