



March 9, 1990

page 1 of 5

## ATLANTA CHAPTER - MARCH NEWSLETTER

### MESSAGE FROM MARTHA:

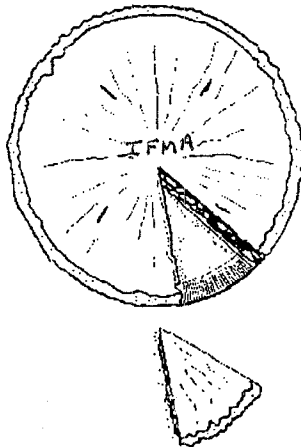
Promote IFMA Enthusiastically!! That is the IFMA PIE this month. You will notice that membership invitations have been included in this mailing. At the leadership conference, it was suggested that we all have membership invitations at the ready: carry one in your briefcase, have one in the glove compartment of your car and keep one in your desk, handy for the person you meet who is a likely candidate for membership. Increased membership gives you, the current member, a broader base to draw upon for experience--sharing, problem-solving and networking. Sharing an invitation to membership also benefits the recipient. You provide the opportunity to learn and grow with a group that has learned from "the ground up." So, get out there and Promote IFMA Enthusiastically. You paid for it, so have a piece of the PIE.

\* \* P I E \* \*

January - Participation Is Essential

February - Participation Is Educational

March - Promote IFMA Enthusiastically



### MARCH LUNCHEON AND PROGRAM

We have been invited to hold our March luncheon in the Kimball Showroom. Werner Schier, Director of Design Education for Kimball International, will be the guest speaker. He will give an outline of wood technology. Mr. Schier is from Vernon, California. Kimball International is the largest manufacturer of wooden furniture in the United States. Join us for a most interesting departure from our usual meeting.

**Reservations must be made no later than Friday, March 16th**, by calling Noble Data Systems at 233-1777. The cost is \$15 for members and \$20 for non-members. We will not be able to invoice you for meetings attended, so please come prepared to pay at the door by check or correct change. In accordance with IFMA policy, no-shows will be invoiced.

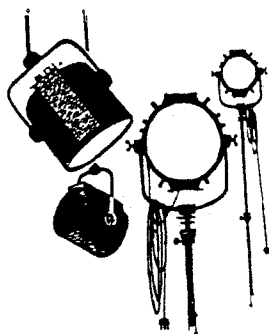
Since the round table discussion concept was such a success last month, we'd like to try it again. We are looking for Allied/Affiliate members who would be willing to participate in a round table discussion at the July luncheon. Topic: "What can we do to make your job as a Facility Manager easier?" Contact Jaime Lanier at 956-8660, if interested.

### Regional Conference

The Southeastern Region is planning a conference to be held in Jacksonville, Florida, on May 18 and 19. The conference will begin with a cocktail reception and dinner cruise aboard the Lady of Jacksonville. Saturday will begin with a breakfast buffet and will be a work day, with conferences scheduled all day. The conference will be geared towards chapter officers, committee chairpersons and members interested in chapter administration. A block of rooms has been reserved at the Omni Hotel @ \$70 per night.

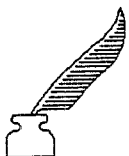
International Facility Management Association  
Box 133  
1579F Monroe Drive, N.E.  
Atlanta, Georgia 30324  
404/233-1777

## SPOTLIGHT


**Job Bank**  
**John Steffes, Chairperson**

The Job Bank committee is responsible for job networking. It is a depository for resumes of people who are interested in a career change. John keeps all resumes he receives on file for a period of one year. Firms and potential employers contact John when they have an opening. He requests the specifications for the position to be filled. He then cross-checks his resume file and forwards any that meet the requirements, and then informs the applicant that his or her resume has been sent.

John is Regional Facilities Manager for Northern Telecom. He has been with the company for 5-1/2 years, following his retirement from the Navy as Captain in 1984 after 30 years of service.

**Newsletter**  
**Lillian Dever, Chairperson**


This committee is responsible for compiling and writing news items for the monthly newsletter. The information is then sent to Noble Data Systems, our secretarial service, for input, formatting, editing, printing and mailing. Under President

Martha's guidance, the newsletter has been expanded to include several regular features as well as graphics.

Lillian is Property Manager/Leasing Agent for Decatur Federal Savings and Loan Association. She has been with Decatur Federal for 11-1/2 years, and in her current position for 3 years.

---

**Facilities '90**

*"If you are looking for the optimum learning experience in Computer-Aided Facilities Management, look no further."* This is quoted from the Facilities '90 brochure that we received this week. Facilities '90 offers you the best of everything -- the best speakers, the best programs and the best information. In addition, it's the only computer automation conference geared specifically to facility managers. It will be held in Atlanta from June 13-15 at the Omni Hotel. Make plans now to attend!



Please note a change in the calendar for the November luncheon. Because Thanksgiving is Thursday, November 22nd, we were able to reschedule the luncheon for Wednesday, November 14th, at Trio Restaurant.

**Wednesday, March 21**  
 Luncheon - 11:45 a.m.  
 Kimball Showroom  
 Atlanta Merchandise Mart

**Wednesday, April 18**  
 Luncheon - 11:45 a.m.  
 Atlanta Merchandise Mart

**Wednesday, May 16**  
 Luncheon - 11:45 a.m.  
 Atlanta Merchandise Mart

**Wednesday, June 20**  
 Luncheon - 11:45 a.m.  
 Atlanta Merchandise Mart

**Wednesday, July 18**  
 Luncheon - 11:45 a.m.  
 Trio Restaurant

**Wednesday, August 15**  
 Luncheon - 11:45 a.m.  
 Armstrong Showroom  
 Atlanta Merchandise Mart

**Wednesday, September 19**  
 Luncheon - 11:45 a.m.  
 Update on Underground and  
 informal walking tour  
 Underground Atlanta

**Wednesday, October 17**  
 Luncheon - 11:45 a.m.  
 Inforum

**Wednesday, November 14**  
 Luncheon - 11:45 a.m.  
 Trio Restaurant

**Wednesday, December 19**  
 Christmas Luncheon - 11:45 a.m.  
 Westin Lenox

## ATLANTA MAKES EVERYONE HAPPY IN A RELOCATION EFFORT!

You could believe that . . . had you attended the Atlanta IFMA Relocation Round Table luncheon in February.

Membership and guests filled the house as Vice President Jim Pelger led the discussion on "How to keep everyone happy in a relocation." Some immediate and basic replies were:

1. *Let people in on as much as possible, and do it as soon as possible.*
2. *Notify and update everyone by newsletter or memo, depending on your best communication.*
3. *Ask for feedback, especially from department heads.*
4. *Make brochures, with floor plans and services available, to distribute for clarification.*
5. *Provide a "how to pack" notice, with labels and permanent markers.*
6. *Excellent idea . . . radio contact between buildings.*
7. *Create a "help center" to redirect lost and found items.*
8. *Make employees feel comfortable with the move by arranging for after-the-move musclemen to assist as needed during prearranged hours.*
9. *Set up a video in the lobby or outside for updates on any build-out progress.*

One major relocation veteran advised that you set up a move team and let your move committee define their own responsibilities for your approval. Make team members accountable to the team and to the big picture. This can gain momentum for later and certainly utilizes your in-house strength. Discover your teamwork potential . . . relocate and make everyone happy in the process.

Two things are a must:

1. schedule of events, with specific time increments
2. actual item list, with names for task assignments

For you "first time" computer folks . . . pre-cable is also a must. Obviously, the HVAC should be scheduled and operational *PRIOR TO* computer installation. When scheduling your technician's time, allow for slip-dates.

There are some pitfalls, one of which is elevator access . . . be sure to reserve the elevator!

It is teamwork and good organizational leadership that get the job started. It is hard work and persistence that get it completed.

The round table format was successful and the Atlanta Chapter will definitely use it again!

*Reported by Polly Harper*

## PATRONS

Kim Harden, Chairperson of the Social Events & Sponsors Committee, has announced a new program. There will be four Patron levels:

\$1500 - Diamond  
\$1000 - Gold  
\$500 - Silver  
\$250 - Bronze

Diamond level will include a 1/2 page in the newsletter. All patrons will be listed in each newsletter and introduced at each luncheon for one year (12 months from receipt of contribution). The funds obtained will be used for a scholarship (more information on this in later issues), help pay for speakers, and to subsidize luncheons, educational seminars and workshops. Please send company name to Kim Harden (fax: 233-1138). Let's have an all-out push for new members and sponsors!!! Application forms and IFMA information are enclosed.

## 1990 PATRONS

**Kimball International - Gold**

(more names needed)

Call Kim Harden

phone: 266-0501

**MEMBERSHIP REVIEW:**

Even though we are members of IFMA and, as such, have read every bit of information provided by National, we sometimes are asked about eligibility of becoming a member, and we stumble on the answer.

So, by way of review, here are the classifications of membership and their requirements. **These memberships belong to the person and transfer with him/her:**

**Professional:** Three or more years' experience, who are salaried employees of an organization and whose job responsibilities include the active management of that organization's facilities. These individuals shall have responsibility for at least two (2) of the following activities:

1. facility planning and design
2. facility construction and renovation
3. coordination of facility changes and relocation
4. procurement of furnishings, equipment and outside facility services
5. development of corporate facilities policies
6. long-range facility planning and analysis
7. building operations, maintenance and engineering
8. furnishing and equipment inventory management
9. real estate procurement and disposal

**Associate:** Salaried employees of an organization who perform a specialized function or service, but are not responsible for the overall management of the organization's facilities.

**Life-Time:** This membership is open to Professional members of good standing who are retired.

**Academic:** Instructors and active degree candidates who are engaged in a full-time educational program in facility management or a related field of study.

**These memberships belong to the organization;** however, they are recorded in the names of the individual representatives. No more than two (2) representatives of any one company may belong to a particular chapter at one time.

**Affiliate Organization:** This membership is open to representatives who provide professional and/or consulting services for a fee.

**Allied Organization:** Representatives of manufacturers, vendors, dealers and distributors of facility-related products and services which primarily deal with only one aspect of facility management.

Please remember, local chapters are required to keep the member ratio of 75% Professional and Associate to 25% Affiliate and Allied members. It happens very frequently that there are so many Affiliate and Allied requests in the Atlanta area that we are forced to maintain a waiting list. Being put on the waiting list puts you on the local mailing list so you will be informed of all local functions. The waiting list is monitored monthly; therefore, you will be advised as soon as there is an opening. **However**, if you get three (3) Professional or Associate members to join, your membership can be processed immediately. (You just made the 75/25% difference!)

Also, to expedite membership, please send your application to the Membership Chairperson or the President. This will put you on the local list immediately (if you send the information directly to Houston, there can be a 4-6 week delay). We will forward your payment and application on to Houston for you. All payments must be made out to IFMA (International Facility Management Association).

**F. Y. I.**

We have begun a new tradition. New members will be wearing a **Georgia Peach** on their name tags at their first meeting. Please take the time to give them a warm welcome and answer any questions they may have. All new members and their sponsors will be introduced, and their photos will appear in the following newsletter.

Thanks to Jeff Reeves, Thomas Carpets, Inc., for volunteering to be the official Atlanta chapter photographer.



Congratulations to the former Jena Klopff, who became Mrs. Howard Newell on Saturday, February 24th. Mr. and Mrs. Newell will be relocating to Des Moines, Iowa, where Howard will be going into business with his brother, and Jena will be opening up a new territory for Reff. Best wishes from all of us!

---

**IFMA EXECUTIVE COMMITTEE**

**President:** **Martha Osborne**  
DCA  
442-4004

**Vice President:** **James Pelger**  
Rockwell Int'l. Missile Systems  
497-5613

**Secretary:** **Beverly BonDarew**  
MCI Telecommunications  
668-6519

**Treasurer:** **Howard Chapman**  
Alston & Bird  
881-7701

**Past President:** **Chestley Yelton**  
Southern Company Services  
668-3939

**Regional Vice President:** **Jean Lusso**  
The Coca Cola Company  
676-4053

**Atlanta Chapter:** Box 133  
1579-F Monroe Drive, N.E.  
Atlanta, Georgia 30324

**Secretarial Service:** **Noble Data Systems, Inc.**  
550 Pharr Road, Suite 535  
Atlanta, Georgia 30305  
233-1777

**IFMA (Houston):** 713-623-4362

**IFMA CHAIRPERSONS**

**Awards:** **Dorothy C. Harris**  
Rosser Fabrap International  
688-3596

**Codes & Regulations:** **Don Knight**  
565-3138

**Job Bank:** **John Steffes**  
Northern Telecom, Inc.  
395-5350

**Membership:** **Kim Weiss**  
Long, Aldridge and Norman  
527-4045

**Networking:** **Sharon Beusse**  
565-1758

**Technical:** **Joel Laseter**  
Randall & Laseter, Architects  
377-7620

**Newsletter:** **Lillian Dever**  
Decatur Federal Savings Loan Assn.  
982-6171

**Nominating:** **Chestley Yelton**  
Southern Company Services  
668-3939

**Programs:** **Jaime Lanier**  
Interface Flooring  
956-8660

**Publicity:** **Mark Mausen**  
Georgia-Pacific Corp.  
521-4205

**Social Events & Sponsors:** **Kim Harden**  
Baker Executive Office  
266-0501

**Historian:**

**Education:**

**Research & Info:**

---

**HELP** - We still need help on the following committees: Publicity, Social Events & Sponsors and Newsletter.