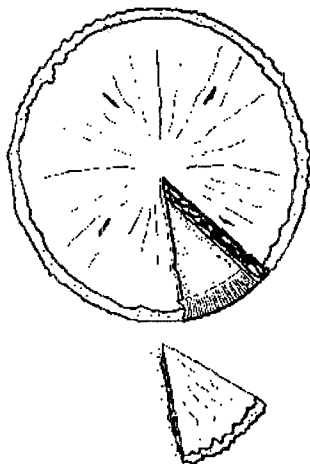


ATLANTA CHAPTER - JUNE NEWSLETTER

MESSAGE FROM MARTHA:



Have a piece of this month's **P I E !** Professionalism In Evidence. We are a wonderful group of people: Professional, Associate, Allied and Affiliate alike.

Listening to other chapters complain that their allied/affiliate visitors bombard them with sales pitches at their meetings, I realized how lucky we are. We are a group with a strong sense of professionalism.

Not only do our allied/ affiliate members take an active interest in learning more about facility management and our problems, they offer strong leadership and support to our chapter. They have been proactive (buzz word of the 90s) in explaining to visiting allied/ affiliate people - who might become a little too sales oriented - that this meeting is not a sales forum.

The professional/associate members, also, are organized, knowledgeable, sharing, caring folks who can and do help each other by sharing themselves. We are all interested in increasing our knowledge and skills and in accomplishing our jobs in a smooth, cost-efficient manner. Our people-skills are strong, and our initiative and ability to innovate work well to accomplish the *difficult*. "The *impossible* only takes us a little longer."

Professional/associate and allied/affiliate work closely together for our common goals, both in IFMA and our individual work places. The working world can really see our Professionalism In Evidence. Be proud of our organization, and offer someone **A Piece of the PIE !**

PIE:

- January - Participation Is Essential
- February - Participation Is Educational
- March - Promote IFMA Enthusiastically
- April - Personalize IFMA's Ethics
- May - Profession In Evolution
- June - Professionalism In Evidence

JUNE LUNCHEON AND PROGRAM

Our program this month centers on the qualifications of a company to meet the requirements of **HPR** (highly protected risk) insurance. A case study will be presented by our main speaker, and two representatives from St. Paul Fire and Marine Insurance Company will also be present to give an overview of how **HPR** can save companies "big bucks."

Our primary speaker is John Garrigan, who spoke to us last winter. John was Corporate Director of Security and Safety for Digital Communications Associates, an Atlanta-based data communications company. He is a member of the American Society of Industrial Security, and is a candidate for international certification as a Protection Professional. Currently, he is Director of DCA's new Corporate Excellence Program.

John was former Administrative Assistant to the Police Commissioner in Boston, and has been involved with a number of consulting projects for major local, federal and private agencies. He served on a national task force to investigate the Air Florida crash in Washington, DC in 1982, and developed two model police training programs for the U.S. Department of Labor and the U.S. Department of Justice. Prior to working at his present job at DCA, John was Security/Safety Manager at Marshall's Department Stores, in charge of loss prevention at the company's 900,000 square foot distribution center. John is also president of Garrigan Associates, Inc., a full-service security and safety consulting firm which develops proactive risk management programs to help companies enhance their profit margin. John has spoken at a variety of conferences and panels on the subject of Risk Management.

Plan to join us for this interesting program. We will meet on **Wednesday, June 20th**, at 11:45 a.m. at the Atlanta Merchandise Mart.

Reservations must be made no later than Friday, June 15th, 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.

**IBD NORTH FLORIDA CHAPTER
CELEBRATES DESIGNFEST ANNIVERSARY**



ORLANDO, FLORIDA – On Friday and Saturday, July 27 and 28, 1990, the North Florida Chapter of the Institute of Business Designers (IBD) will present **DESIGNFEST '90**, an annual showcase of products and services for commercial interior designers. Show hours are from 10 a.m. to 6 p.m. on Friday, and on Saturday, 10 a.m. to 5 p.m., at the Orange County Convention/Civic Center in Orlando, Florida.

Over 3,000 designers, architects, students and related professionals are expected to attend the 700-booth trade show, which originated as a small-scale tabletop exhibit in a hotel room in 1981. Exhibitors represent national, regional and local manufacturers from the contract industry.

The North Florida Chapter of IBD has been sponsoring and producing DESIGNFEST (formerly POST-NEOCON) for the past ten years. Through the participation and support of many major companies, such as Steelcase, Herman Miller and Shelby Williams, DESIGNFEST has become the most complete regional show of its kind in the Southeast.

During the course of the show, exhibitors will be judged on booth presentation, originality and creativity of product promotion. Included in this year's team of notable Exhibit Display Judges are lighting designer, George Kovaks; Len Cortin of *Contract Magazine*; and Michael Kroelinger, IBD, president-elect of IBD National.

Booth design awards will be presented at the traditional DESIGNFEST party, held Friday evening in the Ballroom of the Peabody Orlando Hotel. The ballroom will be transformed into 1950s Chicago where the *Blues Brothers Tribute*, a 7-piece band imitation of the famous Blues Brothers, will entertain show attendees and exhibitors.

Although DESIGNFEST is a fund-raiser in itself, it will include another fund-raiser – a Silent Auction – for Health Crisis Network (HCN), an organization which offers care and support for AIDS patients throughout Florida. Items for auction are donated by exhibitors.

DESIGNFEST ANNIVERSARY (continued)

DESIGNFEST's continual success is attributed to the fact that the entire two-day event focuses on the trade show itself, without the interruption of concurrent seminars, speakers or programs. The show provides designers with an educational opportunity in a social environment and has become known as a yearly reunion for the Florida design community.

For further information, contact the IBD North Florida Chapter office, 122 North Orange Avenue, Suite A, Orlando, FL 32801, or call (407) 648-9038.

NETWORKING



Please review the networking calendar which follows, and mark your calendars for upcoming sessions. Due to a substantial number of requests, we have included several sessions for Professional and Associate members only, as well as a session for Affiliate, Allied and Academic members only.

All networking sessions are held on a **Tuesday** and are scheduled for 6:00 – 7:30 p.m. They will be held in the Cascades Room at the Terrace Garden Inn on Lenox Road. There will be free hors d'oeuvres, snacks and a cash bar. To RSVP, please call Sharon Beusse at 985-9246.

The next Networking session is scheduled for **Tuesday, June 26, 1990.**

Please watch future newsletters for information about some special sessions that are in the planning stages.

CALENDAR

<u>Date</u>	<u>Open to:</u>
June 26	All members
July 24	All members
August 21	Professional and Associate members only
September 25	All members
October 23	Affiliate, Academic and Allied members only
November 20	Professional and Associate members only
December 11	All members

ASK THE PROFESSOR

By Howie Didit, BA, MBA, DFM



Dear Professor Didit:

We are a high-tech company with plans to establish a central test facility. Several different groups would use the facility. I would like to know if any of our members have such an area in their buildings, and if it would be possible for us to tour it to see the layout and kind of furnishings used to support the equipment for testing. If touring is not possible, could we be advised, preferably with pictures or catalogs, as to what furnishings and equipment they purchased, and maybe a list of pitfalls to avoid. Anyone with experience in this area can call me at 442-4004. Thank you.

Martha Osborne, DCA

Dear Prof. Howie:

We are thinking of having a new roof put on our building. Does anyone have any experience with polycoat foam? We have an IRMA roof, and do not want another. Who has changed from IRMA to single-ply? Any problems? Contact Martha Osborne, DCA, 442-4004.

Dear Professor Howie Didit:

The Centers for Disease Control (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR) employ approximately 6,000 staff. They are located in one primary complex in Atlanta (2,000 people in 15 buildings), six other Atlanta locations and 15 remote locations in cities from Hawaii to Puerto Rico. These facilities include offices, laboratories, animal quarters and receiving/warehousing points that comprise approximately 2.5 million nsf. Please provide assistance in locating other corporate, government or educational organizations with similar types of facilities, if possible, that have implemented a computer-based facility management system. We wish database and graphics information for operational, tactical and strategic planning. Thank you for your assistance.

Sincerely,

Brenda R. Roark, member
Core Facilities Management Group (CFMG)
CDC/ATSDR
639-2245

If anyone has answers to these questions, please call the writer or write to the Professor, c/o Chestley Yelton, 1347 Red Fox Run, Lilburn, Georgia 30247.

NOTES FROM NATIONAL

We need writers . . . The journal is still accepting writers for the last two issues of the year. If you'd like to write, just submit an outline and abstract to the *Facility Management Journal* Editor-in-Chief, Susan de Blanc, One Greenway Plaza, 11th Floor, Houston, TX 77046, or call her at (713) 623-4362.



September/October – Setting Standards
Suggested topics: compatibility standards for video tape, computers; electronics; handicapped areas; space measurement; pros and cons of flexibility; standards versus guidelines; institutional standards; light fixtures; flooring; furniture and colors.

November/December – Pros and Cons of Using Consultants
Suggested topics: contract versus in-house facility management; how can FMs adequately compare consultants; how should FMs conduct performance appraisals on consultants; what can consultants do for FMs; how can FMs locate the right consultants for their needs; how should FMs manage consultants (best and worst case scenarios); criteria for selecting consultants; how can FMs establish accountability with consultants and negotiations.

Inside IFMA search . . . We're beginning an "inside IFMA" search for Mel Schlitt's replacement and would like to invite you, if you're interested, to apply for the position of Executive Director in Houston. If you are interested or would like to recommend someone who is, please send a resume and a list of qualifications to: Robert J. Gross, Corestates Corporation, 1500 Chestnut Street, Philadelphia, PA 19101.

Reasons for membership dues increase . . .

- board and committee travel expenses
- foundation start-up
- certification program development
- educational program development
- new research programs
- practice manuals development
- information resource service
- increased frequency and size of journal
- increased number of record keeping and accounting personnel
- increased size and content of membership directory
- 42% reserve requirement

MEMBERSHIP COMMITTEE INFORMATION

The National Membership Committee met on April 19th and discussed the following:

1. 1990 membership contest will use a mystery/whodunit theme. Individual winners will be those members who recruit the most Professional and Associate members. Chapter winners will be based on a percentage of growth and retention, which depends on the size of each chapter. Start date will be July 1.

2. There will be a national survey coming out in June or July, to determine member needs. The national committee hopes to have tabulations back in time for the September board meeting.

3. The Additional Member classification is being reevaluated.

4. There was further discussion regarding an 800 number, which is greatly needed.



Thanks to those who have already responded to the telephone poll. Your comments will be helpful in strengthening the chapter. I hope to include a complete summary in the July newsletter.

F Y I - CHAPTER STATISTICS

Total members to date:	180
This time last year:	178

Let's get Atlanta on the move! Send me names of prospective Professional and Associate members. For every two who join, **YOU** get to attend the following meeting **free of charge!**

HELP! HELP! - IFMA National in Houston is looking for a few last-minute "booth sitters" for the DESCON '90 show, June 13-15. Booth hours are from 10 a.m. to 6 p.m. on Wednesday, until 5 p.m. on Thursday and until 3 p.m. on Friday. I'll be there . . . **CAN YOU?** Please call me at 527-4045 with questions and/or if you can help. Every hour counts!

SOCIAL

Watch for details in the next newsletter for the Fox Theatre tour and the sporting event in the fall. A calendar of events will be published.

Membership is looking for donations for assembling the 1990 (and the FIRST) Atlanta Chapter Information and Membership Directory. I have a list of items and services with which we need help. If you are interested in getting this major project off the ground and into your hands **BY OCTOBER**, please put your business card in my hat at the next meeting, or call and I'll send a list. Any financial donations will be accepted and can be assigned to whatever category you wish (i.e., printing, binders, dividers, etc.). And, you will receive free advertising in the Directory.



THE SOUTHERN CONFERENCE - Jacksonville

Sharing is what it was all about. We shared everything from ideas, problems, solutions and bad jokes to seats, wine and key lime pie. We came away with good ideas, new friends and a great feeling of satisfaction that we are doing a lot of things right.

It was a busy, action-packed weekend, beginning for some of us with time on the beach on Friday afternoon. We enjoyed a dinner cruise on the river that evening. The following day included breakfast, meetings, lunch with entertainment, more meetings and then dinner at The Chart House on the river. Sunday was check-out, more time on the beach and then home to reality.

The Jacksonville chapter went all out for us and really did a great job in hosting this conference. The rumor is that next year's conference may be held in Memphis, so plan your budget and your time, and make an effort to attend.

The contacts (networking, to sound official) you make and the ideas you garner are worth the minimal cost of the trip. Next stop: Baltimore in October. Wouldn't it be a jolt to National if IFMA Atlanta had 100% attendance???

JULY LUNCHEON - Myles Wegman of Wegman & Associates will give a talk on "The Heart of Service" covering the different facets of working with facilities departments. Please mark your calendar now to join us for this presentation, which we can all identify with so well.

MAKE YOUR MARK IN IFMA HISTORY!

Volunteers for specific short-term duties are requested to help with documentation of IFMA history, Atlanta Chapter. Please respond if you are willing and able to assist in the following areas:

- Reporting . . . Luncheon programs
- Creating . . . Scrapbook
- Reading . . . Research
- Organizing . . . History data

Contact Polly Harper, Historian, 252-9700

WELCOME NEW MEMBER

Brenda Roark, Centers for Disease Control

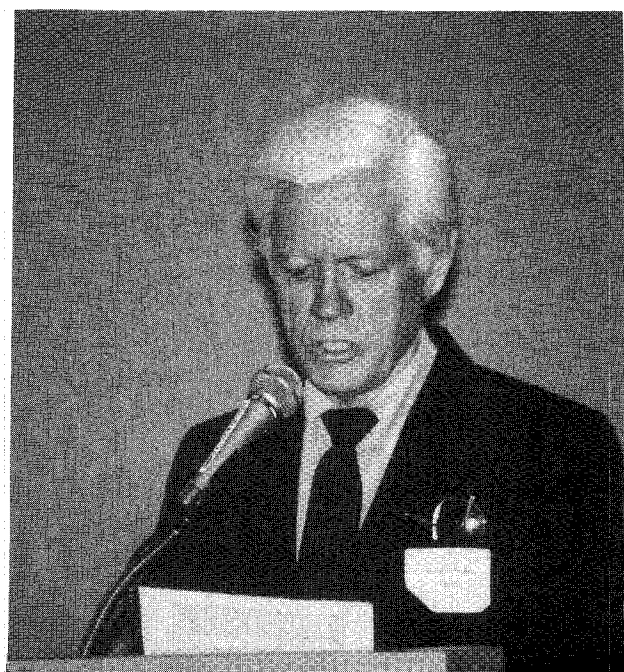


INDOOR AIR QUALITY (IAQ)

by Brenda Roark
Centers for Disease Control

Wallace W. Rhodes, P.E., Ph.D. (shown below), an authority in the field of Indoor Air Quality (IAQ) and founder of ENACT, Inc., an air quality consulting firm, spoke to IFMA members at their May meeting. Dr. Rhodes defined IAQ as an optimum indoor air environmental condition containing the lowest possible levels of indoor air pollutants. In some cases, levels of pollutants might be assumed safely below recognized published standards; however, it is necessary to consider additive or synergistic effects of these pollutants on human health and productivity.

Indoor Air Pollution (IAP) affects us all. IAP exists in a large majority of buildings in this and other countries in varying degrees of intensity. Most of us spend ninety percent of our time indoors. Human health conditions related to IAP vary from a mild unrecognized lethargy which may continue for a couple of hours after leaving the building - Sick Building Syndrome (SBS) - to a chronic, debilitating, extreme disease that can change among individuals with time - Building Related Illness (BRI).



1990 PATRONS

Kimball International - Gold

Baker Furniture - Bronze

(more names needed)

Call Kim Harden, 266-0501

IFMA CALENDAR OF EVENTS:

Wednesday, June 20	Luncheon - 11:45am Atlanta Merchandise Mart
Tuesday, June 26	Networking Session - 6:00pm Terrace Garden Inn
Wednesday, July 18	Luncheon - 11:45am Trio Restaurant
Tuesday, July 24	Networking Session - 6:00pm Terrace Garden Inn
Wednesday, August 15	Luncheon - 11:45am Armstrong Showroom Atlanta Merchandise Mart
Tuesday, August 21	Networking Session - 6:00pm Terrace Garden Inn
Wednesday, September 19	Luncheon - 11:45am Update on Underground and informal walking tour Underground Atlanta
Tuesday, September 25	Networking Session - 6:00pm Terrace Garden Inn
Wednesday, October 17	Luncheon - 11:45am Inforum
Tuesday, October 23	Networking Session - 6:00pm Terrace Garden Inn
Wednesday, November 14	Luncheon - 11:45am Trio Restaurant
Tuesday, November 20	Networking Session - 6:00pm Terrace Garden Inn
Tuesday, December 11	Networking Session - 6:00pm Terrace Garden Inn
Wednesday, December 19	Christmas Luncheon - 11:45am Westin Lenox

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

Education: **Brian McCue**
Confederation Life Insurance / 859-4000

Historian: **Polly Harper**
Wm. Leonard & Co. / 252-9700

Job Bank: **John Steffes**
Northern Telecom, Inc. / 661-5350

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

Networking: **Sharon Beusse**
985-9246

Newsletter: **Lillian Dever**
Decatur Federal Savings & Loan / 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