

International Facility Management Association



August 1993

Executive Board 1993

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BellSouth Enterprises, Inc.
(404) 249-4126

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(706) 275-3380

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(404) 581-7657

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(404) 676-6688

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(404) 892-7190

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IFMA Houston

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

Topic: Routing Power, Data and Communications
in Today's Office
Date: August 18, 1993
Networking at 11:30 a.m. Luncheon at 12 Noon
Cost: Members \$20; Non-members \$30
Location: Merchandise Mart - Monte Carlo Room
Reservations: Barnett Business Service 681-5344;
Call by August 13, 1993

What would we do in today's world of business without computers, facsimile machines, telephones, and all the other electronics necessary to stay competitive? As facility managers, we have the privilege of finding creative ways to manage the cabling that comes attached to all this equipment that must be plugged into something, somewhere, and without getting tangled in a mass of wires. An added requirement is to keep the system flexible so offices can be rearranged, new equipment added or changed, people moved, etc.; and of course, all at a minimum of inconvenience or cost.

The speakers for our August meeting will give us alternatives for achieving these results:

- **Heather Pennycook**, Associate with **Steve Lipton & Associates** will tell us what a Powerfloor is and how it is beneficial in managing wiring systems.
- **Nancy Burch**, Field Marketing Manager, Systems Furniture

discuss how furniture, current and future, can aid in achieving a flexible cabling system.

- **Charles Manner**, Vice President Technical Sales, Professional Sales Associates, representative for **Walker** will discuss the benefits of underfloor raceways.
- **David Limmer**, Sales Representative with **Thomas & Betts Corporation** will explain what flatwire is and how and when it can be used.
- **Ralph Sieja**, Manager of **Sun Business Systems**-Atlanta office will address the benefits of raised flooring as a wire distribution system.

How far we've come in a very short time. It wasn't so long ago when all we had to

(continued on page 2)

Communications

(continued from page 1)

worry about was having enough electrical outlets and a phone jack in each office (well, maybe a few extension cords in the stock room for that perennial rearranger). Now it is POWER POLES, POWERFLOORS, FLATWARE, UNDER FLOOR, RACEWAYS AND RAISED FLOORING. What does it all mean? It may sound futuristic, but it isn't. It is here and now and very important that we know the available alternatives. Routing cables of all types can be complex.

In attending the August meeting, you will leave with a greater knowledge of what is available, what will work best in your company and where to get more information.

Charlotte L. Branton, Administrative Operations Manager for **Zeliff, Wallace Advisory Company, Inc.** is responsible for bringing this "power panel" together.

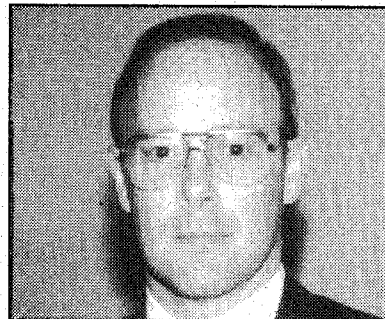
TIP

Scheduling meetings for the same day and/or time each month allows members to reserve the date for the entire year and increases the possibility that they'll be able to attend all of the meetings. However, it also is important to have one or two additional meetings, including networking lunches, breakfasts or happy hours, during different days of the week to accommodate those who are not able to make the scheduled meetings.

GCCA Volunteers?

The Georgia Council on Child Abuse, Inc. (GCCA) run by volunteers based in local communities and through advocacy programs, is a statewide effort to end child abuse through prevention programs. Contact **Mamie Scott** of GCCA at (800) 532-3208 or (404) 870-6565.

President's Message



Hardly a week goes by that I do not receive a phone call from an individual wanting to know what is happening in our industry, or where do I see the current opportunities for employment. I am sure the same happens to many of you. With the way businesses have been down-sizing or "right-sizing", there are a lot of good, qualified managers looking for jobs. It is especially true within our own facility management profession as well.

But, how do you handle calls like these? Do you take the time to meet or talk with these individuals? Let me share with you how I handle calls like these. I never turn down the opportunity to meet or talk with an individual looking for a job. To me, they are the most important opportunities I can encounter.

Let me be up front on this issue - I have never been out of work and I hope I never am. To say I understand what these individuals are going through would be a great misrepresentation of the truth. I don't. But what I can do is take the time to offer encouragement and any advice and counsel that might be of assistance to them.

After I finish talking with an individual, I always ask them to do me two favors. First, keep in touch. Let me know if and how they found a job. By doing this I am able to share this information with others who might call. Second, I ask them to return the favor when someone calls them. Take the time to listen, encourage and to share the knowledge you have learned.

One of the best things I think we can do from a professional trade association is to leverage off our own strength. Anytime you hear of an opportunity, contact our Job Bank Chair, **Trish Meyer of Kaiser Permanente** and let her know of the opportunity. If your company is expanding, use the job bank for potential references. If you are looking for work, send a copy of your resume to Trish. She can be reached at 365-4285 and her FAX number is 233-3908. If you hear of any opportunities or are currently looking for work, please contact Trish to see if she can be of any assistance.

Pete

Pete Conlin

WELCOME NEW MEMBERS

William Atchison
Contract Marketing

Maureen Gundaker
Key Wall Covering, Inc.

David Hester
Oglethorpe Power Corporation

Bonnie J. Sinyard
The Athlete's Foot Group

William B. Thorpe
Thorpe Building Services, Inc.

Air Quality Survey Participants

Atlanta has been selected as a pilot test city for an indoor air quality survey that is being developed by ICF, Inc. a consultant to the Environmental Protection Agency. We have been approached by a representative of ICF to assist in identifying potential pilot test sites that meet the following parameters:

- commercial or governmental office building
- floor area not to exceed 20,000 square foot
- floor served by its own air handler
- 50 to 60 occupants per floor

The pilot test would include air sampling as well as an occupant survey and would take five days. ICF would like to conduct the pilot in early August, and would use July to pre-qualify our recommended sites, get appropriate approvals from property managers and tenants and narrow the final selection to three. ICF emphasizes that this is only a pilot test to evaluate the process and procedures. No test sites should be concerned with potential ramifications of the test.

Your feedback on this request as soon as possible is appreciated.

QUARTERLY CALENDAR

August

- | | | |
|----|---|-------------|
| 13 | IFMA Board of Directors Meeting
(800/359-4362) | Houston, TX |
| 18 | Chapter Luncheon
Routing Power and Data
Communications in
Today's Office | Atlanta, GA |
| 24 | Board Meeting
BellSouth Enterprises | Atlanta, GA |

September

- | | | |
|-------|---|-----------------|
| 10 | *IFMA-Your Facility Management Customer
(800/359-4362) | Los Angeles, CA |
| 21-22 | *IFMA-Records Retention and File Management Seminar
(800/359-4362) | New York, NY |
| 22 | 2nd Annual Vendors' Fair
Merchandise Mart | Atlanta, GA |
| 28 | Board Meeting
BellSouth Enterprises | Atlanta, GA |

October

- | | | |
|-----|--|-------------|
| 20 | Chapter Luncheon | Atlanta, GA |
| TBA | IFMA-ASID-IBD
"Managing the Future" | Atlanta, GA |

*Each course provides 1.2 CEU credits.

**Atlanta Chapter
June 27, 1993
Year-to-Date Actuals**

Income:

Membership Dues	\$5,550.00
Subscriptions	1,020.00
Donations	3,275.00
Meetings	7,610.00
Donations-	
Regional Meeting	2,700.00
June Night Out	1,140.00
Vendors' Fair-Fees	<u>3,900.00</u>

Income Subtotal \$25,195.00

Expenses:

Membership	\$ 782.32
Luncheons	5,091.31
Public Relations	0.00
Newsletter	2,591.04
Postage	1,020.34
Secretarial Services	252.41
Executive:	
Travel	0.00
Foundation Donation	0.00
Other-Recert.	400.00
Awards	0.00
Other (P.O. Box, Service Charge, etc.)	923.69
Regional Meeting	3,367.43
June Night Out	483.00
Vendors' Fair	538.50
Accounts Payable	<u>0.00</u>

Expense Subtotal \$15,450.04

Net Income (Loss) \$9,744.96

Book Sale

Kim Weiss has numerous facility management oriented books for sale: Principles of Air Conditioning to Competencies for Facility Management Professionals are just an example of two. Please call Kim at 892-7190 if you are interested.

**Member-In-Absentia
Update**

by Gene Meany

Reminder to our M.I.A volunteers: Don't forget to contact the three members on your list to invite them to this month's meeting. Keep track of the reasons for non-attendance. The Membership Committee will have a table at the August luncheon to collect this information. If you are unable to attend, call any committee member with your feedback. And thanks again.

And the Winners Are...

Haidee Courson from **Wegman Associates** won the free lunch donated by Jaime Lanier of Interface-flooring Systems.

Bonnie Sinyard from **The Athletes Foot** and **Polly Harper** with the **William Leonard Company** were both recipients of "dinner for two" certificates from Romano's Macaroni Grill.

The beautiful plants and flowers that **Cheryl of The Plant Peddler (432-2649)** donates for each IFMA lunch were won by **Donna Donache Fraser** of **Primerica**, **Tom Buchanan** with **Resolution Trust Corporation**, and **Gene Meany**, an independent consultant.

GOLD SPONSOR

**AlliedSignal Fiber
Nancy Warner**

**IFMA Membership
Facts and Figures**

Our current membership figures are:

	<u>6/16/93</u>	<u>7/8/93</u>
Professional	8,014	8,013
Associate	926	915
Allied	1,411	1,413
Affiliate	1,286	1,285
Academic	472	466
Life-Time	<u>61</u>	<u>61</u>
TOTAL	<u>12,170</u>	<u>12,153</u>

**Misadventures
That Make Life Fun**

We dream about the perfect event. We dream about the perfect vacation, the perfect holiday, the perfect wedding, or the perfect anniversary or birthday party.

But if we really think about it, the stories we retell every year tend to be our memories of "imperfection"--the time Mom dropped the cake; the time Junior broke his arm showing off; and the time Dad missed his surprise party.

So the next time you find yourself in some "terrible misadventure," remember that "someday" you'll look back on it and laugh. Then tell yourself -- if "someday" I'm going to laugh about this, I might as well laugh about it *now!*

A special thanks to **Geraldine Harrison** of **Wegman Associates** for all her hard work in helping to get the newsletter out.

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:	Nancy Warner 395-1415
Newsletter:	Haidee Courson Wegman Associates, Inc. 368-0101 Fax: 263-9574
Nominating:	Kim Weiss KEW Fundamentals 892-7190
Programs:	Steve Pelham (706) 883-5206
Public Relations:	Robin Bruce Electrostatic On-Site Services 428-9072

UPCOMING EVENTS

An IFMA Educational Program Developed Specifically for You

In the 1990s, the key to successful relationships between vendors and their customers is the vendor's complete understanding of the customer. "Your Facility Management Customer" is a half-day educational program designed to help you better know those involved with this ever-changing profession. You'll have the opportunity to hear several leading facility management professionals discuss their job responsibilities, how their role is changing and what they really need from vendors. On September 8, the program will be presented at the Holiday Inn Crown Plaza in Manhattan. The Long Beach Hilton, located south of Los Angeles, will be the location for the presentation on September 10. Each program will last from 1-4:30 p.m. and costs \$95 for members and \$125 for non-members. Call (713) 623-4362 to make your reservations.

2nd Annual Vendors' Fair

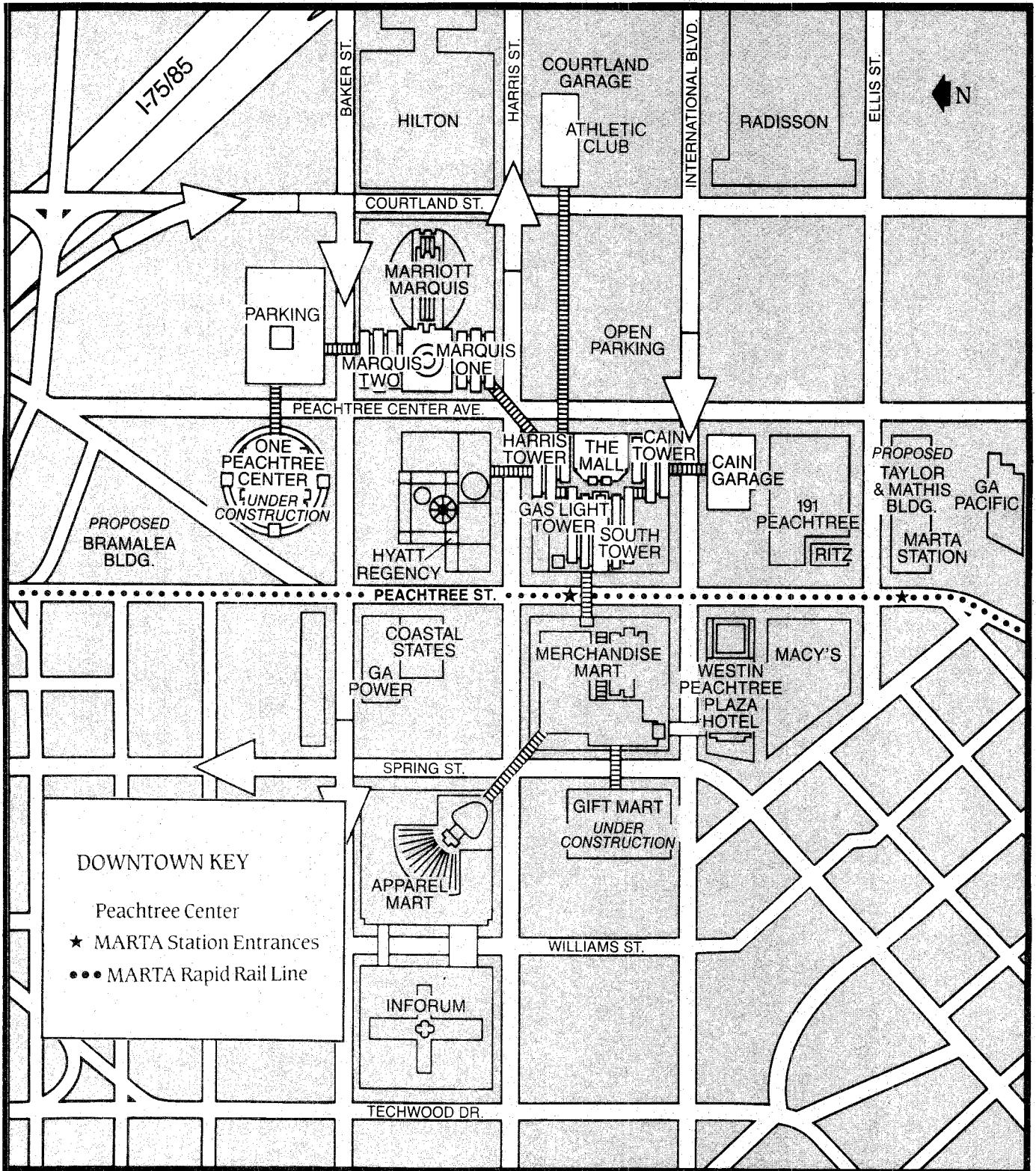
The 2nd Vendors' Fair will be held on September 22, 1993 from 12 Noon to 7 p.m. at the Atlanta Merchandise Mart. With over 60 exhibiting suppliers, the fair is free of charge.

Dr. Leonard Kruk of the **Knoll Group**, is this year's guest speaker. He is being brought to Atlanta by The Knoll Group and Proformix. His topic will be "Office 2000 - Planning for Evolution". Dr. Kruk will hold two sessions, one at 12:30 p.m. and another at 4:30 p.m. Please call **Brown & Spiegel, 351-3644**, and let them know which session you plan to attend. Also plan to attend the happy hour from 5 p.m. to 7 p.m., sponsored by The Knoll Group.

This fair will give you the opportunity to present and promote your products and services to industry professionals from IFMA, IBD, ASID, and BOMA.

IFMA - ASID - IBD

The joint chapters of ASID, IBD and IFMA will present **Robert B. Tucker**, Futurist, Business Analyst and author of *Managing the Future*, who will deliver the dynamic program entitled "Managing the Future: The Way to Survive and Succeed in the 90s". Sponsors are Mohawk Carpets, Ivan Allen Co., Express Office Products, Bell Mann Carpets and SPRINT. The program will be held Thursday, October 21, 1993 at 6 p.m. at the Inforum. The cost of the program is \$25.00



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)