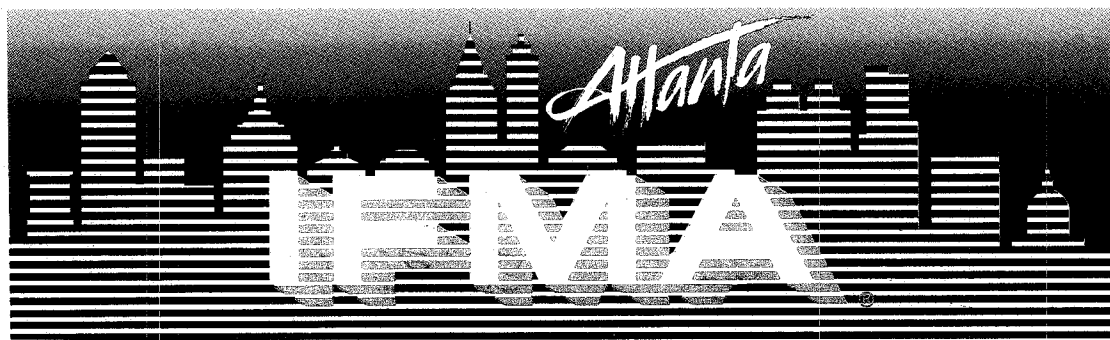


International Facility Management Association



Executive Board 1994

President:

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

Vice President:

Gene Meany
Facility Consultant
(404) 604-5416

Secretary:

Harry Ludwig
King and Spalding
(404) 572-4902

Treasurer:

Allan Caddell
Atlanta Gas Light Company
(404) 584-4141

Past President:

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

Regional Vice President:

Janeen Trevillyan
GTE Data Services

IFMA Houston

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

Monthly Meeting

December 1994

Topic: ANNUAL AWARDS BANQUET
Date: December 21, 1994
Time: 11:30 Networking/ 12:00 Lunch Program
Cost: \$20 Members, \$30 Non-Members
Location: Marriott Perimeter
Reservations: Ashton Hall, 457-1427, 457-9808 (FAX)
By December 16, 1994

1994 ANNUAL AWARDS BANQUET

The Atlanta IFMA Chapter will hold its 1994 Annual Awards Banquet on Wednesday, December 21, 1994, at the Marriott Perimeter at 12 noon. Please join us as we recognize those members who have made significant contributions to both their companies and the Atlanta Chapter during the past year.

Awards to be presented are:

DISTINGUISHED MEMBER AWARD - This award will be presented to a professional member who has demonstrated outstanding contributions to the Atlanta IFMA Chapter and the profession of facility management.

ACHIEVEMENT IN FACILITY MANAGEMENT AWARD - This award will be presented to that professional member whose program, idea or project that has successfully contributed to the effective management of his or her organization's facility.

OUTSTANDING ALLIED/AFFILIATE MEMBER AWARD - This award will be presented to the Allied or Affiliate member who has made significant contributions to the Atlanta Chapter during the past year.

The focus of this awards ceremony is to both recognize the accomplishments of specific individuals as well as to acknowledge all facility managers and the vendors who support them for helping to make our profession what it is. We encourage all professional and allied/affiliate members to attend this special function and to invite your bosses to join you as well.

Also during this meeting we will have the installation of new officers for 1995.

President's Message

REFLECTIONS OF '94 . . .

The time is getting close to the end of my term as President of the Atlanta Chapter. It has been a challenging and fulfilling year. This is my eighth year as an IFMA member and I must say "a year that has really enlightened me" on the attributes of the IFMA organization. As Chapter President, I had the opportunity to start off the year by attending the National Leadership Conference in Houston and visiting IFMA's headquarters. Later in the year, I attended the Southern Leadership Conference in Tampa, Fla. and met with my southeastern chapter counterparts. The final national meeting was at the very successful IFMA '94 in St. Louis. The opportunity to participate in these national forums revealed the strength and forward march of our IFMA organization in supporting our profession.

I think the Atlanta Chapter met the challenge in moving forward in '94. Our objective this year was to make this "The Year of Learning." Our programs committee, chaired by Steve Pelham, certainly met the challenge with outstanding programs. The mix of subjects and variety of presentations drew people to the meetings. As a result, we had an increase in membership and high attendance at the monthly meetings. A lot of our members worked hard in putting this year's programs and activities together. We also had some fun with our "chapter's night out at the ballgame." Our thanks to Miles Wegman and his staff and Royal Cup Coffee for their efforts in making this event possible. We hope this event will continue.

As stated earlier, this has been a challenging year. I had a lot of support and help from all chapter members. A special thanks goes out to our Chapter Officers, Committee Chairpersons and their staff, and the Allied/Affiliate members for their dedication, efforts, and support in making the chapter go forward.

In closing I'd like to extend my congratulations to the 1995 Chapter Officers:

President:	Gene Meany
Vice President:	Harry Ludwig
Treasurer:	Allen Caddell
Secretary:	Mike Butler

-continued-



These four professional members will need your time and support to keep this chapter growing and improving. Call them and let them know you are there, when needed, to help in the organization. The recent "strategy planning retreat" sponsored by Milliken Carpets has set a good foundation for '95.

Again, thanks to all and let's go forward in the growth of our chapter, our organization and ourselves as "professionals."

Tom Vernon
President

SUSTAINING PATRONS

THE ATLANTA CHAPTER WANTS YOU!

The executive committee has initiated a new sponsorship campaign for 1995. Based on a successful program in the Silicon Valley Chapter, the **1995 Sustaining Patrons Campaign** was initiated in November and will continue through the end of the year. Its intent is twofold: 1) to strengthen the chapter financially to enable us to expand the quality and diversity of chapter functions; and 2) to provide high profile and ongoing recognition to our allied and affiliate contributors. For a \$1,000 contribution, sustaining patrons will have their business listed:

- on the chapter stationery
- in every chapter newsletter
- on a permanent display board at every chapter function
- opportunity to provide a one-page description of your business which will be inserted in a 1995 newsletter mailing.

Only allied, affiliate and wait-list members are eligible to become sustaining patrons. For more information, please contact any chapter officer.

MET YOU IN ST. LOUIS

The annual conference was held in St. Louis on November 7-9. The Atlanta Chapter was well represented with about 35 members in attendance. As always, there were numerous opportunities to expand your knowledge base in all aspects of facilities management: lectures, roundtables, tutorials, general session speakers, vendor exhibits, and of course, networking with colleagues from around the country and world.

The Atlanta members in attendance even had a chance to network with each other at the chapter dinner sponsored by Milliken Carpets and Royal Cup. Good food, good conversation, good fellowship - the perfect recipe for a delightful evening. Thanks again to Howard Chapman and Steve Pelham and for their support of the chapter.

IT'S OFFICIAL !

The ballots are in and the votes counted. The Atlanta IFMA Chapter has elected the following individuals to serve as their officers for the 1995 term:

President	Gene Meany, <i>Holiday Inn Worldwide</i>
Vice President	Harry Ludwig, <i>King & Spalding</i>
Secretary	Mike Butler, <i>Worldspan</i>
Treasurer	Allan Caddell, <i>Atlanta Gas Light Co.</i>

Please join us for installation of the new officers at our Annual Awards Banquet to be held at the Marriott Perimeter on December 21, 1994.

SAFE AND SOUND: Creating A Secure Parking Deck

by Rob Morin, P.E.

Environmental Design International, Ltd. (956-7000)

Because parking areas are exposed to the public, parking decks represent one of the biggest security risks to building managers. They can be the most vulnerable point for employees - especially women - who frequently work late and must walk through a darkened space to get to their cars.

Here are some tips to help you make your parking area safer:

- Provide appropriate lighting. Lighting should provide no less than 5 footcandles on the pavement in covered parking decks. Use wall washers to light walls, thereby preventing dark corners and throwing shadows if anyone is lurking between cars.
 - Control access of vehicles. Limit who can get in, especially after hours.
 - Ensure accessibility to the security guard. Many parking decks have installed intercom systems with call buttons, which are placed in obvious locations throughout the garage. Make sure the intercom is well marked. Some even trigger a flashing beacon, alerting the guard someone needs help -- or potentially scaring away a would-be thief or attacker.
 - Be able to lock all entrances and exits to the parking deck. Have automatic closures that can be triggered if needed.
 - Provide security stations in obvious locales so employees get familiar with where they can get help.
 - Check emergency lighting systems regularly. In one parking deck, the guards thought there was no emergency lighting. In fact, all the lamps were burned out.
 - If your system is more than 15 years old or is using fluorescent lighting, consider changing to metal halide or low or high pressure sodium lighting. You'll get more light per watt, which will save you money. Modern parking lights also present no glare to the driver, but will light up anyone in the way.
 - Secure the perimeter. Make sure people can't just walk in after hours or drive in without a card.
 - Limit the number of entrances / exits.
- Make sure a parking deck is connected to the office building by a secure enclosed means, if possible (*you don't want your employees to have to cross dark alleys*).

Environmental Design International is an Atlanta based full-service engineering firm.

WELCOME NEW MEMBERS

Brett E. Cooper - Professional
Director of Facilities Management,
Atlanta Legal Copies, Inc.

Eric Fliegel - Professional
Assistant Dean
Emory Business School

Lynn M. Joiner - Professional
Director of Facilities Management
Atlanta Legal Copies, Inc.

C. David Lee - Professional
Director of Facilities Management
Atlanta Legal Copies, Inc.

GOING PLACES ???

If you have recently moved your office, changed employment, or have a new telephone number, we'd like to know. Please contact **Shirley Ammons** at **953-1959, ext. 216**, with your new information. Thanks!

NOVEMBER PROGRAM

The November meeting was very informative for all in attendance. IFMA-Atlanta's "Sharing Rally" meetings continue to be a favorite amongst our membership.

Allan Caddell opened the meeting with an overview of Atlanta Gas Light Company and the challenges facing his team as they go from 80 facilities to approximately 50. Bob Kinney gave a "spontaneously" requested update on The Home Depot's planning, construction and learning's of their new headquarters facility. Rounding out the "Rally" was Bob Shuffield of NEC Technologies, Inc. Bob presented an overview of the NEC manufacturing facility and then detailed his recent recycling project. How many of you have partnered with your competitors to provide 1,000,000 pounds of styrofoam in order for a new recycling plant to be built.

Thanks to Allan, Bob, and Bob for their willingness to participate in the 3rd Sharing Rally. Do you want to participate in the 4th? Call Steve Pelham.

THE DECEMBER BOARD MEETING WILL BE HELD ON
20 DECEMBER 1994, 6:00 P.M. AT THE OFFICES OF
HENDRICK ASSOCIATES.

IFMA INFORMER

- SUBJECT:** Mike Denson, Director - Facility Planning & Operations, BellSouth Corporation
- HAILS FROM:** Atlanta, Georgia (*a rare occurrence, these days*). As an adolescent, lived in the north-east Georgia mountains for four years. Still claims the mountains as a second home.
- FAMILY TIES:** Married to Patricia Hoover Denson of Middletown, Ohio. Three children, Kenny, 18; Reid, 12 and Anna, 8.
- BACK TO SCHOOL:** Graduated from Roosevelt High School, Atlanta, in 1967. Attended Atlanta area Technical and Georgia State.
- OFFICE HOURS:** Directs the planning, development and provision of all facility related functions and client services for BellSouth Corporate Headquarters. This includes the development and implementation of long range and strategic planning for corporate headquarter's space, lease negotiations and construction. Operational responsibilities include maintenance activity, food service operations, transportation, interior design and space planning functions, contract administration and departmental budget administration.
- AFTER HOURS:** Being a parent, tennis, bridge, gardening and remodeling a 72-year-old home (*currently looking for a good, inexpensive house painter.*)
- BASIC BUSINESS PHILOSOPHY:** Strive to be the best at what you do. Work hard - the person on top of the mountain didn't fall there. Look for the win-win in business relations. Always represent and pursue the best interests of your clients and your company.
- MOST IMPORTANT ACHIEVEMENT:** The Facility Manager Achievement Award in 1993 from the Atlanta Chapter is something I'm very proud of. As a facility manager, I feel that recognition from your peers is high praise.
- THE READING LIST:** Mysteries and thrillers. Authors: Agatha Christie, Dick Francis, Tom Clancy and Martha Grimes.
- I HATE IT WHEN THAT HAPPENS:** Being late for anything.
- HIGH ANXIETY:** Managing situations created by persons who choose not to think through and plan ahead properly.
- RECENT FM ACCOMPLISHMENT:** In 1993, planned and directed the physical consolidation of two holding companies with space rearrangements and moves that involved 700+ people over six month period. Did this while downsizing existing corporate facilities staff by 50%. In 1994, re-engineering service provision processes to adjust to changes in culture and client base.
- BIGGEST FM CHALLENGE:** Finding the corporate crystal ball. Developing facility strategies and people that will position us to effectively manage rapidly changing organization, technologies and business/economic environments.



MR. STEVE PELHAM
NATIONAL ACCOUNT MANAGER
MILLIKEN AND COMPANY
5 PINE RIDGE DRIVE
NEWNAN, GA 30263