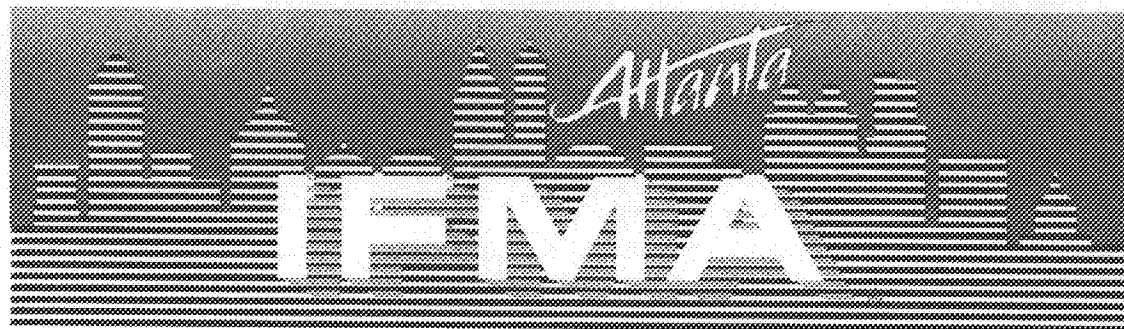


International Facility Management Association



IFMA - Atlanta Chapter

• P.O. Box 43306

• Atlanta, Georgia 30336-0306

• July 1997 Issue

1997 EXECUTIVE BOARD

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Monthly Meeting

Wednesday, July 16, 1997 • Dave & Busters

Topic: IFMA Fun Night

Date: July 16, 1997

Time: 4:00 - 7:00 p.m.

Cost: \$20 Member; \$25 without advanced registration

\$35 Guest; \$40 without advanced registration

Location: Dave & Busters

Reservations: IFMA Office (770) 948-3963, ext. 23 or FAX (770) 745-9164

*** Please call by **Friday, July 11, 1997** to make your reservations.

Come to an evening of games, food, drink and the thrill of competition! The games included are billiards, shuffleboard, racing machines, science fiction machines and many more. Team competition will result in prizes for the winning teams.

The buffet includes steak, shrimp, chicken breast and a wonderful assortment of vegetables and fruit. Location is easy to find near intersection of Interstate 75 and Delk Road in Marietta (you can see it from I-75). Come one, come all—this is an evening of fun you will not want to miss!

President's Message

by Kathy O. Roper, CFM

Remember one year ago? Olympic preparedness was moving into implementation stage. Telecommuting was beginning in corporate Atlanta. The world was watching. What lessons have we learned in the corporate arena from our once-in-a-lifetime experience?

If nothing else, Atlantans learned that we could ride rapid transit. We also learned how to work remotely, increase security, shift schedules and do business a little differently. How much of that learning have we applied to our everyday tasks now that the Olympics have come and gone?

Atlanta, unlike some California cities, does not have strict air quality standards we are forced to endure. However, Atlanta's air quality is one of the worst in the nation. As corporate trendsetters, have we considered anything to promote carpooling, rapid transit or ride-sharing? We may have done something for four to six weeks last Summer, but we could embrace those concepts and keep them alive as Olympic legacy.

As facility management professionals we have the responsibility to bring these issues to our management and lobby for their approval. It may seem like a small step, but it can make a difference. Within the facility management field, the circle of influence within your company can be great. Acting on other companies leads, Atlanta companies, lead by the facility management professionals within IFMA, could change the environment in Atlanta! It's not that far

continued on page 2



President's Message continued from front

fetches. Consider your responsibilities not only to your company, but to your community, family and (this is getting really euphoric) the world! We can make a difference.

Governmental regulations take too long, are too diluted and often unenforceable. We need to consider our roles in other areas as well. What is your commitment to using recycled products? Do you have a summer intern program for youth? Does your company have sponsorships and/or mentoring for school groups? These are numerous valuable ways we can become involved in providing more than just the day-to-day facility management tasks, but can help our companies become aware and involved in these commitments. It's good business and good for us all.

IFMA can also make a difference in putting you in touch with the information, contacts and resources to make a community commitment individually, for your company or for whatever reason you choose.

And remember the annual conference, World Workplace, this year in Dallas, Texas. Dates for this year's meeting are October 5-7, 1997. Put it on your calendar now, and look for more details soon. The Dallas chapter is a party group, so plan now for fun, as well as educational opportunities.

Kathy Roper

Call for Leaders

Anyone interested in making recommendations for Committee Chairs and Officers of the Board to lead our Chapter next year should contact Kathy Roper, President (404-649-5011) or Sheryl Yetko, Vice President (404-527-8332) directly. Thank you.

June Luncheon Recap

Eitel Time

"Simplify your life" was the essence of Charlie Eitel's message at the June IFMA Meeting, which was also Bosses Day. Attendance was strong as the audience was both inspired and informed by Charlie's message.

Charlie Eitel, CEO of Interface, Inc., made a realization in the development of the business model for Interface, that the same principles for being successful in business could be applied to one's personal life as well. After putting these principles to work in his own life and family for several years, he decided to write a book about these principles, which was the basis of the material he presented at the meeting. Charlie believes in Playing to Win professionally, and in playing to win, his strongest point was in picking good people who have drive, are ethical, have the ability to create their own vision and be held accountable for it, and don't require a high level of management. After finding those highly important individuals to assist you in making your company a success, he believes in assisting them in creating their vision, setting their priorities, supporting them, and most of all, helping them to discover their own greatness. Charlie's keys to successful life, both personally and professionally, are: Simplify, Prioritize correctly, Quality of Life, Lead by Example, and Don't Waste Anything.

After inspiring the IFMA crowd with his verbal message, Charlie left us with a copy of his book, *Eitel Time*. Here's to our collective success!

Archives Committee Notes

The Anniversary Committee is seeking door prizes (with a minimum value of \$50 each) for the 15th Anniversary celebration in September. If you or your company would like to be a donor (with your company's identification listed in the program and attached to the prize), please contact Martha Osborne 770-889-4083. Also, please call Martha if you have any material that can be used to create the yellow brick road for the Anniversary celebration.

The Archives Committee needs your facility-related (and other areas of business interest) books, manuals, tapes, videos, etc. for the new Atlanta Chapter circulating library. If you have items to donate please call Martha Osborne, Mike Denson, Kathy Farley, Ruth McRae or Susan zumBrunnen to arrange for pick-up. These items will be stored at the Association Office, catalogued and the list distributed to all members, so that we can all share these valuable resource materials.

The Archives Committee is still searching for any items of historical value or information that you may find. Please search files, diskettes, closets, nooks and crannies SOON. We are about ready to wind up our project and want it as complete as possible for our anniversary celebration. Contact any member of the Committee: Martha Osborne, Chairman; Mike Denson, Kathy Farley, Ruth McRae and Susan zumBrunnen or any member of the Executive Board. I would like to take this opportunity to thank the Committee members. It has been an easy task, thanks to the efforts of Mike, Kathy, Ruth and Susan.

—Martha Osborne, CFM

CFM Spotlight

Financial Planning

It happens every year. That dreaded memo from executive management that the deadline for the annual operating budget is right around the corner.

As a competent FM this is not a quick, haphazard process devised in the eleventh hour. You've been preparing for this throughout the entire year.

In addition to preparing and managing budgets, FMs are expected to:

- track and charge back facility services to other functional areas
- monitor financial transactions
- evaluate, document and report the fiscal performance of the function & the facility.

Above all, the FM should be able to analyze, interpret and summarize the data he/she is continually gathering to market for improved performance. Not an easy job.

Whether you are considering taking the CFM exam or not, you can benefit greatly from a lesson in financial planning. Since I have personally taken the IFMA Certificate Program for Financial Planning, I can highly recommend it. Not only will it give you all the necessary basic knowledge needed for the CFM exam, but it can easily translate into a course in how to market innovative ideas for improved performance to your upper management.

Whether or not you take the CFM exam, you can learn how to take those, oh so many, often intangible benefits that you bring to your facility, put them into measurable, financial language and "market yourself and the Facility Function to your management." Learning to market your experience and skills into positive financial terms can greatly enhance your career advancement. Check it out. It's a win-win situation.

—Joanne Cole, CFM, Education Committee

A WORLD OF THANKS

THE MEN AND WOMEN OF THORPE ENTERPRISES WISH TO THANK MR. BILL LISS AND MR. ROSS GEORGE FOR THEIR CONFIDENCE IN CHOOSING OUR COMPANY'S RESIDENTIAL SECURITY PATROL SERVICES FOR THE KINGSWOOD AND TUXEDO CIVIC ASSOCIATIONS.



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Membership Drive

HELP OUR CHAPTER GROW

Our objective is to add 30 new professional members from July 1st - September 30th. We need everyone's help with recruitment.

- For every new professional member you recruit, you earn a chance to win a prize and gain special recognition at a future meeting.
- The person who recruits the most new members wins a \$50 gift certificate and a special award - to be presented at the October meeting.
- To earn credit for recruiting a new member, they must list your name on the "referred by" space on the membership application which must be submitted between July 1st and September 30th.
- Applications can be obtained from Ginger Walker at the Atlanta Association Office by calling 770-948-3963, ext. 23 or faxing 770-745-9164.

Waiting List Reduction Committee

One of the goals for the 1997 Atlanta Chapter board is to increase the chapter's membership. Recent changes in practice at the international level, have eliminated a long standing Atlanta Chapter practice which allowed a potential Associate member on the waiting list to gain membership more rapidly by recruiting three Professional members. International headquarters is now responsible for the maintenance of all chapter waiting lists. In an effort to assist in our chapter's growth, a meeting will be held for all interested parties before the July 16th chapter meeting. The meeting will begin at 4:00 p.m. at Dave & Buster's. It is highly recommended that all potential Associate members currently on the waiting list be in attendance. Topics for discussion will include why the International headquarters is in charge of chapter waiting lists, current waiting list status, and planning for new Professional membership recruitment.

—Dave Flory, Associate Committee

Educational Opportunities

UPCOMING ROUNDTABLE

STRATEGIES FOR SUCCESSFUL FACILITY MANAGER/SUPPLIER PARTNERSHIPS

If you use or provide supplier services, you won't want to miss this upcoming Roundtable! IFMA's National Office presented this program here in Atlanta last fall to a gold out audience and offered the participants a unique insight to both sides of the relationship. The good news is that we will adopt the same format and there is no charge to attend! Our panel will include our own Claire Brucks, Rick Luders, Alec Fraser and Mike Denson. The meeting is scheduled from 2:00-4:00 p.m. on Thur., July 24, 1997 at DeKalb Office Environments.

This promises to be a high energy exchange of experiences, strategies, dos and don'ts. Plan on signing up early as seating is limited!

INTERESTED IN BECOMING CERTIFIED?

To help professional members prepare for certification testing, the Education Committee has formed a study group meeting **the last Wednesday of the month** from 7:30-9:00 a.m. in the Perimeter Center area. The first focus is on the real estate competency. Everyone is welcome to join, and in order to have materials for you, please confirm that you will be coming by calling Ann Steele at 770-751-2020.

Please Welcome Our New Professional Members

Carolyn Anderson
Vanstar Corporation
770-569-3695

Heather Bamberg
The Coca-Cola Company
404-676-7490

Tanna Chevts
Turner Properties, Inc.
404-827-0552

Michael J. Friedl
Johnson Controls, Inc.
312-580-7979

J.R. Fowler
Carr America
770-319-2781

Russell Harper
Turner Properties, Inc.
404-827-3680

Andrena Keesee
Vanstar Corporation
770-569-3081

Joan P. Kessel
Ernst & Young, L.L.P.
404-817-5349

Luther C. Lewis
Georgia Building Authority
404-656-3252

Bruce Lott
Slater-Paul & Associates, Inc.
770-937-9984

Nancy Rotfort
Cigna Companies
404-681-7861

Kenneth Snellings
Metropolitan Life Insurance Co.
770-804-7661

Denise Hession Willis
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404-715-6007



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Career Corner

The Career Services Committee is always looking for new and potential positions to announce in the newsletter. If you are aware of any job opportunities, please contact Rick Luders, Career Services chair (770-491-0038 FAX) with a brief description of each position. The following positions are available to interested candidates. If interested, please contact the employer indicated directly.

ASSISTANT BUILDING MANAGER - TAYLOR & MATHIS, WINSTON-SALEM, NC

Fax to 910-732-2734 or mail to Wachovia Center, 100 N. Main St., Mail Code 37150, Winston-Salem, NC 27101.

ADMINISTRATIVE ASSISTANT/CUSTOMER SERVICE COORDINATOR - TAYLOR & MATHIS, WINSTON-SALEM, NC

Fax resume to 910-732-2734 or mail to Wachovia Center, 100 N. Main St., Mail Code 37150, Winston-Salem, NC 27101.

PROJECT MANAGER - EMG, ATLANTA, GA; BALTIMORE, MD; BOSTON, MA; ITHACA, NY

Send resume to corporate office, EMG, ATTN: Matt Anderson, 11011 McCormick Rd., Baltimore, MD 21031. Fax to 410-785-6220 or e-mail mranders@emgbalt.com.

ASSISTANT VP, CORPORATE SERVICES (FACILITY MANAGEMENT) - CAROLINAS HEALTHCARE SYSTEM, CHARLOTTE, NC

For additional information, contact Shauna Daly at 704-370-3138 or fax to 704-376-5988.

FACILITIES MANAGER - DATA GENERAL CORPORATION, APEX, NC

Please send resume and salary history to Human Resources, Data General Corporation, P.O. Box 786, Apex, NC

WANTED

Newsletter Chairperson for 1998

Enjoy editing? Enjoy people? Do you have a hidden passion for organizing that you are ready to expose? The Newsletter Committee is now seeking a chairperson to lead the Committee next year. This is an exciting position that will allow you to really be involved in the Atlanta Chapter. You do not need to know how to write, but you should have an aptitude for organization and attention to detail. The Committee would like to start training now in order to have a seamless transition for 1998. Interested volunteers should call Sonya Tablada or Pauline Warrior at 770-393-4700 for more information.

IFMA - Atlanta Homepage is on the Web!

The IFMA - Atlanta homepage is on the web! You can access it at: <http://www.ifma.org/atlanta.htm>. (Or by accessing the IFMA home page, going to the chapter section, and selecting Atlanta.) Once you are there, save our page as a bookmark for future reference. Please contact Sheryl Yetsko if you have questions, comments or problems at 404-527-8332 or via e-mail at syetsko@lanlaw.com.

VIEW THE WORKPLACE FROM ALL PERSPECTIVES

Only one event makes it possible to explore the various aspects of a productive workplace. Attend World Workplace '97 to learn and discuss the latest ideas for providing effective work environments.

WORLD WORKPLACE '97



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Oct. 5-7, 1997

For more information, call 1-713-623-4362 or send an e-mail to events@ifma.org.



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DIRECTORY UPDATE

Note corrections to
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numbers).

