1992 EXECUTIVE BOARD

President:
Kim Weiss
Long, Aldridge & Norman
527-4045

Vice President:
Tom Vernon
ADP
980-2640

Secretary:
Pete Conlin
BellSouth Enterprises Inc.
249-4126

Treasurer:
Margaret Sherrod
The Coca-Cola Company
676-6688

Past President:
James Pelger
Rockwell Int’l Missile Systems
497-5613

Regional Vice President:
Lanny Felder
Blue Cross/Blue Shield
of Florida Inc.
904/791-6756

IFMA HOUSTON
INTERNATIONAL HEADQUARTERS
11 Greenway Plaza, E., 14th Floor
Houston, TX 77046
713/623-4362
1/800/359-4362

Speaker:
Dr. Michael J. Bell, Commissioner of Finance for the City of Atlanta
The Olympics and Super Bowl:
Getting Down to Atlanta's "Brass Tax"

Date:
Wednesday, February 19th

Location:
Atlanta Merchandise Mart
Barnett Business Services, 681-5344
Call by February 14th, before 5 P.M.

Dr. Bell will address the city’s current tax structure, budget and plans for the future as Atlanta prepares financially for the Super Bowl in 1994 and the Olympics in 1996.

Dr. Bell received his Doctorate and Masters degrees in Public Administration from the University of Georgia. His undergraduate work was done at the University of Southeastern Louisiana where he received a degree in Political Science. He has contributed to various publications on the subject of Airport Capital Financing, Airport Regulation Law and Public Policy and is an Editorial Advisor to the Municipal Finance Journal. Dr. Bell is also a visiting Assistant Professor at Southern Illinois University.

A career path beginning as a Navy officer led him to becoming the financial analyst and administrator for Atlanta Hartsfield International Airport. He was then the Vice President of C&S Investment Banking Division, where he was responsible for originating, structuring and managing the underwriting of long and short term debt instruments for local governments and authorities. He also served as Vice President of Thompson Consultants International in Miami and Senior Vice President of Kemper Securities Group in Denver and Chicago.

The Honorable Mayor Maynard Jackson requested that Dr. Bell become Chief Financial Officer for the City of Atlanta in September 1991.

GREETINGS FROM THE PRESIDENT

We’re getting the new year off to a big start and you will begin seeing the results with this newsletter. Some areas of 'positioning our vision' include: reporting structure of committees, communication between the member categories, and the overall appearance and content of the monthly newsletter. This positioning is aimed at helping keep the growth of our chapter organized, so we can benefit from our IFMA time together with networking, educational and social opportunities.

The purpose of the committees’ break down is to help spread the workload. There is an unbelievable amount of paper work to maintain and solicit members for the organization. There is a breakdown (continued on page 2)
President’s Greetings cont'd

further back in the newsletter that shows how this is being applied, using the Membership Committee as an example.

Our committees are always open for new participants and suggestions. I encourage all of you to seek out one that interests you. This is a great way to meet members and help establish where the different committees need to focus. For that matter, if you have an idea and no committee to match it, let the Executive Board know! I know I get more out of an organization when I put something back into it.

Secondly, to work on communication between members, I want to remind Allied and Affiliate members to attend the 11 a.m. meeting on Wednesday, February 19th. This will be a good time to begin narrowing the gap with the Professional members. To quote from the International Facility Management Association’s purpose: "IFMA, is the international association dedicated to serving the facility management profession. ...IFMA’s goals are to: Develop and maintain high standards of professional conduct in facility management....Cultivate cooperation among the many individuals and groups involved in facility management..." We’ll go over items of concern the Board is aware of and then spend time going over your questions and other ideas.

Last, but not least, for the time being, is the revised Newsletter. I think you have already noticed the recycled paper logo and now you need to begin watching for more ‘re-positionings’. Primary goals were to make the meeting facts easier to find and include more educational and current event items. Let us know what you think as we progress!

In closing, we have a good line up for meetings this year and I look forward to seeing you at each one. I’m not the best person on remembering names (thank heavens for name tags!), but I remember faces, so never hesitate to come up and ‘reintroduce’ yourself.

Kim

ADA VIDEOCONFERENCE SERIES

"OPENING ALL DOORS"

The American Institute of Architects is sponsoring a three part video series on the Americans with Disabilities Act. Georgia Tech will be hosting the event in the Tech Manufacturing Research Center and the event will be broadcast by the Public Broadcasting Services Adult Learning Satellite Service. The dates and subjects are as follows: February 6th: This program will provide an introduction to the ADA and will examine what comprises a disability. The history of disability rights in the U.S. and a thorough analysis of Titles I, II, and III of the Legislation as it pertains to employment policies and procedures will be discussed. During the program viewers will have the opportunity to question national experts by phone. Included on this prestigious panel will be Samuel E. Johnson, President of IFMA.

March 18th-ADA Accessible Design. Exterior and interior architectural compliance strategies. April 21st-Enforcing the ADA at State and Local Levels-Integration of ADA with local code enforcement programs.

To receive information and free brochures on the ADA videoconferences, call 1 (800) 365-2724.

Quarterly Calendar

FEBRUARY

6th ADA Videoconference series (see Videoconference article)

18-19th IFMA-Principles of Facility Management and CAFM Denver

19th Chapter Luncheon (Convention in town see map, page 6 for parking)

20-21st IFMA-Facilities Planning to Support Telecommunications Denver

26th Waste Management Round Table (see page 5 for information)

MARCH

18th Chapter Luncheon- ADA Panel Discussion

18th ADA Videoconference series (See Videoconference article)

17-18 Facilities Strategic Planning Kissimmee

19-20th Computer Tools for Space Forecasting and Management Kissimmee

29-31st IFMA-Regional Facility Management Conference Nashville

APRIL

15th Chapter Luncheon- "Just in Time Project Delivery" at THE INFORUM

21st ADA Videoconference series (See Videoconference article)

TBA Energy Conservation/ Green Lights Program
UPDATE
LAST MONTHS
MEETING

Sonja Tablada, President of Facility Relocation, Inc. was the speaker for our Chapter's January meeting. She addressed the topic "How to Write a Good Request for Proposal" (RFP). The main point Sonja established for our members was to define the scope of work clearly. By doing this, you allow enough time to do research thoroughly and to choose your vendors by a prequalification process. You will also uncover answers to questions such as: defining basic services versus added services; regulated versus unregulated moves; special insurance; legal requirements and inventories, etc.

Sonja suggested using other IFMA members as resources and our local and national chapter directories for the members' location and phone numbers.

The format, cost submission forms and time frames were other points to remember. This topic was well delivered, received and needed. We thank Sonja for her time and expertise.

FACILITY MANAGERS: THEIR STATURE GROWS

Facility managers were once thought of as people "who worked in the basement and were responsible for keeping the office clean." According to the 1991 Steelcase Worldwide Office Environment Survey, today's executives are more likely to view facility management as an asset rather than an expense. These executives know that responsible management of real estate, plant and equipment are vital to a company's overall health. What more than 40% of the executives who responded to this survey reported was that within the last three years there has been a 15% increase in strategic facilities plans linked to overall business plans. Such facility plans will help to avoid unnecessary and unwise investments in facility and operating costs. They will also establish pro-active management practices which ensure that budgetary guidelines are met and reduce the need for constant monitoring of projects incorporated in such a plan.

Facility managers know they must be able to construct and carry out a strategic plan that will complement a general business plan, and thus, ultimately lead to the success of both.

(Excerpt from "The Office", January 1992 p. 37)

ATTENTION
ALL IFMA MEMBERS

1. Please give the Program Committee any suggestions that will help in securing the best possible motivational and educational speakers for our monthly luncheon meetings. We are also open to ideas for tours of facilities.
Contact: Monica Stein, Program Chairperson at 612-1247.

2. IFMA is looking for individuals to help write articles for the newsletter. Articles concerning current members, new members, community projects, and IFMA related news. If you are looking for a way to contribute to the Atlanta Chapter, please give Haidee Courson a call at 368-0101!

ATTENTION ALL ALLIED AND AFFILIATED MEMBERS

There will be a meeting of all Allied and Affiliated members prior to the Wednesday Luncheon, February 19th at the Merchandise Mart. We want information from you concerning "How Can IFMA Work To Address Interest of the Allied and Affiliate Member?" We will hear from our new President, Kim Weiss and learn what expectations she has from this sector of the membership. We will then outline opportunities that allied and affiliate members have with the Atlanta IFMA organization. Don't miss this meeting, it begins 11:00 a.m. sharp!

Next Month's Meeting

On March 18th there will be a panel discussion on the American Disabilities Act. Mr. George Malas, Architect with S.A. Carlson & Associates and Chairman for the AIA Continuing Education Committee will be joined by Mr. Standford G. Wilson, who is an attorney and partner in the law firm of Elarbee, Thompson & Trapnell.

Check your Quarterly Calendar for meeting location and parking availability.
New Members

Lindsey Bradshaw
IFMA welcomes Lindsey Bradshaw from Southern Company Services as our first 1992 member! Please take the time to introduce yourselves to Lindsey at the next luncheon.

FM NEWS
SURVEY SAYS...

There are approximately 56,800 facility management professionals in the continental United States today, according to a Facility Management profession survey conducted by the Gallup Organization. The profession integrates the principals of business administration, architecture, and behavioral and engineering sciences.

The Gallup survey, conducted in January 1991, revealed that the typical facility manager is male, 43 years old, a college graduate with some postgraduate work, and responsible for 250,000 square feet or more of space. He or she works primarily in the services/government or finance/insurance/real estate industry.

According to the survey, there is no clear cut entry position or program for becoming a facility manager. The most common requirements for facility managers in their current positions were similar experience, a bachelor’s degree, and management/supervisory skills. Also, more than 50% of the survey respondents had been employed by the same company before they held their current position, and on an average, had spent five years in this position.

The survey also addresses questions about facility size and the use of consultants. The survey revealed that the average in-house staff consists of less than 27 people. However, the majority of respondents are responsible for an in-house staff of less than 20 people. The facility department supports a company staff averaging 404 employees. It was also discovered that 60% of those who were surveyed work with both an in-house staff and external services.

(Excerpt from "Today's Facility Manager, p.15, 9/91)

ADA UPDATE

By the time this newsletter is delivered, Americans with Disabilities Act (ADA) of 1990 will have become law on January 26, 1992. The ADA is broad ranging comprehensive legislation designed to extend civil rights protection to persons with disabilities. The law is divided into four major titles that prohibit discrimination against the disabled in employment, state and local government services, public transportation, public accommodations, and telecommunications. If you have not alerted your management as to the impact of this legislation, then now is the time to do so.

We will try to keep the membership updated as to legislative revisions, relevant litigation, and compliance projects on a continuing basis. Attila Szekes (565-1445) will be soliciting responses from the membership to share current projects your facilities are involved with to comply with this act. Please call him if you would like to participate.

BOMA has developed a checklist for buildings on meeting the require
ments of ADA. The pamphlet "ADA Compliance Guidebook" is available through BOMA International

1201 New York Ave., NW
Suite 300
Washington, DC 20005
202/408-2662

ADA
WHO NEEDS TO COMPLY?

* Businesses with 25 or more employees must comply by July 26, 1992
* Businesses with 15-24 employees must comply by July 26, 1994
* All businesses with fewer than 15 employees are totally exempt.

ADA
KEY COMPLIANCE CONCEPTS

* Reasonable Accommodation -- Sensible attempts must be made to accommodate persons with disabilities in the workplace
* Undue Hardship
The firm must not undergo undue financial hardship in complying with the ADA.
* Readily Achievable
Requirements that can be easily met must be attempted.

IFMA NEEDS SPONSORS TO HELP DEFRAY THE MAILING COSTS OF THE NEWSLETTER.

IF YOU OR YOUR COMPANY WOULD LIKE TO BE A SPONSOR, PLEASE CALL HAIDEE COURSON AT 368-0101.

Wear your IFMA lapel pin proudly.
MEMBERSHIP COMMITTEE UPDATE

Judy Barber did a fantastic job last year and has graciously agreed to continue as chairperson of the membership committee. In 1992, the role of the committee has evolved to accommodate the growing needs of the Atlanta Chapter. There will be subcommittees to make these new efforts, as well as the previous goals, easy to achieve. They are as follows:

HOSPITALITY

This subcommittee will be headed up by Gene Meaney (552-7095). It will work to make the luncheons more social and easier to meet new and prospective members.

MEMBERSHIP / PROSPECTIVE

Kathy Brackett (676-6189) will work on increasing our professional membership. She will coordinate the 1992 telephone blitzes and follow through on any inquiries made concerning professional membership.

MEMBERSHIP / NEW

Kathy Farley (572-4934) will help orient new professional members into the organization. She will work to get the new members involved with the Atlanta Chapter and help them to play an active role.

MEMBERSHIP / EXISTING

Judy Barber (551-1829) will be addressing the needs and changes of our current members.

ALLIED / AFFILIATED LIAISON

Something that is brand new! This will be spearheaded by Kim Harden (266-0501), and it is an avenue for improving communications and involvement with the Allied and Affiliate members.

EDUCATION COMMITTEE "ROUNDTABLE"
WASTE MANAGEMENT / RECYCLING PROGRAMS

A reminder that there are still spaces available for the February roundtable which will be held from 11:00 to 1:30 on February 26, 1992 at:

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

This is an easy way for a facility professional to begin “Greenlight” involvement in environmental issues. It can also play an important part in a facility’s bottom line. Please plan to attend and share your ideas and results with our membership. Contact Attila Szekes at 565-1445 or Jaime F. Lanier at 956-8660 for reservations. Attendance will be limited, so please call early.

THANKS TO THE FOLLOWING:

Kim Weiss for her assistance in producing the January and February newsletters.

Wegman Associates, Inc. for helping with the printing cost of the last issue and Geraldine Harrison for her invaluable assistance in helping to produce this newsletter.

Tom Vernon from ADP for mailing the February issue of the newsletter. Also, Pete Conlin from Bellth, for volunteering to mail the March issue.

Finally, our thanks to Phil Jones for his creative talents.
Parking for Peachtree Center tenants and guests is available:

- in the Cain, Courtland and Inforum garages
- within the open lots at Peachtree Center Avenue and Harris Street
- beneath South, Gas Light, Harris, and the Marquis One and Two towers (limited)