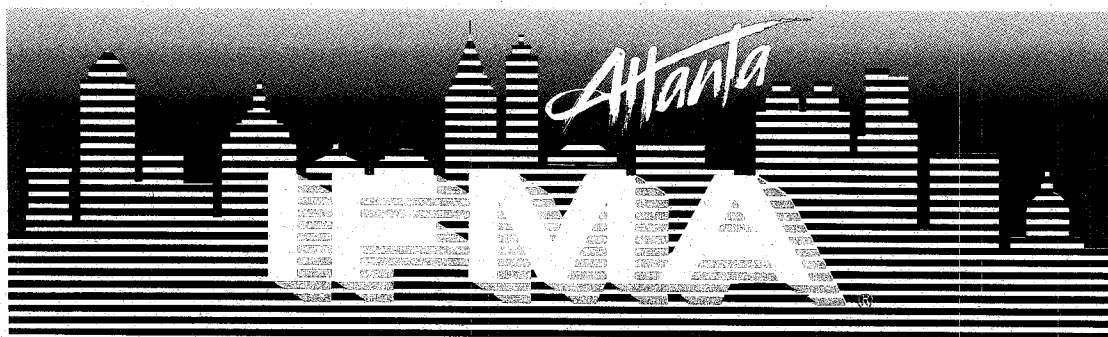


International Facility Management Association



Executive Board 1993

President:

Pete Conlin
BellSouth Enterprises, Inc.
(404) 249-4126

Vice-President:

Don Brumbelow
Shaw Industries
(706) 275-3380

Secretary:

Mary Jo Doherty
(404) 870-7518

Treasurer:

Margaret Sherrod
The Coca-Cola Company
(404) 676-6688

Past President:

Kim Weiss
KEW Fundamentals
(404) 892-7190

Regional Vice President:

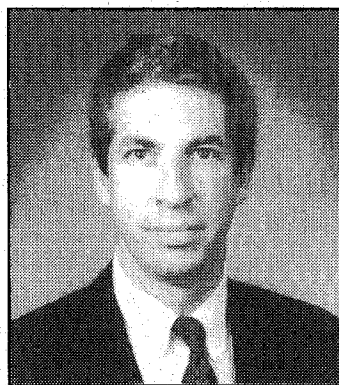
Lanny Felder
Blue Cross/Blue Shield of Florida

IFMA Houston

International Headquarters
1 Greenway Plaza, E., 14th Floor
Houston, TX 77046
(713) 623-4362
(800) 359-4362

April 1993

Topic: "Achieving Your Monetary Goals in Today's Changing Financial Markets"
Speaker: Mr. Phil Kaplan, Shearson Lehman Brothers
Date: April 21, 1993
Time: 11:30 - Networking; 12 noon - Luncheon
Location: Merchandise Mart - Monte Carlo Room
Cost: Members - \$20; Nonmembers - \$30
No Shows Will be Invoiced
Reservations: Barnett Business Services, 681-5344
Call by April 16 to make reservations



Mr. Phil Kaplan, Vice-President and Portfolio Manager of Shearson Lehman Brothers, will be our speaker for April. Having been in the investment brokerage industry for 27 years, he assists many individuals and small businesses with a broad variety of investment services.

During the past several years he has spoken to over 100 corporations, associations, civic groups and professional societies. In his presentation, "Achieving Your Monetary Goals in Today's Changing Financial Markets," Phil will talk about several economic changes that have impacted all of our financial markets during the past few years. Phil will

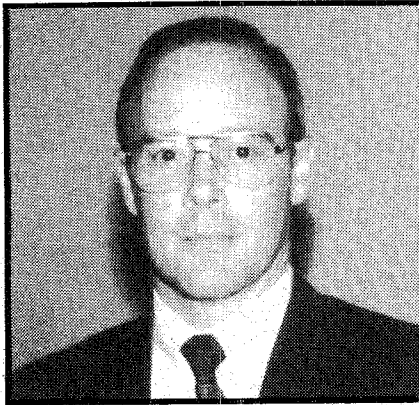
offer several suggestions to help you meet the challenges these changes have created in making any savings or investment decisions, either personally, or in your retirement plans at work.

He's not going to sell us anything — his presentation is strictly informational, not too technical and injected with a little humor. Time will be allowed for questions and answers.

May 19th Meeting IFMA - Atlanta Holds First Facility Management Quality Sharing Rally

Everyone practice clapping your hands before attending the May Meeting because Mr. Steve Pelham of Milliken & Co. is putting on a Quality Sharing Rally with IFMA's own members who have a lot to brag about.

PRESIDENT'S MESSAGE



Criticism! Now there's an interesting word. I'm sure many of you are like me, while we may not use the word everyday, we **are** guilty of committing the act. This dawned on me the other day when I was talking to a friend.

During the conversation, I criticized a fellow volunteer for what I believed was a lack of attention to their responsibilities. The individual to whom I was talking proceeded to give me somewhat of a tongue-lashing, and rightfully so. They pointed out to me that this individual, like me, was busy raising a family, earning a living, **and** involved in this volunteer activity. Instead of focusing on the good that had been accomplished, I was concentrating on an **apparent** shortcoming.

For many of us, most of our reactions come from the negative rather than the positive. When an assignment is not completed on time, or in a less than acceptable manner, what is your initial reaction? Do you look to hang the guilty party? Do you give the offender a lecture on the need to complete projects on time? Do you ever say to a subordinate or child, "You can do better than that".

None of us deliberately plans to make mistakes or leave tasks incomplete, but things just happen. For instance, while trying to get a package out of her car, my wife opened the rear door farther than she intended and put a big scratch in my car, which was parked along side. My initial response was "Why did you scratch my car?" Needless to say, the act was unintended, and the criticism was somewhat of a knee jerk reaction. To say that the next few minutes were spent in tense conversation would be an understatement.

I would like, however, to encourage you to start dealing from the positive. Believe me, it's not easy to change life-long habits, but it can be done. Begin by going home tonight and asking your significant other, or child, what was the best thing that happened to them today. And once they have answered, ask them what was the second best thing that happened.

At work, ask questions that affirm the individual rather than demean, questions like; "How can we change our processes to ensure our projects come in on time?", "What can I do to help you get to work on time?", or "What do we need to do to ensure all aspects of our proposals are complete?"

I thanked the individual with whom I was speaking for their insight. I hope it can help all of us.

Pete

Pete Conlin

QUARTERLY CALENDAR

APRIL

- | | | |
|-------|--|----------------|
| 19-23 | Certificate Programs | Chicago, IL |
| 21 | Achieving Your Monetary Goals in Today's Changing Financial Markets -
Mr. Philip A Kaplan
Merchandise Mart-
Monte Carlo Room | Atlanta, GA |
| 27 | Board Meeting-
BellSouth Enterprises | Atlanta, GA |
| 29-30 | IFMA-Executive Seminar
on Facility Management* | Washington, DC |

MAY

- | | | |
|-------|---|-------------|
| 1 | Southern Region Officer's
Meeting - Sheraton Colony
Square — 8:00 AM | Atlanta, GA |
| 13-14 | Confederation Life-Real
Estate Council Meeting | Atlanta, GA |
| 19 | Chapter Luncheon -
Quality Sharing Rally -
Mr. Steve Pelham
Milliken & Co.
Merchandise Mart | Atlanta, GA |
| 27 | Board Meeting-BellSouth
Enterprises | Atlanta, GA |

JUNE

- | | | |
|-----|--|-------------|
| TBA | A Night Out! Evening Social | |
| 21 | Board Meeting-BellSouth
Enterprises | Atlanta, GA |
| 22 | "Quality Issues" Business television
event co-sponsored by IFMA and Steelcase | |

*Each course provides 1.2 CEU credits.

Member Spotlight



As 1991 Past President of the Atlanta IFMA Chapter, Jim Pelger is a name and face familiar to most of us. Jim is Manager, Project Engineering, at Rockwell International. In this capacity, he is in charge of all capital equipment and all capital improvements to the facility. He enjoys the relocation and physical reorganization aspect of his work the most.

Jim has a degree in Mechanical Engineering from the University of Missouri. His career in facilities began about ten years ago while working for a Houston Oil Company. However, if you ask him how long he has been in facilities, he will probably answer, "Always." Going all the way back to his days as Boy Scout Quartermaster, or even as stage manager for high school productions, he has always been "managing facilities."

Jim has been married for five years and has four stepchildren ranging in age from 14 to 22. In his leisure time, he enjoys playing golf and, especially, cooking. As a matter of fact, Jim says hand him anything, from steaks to cornflakes, and he'll see that it gets flambeed!

Building Owners and Managers Association Presents

THE AMERICANS WITH DISABILITIES ACT - ONE YEAR LATER WITH LAWRENCE G. PERRY, AIA

- Learn the most recent interpretations and guidance issued by the Justice Department
- Understand where your liability is and how to reduce that liability
- Learn the intent behind unclear technical provisions of the ADA Accessibility Guidelines

Wednesday, April 14, 1993
8:30 a.m. until 11:30 a.m.
Hotel Nikko Atlanta
3300 Peachtree Road
Atlanta, Georgia

Call 508-0116 for more information.

FYI - Did You Know?

(FYI Submitted by Monica Bell)

Building Owners and Managers Association (BOMA) began their certification of CPM (Certified Property Manager) in the early 70's. Their first graduating class was just a few property managers. This expertise was just beginning to be recognized as a "profession". Now it is almost imperative that anyone in the Property Management Profession have a CPM designation. This is similar to the Certified Facility Manager that is so new to IFMA. It is probably going to be essential in years to come to have this certification to be a facility manager.

New NeoCon® 93 Celebrates Silver Anniversary With a New Outlook

The World Exposition on Facilities Planning, Design and Management, will celebrate its silver anniversary, June 14-17, with a completely new, repositioned umbrella event that's bigger and better than ever before.

The new NeoCon — the premier event for the facilities planning, design and management industry — now highlights all the elements necessary to create or modernize today's high-performance work environments. For the first time ever, all manufacturers of commercial furnishings and building products as well as service vendors are invited to exhibit at the show.

As NeoCon celebrates its silver anniversary, it was critical for the program to look to its next 25 years and reflect the dramatically changing work environment as well as the different ways commercial building products and services are brought to market. This new positioning places NeoCon at the forefront of today's emerging workplace with the introduction of hundreds of new products and an expanded conference of over 100 continuing education programs, general sessions and associated conferences, including The National Commercial Buildings Show and the Intelligent Buildings Conference, NeoCon's newest additions.

For more information on NeoCon 93, June 14-17, at The Merchandise Mart in Chicago, or to register for this important event, call 800/677-Mart (6278).

Atlanta Chapter Year-to-Date Actuals

March 22, 1993

Income:

Membership Dues	\$1,500.00
Subscriptions	600.00
Donations	3,375.00
Meetings	<u>4,110.00</u>

Income Subtotal \$9,585.00

Expenses:

Membership*	\$247.70
Luncheons	1,291.68
Public Relations	0.00
Newsletter	819.69
Postage	439.63
Secretarial Services	102.29
Executive:	
Travel	0.00
Foundation donation	0.00
Other - Recertification	0.00
Awards	0.00
Other (P.O. Box, Svc Chg, etc.)	110.00
Regional Meeting	803.00
June Night Out	<u>483.00</u>

Expenses Subtotal \$4,296.99

Net Income (Loss) \$5,288.01

*Some expense may be included in Secretarial Services.

March Meeting Overview CFM — Certified Facility Manager

There are two ways to get certified:

EQUIVALENCY/ GRANDFATHERING

Note: This is only available until 7-31-93.

EXAMINATION

REQUIREMENTS

- | | |
|---|--|
| 1) Related college degree + 6 yrs. exp. | 1) Related degree + 4 yrs. exp. |
| 2) Non-related/AA degree + 9 yrs. exp. | 2) Non-related/AA degree + 5 yrs. exp. |
| 3) Some post-secondary educ. + 12 yrs. | 3) Some post-secondary educ. + 8 yrs. exp. |

TO PROCEED

Purchase a \$50 Application Package

- 1) 11 pg. Application
- 2) 36 pg. Experience Assessment Form

- 1) 10 page Application
- 2) 36 pg. Self Assessment Form
- 3) 20 pg. course list
- 4) Glossary - may be brought to exam
- 5) 1993 Exam Schedule

RETURN WITH

\$300 Processing Fee

\$100 Processing Fee
Once accepted, you will have 2 yrs. to register for the exam.

TO REGISTER -

Select location, pay \$200 exam fee 45 days in advance.

TOTAL \$350

FOR MORE DETAILS OR ASSISTANCE, call Kim Weiss (892-7190) or Lee Kovulchuk, IFMA Houston, (800) 359-4362.

Beating Stress

1. Before going to bed, set out breakfast items and lay out everything you'll need for work or children's school clothes (in perfect repair), lunches, home-work, etc.- so you can simply pick-up-'n-go in the morning.
2. Get up 20-minutes earlier so you can have a non-rushed breakfast. (If you need an alarm clock to wake you up in the morning, you aren't going to bed on time, say sleep experts.)
3. Walk whenever possible (take the stairs instead of the elevator, hand-deliver work papers, etc.)
4. Look for the humor in every situation. Humor allows you to jump out of the picture so you can get a grip on things.
5. Throw out, give away, or sell the clutter. Few things are more stressful than clutter.
6. Don't keep sentimental or hard-to-replace items in your wallet. And leave the credit cards you don't use frequently at home in a safe place.
7. Keep a list of all your credit card numbers and their 800-numbers (printed on back of cards) in your desk drawer. If you lose your wallet, you'll be able to report the loss easily.

NEWS FROM NATIONAL

Welcome to all South Region Members

Saturday, May 1, the South Region Officers Meeting will be held at the Sheraton Colony Square starting at 8 a.m. This is the time every year the regional leaders get together to hear and share what is going on in their chapter. The roundtable and presentation setting will be casual and allow members to lend supportive ideas and get direction from national leaders. As of this date, **Lanny Felder, Regional Vice President**, will be the moderator. **Dennis Longworth, IFMA Executive Director** and **Bill Gregory, Vice President**, will be attending to let us know what is going on in Houston and where IFMA looks to go in the future.

Anyone interested in participating or helping, please contact committee members:

Kim Weiss, Chair (892-7190)
John Tuttle (377-8401)
Haidee Courson (368-0101)
Ann Steele (751-2020)
Susan Hickey (368-0101)
Mary Jo Doherty (870-7518)

International Membership Contest Underway

Watch your mail for information from Houston. This year is going to 'round-up' a whole posse of Facility Managers.

Plan to Attend

IFMA Atlanta — May 19
Facility Management
Quality Sharing Rally

Membership Classification Changes

The International Board of Directors will be addressing this issue at their April meeting. To summarize the proposed changes:

1) Article III IFMA Constitution -

Membership will be divided into 5 classes - Professional, Allied, Academic, Life Time and Honorary.

2) Article XIII, Section 2 -

Amendments must be proposed to and approved by the House of Delegates before submission of the amendment to all members qualified to vote. This Constitution may be amended by a ballot provided to all members qualified to vote in which a majority of the responses are affirmative.

3) Section 2 IFMA By-Laws - Professional Membership:

- a) Professional membership is open to facility management executives, staff professionals and support staff whose jobs include active management of that organization's facilities...and
- b) Professional members may represent organizations that are owners or tenants of their facilities and use them for the direct purpose of enhancing employee productivity and supporting organizational goals. Professional members may also represent organizations that fulfill any of the above activities under contract to the owner or tenant provided that sales and marketing of such services is not their major function.

4) Section 7 - Allied Membership

Allied membership is open to representatives of manufacturers, vendors, dealers and distributors of facility related products and services which deal with one or more aspects of facility management.

This is just an overview. For further details or to review the complete proposal, contact Pete Conlin or Kim Weiss.

Lowering Too-High Blood Pressure Walking can help

- People who are sedentary are 35% more likely to have high blood pressure ("hypertension") than active people.
- Aerobic exercise is the exercise of choice for people with hypertension. Studies have shown that the pace does not have to be strenuous to have a positive effect on elevated blood pressure levels.
- It appears that the higher a person's blood pressure is, and the more sedentary he or she is, the greater the benefits of a regular exercise program.

Source: Dr. Barry Massie, MD, Chief of the Hypertension Unit at the Veterans Administration Medical Center, San Francisco.

UPCOMING EVENTS

The Atlanta Chapter Wants You

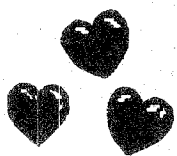


M.I.A. Day at the Next Luncheon

Did you know that only about one-quarter of our chapter members regularly attend chapter functions? Did you know that there are more than a few members who have never attended a monthly meeting? We call them M.I.A.'s (Members in Absentia) and we need your assistance to persuade them to become Members in Attendance.

April 21, is "Adopt an M.I.A. Day." The membership committee will be recruiting attendees at the monthly meeting to "adopt" three M.I.A.'s each to contact on a routine basis and encourage their active participation in our chapter. Meet a "new" old member...share your experiences with a long lost colleague...The membership committee wants a few good men and women... like you! Sign up at the April luncheon.

Remember: The success of our chapter is dependent on the contributions of all of its members.



Heart Attack Stuff to Know

- 77% of heart attacks occur at home (so be sure your family members know how to do CPR).
- The average wait from the start of symptoms to seeking help is two hours — which is one reason why 300,000 heart attack victims do not make it to the hospital alive.
- 50% of heart attack victims arrive at a hospital by private transportation.

Atlanta Committee

Chairpersons

Awards:	Dorothy Harris Contract Interior Consultant 461-2805
Education:	To Be Filled
Membership Chair:	Gene Meany 552-7095
Prospective:	Mike Denson 249-2542
New:	Kathy Farley 572-4934
Directory:	Bob Berntsen 842-8277
Allied/Affiliate:	Steve Pelham (706) 883-5206
	Nancy Warner 395-1415
Newsletter:	Haidee Courson Wegman Associates, Inc. 368-0101 Fax: 263-9574
Nominating:	Kim Weiss KEW Fundamentals 892-7190
Programs:	Monica Bell Sizemore Floyd Architects 605-0690 Fax: 605-0890
Public Relations:	Robin Bruce Electrostatic On-Site Services 428-9072