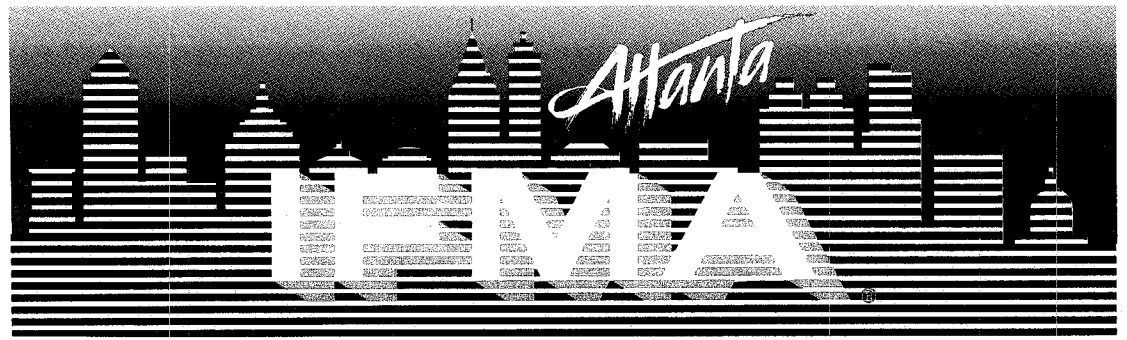


International Facility Management Association



IFMA Atlanta • P.O. Box 56688 • Atlanta, Georgia 30343

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SUSTAINING PATRONS 1995

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Monthly Meeting Wednesday, June 7, 1995 - World Congress Center

Topic: COMPUTER AIDED FACILITIES MANAGEMENT
Date: ** Wednesday, June 7, 1995
Time: ** 11:00 AM - 1:00 PM
Cost: \$20 Members, \$30 Non-Members, Wait List and Guests
Location: World Congress Center, Intellibuild and A/E/C Systems '95 Conference
Reservations: ** Ashton Hall, 457-1427, 457-9808 (FAX) by June 2, 1995

** PLEASE NOTE SPECIAL MEETING DATE, TIME, AND RESERVATION DEADLINE.

Computer Aided Facilities Management - "Fire Away!"

Peter S. Kimmel, President of Peter S. Kimmel & Associates (PK&A) in Bethesda, MD, will be providing an insightful preview to *A/E/C Systems '95*. Peter will give an overview of the various capabilities that exist in today's computer aided facilities management (CAFM) systems. Then he will put on his "consulting hat" and try and answer any questions members and guests have about CAFM. Peter says that "almost anything is fair game." Those starting to automate an FM area may want to ask about conducting a needs analysis or how to select a system. Others may ask about implementation, or what to do after everything is up and running. CAFM encompasses all areas of FM, including space planning and management, furniture management, lease and property management, maintenance and operations, and much more.

Peter S. Kimmel is a former facilities manager in both the private and public sector. As President of PK&A, Mr. Kimmel consults to both facilities managers and FM service organizations. He also serves as contributing editor for CAFM to *Facilities Design & Management*. As the first president of the Capital Chapter of IFMA, he received IFMA's award for Distinguished Service in 1985. Mr. Kimmel is a frequent speaker, both in the United States and Japan.

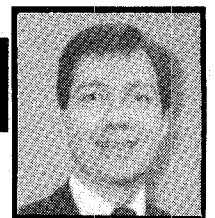
Along with other presentations and appearances he will be giving a tutorial at A/E/C Systems '95 Tuesday morning on the subject of CAFM implementation. Mr. Kimmel's visit to the June monthly meeting will provide our guests and members with a wonderful guide to Intellibuild '95 and Facilities '95.

President's Message by Gene Meany

HAVE YOU HUGGED YOUR TEAM TODAY?

As facility managers, our primary responsibility in life is to coordinate the efforts of others in getting the job done. Whether designing new space, relocating staff, or unclogging a toilet, very few of us get our hands dirty (*thank you very much!*). We provide the direction, the motivation and the support, but rarely the muscle. Do not misunderstand me, the role of the facility

manager is vital to the continued survival of our species as we know it. But my focus is on the team that it



-continued on page two-

CAREER SERVICES

by Pete Conlin

NEW ASSIGNMENTS:

Susan Lawson, formerly with RDA International, is now Manager, Facilities Design with The Coca Cola Company. Congratulations!

OPPORTUNITIES:

There are currently a number of opportunities outside of Atlanta. Please call me if you are interested in details.

The corporate grape-vines chatter all the time. More valid information flows through this informal network, and quicker, than most official corporate publications. Keep your ears tuned to see if there are any facility type jobs available. If so, let me know so I can pass this information on to those of our members who are networking. I can be reached at **518-3219** (FAX 594-0005). Thanks for all of your help!

IFMA-Atlanta Roundtable Discussion

Topic: Building Security
Recent Concerns and Issues
Date: June 22, 1995
Time: 2:00 PM
Place: Spring Room - Second Floor
BellSouth HQ
1155 Peachtree St.
Limit: 25
RSVP: Mike Denson, 249-2542

All facility managers can relate stories of problems and incidents that continue to challenge the safety and security of their facilities and the people who work in them. The bad guys are creative, resourceful and constantly thinking of new ways to beat us.

Do you know what you're up against? Are you using all of your best resources and tactics to harden your facilities?

At this roundtable, we'll hear from a local law enforcement agency, a private security systems and personnel firm, and a corporate security director. Hear what they say about recent trends in crime and what you can do to prevent it. Learn what other facility managers are doing to protect their companies and employees from potential loss.

President's Message

-continued from page one-

takes to keep the facility humming along. Let's face it, facilities management, and probably the vast majority of life, is all about teamwork. The key to developing an effective team is to build a good working relationship -- one of trust, shared philosophy/vision, respect for each others abilities, appreciation for each others role. A few thoughts:

Life is a whole lot easier when you are all working in concert toward a common goal. Certainly you have shared your department goals and objectives with your staff, but do your contractors and suppliers know what they are? Have you shared with them your basic business philosophy? Do they understand the organizational environment in which you operate? To be vital and effective members of your team, they must be informed. It is your responsibility as the team captain to communicate the appropriate information to all players to enable them to provide the support you need.

Your team consists of players with different backgrounds, knowledge and experiences. Take advantage of that expertise in solving your problems. An effective team leader is not a drill sergeant, constantly barking orders. Rather, he/she shows respect for the team members by seeking their input and participation. Since they are eventually going to be part of the solution, ensure that they are involved in it.

Nothing motivates us all more than to know that our efforts are truly appreciated. Sure, we are all paid for our labor, but building an effective working relationship goes beyond compensation. A thank you note for a job well done, a pizza break during an all-day relocation, the letter of praise to a supervisor — it's the little messages that express your gratitude that will encourage the team members to work harder for you the next time.

Remember, facilities management is a team sport. You cannot win consistently without the effective contributions of all players.

EDUCATION COMMITTEE

The key objective of the Education Committee is to provide our membership with educational opportunities that will improve their professional knowledge and stature within the business community. We have chosen to focus considerable energy on the Certified Facility Manager, CFM, process. We are convinced that this certification and the learning process it represents is key to the development and success of the facility professional. In that regard, we are providing you with a unique opportunity to learn about the certification process and be a part of an organized effort at pursuing certification.

At the monthly luncheon meeting on August 16th, Lee Kovalchuck, IFMA Manager of Certification and Accreditation, will present an overview of IFMA's certification program. For those of you who are interested in achieving and/or maintaining certification, this presentation is an important learning step about the process.

We have scheduled a roundtable discussion/seminar on August 24, dedicated to the topic of certification. At this meeting we'll have CFM's present to share their knowledge about the process, the level of commitment required and other information you'll find helpful. For those of you who are interested, we will help organize study groups. There's strength in numbers, you know.

If you've ever considered certification, you owe it to yourself to be at these two meetings. Mark your calendar, now. If you have any questions, **call Mike Denson, 249-2542.**

FINANCE REPORT

1/1/95 through 5/16/95

Category Description	
INCOME/EXPENSE	
INCOME	
Dues	2,733.00
Meeting	7,357.86
Sustaining Patrons	14,000.00
Wait List	1,220.00
TOTAL INCOME	25,310.86
EXPENSES	
'94 Awards Meeting	518.02
Board Meeting	221.59
Meals	5,523.09
Newsletter	4,100.17
Office Supplies	263.72
Postage	817.16
Secretarial Services	768.41
TOTAL EXPENSES	12,212.16
TOTAL INCOME/EXPENSE	13,098.70

IFMA INFORMER - Jean Lusso

SUBJECT: Jean Lusso, Facilities Manager, Airtouch Cellular



HAILS FROM: Fort Myers, Florida

FAMILY TIES: Husband, Dick, and 2 Cats Live in Buckhead

IFMA INVOLVEMENT

President of the Atlanta Chapter, 1988
Board of Directors and Regional Vice President, 1989-1991
Excellence in Leadership Award, 1991
Chairman of IFMA Night Out at the Ballgame, 1993 and 1994 (*1995 is in serious doubt!*)

UNDERGRADUATE DEGREE

Interior Design, Florida State University

BACK TO SCHOOL:

Earned MBA in Management in 1986 at night while working full time

OFFICE HOURS:

Are LONG these days! Responsibilities include design, construction, mail, copy services, maintenance, security, supplies and lease negotiations for several sites in North Georgia

AFTER HOURS:

Relax with music; travel whenever I can!

BASIC BUSINESS PHILOSOPHY:

If you make up your mind you can do something, you're absolutely right. And never quit learning.

MOST IMPORTANT ACHIEVEMENT:

Learning to enjoy *life's little pleasures* and learning to believe in yourself.

THE READING LIST:

The Seven Habits of Highly Effective People by Stephen Covey

I HATE IT WHEN THAT HAPPENS:

People don't keep their word.

HIGH ANXIETY:

Life's painful moments come when we didn't do our homework, and we are not prepared.

RECENT FM ACCOMPLISHMENT:

Constructing an Airtouch Retail Store in six weeks over the Christmas holidays.

BIGGEST FM CHALLENGE:

Keeping pace with the explosive growth of the wireless communications industry.

FAVORITE QUOTE

"We cannot direct the wind . . . but we can adjust the sails!"

WELCOME NEW MEMBERS

Carl Hagood
President / CEO
Interior Installations Consultant, Inc.
Allied
Joined 4/11/95

Don McDonnell
Student
Academic
Joined 3/23/95



International Facility Management Association
Atlanta Chapter
P.O. Box 56688
Atlanta, Georgia 30343

I.F.M.A. - Atlanta Chapter

KEEP US INFORMED . . .

Please indicate title or address changes

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Country: _____

Phone: _____ Fax: _____

FAX completed form to David Brucks, Membership Chair., 772-8753 (Fax).

**ANNUAL IFMA OUTING
FERNBANK MUSEUM OF NATURAL HISTORY**

**PRIVATE TOURS OF THIS FACILITY WILL BE HELD ON JUNE 15TH
FOR IFMA MEMBERS AND THEIR GUESTS
SO BE SURE TO INVITE YOUR SIGNIFICANT OTHER, FRIENDS,
OR
POTENTIAL NEW MEMBERS!!!**

THERE ARE TWO FILMS THAT ARE SCHEDULED AT THE IMAX THEATER ON THE 15TH. IF YOU HAVE NEVER SEEN A FILM ON AN IMAX SCREEN BEFORE, BE SURE TO SEE ONE OF THEM, AS IT IS AN EXPERIENCE YOU WILL NOT FORGET. JUST BE SURE TO LET ASHTON HALL KNOW WHICH FILM YOU WOULD LIKE TO SEE, SO THAT TICKETS CAN BE RESERVED FOR YOU.

SCHEDULE:

THE *FIRST FACILITY TOUR* WILL BEGIN PROMPTLY AT 4PM. TAKE THIS TOUR IF YOU WANT TO SEE THE 5PM IMAX MOVIE WHICH IS TITLED '*THE RING OF FIRE*' AND IS A DOCUMENTARY ABOUT VOLCANOES.

IF YOU CHOOSE TO GO TO THE IMAX SHOW AT 4PM WHICH IS '*AFRICA - THE SERENGETI*', THEN YOU CAN TAKE THE *SECOND FACILITY TOUR* AT 5PM.

BOTH FILMS WILL LAST AROUND 30 MINUTES SO THERE WILL BE TIME TO SEE THE *DINOSAUR EXHIBIT* BETWEEN TOURING AND THE MOVIE.

AFTER THE TOURS AND MOVIES ARE COMPLETE, THEN WALK OUTSIDE TO THE BEAUTIFUL TERRACE OVERLOOKING A HARDWOOD FOREST WHICH BELONGS TO FERNBANK. THERE YOU WILL FIND MYLES AND MARC WEGMAN STIRRING THE POTS OF THEIR CAJUN CREATIONS!

YOU CAN EXPECT THE WONDERFUL *JAMBALAYA* FROM MYLES AND THE *RED BEANS AND RICE* FROM HAIDEE, BUT, THIS YEAR WE ARE INTRODUCING A NEW CAJUN SPECIALITY...*FRIED TURKEYS*... WHICH WILL BE PREPARED BY MARC WEGMAN.

THE COSTS OF TICKETS FOR FERNBANK ARE \$20, THIS WILL INCLUDE THE FILM, BUT BE SURE TO SPECIFY TO ASHTON HALL *WHICH MOVIE AND TOUR* YOU ARE INTERESTED IN. ASHTON'S NUMBER IS 457-1427.

PLEASE CALL ASHTON BY JUNE 9TH IF YOU PLAN TO ATTEND. IF THERE ARE ANY QUESTIONS, CONTACT HAIDEE COURSON AT 368-0101.