EXECUTIVE BOARD 1995

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

V. President: Harry Ludwig
King and Spalding
(404) 572-4902

Secretary: Mike Butler
Worldspan
(404) 563-7788

Treasurer: Allan Caddell
Atlanta Gas Light Co.
(404) 584-4141

Past President: Tom Vernon
Automatic Data Processing
(404) 980-2640

SUSTAINING PATRONS 1995

APCO
Atlantic Business Systems
Bell-Mann, Inc.
Bentley Mills, Inc.
Carithers, Wallace & Courtenay
Cecil Malone Company
Choate Construction Company
Contract Marketing
Farrington Design Group
Herman Miller, Inc.
Interior Installations Consultants, Inc.
Moore Copies, Inc.
Pointe Services, Inc.
Royal Cup, Inc.
Steelcase Inc.

International Facility Management Association

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

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-

June 1995
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.
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
# KEEP US INFORMED...

*Please indicate title or address changes*

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Company:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State/Province:</td>
<td></td>
</tr>
<tr>
<td>Zip/Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

_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.