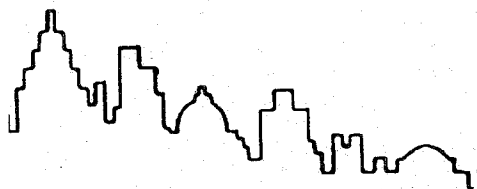


ATLANTA



NEWSLETTER

January, 1992

UNDER CONSTRUCTION

JANUARY 1992 LUNCHEON:

SPEAKER: Sonya Tablada, *President of Facility Relocations, Inc.*

TOPIC: WRITING A GOOD RFP

DATE: Wednesday, January 15th

LOCATION: Atlanta Merchandise Mart

TIME: 11:30 a.m. Networking
Luncheon begins at 12 noon

WRITING A GOOD RFP

At some time each one of us has or will be faced with writing a Request for Proposal (RFP) for services. How well that RFP is prepared will dictate how accurate the information is that you receive from the vendors.

- How can you be sure that you have outlined the full scope?
- How do you analyze the bids to ensure that you are being fair to the candidates?
- How can you be sure that the vendor's references reflect the real picture?
- How can you minimize if not eliminate cost overruns?



Sonya Tablada, President of Facility Relocations, will present an outline for writing a good request for proposal. Although her presentation will focus on interior design and moving/installation services, her points will readily apply to almost any vendor service. As a former facility manager turned consultant, she has had to prepare and respond to a variety of Request for Proposal, learning what to do and not do.

Ms. Tablada started her firm in November 1987, providing scheduling and project coordination to corporations facing an office relocation. Over the past four years, Facility Relocations has been responsible for organizing and supervising the moves of many of the major businesses in the Atlanta area.

TO MAKE A RESERVATION:

Call Barnett Business Services, 681-5344, by Friday, January 10th. The cost is \$20 for members and \$30 for non-members. We will not be able to invoice you, so please come prepared to pay at the door by check or correct dollar amount. In accordance with IFMA policy, no-shows will be invoiced.



GREETINGS

FROM

THE

PRESIDENT

"POSITIONING OUR VISION"

Over the past five years of my membership in IFMA, I have seen an impressive expansion in membership and a rising growth in professional prominence on an international level. In that time, the Atlanta chapter, which is technically a non-profit organization, has evolved into the working status of a small business. As an example, 1992 will be the first year we will have established a working budget. Like any business, we will follow a prescribed business plan and continue to fulfill and respond to the by-laws that are provided to each Chapter.

In this next year, the Chapter should continue to reflect the progress and success of the International organization by creating our own vision of achievement. We are very fortunate to be working in Atlanta, a city which has been evaluated as the best place in the United States to do business, and with the exposure generated by the World Series, Super Bowl, World Cup and the Olympics, Atlanta will constantly be at the forefront of public awareness over the next four years. All these elements motivate us to match the progressive nature of this great city in 1992 and in the years to come.

To do this, we must position our chapter into a premiere perspective by focusing on the "quality" of our efforts as well as the "quantity" of our membership. It's time to re-evaluate our purpose and "fine tune" our performance as we offer more benefits to our members as well as to our sponsors.

(Continued on Page 2)

Here are some immediate goals for the Atlanta Chapter in the upcoming year:

To educate the membership...this helps us to better perform our jobs while making upper management more aware of IFMA and the benefits acquired by both parties.

To develop an on-going community service project

To get each member involved in a Chapter activity and to promote better communication between all members

To compete for the Chapter of the Year Award

I truly look forward to serving as your President over the next year and would like to thank all members, their companies and sponsors for supporting IFMA. I'm honored that you selected me for such a position of responsibility, and I fully anticipate that each one of you will work with me to make the Atlanta Chapter stronger than ever before as we strive in "POSITIONING OUR VISION" towards great achievements!

Sincerely,



Kim E. Weiss

FEBRUARY 1992 LUNCHEON

SPEAKER: Dr. Michael Bell, Commissioner of Finance for the City of Atlanta

TOPIC: The Olympic City; Looking at the current scene, the predicted future financial forecast, the tax cut and proposed programs involving the city and airport

DATE: Wednesday, February 19th

LOCATION: Atlanta Merchandise Mart

TIME: 11:30 a.m. Networking; Luncheon begins at 12 noon

**Wear your IFMA
lapel pin proudly.**

EDUCATION COMMITTEE "ROUNDTABLE"

WASTE MANAGEMENT/ RECYCLING PROGRAMS

As environmental issues continue to capture headlines in the 90's, one area where facility managers can have a positive impact is waste management. This function has been interpreted in the past as "bag it up and haul it away." The realization of its effect on the ecology has shown new insight to what an effective waste management/recycling program can have on more than just the environment. Side benefits include reduced disposal costs, cash for recyclables and a better image in the community.

This discussion will be held on:

February 26, 1992
Interface Flooring Systems, Inc.
2859 Paces Ferry Rd., NW
Suite 2000

Please contact Attila Szekes at 565-1445 or Jaime Lanier at 956-8660 for reservations. Remember, attendance will be limited so please call early.

EDUCATION COMMITTEE "ROUNDTABLE" SERIES SCHEDULE

The following is a tentative schedule for our round-table panels during 1992:

February:
Waste Management/Recycling Programs

April:
Energy Conservation/Green Lights Program

June:
Government Regulations Affecting Facility Management....OSHA, EPA, ADA etc.

August:
Strategic Planning, Objectives and Goal Setting

November:
Space Planning/Management

Announcements for the dates and location of each meeting will be held in upcoming newsletters.

THE 1991 DECEMBER AWARDS & OFFICER INSTALLATION LUNCHEON

The 1991 Christmas/Awards Luncheon was held December 18, 1991, at the J.W. Marriott Hotel at Lenox. The luncheon's festive mood was enhanced by a beautifully decorated room, thanks to a lot of effort from the awards committee. The highlights of the luncheon included a presentation from Christine Neldon, 1991 IFMA President, presentation of six awards for excellence in performance and swearing in of the 1992 Chapter officers.

Christine Neldon spoke on the "Highlights of Her Year as IFMA's President." After Christine's speech, all in attendance had a better idea of the commitment that position requires of both the person and employer. Our hats are off to Christine for a job well done.



*1991 International President:
Christine Neldon*

The Atlanta Chapter recognized outstanding achievement by Chapter Members in the following categories:

EXCELLENCE IN LEADERSHIP

JEAN LUSSO, Outgoing IFMA South Region Vice President
Senior Project Manager, The Coca-Cola Company

Presented to Chapter members who have contributed leadership, time, and effort to IFMA, at either the local chapter or international level, and the profession of facility management.

OUTSTANDING ALLIED MEMBER

This year two awards were given:

KIM HARDEN, Sales Representative, Baker Executive Office
NANCY WARNER, Southern Contract Manager, Allied Fibers

Presented to Allied Chapter members who have contributed leadership, time, and effort to the IFMA local chapter and the profession of facility management.

OUTSTANDING AFFILIATE MEMBER

POLLY HARPER, Marketing Director, William Leonard & Company

Presented to Affiliate Chapter members who have contributed leadership, time, and effort to the IFMA local chapter and the profession of facility management.

FACILITY MANAGEMENT ACHIEVEMENT AWARD

LOIS JOHNSON, Manager, Facilities Development & Administration, The Coca-Cola Company

This award is given to the facility management executives or staff specialists whose facility management programs, ideas, or projects have successfully contributed to their organization's facilities and/or management. The purpose of this award is to enable winners to share their best management techniques with other IFMA members.

DISTINGUISHED MEMBER AWARD

JUDY BARBER, Facilities/Administrative Coordinator
GTE Data Services

This award is the highest recognition that IFMA gives to a facility management executive. It is presented annually to members for outstanding contributions to the IFMA local chapter and the profession of facility management. Recipients represent the best in leadership and are a credit to their organizations, their communities, IFMA, and the facility management profession.

1991 PRESIDENT'S PLAQUE

JIM PELGER, Manager, Project Engineering & Env. Control
Rockwell International Missile Systems

Presented to the IFMA Atlanta Chapter outgoing President for leadership, time, and effort contributed to the local chapter and the profession of facility management.



*1991 Award Winners:
L-R, Jean Lusso, Judy Barber, Polly Harper,
Lois Johnson, Nancy Warner, Kim Harden*



*1992 Officers:
Pete Conlin, Margaret Sherrod,
Tom Vernon, Kim Weiss, Jim Pelger*

IFMA ATLANTA 1992 EXECUTIVE COMMITTEE EXECUTIVE BOARD

President:	Kim Weiss Long, Aldridge & Norman 527-4045 FAX: 527-4198
Vice President:	Tom Vernon ADP 980-2640 FAX: 980-6899
Treasurer:	Margaret Sherrod Coca-Cola USA 676-6688 FAX: 515-1017
Secretary:	Pete Conlin BellSouth Enterprises, Inc. 249-4126 FAX: 249-5454
Past President:	James Pelger Rockwell Int'l Missile Systems 497-5613 FAX: 497-7700
Regional Vice President:	Lanny Felder Blue Cross/Blue Shield of Florida, Inc. 904/791-6756
ATLANTA COMMITTEE CHAIRPERSONS	
Awards:	Dorothy Harris Contract Interior Consultant 461-2805
Education:	Attila Szekes Facility Management Consultant 565-1445
Membership:	Judy Barber GTE Data Services 551-1829 FAX: 551-1450
Newsletter:	Haidee Courson Wegman Associates, Inc. 368-0101 FAX: 2639574
Nominating:	Jim Pelger (see Executive Board)
Programs:	Monica Stein Pointe Construction Services 435-2555 FAX: 333-7946
Public Relations:	Robin Bruce Electrostatic On-Site Services 952-7602 FAX: 952-7642

RECYCLING by Malcolm Weiss

After discussions with IFMA members, the subject of recycling still remains a hot topic. This month I have included a partial magazine article from "**Your Company**" by Mary Rowland called "*Going Green - An Environmentally Sound Company Makes Good Business Sense.*"

"There are good business reasons for your firm to 'go green', aside from the obvious one of improving the quality of life on our planet.

First, you can save money by conserving energy and reusing and recycling supplies. For example, the average 100-worker company uses about 378,000 sheets of copier paper a year. That's a stack nearly seven stories high, according to John Javna, author of **'50 Simple Things You Can Do To Save The Earth'** (Earthworks Press, 1989).

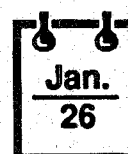
Second, people like working for 'green' companies. 'Employees will be proud to work for you,' says Jeffrey Hollender, chairman of Seventh Generation, a Colchester, Vermont, company that supplies recycled paper and other environmentally sound products. 'If you have a reputation for being a responsible business, it's easier to recruit and retain people.'

A third benefit: Customers will view you more positively. A 1990 survey by Michael Peters Design, a New York City marketing firm, found that 89% of U.S. Consumers are concerned about the impact on the planet of the products they buy. And 78% say they're willing to pay more for 'environmentally benign' products."

Anyone interested in a bibliography of books and publications on recycling can contact me at 256-2040.



Printed on recycled paper.



MEMORY JOGGER

The Americans with Disabilities Act (ADA) goes into effect on January 26, 1992. "It applies to **ALL** public facilities and retail establishments. It also applies to virtually every employer in the country with more than 25 employees. The only exceptions are private clubs, the federal government, Indian tribes, churches and church-run organizations" (**ADA Compliance Guide**). Contact Attila Szekes, IFMA Atlanta's Education Chairman, at 565-1445 for more information.