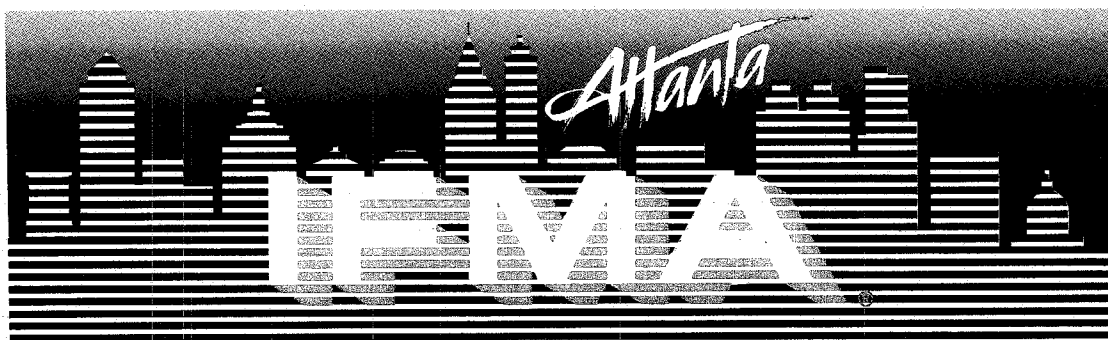


International Facility Management Association



Executive Board 1994

President:
Tom Vernon
*Automatic Data
Processing, Inc.*
(404) 980-2640

Vice President:
Gene Meany
Facility Consultant
(404) 604-5416

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(404) 249-4126

Regional Vice President:
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Florida*

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

January 1994

Haidee

Topic: "Selecting the Right Design Firm"
Date: January 19, 1994
Cost: \$25 Members, \$35 Non-Members
Location: Merchandise Mart, Top Floor
Reservations: Brown & Spiegel, Inc., 351-3323
By January 17, 1994

"Selecting the Right Design Firm"

Christine Neldon, CFM, and Dennis Forrest will make a joint presentation on "Selecting the Right Design Firm."

In 1993, Ms. Neldon invited seven design firms to present their credentials for design services. Each firm was given a detailed discussion outline to follow and had one hour to make their presentation. The presentations were very informative and actually made selection much easier. Ms. Neldon will share her methodology and the results.

Also in 1992, Mr. Forrest held a design competition in order to facilitate his selection of a design firm. Each firm was asked to creatively approach the design of a department and present the results to him. The process was very informative and enlightening about the qualifications of each firm. Mr. Forrest will tell us about his approach and how he made the final selection.

Christine Neldon is Director of Facilities for the Atlanta office of Arthur Anderson & Co. and Anderson Consulting. The Atlanta Office includes several locations in Atlanta and offices in Jacksonville, Birmingham and Chattanooga. She has been with the firm since 1972 and is responsible for facility planning and design, lease negotiations and management, office automation, long-term planning, and capital budgeting and purchasing. She also assists firm consultants in understanding and planning for facility issues on their projects.

(Continued on Page 2)

"Selecting the Right Design Firm"

(Continued from Page 1)

Christine holds a Bachelor's degree in Business Administration from Georgia State University, and she is a member of the Georgia Telecommunications Association.

Christine was a charter member of the Atlanta Chapter of IFMA in 1982. She held Chapter positions of Treasurer, Vice President, and President. In 1984, Christine was appointed Regional Vice President for the Southeast and a member of the Board of Directors. In 1986, she was appointed to a second two-year term as Vice President for the Southeast. In 1987, she was elected International Secretary, in 1988 Treasurer, in 1989 Vice President, and in 1990 International President. She is still active as a facility management speaker and writer for IFMA.

Dennis Forrest is currently the Facilities Manager for Georgia-Pacific Corporation in Atlanta. He is responsible for all property-related aspects of Facilities Management which include Site Selection and Acquisition, Leasing, Interior Space Planning and Design, Asset Management, Furniture Selection and Specification, Interior Design and Construction, and Office Relocations. Currently he manages over 1.5 million square feet in the United States, with principle locations in New York, Connecticut, Georgia, Ohio and Wisconsin.

Prior to joining Georgia-Pacific in 1984, **Dennis** was employed as an Architect in the New York office of Skidmore, Owings and Merrill (SOM) and was the Resident Architect for the Georgia-Pacific Headquarters building in Atlanta.

President's Message



The Atlanta Chapter of IFMA closes out 1993, another successful year. The upcoming year will be the 11th year of the Chapter's existence. As we make our transition from 1993 to 1994, I would like to reflect on several areas that came out of the 1993 year.

- o The outstanding leadership from Pete Conlin, Chapter President 1993. Pete's excellence in leadership, direction and challenges drove our Chapter forward.
- o The achievement of a number of our professional members in receiving their certificates as Certified Facilities Managers (CFMs).
- o The Chapter's 1993 activities were closed out by an excellent "Christmas/Awards Luncheon." I would like to take this opportunity to extend our thanks to Kim Weiss and all sponsors for the excellent luncheon.

We go into 1994 with new objectives, goals and challenges. I would like to stress the importance for each of you to become involved in the Chapter's activities. The commitment and skills of our members can be used to push our Chapter to a higher level as a professional organization. Let's go forward in 1994 by each member's commitment to (1) working within the organization, (2) helping other members via networking and skills sharing, and (3) each one of us enhancing our own professional skills through education within our professional field.

As we work together, I look forward to the achievements and contributions that our Chapter can make in 1994.

Tom Vernon, CFM

1994 Committee Chairpersons

| | |
|-------------------------|---|
| Awards & Nominating: | Pete Conlin BellSouth Enterprises 249-4126 |
| Education: | Mike Butler Worldspan 563-7788 |
| Membership Chair: | Gene Meany Facility Consultant 604-5416 |
| Prospective: | Mike Denson BellSouth Corporation 249-2542 |
| New: | Kathy Farley King & Spaulding 572-4934 |
| Directory: | Bob Berntsen Blue Cross/Blue Shield 842-8277 |
| Allied/ Affiliate: | Lisa Steckbeck Steelcase, Inc. 523-2300 |
| | Nancy Warner 395-1415 |
| Newsletter: | Susan Gray Hendrick Associates 261-9383 FAX 233-2131 |
| Programs: | Steve Pelham Milliken Carpets 641-3283 |
| Public Relations: | Malcolm Weiss Malcolm Weiss & Assoc. 641-3283 |
| Job Bank: | Trish Meyer Kaiser Permanente 365-4285 |

DECEMBER LUNCHEON RECAP

Thankfully, **Pete Conlin's** jokes were painless and the **Christie Brinkley** one was almost funny! **Tom Vernon** promises Pete will be available from time to time next year to share his special brand of humor with us.

In addition to installing the new slate of Officers for 1994, Pete thanked his Board, Committee Members and the General Membership for their commitment to IFMA in 1993. We will miss Pete's leadership and look forward to his new role on the Board as Past President.

Kim Weiss led the Awards Presentation. Congratulations to this year's recipients:

Outstanding Allied Member Award
Robin Bruce
Electrostatic On-Site Services, Inc.

Outstanding Affiliate Member Award
Facility Relocations, Inc.

Facility Management Achievement Award
Mike Denson
BellSouth Corporation

Distinguished Member Award
Gene Meany

Many thanks go out to Kim for her hard work in planning this very successful Awards and Officers Installation Luncheon. We had one our largest turnouts ever. The Buckhead Towne Club facility and lunch were top notch.

Our thanks also go out to our sponsors for their support of the Awards Luncheon:

| | |
|-------------------------------------|----------------------------------|
| ADP, INC. | Office Pavillion-National |
| Barr-Cline Corporation | Systems, Inc. |
| Bell-Mann | Plant Peddler |
| Davis Furniture | Pointe Services |
| JG Furniture | Shaw Industries |
| Maharam | Wegman & Associates |
| Landmark Pacific Group, Inc. | |

**Atlanta Chapter
December 29, 1993**

Year-to-Date Actuals

Income:

| | |
|--------------------|-----------------|
| Membership Dues | \$ 9,205.00 |
| Subscriptions | 1,320.00 |
| Donations | 3,275.00 |
| Meetings | 13,000.00 |
| Donations- | |
| Regional Meeting | 2,700.00 |
| June Night Out | 1,140.00 |
| Vendors' Fair-Fees | 8,250.00 |
| Sponsors- | |
| Awards Banquet | <u>1,750.00</u> |

Income Subtotal \$40,640.00

Expenses:

| | |
|---|-----------------|
| Membership | \$1,140.11 |
| Luncheons | 9,021.85 |
| Public Relations | 0.00 |
| Newsletter | 6,414.98 |
| Postage | 1,865.07 |
| Secretarial Services | 2,322.66 |
| Executive: | |
| Travel | 1,207.43 |
| Foundation Donation | 1,500.00 |
| Other-Recert. | 400.00 |
| Awards | 728.02 |
| Other (P.O. Box, Service Charge, etc.) | 1,125.62 |
| Regional Meeting | 3,367.43 |
| June Night Out | 483.00 |
| Vendors' Fair | 8,238.03 |
| Awards Banquet | <u>3,787.97</u> |

Expense Subtotal \$41,602.17

Net Income (Loss) \$ (962.17)

GOLD SPONSOR

AlliedSignal Fiber

EDUCATION UPDATE

IFMA's latest research report, *Outsourcing*, is now available through IFMA publications at a cost of \$50 for members. Like other IFMA publications, this report can be ordered by phone or by mail. The report separates this subject into two categories defined as:

Outsource - To hire a full service, single source vendor to provide many services bundled together; and

Out-task - To hire individual, specialized vendors to provide one or more FM functions.

This report was a summation of surveys conducted with IFMA professional members and selected outsource advisors and included the following areas of interest:

- Which functions are outsourced/out-tasked, and to what degree.
- Why companies decide to outsource/out-task FM functions.
- Advantages and disadvantages of outsourcing/out-tasking.
- Concerns that outsourcing is eliminating Facility Manager positions.
- Trends and expectations about the future of outsourcing/out-tasking.

The survey found that 91% of the responding Facility Managers reported out-tasking at least one FM function with outsourcing on a much more limited basis (3%). A third of the respondents know of at least one Facility Manager whose position has been eliminated as a result of outsourcing; and, furthermore, one fourth reported concern that their position might be made redundant in the future.

Although quality improvements was an important reason in their decision to outsource/out-task, only 32% of those experienced improved quality and 24% reported reduced quality. For these reasons, a quarter of participating FMs have brought an out-tasked service back in-house.

Future reports will include Transportation Demand Management (parking, ride sharing, and telecommuting) due early January with Benchmarks II and Profiles planned for the first quarter of 1994.

As stated at the National Conference in Denver, IFMA must continue to educate the membership in new FM practices or add new tools to your tool-kit while allowing for your old tools to be taken out and polished occasionally. To support this objective, educational topics for presentation to the Atlanta Chapter are being planned for 1994. Events might include after-hour round tables, specific speakers at Chapter luncheons, plant tours, local certification testing, etc. If you have any interest in participating in the education committee to develop these programs for 1994 or have topics which you feel would benefit the Atlanta Chapter, please call **Mike Butler** at 563-7788.

1993 AWARDS AND OFFICERS INSTALLATION LUNCHEON



IFMA INFORMER

The IFMA INFORMER, a new monthly column, was developed and written by Haidee Courson. As you can see, the format is geared to provide new insights about our fellow member. Thanks, Haidee, for your on-going contributions to IFMA!

Subject: Haidee Courson, Senior Manager of Accounts at Wegman Associates of Georgia.

Hails From: Born September 9, 1950, in Spartanburg, SC.

Family Ties: Married to Gardner Courson, an attorney, who has two children, Melissa (19) and Allison (17).

Back to School: Haidee received a Bachelors of Business Administration from the University of Mississippi in December 1976.

Office Hours: In 1977 Haidee joined Milliken and Company and started working in a production facility at a time when few, if any, women were in a supervisory position. Her favorite story of that experience was when she learned that bets were placed on her the day she walked on the job by the plant's engineering department. The bet was "how long could a girl" take the pressures of a production facility. Most of the mechanics said six weeks only, the electricians said longer. Needless to say, after 2 1/2 years, the electricians won. After working in New York and moving to Atlanta, Haidee decided to give her time to volunteer activities. When she found that she was attending more meetings and preparing more reports than she had when she had been fully employed, she decided to get back into the workforce. After one meeting with everyone at Wegman Associates, Haidee knew that she had found a place where there was great fit. For three years Haidee has been working in marketing and Sales for Wegman Associates.

After Hours: Haidee enjoys being with her two English Bulldogs, Peaches and Dewey. She also enjoys reading, entertaining, walking and cooking.

Basic Business Philosophy: My philosophy is to provide the best possible service to my clients. I try to put myself in my clients' position so that I can understand their needs so that the service can (or in some cases, cannot) be provided.

Secret of Success: The truth.

Most Important Achievement: Balancing work, family and volunteer activities.

To Be Or Not To Be: Deciding to write another article for the newsletter after being the editor for two years.

The Reading List: "Care of the Soul" by Thomas Moore.

I Hate It When That Happens: Indecisiveness.

High Anxiety: Being told five minutes beforehand that I had to introduce Carl Rowan to 2,000 people. (Thank goodness, the person showed up at the last second who was originally scheduled to do the introduction, as public speaking is not my forte'.)

The Challenger: The Purpose of Life.

Mirror, Mirror: To be more understanding of others.