

# International Facility Management Association



## Executive Board 1994

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**IFMA Houston**

*International Headquarters*  
1 Greenway Plaza, E., 11th Floor  
Houston, TX 77046  
(713) 623-4362  
(800) 359-4362

## Monthly Meeting September 1994

**Topic:** The "10" Things That FM's Do Wrong  
**Date:** September 21, 1994  
**Time:** 11:30 Networking/ 12:00 Lunch Program  
**Cost:** \$20 Members, \$30 Non-Members  
**Location:** Holiday Inn - Ravinia  
**Reservations:** Ashton Hall, 457-1427, 457-9808 (FAX)  
By September 16, 1994

### The "10" Things That FM's Do Wrong!

Craig Zimring of Georgia Tech will address the areas of day-to-day operations that our membership could improve on. From the College of Architecture, Mr. Zimring looks at the psychological aspects of winning within your professional career path as well as getting your FM agenda in line with your management team and company objectives. Mr. Zimring's presentation has been recommended by several of our members as an excellent program.

An environmental psychologist, Craig Zimring is an associate professor of architecture and of psychology at Georgia Tech. He has written a book and numerous articles and book chapters on Post-Occupancy Evaluation (POE). His current work focuses on developing tools and systems to help large public and private organizations plan, design and manage their space, and particularly to use the development of space as an effective tool in developing their organizations. He has worked with AT&T, the World Bank, the California Department of Corrections, Santa Clara County (California), the Ministry of Education of France, and other organizations. He was Vice-Chair of the Environmental Design Research Association and has won six awards for his research.

Please remember the **TEMPORARY** meeting place - Holiday Inn, Ravinia. Call and reserve your space now.

Thanks to the "Friends & Family" Coalition from MCI for sharing their approach to facility management at the August luncheon. Reed Molitor and his FM team, including Bonnie Albaugh, Wayne Battles and Lennon Irving, did a great job. We look forward to more programs of this nature where our own members can share their goals and challenges. Based on the August attendance of 113, this format was very well received. Thanks MCI!



August 12, 1994

Ms. Martha Sybert  
WGNX  
1810 Briarcliff Road  
Atlanta, Georgia 30329

Dear Ms. Sybert:

The Atlanta Chapter of the International Facility Management Association (IFMA) would like to assist the victims of the recent floods. The generous matching program of the Robert R. McCormack Foundation maximizes these efforts. Enclosed is a check in the amount of one thousand dollars (\$1000.00). Please apply this contribution towards the "WGNX Choosing to Care" fund.

We would like to thank WGNX and the Robert R. McCormack Foundation for providing this avenue to provide assistance to our neighbors in this time of need.

Sincerely,

Allan D. Caddell  
Treasurer

Enclosure

c: Mr. Tom Vernon  
Mr. Malcolm Weiss

International Facility Management Association  
Atlanta Chapter  
Box 133  
1579F Monroe Drive, N. E.  
Atlanta, Georgia 30324

## **SPONSORSHIP OPPORTUNITIES**

\$100 - Space is available for a table top display at our Sept. - Oct. - and Nov. luncheons.

\$400 - Printing and Mailing of our 1995 Membership Directory. Your Company Recognition Printed on First Page.

For details, please call Nancy Warner, 396-5230.

## **WELCOME NEW MEMBERS !!!**

**Pamela Green** - Professional  
*Asst. Vice President - Adm. Services*  
HomeBanc Mortgage Corp.

**Don Kellett** - Professional  
*Senior Facility Manager*  
Northern Telecom, Inc.

**Terence M. Robinson** - Professional

**Darryl Stanley** - Professional  
*Associate Superintendent*  
Emory University

## **IMPORTANT REMINDER**

If you are interested  
in participating/chairing  
a committee for 1995  
please contact  
Gene Meany at 604-5416.

*Have you had some experience with facility communications? Nightmares? Updated recently? Long distance? Trunk lines? Voice Mail?* Interested in giving IFMA-Atlanta some of your thoughts? Could be part of the Jan./Feb. meeting.

Give Steve Pelham a call with your story at 404-641-3283.

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## EDUCATION UPDATE

There will be a roundtable discussion on October 5, 1994, at the offices of Worldspan. The topic is Strategic Facility Planning. The session is for professional members only but Allied/Affiliate members are welcome to submit handouts or discussion materials. This session will be limited to 15 - 20 people so make your reservation now by calling Mike Butler at 563-7788.

### IFMA/STEELCASE BTV Panel Discussion

The topic is "Facility-Related Disaster: Planning and Response." Disasters can strike any facility at any moment. Come join the panelists in discussing ways to safeguard employees and protect valuable documents and expensive equipment. Professional members are invited to attend on September 28, 1994. The telecast will be held in the Steelcase Showroom, One Peachtree Center, from 4:00 to 5:00 p.m. Call Lisa Steckbeck at 523-2201 for more information.

CONGRATULATIONS to Joanne Cole with Unisys Corporation for obtaining her Certified Facility Manager designation!

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### Calendar

September 20, 6:00 p.m.

Board Meeting  
ADP

September 21, 11:30/12:00

Chapter Luncheon  
Holiday Inn, Ravinia

October 18, 6:00 p.m.

Board Meeting  
TBD

October 19, 11:30/12:00

Chapter Luncheon

### IFMA '94 - ST. LOUIS

At this year's annual conference, the Atlanta Chapter is making plans to stay at the Hyatt Regency. For those planning to attend the conference, please make your reservations there if possible.

The executive committee would like to organize an evening get together (*drinks/dinner*) on Monday, November 7th.

#### WE NEED SPONSORS.

If you are interested in hosting/co-hosting this event, please call Nancy Warner at **396-5230** or Mike Butler at **563-7788**.

## JOB BANK OPPORTUNITIES

### WORLDSPAN L. P.

### KOLL MANAGEMENT SERVICES Atlanta Opportunities

**Position:** Specialist - Facilities and Planning  
**Location:** NW Atlanta  
**Overview:** WORLDSPAN L.P. seeks Specialist to assist in the development and maintenance of a corporate Computer Aided Drafting (CAD) database for use in designing alternate office layouts, facility utilization, etc. In addition, this position will perform engineering studies for various projects including cost improvement, evaluation and estimates for facility impacted capital expenditures, project management and development of standard procedures.  
**Requirements:** Industrial / Architectural / Engineering degree or background preferred along with experience in AutoCAD.

**Position:** Facilities Service Manager  
**Department:** Facilities  
**Reports To:** Vice President  
**Manages:** Facilities Services Assistant Manager, Facilities Services Supervisor, Facilities Services Coordinator, Maintenance Engineer and/or Chief Engineer  
**Summary:** The Facilities Services Manager reports to the Vice President and is responsible for the overall functions of the client's building. Provides a quality environment for the client while staying within the specified budget. Acts independently with little or no supervision to develop procedures and determine methods for achieving objectives. An ABA or MBA degree with five years' facilities experience required.

Please send resume and cover letter with salary history to:

WORLDSPAN Employment Office  
300 Galleria Pkwy., N.W.  
Atlanta, GA 30339

**Position:** Operations Manager  
**Department:** Facilities  
**Reports To:** Facilities Manager  
**Manages:** Chief Engineer or Maintenance Engineer  
**Summary:** The Operations Manager reports to the Facilities Services Manager and is responsible for the management and operations of office/lab/and or manufacturing space. An ABA, Engineering-related degree, with five years' experience required.

Equal Opportunity/AA Employer M/F/V/D

**Contact:** Koll Management Services  
Human Resources Dept., KM-01  
4343 Von Karman Avenue  
Newport Beach, CA 92660  
EOE/M/F/D/V

