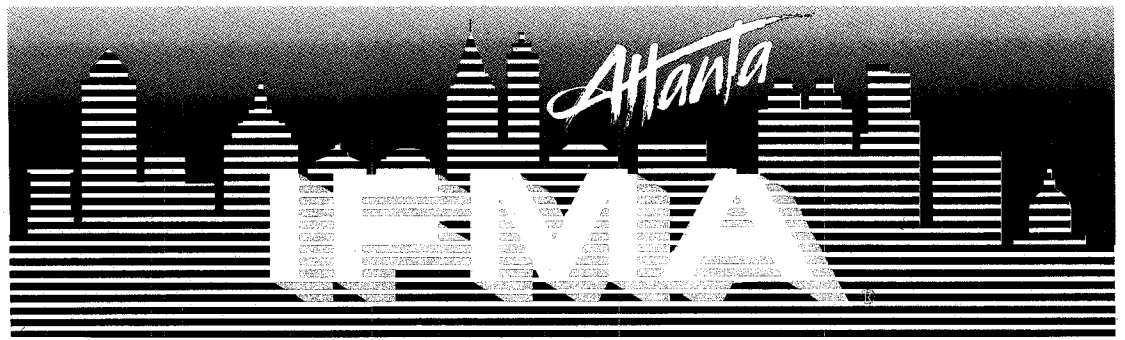


International Facility Management Association



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International Headquarters

1 Greenway Plaza, E., 11th Floor

Houston, TX 77046

(713) 623-4362

(800) 359-4362

Monthly Meeting April 1994

Steve Pelham

Topic: Strategic Facility Planning
Date: April 20, 1994
Time: 11:30 Networking
12:00 Lunch Program
Cost: \$20 Members, \$30 Non-Members
Location: Marriott Perimeter Center
Reservations: Brown & Spiegel, Inc., 351-3486
By April 15, 1994

Facility Managers are constantly seeing corporate "outsourcing" in various forms that sometimes includes the FM job itself. Are you currently putting out daily fires and occasionally implementing short-term tactics? Where is your master plan that your management team inputs on and uses on a moment's notice. Is this a perceived value or a management hassle? The April meeting will address the process of **LONG TERM Strategic Facility Planning (SFP)** and how you can implement this within your department and company.

IFMA-Atlanta will have the benefit of a knowledgeable moderator using several of our own members as examples. The format will start at a very basic level of introducing what a SFP is, how to start one and where to obtain some of your data. Before an effective plan is put together, you must audit where you are currently, then where you are going, and does that match up with your company's goal. Current SFP members will offer some trouble-shooting hints and shortcuts. This is a topic that our membership has asked for with curiosity and that national views as an essential FM tool.

This meeting will be at the **Marriott-Perimeter Center**. See you there, **reserve a space now!!!** Call Brown & Spiegel at 351-3486.

With your positive response to this meeting, the chapter will also develop this topic into an educational roundtable format. Check with **Mike Butler** or **Steve Pelham** with your comments.

INVENTORY TIME? We Can Help...

- Interior Design
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- Relocation Coordination
- Inventory Services
- Asset Management

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QUARTERLY CALENDAR

April 19, 6:00
Board Meeting
King & Spalding

April 20, 11:30/12:00
Chapter Luncheon
Marriott Perimeter

May 17, 6:00
Board Meeting
TBD

May 18
IFMA Goes to the Ballgame
Truck Gate Party 5:00
Braves Game 7:40

President's Message



This has been a year that many FM'ers will certainly remember, no matter in what part of the country they're located. "Mother Nature" has delivered an array of problems and stressful challenges to the Facility Manager. A few items on Nature's menu have been fires, earthquakes, floods, snow storms, ice storms, severe cold, hurricanes, etc. We in the Atlanta area have been spared most of these problems. I'm sure we can feel for those FM'ers that have spent the last number of months dealing with these problems.

IMAGINE: Trying to get into work after your 16th major snow storm . . . snow piled up in every corner of your parking lot, your snow removal equipment totally ineffective at this point . . . all ice retardant used up, can't get any more . . . budget's shot too!! **OR . . .** dealing with the aftermath of an earthquake **OR . . .** Dealing with the aftermath of a major flood . . . **CAN YOU IMAGINE?** I have had the opportunity to talk to several of our counterparts that have dealt with the above problems. Generally, the final comment is "Keep your sense of humor."

Keep your sense of humor. Humor . . . stress . . . stress . . . humor. Those who attended the March monthly meeting may have a better understanding of the interplay of these two words. How appropriate the topic, "Facilities Stress Management - With Humor." An outstanding presentation was made by Jeff Justice of Corporate Comedy on using humor to deal with stress. Our thanks to Jeff, Steve Pelham and Lisa Steckbeck for this timely program.

Remember, whatever the situation, try to keep your sense of humor. Our thoughts are with those that are having to deal with these tragic situations.

Tom Vernon, CFM

THANKS FOR YOUR PATIENCE . . . We have switched from regular to bulk mail service with our newsletter in an effort to reduce our costs. Unfortunately, the delivery time with this service is much longer and is the reason for the delay in receiving your newsletters. Bear with us while we try it one more month!

IFMA INFORMER

STEVE PELHAM

Subject: Steve Pelham, Regional and Contract Account Manager for Milliken Carpets - Modular Business.

Hails From: Born in Walnut Creek, California, to "Green Card" carrying English parents.

Family Ties: Married to Sarah Murray for 3.5 years and expecting first child in June.

Back to School: Received a bachelors degree in marketing from Texas Christian University (The Fighting Horned Frogs) in 1986.

Office Hours: Career with Milliken began right after graduation. Starting in Dallas/Fort Worth then San Antonio (including Austin) and South Texas. Steve was promoted to National Accounts Leader for the communications/telephone industry in 1990. In 1992 Steve added Georgia to his responsibilities. He has been an active IFMA member in every city (four chapters).

After Hours: Steve enjoys gardening, running, and NASCAR (stock car racing). He is a Deacon in the Newnan Presbyterian Church, where he and Sarah also are leaders to the Senior High youth group.

Basic Business Philosophy: Try to make everyone feel like a winner.

Secret of His Success: Every day is a new opportunity to learn something.

Most Important Achievement: Success in balancing family, church and business.

To Be or Not To Be: His professors pleaded for him to be an attorney (he's not sure of that message!), yet he wanted to pursue radio broadcasting. Now farming is looking good.

The Reading List: The Wisdom of Spiro T. Agnew.

I Hate It When That Happens: "Physically not being able to direct traffic from MY car!"

High Anxiety: Being asked/told that I was to lead a Sunday worship service in the absence of the Pastor.

The Challenger: Tolerating those in all walks of life who do not give 100%.

IFMA Challenger: Making sure I give more time to the chapter than just taking business cards.

JOB BANK OPPORTUNITIES

Ferris State University

Facilities Management Faculty Position. Full-time Adjunct or Tenure Track: Starting August 1994. Experienced Facility Manager to join faculty of Architects, Engineers and Constructors to teach in Baccalaureate Degree Program in Facilities Management. Areas of instruction could include Facility Management Principles, Facility Management Organization and Operation, Facility Programming, Human/Environmental Factors, Computer-Aided Facility Management, System Cost Estimating, and related areas. Bachelor Degree in appropriate field and Masters Degree or professional experience with significant Facilities Management responsibilities required. Experience in Architectural Technology and teaching experience desirable.

For information and application contact: **Ralph E. Shields, P.E. Head, Construction Department, College of Technology, Ferris State University, 915 Campus Drive, Swan 312, Big Rapids, MI 49307-2291. Phone (616) 592-2360, FAX (616) 592-2931.**

Applications will be accepted until May 1, 1994, or until filled. Review of the applications will begin on that date and continue until the position is filled.

Ferris State University is Michigan's premier polytechnic university, providing career-oriented education to 12,000 students through the Colleges of Allied Health Sciences, Arts and Sciences, Business, Education, Optometry, Pharmacy and Technology. An Equal Opportunity/Affirmative Action Employer.

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EDUCATION UPDATE

The professional membership within the Atlanta Chapter has spoken and indicated that opportunities to network between professional members is the **Number 1** interest for education and FM development. The written ballots collected at the February meeting gave the professional members the opportunity to rate areas of interest from 1 to 5, with 5 being the highest. Networking With Professionals received the highest rating, with 4.3, followed by topics such as CAFM/CAD (3.9), Strategic Facility Planning (3.8), Benchmarking (3.7), and Office Standards & Trends (3.5).

This confirms the high interest in education topics to the chapter membership, and future programs will be tailored around these. If you are interested in hosting a roundtable, tour or helping to organize a session, please call **Mike Butler at Worldspan, 563-7788**.

PROFILES '94 - SALARY REPORT

Within the next few weeks each IFMA member will be receiving a free copy of the "Profiles '94 - Salary Report." This 64-page report contains a wealth of information including FM salaries broken down by region, job function, experience level and education. The report also contains 20 job descriptions and numerous job titles. Additional copies of this report will be available for \$50 each (non-members, \$100). Please remember this report and the many others available through IFMA are available as valuable reference tools with benefits to both your company and your personal development. Other recently released reports, "Outsourcing" and "Transportation Demand Management," can be ordered from IFMA. For additional information, call **Mike Butler at Worldspan, 563-7788**, the Atlanta Chapter Research Committee Liaison.

**Second Annual
IFMA GOES OUT
TO THE
BALLGAME!**

Fun, Fun, Fun!!!!

**Wednesday, May 25,
at 7:40 P.M.
Bravos stomp the
Houston Astros!**

Wegman "Truck-gate" Party from 5:00 to 7:30 P.M.

Truck will be parked at Carter Hall, 450 Capitol Avenue

*Northside Outdoor Patio at Street Level**

Just 1/2 block from the stadium.

Transportation is on your own.

Myles Wegman Cooks His Famous Jambalaya!

Haidee Courson Prepares Red Beans and Rice!

Pete Conlin and Jean Lusso Grill Hot Dogs!

Soft drinks, beer and wine will be provided...

Casual dress...

What a night this will be...



Cost is \$25 per person for ticket and party

Limited to 80 people on a

first-come, first-served basis!

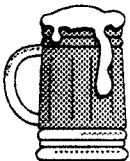
Get your checks in early. Guests welcome.

Pay Jean Lusso to receive your tickets

or mail your check to Jean Lusso at

978 Eulalia Road, Atlanta, GA 30319

Jean's Number: 233-8429

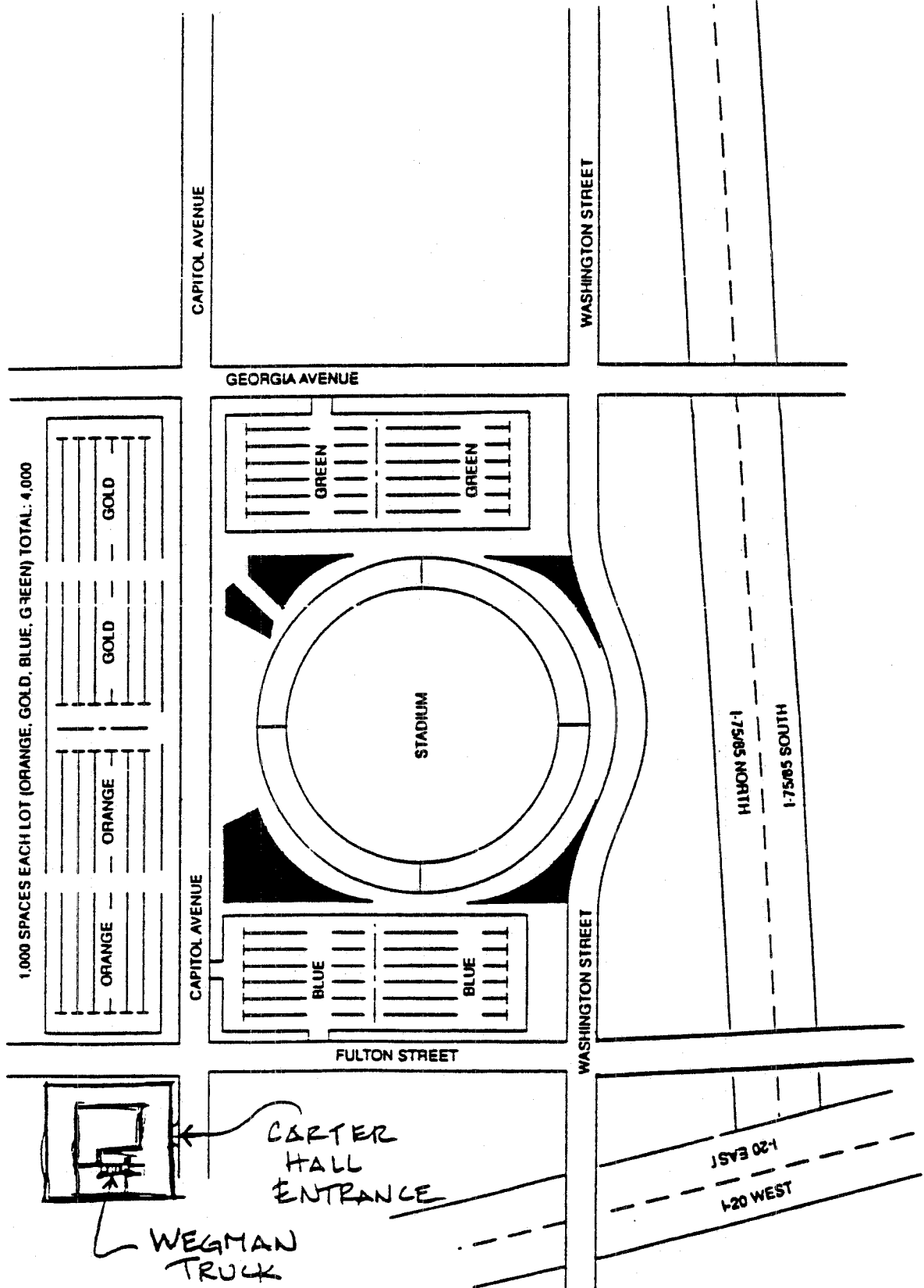


Make your check payable to IFMA and include your address.

Your tickets will be mailed to you.

Seats are in a block on Aisle 321, Rows 16-21, Upper Level, Gate G

*** Space is donated by Mike Pulling of Summerhill Development Corp. See map on back.**



CERTIFICATION MAINTENANCE

Since the Certification Maintenance packages have been mailed to all CMF's, questions have arisen concerning points for several activities not included in the original list. The information below explains the point system for activities not previously listed.

Activity: Attending IFMA/Steelcase programs

Points: 1, 12-point maximum

Documentation: Letter from chapter officer verifying attendance

Activity: Attending any facility management certification program at least 28 hours

Points: 20

Documentation: Copy of certification

Activity: Attending IFMA's Leadership Conference or two-day regional conference

Points: 6

Documentation: Copy of confirmation letter and payment or receipt/invoice

Activity: Serving as a council officer

Points: 20 per year

Documentation: Letter from another council officer

Individual college courses: If the individual is not studying facility management, the courses do not earn certification maintenance points.

Questions should be addressed to **Lee Kovalchuk** at (800) 359-4362.

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ERGONOMIC WORKSHOP

Contract Marketing/Ack Adams will sponsor a workshop entitled "Understanding Ergonomics" on May 5, 1994, at the Holiday Inn Crowne Plaza. The workshop will be from 9:00-12:00, and lunch will be provided. Space is limited, so contact Bill Atchison at (404) 977-1932 for reservations.

The workshop is designed to provide the audience members with a comprehensive understanding of the complicated issues of ergonomics. Jeffery Fernandez, Ph.D., PE, a consultant in the field of Industrial Ergonomics, will teach a system approach in ergonomic analysis. Further, the audience learns what to expect in terms of an "ergonomic standard" from OSHA, and when. The workshop is interactive, which means the audience participates in the hands-on sections. When the workshop is concluded, the members of the audience have a working knowledge of ergonomics. Following is an outline of the workshop:

- I. Ergonomics
 - A. Definition B. Benefits C. Office ergonomics-definition
- II. Anthropometry
 - A. Definition B. Hands-on (measurement demonstration)
- III. Seating
 - A. Theories B. Types of posture C. Hands-on (comfort demonstration)
- IV. Principles of Workstation Design
 - A. Workstation setup B. Hands-on (audience identifies correctly and incorrectly designed workstations)
- V. Cumulative Trauma Disorders (CTDs)
 - A. Global factors B. Effects in the office place
- VI. Government Regulations - OSHA, NIOSH, ANSI, ISO

APRIL RVP MESSAGE
Janeen Trevillyan, South Region V.P.

Checking my mail, I found the brochure for Facilities '94 and Intellibuild '94 had arrived. These conferences are being held in Washington, D.C., June 20-23. Many people perceive Facilities and Intellibuild as only for computer experts or people engrossed in the overall concept of intelligent buildings. On the contrary, the topics being presented at these conferences deal with issues many of us face every day or will in the near future.

As facility managers, we cannot hide from computers. We must continually expand our knowledge of computer technology. A topic I've heard many of my colleagues discuss is how to integrate data from all units in a company with the facility management department's data. This will be discussed during Facilities '94. In addition, Intellibuild '94 will present such timely sessions as "Disaster and Security Issues" and "Refrigerant Management Issues."

You can register to attend one or both conferences. Register before May 23 and receive a discount. If you have not received your Facilities and Intellibuild brochure, call IFMA's education and event management department at (713) 623-4362, or (800) 359-4362.

Conferences such as these provide an opportunity for Certified Facility Managers (CFMs) to pick up some certification maintenance points. To maintain your designation as a CFM, it is mandatory that you earn a minimum of 120 points every three years. CFMs will earn 18 certification points for attending both Facilities and Intellibuild, 6 maintenance points for attending only Intellibuild '94, or 12 maintenance points for attending only Facilities '94. Attending an IFMA conference gives you a top-of-the-line educational event, plus points.

As reported in *IFMA News*, IFMA chapter presidents have received a letter identifying the local chapter contact for the International Association of Corporate Real Estate Executives (NACORE). IFMA has discussed with NACORE how occasional joint meetings could give positive benefits to all members. If there is a NACORE chapter near you, I encourage you, as a chapter, to consider how you could work with them to set up an event.

In April, I will be attending IFMA's Board of Directors Meeting in San Jose, California. Look for my notes on this meeting in a future column.

IFMA-Atlanta

April 1994

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