

IFMA 2006 ANNUAL REPORT

IFMA FOUNDATION/SCHOLARSHIPS COMMITTEE – JOYCE ROPER

The following donations were made in this fiscal year:

- ? **Georgia Tech Partnership:** \$8,500 unrestricted donation to the Masters degree program in Integrated Property and Facility Management. \$1,500 scholarship to a Georgia Tech student enrolled in the Masters degree program. These donations totaled \$10,000 support to Georgia Tech in this fiscal year.
- ? **IFMA Foundation Support:** \$2,500 unrestricted donation to support research and education. \$1,500 scholarship to be presented to a student at World Workplace 2006 in October. \$1,100 to reimburse the IFMA Foundation for expenses for the 2005 winning student to attend World Workplace 2005. These donations totaled \$5,100.
- ? **Support of Community Partners:** In addition to in-kind services provided through the Community Services Committee members, a total cash donation of \$3,000 was set aside to assist with facility repairs or services.

ADMINISTRATOR – ASSOCIATION HEADQUARTERS

- ? Handled on-site registration for 12 major events with an average of 125 persons registered (prepared badges & receipts)
- ? Assisted Program Chair in contracting venues for meetings and coordinated audio-visual support
- ? **Association Headquarters purchased a dedicated e-mail server to make it faster and easier to send broadcast e-mails without spamming to the members. We have sent 84 broadcast e-mail messages to notify or remind about 35 events.**
- ? Attended 10 Board Meetings - taking minutes, etc
- ? Bought e-mail server to allow for faster and more frequent e-mails to members
- ? Assisted the Web Master in adding information to events on the web site
- ? Provided database to printer for mailing the Newsletter
- ? Attended two Strategic Planning Retreats - participating and taking notes for minutes, etc.
- ? Maintained association's financial information, processing 107 checks and approximately \$80,000 in credit card charges
- ? Provided monthly reports to the Treasurer including Reconciliation, Budget, Balance Sheet, Statement of Activity, etc.
- ? Assisted in the preparation of the Budget
- ? Provided monthly reconciliation reports to the Program Chair

- ? Maintained the membership database in conjunction with IFMA International (average of 427 members)
- ? Assisted in the preparation and distribution of the membership directory
- ? Prepared the financial portion of the IFMA Recertification report
- ? Responded to numerous phone calls and e-mail inquiries from board members, committees, members and non-members

ASSOCIATES – MARK HAWKINSON

- ? Our annual IFMA Showcase raised \$8,000 for the Chapter this year. The Associates Committee also continued to meet with new associate members who joined IFMA over the past year, giving them advice and tips about the IFMA Atlanta Chapter to make their membership more valuable.

WEBSITE – ALAN JONES

- ? The website committee worked with the Career Services Committee to update and make the website more user friendly in posting jobs for the chapter.
- ? They created a separate calendar for committee meetings so any IFMA member can attend a committee meeting.

HOSPITALITY – SHANE LOMAX

- ? The committee recruited several committee members to welcome new and potential members at IFMA functions and to introduce them to other members as well as educate them on the IFMA experience.

INTERNATIONAL COMMITTEE – EUGENE DE NIS BIK

- ? The International committee adds International flavor to the chapter. As facility management develops internationally, it becomes interesting to find out how facility management exists in other countries. The committee invites an international speaker to participate in our monthly program every November. This past year Dr. Robby Friedman was our speaker and spoke about "Terrorism and Security".

PROGRAMS COMMITTEE – FRAN RISSLAND

- ? The programs committee, which is under Professional Development, organizes the monthly luncheons finding interesting speakers to present on a variety of topics related to the 9 core competencies related to facilities management. The committee makes sure that all programs receive continuing education credits so CFM's can keep their certifications current.

EDUCATION COMMITTEE - ANDREA NOLAND

- ? The Education Committees main focus is to provide educational programs and support professional development for our members. The committee is comprised of three teams: Career Services, CFM training and Educational Seminars. The Career Services committee maintains resumes and positions for professionals and associates, serves as a resource for individuals looking for career changes and advancement, maintains and updates the job opportunities web site, and organizes free workshops and mixers for the chapter. Our CFM training team assists professional members with resources and training for the CFM exam. The team also organizes 3 educational seminars on various core competency topics a year.

PUBLIC RELATIONS COMMITTEE – KATHY ROPER

- ? The committee provided several articles to local press and had one article on Atlantic Station and Sustainability printed in the IFMA News in April 2006.
- ? The Atlanta Chapter of IFMA's Public Relations committee was active in 2005-06 with a committee of six people. Three articles were written on various topics related to FM and submitted to the local *Business Chronicle*. One of these articles was just published in the *IFMA News* and another was published in the Atlanta Chapter Newsletter in March 2006. Information about the 2006 Community Service Day at North Fulton Child Development Center is being assembled for a potential article in the *North Fulton Neighbor* newspaper. The committee is winding up the year with recommendations for a larger "event" that would bring the chapter more publicity in the community. In conjunction with the chapter's 25th anniversary, this event is being organized for spring 2007.

GEORGIA TECH LIASON – KATHY ROPER

- ? The chapter supported Georgia Tech this year with a generous annual donation, as well as a student scholarship directly to our program for one deserving student. Chapter members also assisted Georgia Tech with it's first booth in the World Workplace Expo, where students and Professor Roper talked with potential candidates to the program.

COMMUNITY SERVICE COMMITTEE – JOANNE COLE

- ? The community services committee is very excited about working with two new partner organizations this year, City of Refuge and the Developmental Disabilities Ministry of Georgia. Plans are in the works for a new headquarters for DDMGA and a commercial kitchen and dining room with a seating capacity of 500 for the City of Refuge. In the past year we have been very busy with our other long standing partners, the YWCA, the Frazer Center, North Fulton Child Development Center, and Branan Towers. Between a ten floor total lobby renovation, a new HVAC system, newly built admin offices and other repairs and maintenance issues, we have completed in excess of a half million dollars of work for a cost to our partners (in in-kind donations and services) for just at \$300,000.

MEMBERSHIP COMMITTEE – LINDSEY BRADSHAW

- ? IFMA Atlanta strategic goal was to increase the number of professional's by 10 members. We have achieved our initial goal and increased our professionals by 22 members. The IFMA Atlanta total membership is at 436 with 274 professional members and 162 associate members. This is a ratio of 63% professionals and 37% associates. In May of 2005 we were at 432 total members with 252 professionals and 180 associates which is a ratio of 58% professionals to 42% associates. IFMA Atlanta will continue to focus on the growth and development of all of our members today and in the future.

NEWSLETTER COMMITTEE – MONTE TOWNSEND

- ? The newsletter committee – which is the voice of IFMA Atlanta - works as a team to voice the activities of the IFMA Atlanta chapter. The committee changed the 'look' of the newsletter by adding a full color front and back page. The added photo on the front page adds to the new look making the newsletter look like a magazine.