

International Facility Management Association



IFMA Atlanta • P.O. Box 43306 • Atlanta, Georgia 30336-0306

Monthly Meeting

Wednesday, December 20, 1995 - Doubletree Hotel

EXECUTIVE BOARD 1995

President: Gene Meany
Facility Consultant
(404) 552-7095

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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.

Topic: 1995 ANNUAL AWARDS LUNCHEON
Date: December 20, 1995
Time: 11:30 Networking; 12:00 Noon Luncheon
Cost: \$20 Members; \$30 Non-Members, Wait List & Guests
Location: Doubletree Hotel at The Concourse
Call: IFMA Office (770) 948-3963 or FAX (770) 745-9164

The Atlanta IFMA Chapter will hold its 1995 Annual Awards Luncheon on Wednesday, December 20, 1995, at the Doubletree Hotel at Concourse 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 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 has successfully contributed to the effective management of his or her organization's facility.

OUTSTANDING ALLIED AND AFFILIATE MEMBER AWARD - This award will be presented to the Allied and Affiliate members who have made significant contributions to the Atlanta Chapter during the past year.

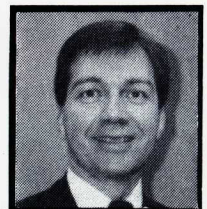
The focus of this awards ceremony is to both recognize the accomplishments of specific individuals as well as to acknowledge all facility managers and the vendors who support them for helping to make our profession what it is. We encourage all chapter members to attend this special function and invite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

After having an excellent Christmas lunch and presentation of awards, the conclusion of the meeting will be devoted to the installation of the new officers for 1996.

President's Message by Gene Meany

The Year in Review

Since this is my last column, I'll dispense with my usual ramblings. I want to take the time to recognize our achievements over the past year and to acknowledge those who contributed to our success.



-continued on page 2-

I think successful is the proper adjective for describing IFMA-Atlanta, 1995, but I'll let you decide. Here's a recap of the highlights:

- Our first annual Sustaining Patron sponsorship program netted \$15,000 to benefit chapter programs and services, and gave fifteen allied and affiliate companies an opportunity for unprecedented recognition and publicity throughout the year.
- A part-time chapter administrator, Associations of Georgia, Inc., was hired to provide more services to the membership and to assist the chapter board with administrative paperwork.
- Monthly program topics continued to reflect relevant issues in facility management as dictated by our membership survey. Also included were two facility tours, of the UPS and Oglethorpe Power headquarters.
- Four roundtable discussions were held by the education committee during 1995, on such topical issues as Olympic planning and alternative office strategies. An average of twenty members attended.
- The first annual IFMA-Atlanta Golf Outing in September netted \$2,500 for Habitat for Humanity and a good time for all involved.
- An Allied/Affiliate Communication meeting was held over breakfast in August. It was an opportunity for allied and affiliate members to dialogue with the board on ways to become more active in the chapter and to maximize the value of IFMA-Atlanta membership to their respective organizations.
- A new member orientation was held in July to educate them about IFMA-Atlanta activities and services and to encourage their active participation.

Pretty good, eh? I am very proud of what we have accomplished this year, the operative word in that sentence being WE. I am forever indebted to all those who volunteered their time, energy and talent in bringing this chapter to a new level of success (*please see the Acknowledgements section of this newsletter*). I am particularly grateful to the Executive Committee and the rest of the Board for their exceptional commitment to the betterment of this chapter.

Thank you.

1996 PROGRAM COMMITTEE

The Program Committee is currently setting up the schedule for next year. Please contact Mark Ormund with any ideas and/or to volunteer your time. This committee is easier than you think and most assignments are on a monthly meeting basis only—not for the whole year...unless you want to help ALL year! Mark Ormund at Peachtree Software (770) 564-3489.

Category Description	1/1/95-11/14/95
INCOME/EXPENSE	
INCOME	
DUES	6,168.00
GOLF OUTING	831.60
MEETING	16,887.86
SHIRTS	75.00
SUSTAINING PATRONS	14,335.09
WAIT LIST	2,120.00
TOTAL INCOME	40,417.55
EXPENSES	
'94 AWARDS MEETING	518.02
'95 AWARDS MEETING	250.00
BD. MEETING	692.57
BREAKFAST A/A	287.12
CD-91 DAY CD	10,000.00
CONTRIBUTION	50.00
IFMA '95	3,054.69
JUNE NIGHT OUT	663.55
MEALS	15,002.84
NEWSLETTER	9,885.69
OFFICE SUPPLIES	1,767.76
POSTAGE	1,937.24
SECRETARIAL SVCS.	2,150.60
EXPENSES - OTHER	0.00
TOTAL EXPENSES	46,260.08
TOTAL INCOME/EXPENSE	- 5,842.53

NOVEMBER MEETING RECAP

Milliken Live Oak Fire - Disaster Recovery

The recent Milliken Carpet "Live Oak Plant" fire and it's recovery plan was the subject of the November meeting. Steve Pelham presented the events from the actual fire through the opening of the new facility. Four (4) main criteria drove the Milliken plan:

1. Take care of your fellow associates.
2. Take care of environmental issues.
3. Take care of your customers.
4. Rebuild with a bias for action.

The plant safely evacuated 185 associates in 5 minutes and 3 seconds with all accounted at their assigned check points within 10 minutes. This plan is checked every Monday morning throughout the company's 55 manufacturing locations. Pelham explained that more than 30 different action teams were initiated within 12 hours after the fire. More than 690 associates were relocated to other Milliken facilities in LaGrange, the state, the south, and around the world.

The rebuilding effort involved the coordination of hundreds of suppliers (*most of which were already certified Milliken suppliers*), engineers, and up to 4,000 construction workers a day working around the clock. The design/build teams were set up in the back of Milliken's offices to maximize time efficiencies. Fourth of July Picnics and a grand celebration of the plant reopening (just six months after the fire) were symbolic of the Milliken appreciation of the "industrial heroes." Milliken never considered moving the facility out of the country. The new Live Oak Plant symbolizes the faith of American manufacturing and is, in it's own right, the single largest textile investment in history.

A chance for IFMA-Atlanta members to view the new facility first hand will be offered Friday, January 12, 1996. Some of the Milliken leaders who participated first hand will be available to answer questions about evacuations, safety, and new construction. Please contact Ron Galvin for reservations and questions at (800) 241-4826, Ext. 8165.

Allied/Affiliate Liaison

- Established an Allied/Affiliate Advisory Board to provide Board members with a cross-section of allied/affiliate members from which to solicit opinions and advice.
- Conducted first allied/affiliate orientation breakfast in August, 1995. Based on this meeting, determined that it would be best to schedule these orientations on an annual basis.
- Coordinated with membership chair to offer membership to allied/affiliate wait list members as promptly as possible.

Career Services Committee

- Received and reviewed 10-15 resumes of job seekers during the year.
- Received information concerning eight positions available and referred appropriate candidates.
- Assisted three individuals in securing new positions.

Community Service Committee

- Conducted first annual IFMA-Atlanta Golf Outing, which raised \$2,500 for Habitat for Humanity.
- For the second year in a row, coordinated IFMA-Atlanta's participation in the December GPTV telethon to raise funds for this local public television station.
- Began development of a new "Career Days" project to promote interest in the facilities management among high school and college students.

Education Committee

- Conducted four roundtable discussions on topical issues. Roundtables were well-publicized and averaged 20 participants.
- Involved five chapter members on committee.
- Established a two-year staffing plan of committee assignments to ensure continuity.
- Worked with other committees to educate membership about CFM. Held roundtable discussion about the process, from which a study group was formed.
- Coordinated the development, distribution and evaluation of the annual membership survey to determine areas of interest for future meetings.

Membership Committee

- Conducted one new member orientation in July. In future, orientations will be scheduled on a quarterly basis.
- Updated membership directory in first quarter. In future, quarterly updates will be distributed.

Membership Committee (Cont.)

- Continued to track member attendance at monthly meetings. Develop strategies to improve professional attendance.

Newsletter Committee

- Routinely provided relevant information in ten standard categories: monthly program announcement and recap, president's message, membership, treasurer's report, education, career services, facility focus, IFMA informer and pictures from meetings and functions.
- Solicited educational articles from members and "experts" on pertinent facilities issues.
- Provided increased recognition of members and their accomplishments through announcements.

Program Committee

- Scheduled pertinent meeting topics that were consistent with feedback from membership survey, including taking advantage of expertise in town for two conventions.
- Located new meeting sites providing better networking space and higher quality food services at the same member cost.

Public Relations Committee

- Developed and maintained a media list containing contacts at local publications.
- Created a fact sheet for distribution to the media and for other purposes.
- Regularly submitted and had published press releases announcing such information as meetings and events, election results, and involvement in fund raising and community service activities.
- Encouraged members to submit articles, case studies and project profiles to local and industry publications to gain exposure for the facility management profession and IFMA-Atlanta. To date, two members have had articles published in the Atlanta Business Chronicle.

Sponsorship Committee

- Worked with Vice President to fine tune Sustaining Patron program and benefits.
- Assisted chapter officers in soliciting allied and affiliate members to become Sustaining Patrons. \$15,000 was raised to fund chapter activities and services.
- Coordinated with patrons and the board to ensure that all benefits were realized.

Acknowledgments

1995 Sustaining Patrons

APCO
Atlantic Business Systems, Inc.
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 Coffee, Inc.
Steelcase, Inc.

1995 Board of Directors

Harry Ludwig, Vice President
Mike Butler, Secretary
Allan Caddell, Treasurer
Tom Vernon, CFM, Past President
Dave Brucks, Membership
Pete Conlin, Career Services
Mike Denson, Education
Susan Gray, Newsletter
Steve Pelham, Programs
Lisa Steckbeck, Allied/Affiliate Liaison
Lori Tilt, Public Relations
Nancy Warner, Sponsorship
Malcolm Weiss, Community Service
Susan zumBrunnen, Public Relations

Allied/Affiliate Volunteers

Bill Atchison
Claire Brucks
Dave Flory

Community Service Volunteers

Wayne Battles
Bill Bland
Quentin Bradford
Claire Brucks
Allan Caddell
Pete Conlin
Henry Darby
Dave Flory
Sally Gauntt
Freddi Hagin
Carl Hagood
Lennon Irvine
Steve Jahns
Carol Anne Kahlan
Jean Lusso
John Mannino
Mark Ormund

Community Service (Contd.)

Richard Shoup
Clara Smith
Judy Stewart
Gerry Tracz
Pauline Warrior
Sheryl Yetsko

Education Committee

Michael Anderson
Joanne Cole, CFM
Kathy Roper, CFM
Ann Steele
Bill Thorpe

Membership Committee

Sheryl Berg
Claire Brucks
Lendy Buchman
Kathy Farley
Lisa Steckbeck

Newsletter Committee

Audrey Keppler
Ann Shrock
Don and Shirley Eifert, Sunbelt Printing
Becky Owens, Sunbelt Printing

Programs Committee

Pete Conlin
Patti Miller
Christine Neldon
Mark Ormund

Public Relations Committee

Ann Brooks
Teresa Wren

Sponsorship Committee

Haidee Coursen
Jean Lusso

Board Retreat Sponsor

Milliken Carpet

Chapter Administration

Freddi Hagin
Peggy Helton
Neola Smith
Ginger Walker

Chapter Stationery

Moore Copies

Golf Outing Committee and Volunteers

Ann Brooks
Claire Brucks
Jeff Farrell
Michael Grant
Susan Gray
Lisa Steckbeck
Lori Tilt
Tom Vernon
Nancy Warner
Malcolm Weiss
Susan zumBrunnen

Golf Outing Sponsors

ABM Janitorial
Atlantic Business Systems
Bell-Mann
Carnes Brothers
Cecil Malone Company
Contract Distributors
Contract Marketing
Cort Furniture Rental
Electro Painters
Electrostatic On-site Services
General Building Maintenance
Graebel-Atlanta Movers
Herman Miller
ISS Landscape Management
N.P.S., Inc.
Snypp-Bowen, Carnahan Inc.
Southern Aces
Steelcase

Meeting Nametags

Susanna Berryman
Colleen Murphy
Pauline Warrior

Social Event Sponsors

Cort Furniture Rental
DeKalb Office Environments
Milliken Carpet
Royal Cup
Smed International
Wegman Associates



EUGENE F. MEANY
FACILITIES CONSULTANT
9715 SUMMER OAKS DRIVE
ROSWELL GA 30076-2635

International Facility Management Association
Atlanta Chapter
P.O. Box 43306
Atlanta, Georgia 30336-0306

I.F.M.A. - Atlanta Chapter

Milliken "Live Oak Plant" Rebuild Field Trip

IFMA-Atlanta will venture an hour down I-85 to witness first hand the new **Milliken "Live Oak Plant."** This trip will be Friday, January 12, 1996. Milliken facility engineers, safety leaders, and human resource leaders will be on hand to share the details of the disastrous fire and Herculean rebuilding effort. **Contact Ron Galvin with questions and/or reservations at (800) 241-4826, Ext. 8165.**

Get The Recognition You Deserve

Whether it's word of your latest promotion or an article outlining a new facility management technique, IFMA wants to help get your news published! The Public Relations Committee collects information about IFMA meetings, events, accomplishments and shares this news with the media. Please help us by providing timely information about your awards, recognition and accomplishments.

We also encourage members to submit articles, case studies and project profiles to local and industry publications to gain exposure for the facility management profession and the IFMA organization. We can provide general assistance in helping you target publications and in developing story outlines. Please call with questions or fax your news to Lori Tilt, Heery International, (404) 881-9880, phone; (404) 874-2658, fax.