

International Facility Management Association



October, 1992

Executive Board 1992

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Kim Weiss

Long, Aldridge & Norman

(404) 527-4045

Vice President:

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(404) 497-5613

Regional Vice President:

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IFMA HOUSTON

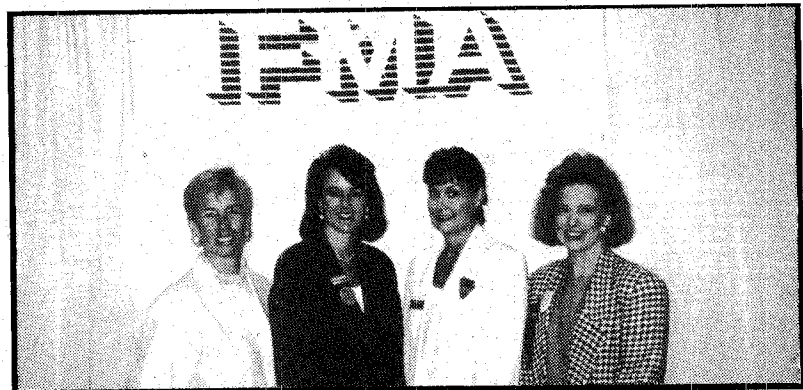
INTERNATIONAL HEADQUARTERS

Greenway Plaza, E., 14th Floor

Houston, TX 77046

(713) 623-4362

(800) 359-4362



Topic:

The Human Factor

Speakers:

Bettye Russell from Herman Miller, Lisa Steckbeck from Steelcase

Pam Jones from Knoll and Kim Grosseehme from Haworth

(left to right)

Date:

Wednesday, October 21, 1992: Networking 11:30; Luncheon 12 Noon

Location:

Merchandise Mart

Cost:

\$20 Members; \$30 Non-members

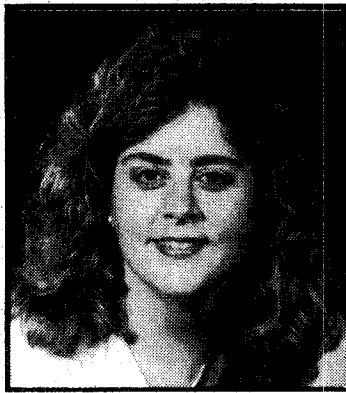
Reservation:

Barnett Business Services, 681-5344; Call by October 13, 1992

October's program will be a panel presentation and discussion by local representatives from four of the major contract furniture manufacturers about "The Human Factor" in today's workplace. These manufacturers share a concern to explore and address changing issues and requirements of the variety of workers in the office environment. The program will heighten your awareness of the physical, environmental, technological, and organizational issues with which corporations are, or will be dealing with, provoke some thoughts and questions, and offer some suggestions based on the continuous research being done by these leading-edge manufacturers.

All of our speakers are familiar faces to the Atlanta design firms and are active participants in the presentation of new ideas and solutions in the contract furniture industry. Bettye Russell, Marketing Manager, to the Architectural and Design community, has been with Herman Miller for 7 years. Bettye will discuss the physical aspects - how our bodies, movements and vision affect and are affected by the work tasks performed and the physical environment. Kim Grosseehme, Senior Account Manager has been with Haworth for 8 1/2 years. Kim will discuss trends in the office regarding lighting, acoustics and air

(Continued on Page 2)



Greetings From The President

A few reminders and updates on miscellaneous projects:

The total Membership for IFMA is 11,657 as of September 2, 1992 and with the addition of 4 new Corporate Sustaining Members, there are 141 Corporate Sustaining Members. There are now 103 chartered chapters and there was a good portion of them at the Conference in New Orleans.

For those of you who did not attend the conference, put some money into your budget now for next year. Those who were able to attend will verify it is a great chance to meet a variety of our peers from all areas of facilities. Networking is one of the most beneficial parts of IFMA and the Conference is a grand way to do it. Watch the next issue of this newsletter for a more detailed synopsis of events with photos.

YES!Atlanta is slowly but surely collecting items it needs through the generosity of the Atlanta Chapter of IFMA. So far, donations to YES!Atlanta include desks, chairs and carpet. If you are able to help or need further details, please contact **Robin Bruce** at 428-9072.

Congratulations to **Ed Rondeau**. Ed, a Past President of the Atlanta Chapter and a Past International President, was nominated by the Chapter and has been elected a Fellow of IFMA.

In closing, a special thank you to all the vendors who participated in the First Atlanta Chapter Vendors Fair. 53 companies showed up to support the Chapter. Many vendors commented that while the turnout was not huge, it was a quality group. Your comments and recommendations are being compiled and will be used to its full advantage in the future.

Thanks to all the members and those on the waiting list. You are what IFMA is all about. Spread the word! See you at the meeting.

Kim

Kim Weiss

Human Factor

(continued from Page 1)

quality. Pam Jones, Regional Manager, has with Knoll for 6 years. Pam will address changing technologies in the workplace and the impact of this on workers. Lisa Steckbeck, Account Manager, Principal Accounts, has been with Steelcase for 9 years. Lisa's topic is organizational change and the emerging workplace - characteristics of tomorrow's office as indicated by trends being set today.

The information to be shared goes beyond "facilities" concerns, so bring along your human resource managers and those responsible for the health and safety of employees in your company. There's a wealth of knowledge to be shared. □

Quarterly Calendar

OCTOBER

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|-----|--|-------------|
| 4-7 | IFMA '92 13th Annual
Conference and
Exposition | New Orleans |
| 21 | Chapter Luncheon
Merchandise Mart | Atlanta |

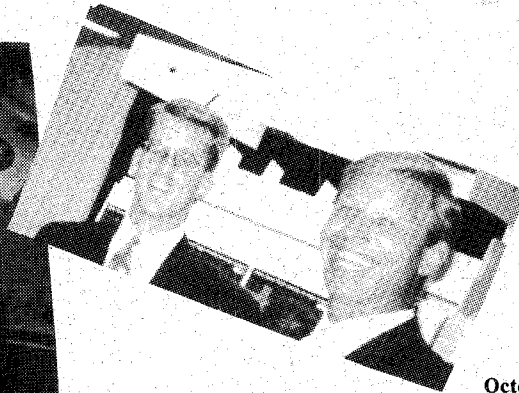
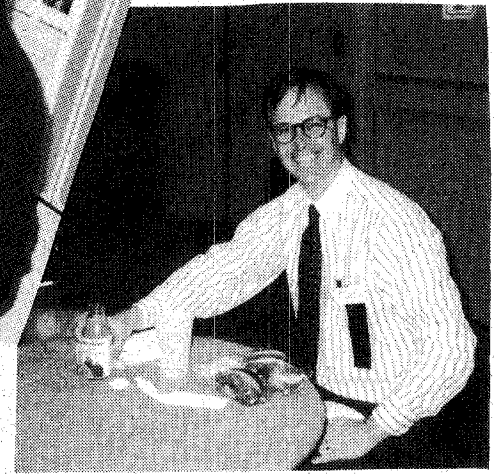
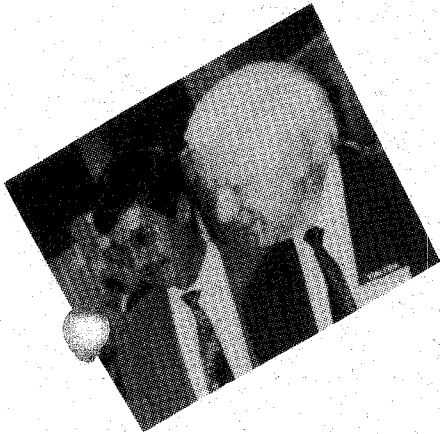
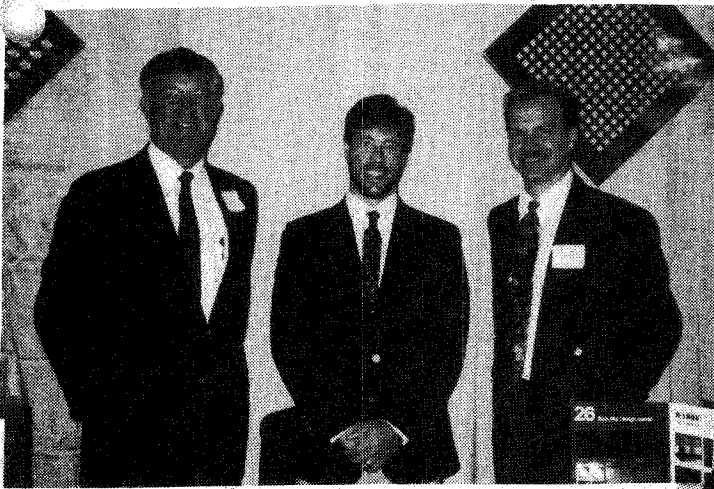
NOVEMBER

- | | | |
|-------|--|------------|
| 17-18 | Advanced Computer Tools
for Space Forecasting and
Management
(1-800-359-4362) | Scottsdale |
| 18 | Chapter Luncheon | Atlanta |
| 19 | Principles of Facility
Management and CAFM
(1-800-359-4362) | Scottsdale |

DECEMBER

- | | | |
|----|---------------------------------------|---------|
| 18 | Awards Banquet
J.W. Marriott-Lenox | Atlanta |
|----|---------------------------------------|---------|

WE WENT TO



October, 1992

THE VENDORS FAIR



October, 1992

MEMBER SPOTLIGHT



For the past two years, Trish Meyer has worked as Project Manager in the Facility Development Department at Kaiser Permanente. As the nation's largest HMO, Kaiser offers Trish the challenge of managing their ongoing and special facilities projects.

These projects range from routine facility management requests to the planning and move coordination of new medical facilities. In the past year, Trish has been involved with the opening of two such facilities in Cobb and Clayton county, each approximately 80,000-90,000 square feet.

The typical move for Kaiser these days is the combining of three or four leased facilities into one company owned property. Some of Trish's roles in these moves are coordination between end-users and architects to keep the project on schedule and within budget; ordering of furniture and equipment; coordination of the move-in phase; and other unique aspects such as the merging of medical records.

Special projects include events such as the upcoming out-

door community health fair planned for October 10th in the Cumberland area.

Trish's background includes working for several architectural/engineering firms. She is interested in photography and is currently working on her first commissioned art work, an acrylic on canvas. She is planning a trip abroad for 1993 which will include a visit to her sister in Germany.

Trish finds her biggest challenge in facility work to be helping senior management to understand the role of facility departments in managing the company's capital assets. □

NEW MEMBERS

Richard A. Brun
Cobb County Government

Leigh Jackson
The Coca-Cola Company

Jerry Koenig
U.S. Sprint

Awards! Awards!

By now the Awards Chair should have received your nominations for awards. The awards presentation and luncheon will be held on **December 18, 1992** at the **J.W. Marriott - Lenox**. Remember, this is a very special time for the Atlanta Chapter and a time for you to recognize your peers and the profession of Facility Management. Thank you, from your Awards Chair, Dorothy Harris.

November's Luncheon

Graham Scott, Vice President of Technical Services, with Interface Flooring Systems will be our speaker at the November Luncheon. Mr. Scott will speak about choosing the correct pattern and color in carpet selections so that optimum maintenance efficiency will be obtained. □

September Meeting Recap

The September Vendors Fair could certainly be classified as a SUCCESS. We had a large variety of interesting displays and lots of useful information changed hands. Many vendors enticed us with giveaways and door prizes - who did win that Mercedes Benz (NOT)?!?!? And did anybody notice how popular the Chocolates Unltd. and Royal Cup Coffee displays were?

The vendors seemed pleased with the turn out. Feedback was very positive and there were some good suggestions made for making next years event even bigger and better. If you missed this one, DON'T miss out next year!! □

It Pays to Ask!

The Membership Committee recently ran an article in the IFMA Newsletter asking for help. We wanted better representation on the committee from the Affiliate/Allied member community. We now have two new participants on the Membership Committee. Nancy Warner with Allied Fibers and Steve Pelham of Milliken have volunteered to work together as Affiliate/Allied Liaisons. Their input and ideas on participation, involvement and support will lead to a much desired balance to our IFMA organization. Thanks Nancy and Steve.

When Not to Write a Memo

According to Working Smart, National Institute of Business Design, Volume 10, No. 09, an effective business memo should be brief, to the point, and written in a jargon-free, semi-conversational tone that can be easily understood by the reader.

A recent study found that managers, on average, had only nine minutes to spend on any given issue. If over half of that time is devoted to reading a memo, the decision-making process is obviously likely to suffer.

Most management consultants agree that top executives generally set the memo-writing style for any given company. In a company where top management memos are infrequent, short, and to the point, those from middle management on down are likely to follow suit.

If you'd like to reduce the number of memos circulating through your firm, here are some guidelines to keep in mind:

Don't write a memo when you can settle the matter in person. A face-to-face meeting or a telephone call is almost always more efficient in solving a problem than a memo. Moreover, it cost \$10 and more for a memo to be dictated and typed.

Don't write a memo on a complicated subject. Complicated topics rarely lend themselves to this type of approach and are best saved for a meeting in person or a full-blown report.

Don't write a memo on an emotionally charged issue. Noncontroversial subjects are the only proper province of memos. Even a well-meant statement or request can be misunderstood. Use the telephone or wait for a meeting.

Don't write a memo under stress. Memos written in anger are rarely persuasive, and often distort the intent of the writer. Let the passions cool for a while before putting opinions, etc. "on the record."

Atlanta Committee Chairpersons

Awards:	Dorothy Harris Contract Interior Consultant 461-2805
Education:	Attila Szekes Facility Management Consultant 565-1445
Membership:	
Existing:	Judy Barber GTE Data Services 551-1829 FAX: 551-1450
Hospitality:	Gene Meany 552-7095
Prospective:	Kathy Brackett 676-6189
New	Kathy Farley 572-4934
Allied/ Affiliated:	Position to be filled
Newsletter:	Haidee Courson Wegman Associates, Inc. 368-0101 FAX: 263-9574
Nominating:	Jim Pelger (see Executive Board)
Programs:	Monica Stein Pointe Services, Inc. 612-1247 FAX: 612-1475
Public Relations:	Robin Bruce Electrostatic On-Site Services 428-9072 FAX: 952-7642

