OUR MISSION

The Atlanta Chapter of IFMA is the premier, focused resource for professional development and innovative solutions in strategic facility management.

PURPOSE
Support a community that fosters vitality, momentum and impact for the facility management professional and associate members.

OBJECTIVES
Provide and engage Chapter members with opportunities that expand their professional growth, build business relationships and advance their career paths.

Inspire passion for the facility management profession that compels and engages facility practitioners to join and participate in the IFMA network, offers unique value with that participation and attracts volunteer leaders.

Sustain Atlanta Chapter of IFMA’s financial integrity to achieve and fulfill our mission.
Dear fellow Chapter Members,

As we reflect on this past fiscal year, the Atlanta Chapter of IFMA stands out as a leader among IFMA Chapters. We have made a real difference in facility management this past year. Our vision and mission are aligned with our Strategic Plan and this annual report highlights our major objectives and achievements:

- Grow and engage Professional members
- Provide educational opportunities for professional development
- Provide opportunities to build business relationships
- Collaborate with strategic professional organizations
- Streamline and communicate administrative processes
- Create opportunities for personal and professional growth
- Maintain viable fiscal position

Our Chapter continues to be an innovative Chapter that excels in multiple areas including professional development, FM education, an active member volunteer base, sound financial stewardship, community service, collaboration with accredited degree programs and other professional organizations, support of the IFMA Foundation, and extensive outreach in both our local and the larger international FM community.

The Chapter was instrumental in establishing the Facility Management graduate program at GA Tech, and has supported the program in numerous ways over the years (since 2000). We have taken a similar approach to the new undergraduate program at Southern Polytechnic State University (SPSU). In 2013, the Chapter held our biennial Atlanta Workplace educational conference, a noteworthy achievement. We also continue our support of IFMA, our parent organization, as well as the IFMA Foundation. The Chapter sends active members annually to IFMA functions, and our members participate on IFMA committees.

Our most significant achievement this fiscal year is being approved as an International Association for Continuing Education and Training (IACET) Authorized Provider. IACET is the premier standards-setting organization for continuing education and training. IACET Authorized Providers are an elite group of educators dedicated to quality in continuing education and training. Consumers trust the IACET CEU because they know that the Authorized Providers’ processes must follow the ANSI/IACET Standard for Continuing Education and Training and have been thoroughly assessed by a third party.

In short, the Atlanta Chapter of IFMA had an incredibly productive, award-winning, and precedent-setting year! It has been my pleasure to serve as your Chapter President. I extend my sincere thanks to all of our members, Sustaining Patrons, committee chairs, students and community partners. All of us should be extremely proud of these extraordinary accomplishments.

Regards,
Annette Gorelick, LEED AP O+M
Immediate Past President, Atlanta Chapter of IFMA
Executive Committee

Annette Gorelick
President

Ken Byson
Vice President, President-Elect

Kenneth Stephenson
Vice President, Professional Development

Joseph Geirman
Vice President, Communication

Dan Walther
Chapter Treasurer

Christy Lowell
Chapter Secretary

Karen Howard
Past President

Committee Chairs

Pete Van Cleve
Associates & Special Events

Joe Carroll
Career Management

Emily Perry & Rick Yarbrough
Community Services

Anthony Maddox
Education

Dee Raya
Foundation/Scholarships

Kathy Roper
Georgia Tech Liaison

Khalid Siddiqi
Southern Polytechnic State University (SPSU) Liaison

Dawn Abraham
Membership

Tammy Weeks
Newsletter

Gean Leyba
Programs

Sharon Jaye
Sustainability

Harry Ludwig
Sustaining Patrons

Joseph Geirman
AWP 2013

Carrie May
Emerging Leaders

Steve Christopher
Spring Classic

Harriet Whelihan
CFM Certification

Pam Essler
Tours
SUSTAINING PATRONS

Gold

CWC
Turner Interiors

Silver

DEKALB Office
DTI
Royal Cup
Maine Construction Company
Milliken
dyson airblade

Bronze

A S D
APCO
Baker Audio
ENTEK
Haworth
Humphries Company
INOX
MCC
Metro Contract Cleaning
Mohawk Group
RICOH
TECHNICAL INNOVATION
UPS

Patrons

AVYVE
Choate
Corporate Environments
CORT
EMCOR Aircond Services

FLIK
Flood Brothers
Flooring Solutions
Gensler
Hendrick
ICS Contract Services

LCG-CI
Leapley Construction
NatureScapes
Plant Peddler
TVS Design
The IFMA Balanced Scorecard is a document containing seven objectives that give purpose to our association, the events scheduled and direction for interaction with its members throughout the year.

Our monthly programs, associates committee, networking events, new member breakfast, sustaining patron and association reception, community services and non-profit offerings remain strong. When coupled with the chapters strong scholarships and IFMA foundation support program, we have been able to create something with real value for members and the community around us.

The following pages represent the different ways we have worked to support the seven objectives: Grow and Engage, Educate, Build Relationships, Collaborate, Streamline, Develop Leaders, and Maintain Fiscal Viability.
The Atlanta Chapter of IFMA is a tremendous venue for providing opportunities for its members to connect. Special tours and events, monthly luncheons, exceptional educational programs encourage building friendships, strong business relationships for personal and professional growth. The Chapter also maintains robust Emerging Leader and Mentoring Programs for members who are new to the FM profession.
One objective of the IFMA Atlanta Chapter is to provide significant educational opportunities to FM professionals to advance their careers and expand their professional growth. Notably, our Chapter has received the distinguished honor of being IACET accredited for all of its continuing education programs. IFMA Atlanta is the first Chapter in the international organization to receive this designation.
Many opportunities are available exclusively for FM professionals and members that are unique from other organizations. Tours of highly secured areas such as the Atlanta Hartsfield Jackson International Airport, Chick-fil-a Corporate, and the CDC have provided an opportunity that could not have been experienced anywhere else.
The mission of IFMA Atlanta Community Services Committee is to assist nonprofit organizations in improving their facilities, maximizing the value of their facility dollars so that more funds can go to their program operations. From the formation of the Committee in 1997, we have grown from serving one Nonprofit Partner to serving twelve partners this past year. The Chapter also collaborates with the FM schools at Georgia Institute of Technology (GA Tech) and Southern Polytechnic State University (SPSU) through established Liaison Committees. The committees are made up of Accredited Degree Program (ADP) Faculty, Staff Advisors, Chapter members who are graduates of the FM Programs, Chapter Officers, and students currently enrolled in the FM Program(s). These Committees coordinate, support and direct shared goals of IFMA and each ADP to advance the FM profession. Additionally, the Chapter signed as a founding partner to the Atlanta Better Buildings Challenge (ABBC).
Association Headquarters (AHQI) is the organization behind the scenes that helps IFMA Atlanta run smoothly. The Chapter maintains a website event calendar, up-to-date job descriptions, and conducts member surveys for program feedback. They manage payments for luncheons, help run meetings, manage our database and provide general administrative support. We are appreciative for all their support and effort.
IFMA Atlanta recognizes and congratulates members for outstanding achievement every year. The 2012 award recipients were:

- Pete Van Cleave
  *Outstanding Associate Award*

- Haydn Fusia
  *Harry L. Ludwig, III Community Service Award*

- Barbara Miller
  *Achievement in FM Award*

- Harriet Whelihan
  *Martha Osborne CFM Award*

- Gean Leyba
  *Distinguished Member Award*

Sharon Jaye was recognized by her peers at World Workplace 2012 in San Antonio as both the IFMA Distinguished Author and Distinguished Member Award Winner.
The Atlanta Chapter Board holds monthly board meetings and an annual retreat to set goals for the coming year. Members of the Board are dedicated to providing sound financial stewardship of the Chapter’s funds and resources.
Each year, IFMA Atlanta members come together for a fun day of tennis, golf, cruising and dining in support of the IFMA Foundation. A very special thanks to Steve Christopher and the rest of the Royal Cup crew for another successful event in April.
Atlanta Workplace 2013, a one-day conference held February 22, 2013 for building professionals, was a great success. At the outset, the organizing committee’s goal was to hold a reasonably priced event (under $100) with a strong focus on education and networking. With 180 registered attendees, 9 breakout sessions on operations, sustainability and design, 30 vendors presenting information at tabletop displays, and 2 keynote speakers who spoke about Atlanta’s present and future – the committee’s goal was accomplished! Thank you to the following chapter members for their help on the committee: Dawn Abraham, Meaghan Baker, Ken Bryson, Nancy Cartledge, Wendy Gill, Joseph Geierman, Annette Gorelick, Karen Howard, Sharon Jaye, Gean Leyba, Anthony Maddox, Lauren McLeroy, Christine Neldon, Merri Anne Pfeffer, Joyce Roper, Derek Rusch, Clara Smith and Ken Stephenson.
Companies and organizations who donated goods and services to our nonprofit partners through the Community Services Committee from July 2012 through June 2013 for a recorded total of $59,854 were:

- Impact Office Interiors
- Duke Realty
- The Best Consultant
- AzkoNobel
- Green Solutions
- Reliant Construction
- CDC
- Ruppert Landscape
- Flood Brothers
- Alison-Smith
- IFMA Atlanta Membership (Holiday luncheon)
- Water for Life
- Royal Cup
- Maxair

The total recorded volunteer time to our nonprofit partners through the Community Services Committee was 1,131 hours.
### Income Snapshot for July-June; FY Totals:

<table>
<thead>
<tr>
<th>Account particulars</th>
<th>FY Budget</th>
<th>FY Actuals</th>
<th>Account particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustaining Patrons</td>
<td>90,000</td>
<td>93,750</td>
<td>June T267; May 10,867,375; Funds Received throughout the year</td>
</tr>
<tr>
<td>Professional Development</td>
<td>81,700</td>
<td>36,370</td>
<td>May 400; Fed posted $19,907; Income less Expense = $13,954</td>
</tr>
<tr>
<td>IFMA ATL WP*</td>
<td>30,160</td>
<td>34,872</td>
<td>June 4948; May 8238; Apr $0; Mar 4896; Feb $7493; less $405 YTD Interest earned 405; Received monthly from International</td>
</tr>
<tr>
<td>Chapter Dues</td>
<td>45,000</td>
<td>44,325</td>
<td>June 1267; May $10,867;3750; Funds Received throughout the year</td>
</tr>
<tr>
<td>Spring Classic</td>
<td>23,783</td>
<td>19,036</td>
<td>June 166; May 14,547; Apr 1522; Classic numbers start to post in the Spring; Income + Expense+ Fund Raiser = $20,785</td>
</tr>
<tr>
<td>Associates &amp; Events</td>
<td>4,000</td>
<td>7153</td>
<td>May 3414; April $60; Associates &amp; Events</td>
</tr>
<tr>
<td>Fund Raisers</td>
<td>10,000</td>
<td>7458</td>
<td>Spring Classic June 1250; May 2716; April 2492, Mar 1k; 30th Gala $1522 posted in Sept</td>
</tr>
<tr>
<td>IFMA ATL WP*</td>
<td>9,500</td>
<td>14,030</td>
<td>June 166; May 14,547; Apr 1522; Classic numbers start to post in the Spring</td>
</tr>
<tr>
<td>Other Budget Income</td>
<td>1,350</td>
<td>-0-</td>
<td>Community Service $750</td>
</tr>
<tr>
<td><strong>Income Budget v Actual, July - June 2013</strong></td>
<td><strong>$301,493</strong></td>
<td><strong>$259,098</strong></td>
<td>FY Income Budget/Actual = 86% of Income Budget</td>
</tr>
</tbody>
</table>

### Expense Snapshot July-June; FY Totals:

<table>
<thead>
<tr>
<th>Account particulars</th>
<th>FY Budget</th>
<th>FY Actuals</th>
<th>Account particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustaining Patrons</td>
<td>90,000</td>
<td>93,750</td>
<td>June T267; May 10,867,375; Funds Received throughout the year</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>76,075</td>
<td>79,998</td>
<td>May 10,572; May $8161; April $6068; $9k/mth AHQI budget</td>
</tr>
<tr>
<td>Spring Classic</td>
<td>20,155</td>
<td>17,440</td>
<td>May 14,572; April 1807; Classic numbers start to post in the Spring</td>
</tr>
<tr>
<td>IFMA ATL WP*</td>
<td>22,130</td>
<td>21,960</td>
<td>June 249; Mar 891; Feb $17,799; Jan $691; Sept posted $1147 website; July '12 posted $1147</td>
</tr>
<tr>
<td>Professional Development</td>
<td>83,500</td>
<td>44,246</td>
<td>June 5072; May 4450; Apr 2927; Mar 3370; Feb 2050; Jan $11,385; Dec $5199; Nov $31; Sept $2744 (Meal 2370); July--$2700 Meal Service</td>
</tr>
<tr>
<td>IFMA Leadership Training Advoca Day</td>
<td>6000</td>
<td>2805</td>
<td>April 2805</td>
</tr>
<tr>
<td>Membership</td>
<td>5,000</td>
<td>4779</td>
<td>May 2084; Mar 500; Nov 1695; Orientation/Design/Printing</td>
</tr>
<tr>
<td>Associates</td>
<td>4,500</td>
<td>5441</td>
<td>May 406; April 521; Mar 246; Feb 2500; Oct 1738; Associates events and Sustaining Patron Event (?)</td>
</tr>
<tr>
<td>WWP (World Workplace)</td>
<td>4,225</td>
<td>5446</td>
<td>Budget $1125 Chapter pins + $3100 Hospitality suite</td>
</tr>
<tr>
<td>30th GALA</td>
<td>9500</td>
<td>7,911</td>
<td>Oct 25; August post $6476 for this Aug 2 event</td>
</tr>
<tr>
<td>Community Services</td>
<td>2,500</td>
<td>741</td>
<td>May 538; Partner Meeting Sponsorship; Volunteer Day; Summit LnL, Volunteer Appreciation Day</td>
</tr>
<tr>
<td>GA Tech Contributions</td>
<td>10,000</td>
<td>10,000</td>
<td>10k April; GA Tech donations unrestricted; 5k April; Southern Play Tech U</td>
</tr>
<tr>
<td>SPSU IFMA Program</td>
<td>5,000</td>
<td>5,000</td>
<td>5k April; Southern Play Tech U</td>
</tr>
<tr>
<td>a. IFMA Foundation Donations</td>
<td>7,950</td>
<td>5000</td>
<td>$13,600 spent; $13,500 TOTAL Budget for IFMA Foundation’s donation and scholarship; WWP $ for scholarship winner</td>
</tr>
<tr>
<td>b. IFMA Foundn Scholarship</td>
<td>5,000</td>
<td>5000</td>
<td>Apr 50; March 50; $438 Dec; Nov; --IFMA ATL professional scholarship WWP @ 3 ea, --Discretionary Donations, GALA</td>
</tr>
<tr>
<td>c. WWP Expenses/Scholarship winner</td>
<td>1,000</td>
<td>1100</td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td>4,500</td>
<td>4552</td>
<td></td>
</tr>
<tr>
<td>a. IFMA Prof WWP (Jaa) Discretionary Donation &amp; GALA</td>
<td>1,000</td>
<td>1140</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>2,600</td>
<td>-0-</td>
<td>Electric newsletter, graphic design at $2k budget, etc</td>
</tr>
<tr>
<td>Media &amp; Public Relations</td>
<td>6,500</td>
<td>6000</td>
<td>June 500; Bounce path or other Service provider</td>
</tr>
<tr>
<td>Year End Report</td>
<td>10,120</td>
<td>5302</td>
<td>Dec-$5054;Budget@Print 4860,Prep 260,Design 5k</td>
</tr>
<tr>
<td>Website</td>
<td>5,750</td>
<td>7395</td>
<td>June 18; May 135; 2k Develop + Maint Budget; Budget at 3750 Site redesign + Rebuild</td>
</tr>
<tr>
<td><strong>Expense Budget v Actual, July–June 2013</strong></td>
<td><strong>$289,855</strong></td>
<td><strong>$247,995</strong></td>
<td>Expense Budget/Actual = 86% of Expense Budget</td>
</tr>
</tbody>
</table>

**Worthy Mentions:**
- $11,103 Overage to carry to FY 2013-2014 FY
- Sustaining Patron Annual receipt of $93,750 Spring Classic. Income + Expense+ Fund Raiser = $20,785
- $44,325 ANNUAL Receipt for Chapter Dues $4948 Chapter Dues posted for June 2013
- Monthly Income averages to Date: Budget Income - 25,124/month avg Actual Income - 21,592/month avg using YTD figures
- Monthly Expense averages to Date: Budget Expense - 24,880/month avg Actual Expense - 20,666/month avg using YTD figures

**Notes:**
Congratulations to the IFMA Atlanta Chapter for becoming Large Chapter of the Year and an authorized provider of IACET CEUs!

Along with the prestigious award for being named Large Chapter of the Year for 2012-13, IFMA Atlanta also has now become the first IFMA chapter to be able to offer Continuing Education Units (CEUs) under the auspices of IACET - the International Association for Continuing Education and Training, so that our Professional members have immediate access to CEUs through the Chapter’s own programs.
Chair – Associates
Peter Van Cleave
Water for Life
associates@ifmaatlanta.org

Chair – Newsletter
Tammy Weeks
ICS Contract Services
newsletter@ifmaatlanta.org

Chair – IFMA Foundation & Scholarships
Dee Raya
The Coca-Cola Company
foundation@ifmaatlanta.org

Co-Chair Community Services
Richard Yarbrough
TL Gowin & Co., Inc.
communityservices@ifmaatlanta.org

Co-Chair Community Services
Emily Perry
Harris Perry & Associates, Inc.
communityservices@ifmaatlanta.org

Chair – Programs
Gean Leyba
Research in Motion Corp.
programs@ifmaatlanta.org

Chair – Education
Anthony Maddox
Southern Polytechnic University
education@ifmaatlanta.org

Chair – Sustainability
Sharon Jaye
The Westminster Schools
sharonjaye@westminster.net

Chair – Career Management
Joseph Carroll
IST Management Services
career@ifmaatlanta.org

Chair – Tours
Pamela Essler
Forecast Design Studio, LLC
tours@ifmaatlanta.org

Chair – Emerging Leaders
Carrie May
Gensler
carrie_may@gensler.com

Chair – Golf/Tennis Classic
Stephen Christopher
Royal Cup, Inc.
stevec@royalcupcoffee.com

Chair – Atlanta Workplace
Joseph Geierman
joseph@geierman.net

Chair – CFM Certification
Harriett Whelihan
International Facility Management Association
665 Red Oak Road
Stockbridge, GA 30281

Return Services Requested