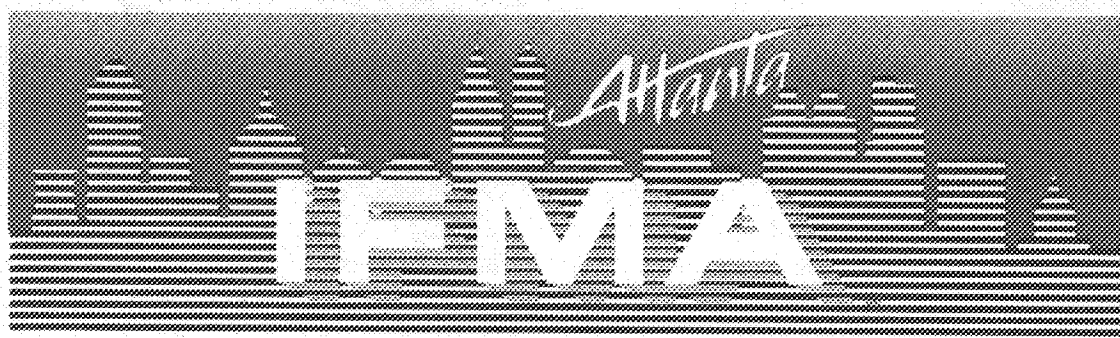


International Facility Management Association



IFMA - Atlanta Chapter • P.O. Box 43306 • Atlanta, Georgia 30336-0306 • August 1997 Issue

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Steelcase, Inc.

Wegman Associates

Monthly Meeting

Wednesday, August 27 (NOT August 20) • Turner Field

Topic: More Fun - Braves Game

Date: August 27, 1997

Time: 5:40 p.m. - ??

Cost: \$20 Member; \$25 without advanced registration
\$35 Guest; \$40 without advanced registration

Location: Coca-Cola Skyfield at Turner Field

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

*** Please call by Friday, August 22, 1997 to make your reservations.

Join us for Bratwurst, Hotdogs & Beer (and other stuff too) at Turner Field for an evening of socializing and baseball. This one is limited to the first 50 to respond, so don't get left out! Game time is 7:40 p.m., and the Coca-Cola Skyfield opens at 5:40 p.m. Look for the IFMA reps outside the stadium to get your Braves tickets. Take the escalator near the NW gates to Level 4, and the Skyfield will be on the left. See you at the ball game!

President's Message

by Kathy O. Roper, CFM



Two important events are soon to be celebrated by the Atlanta Chapter. The most exciting is our 15th Anniversary Party scheduled for September 12th. Although the chapter was officially fifteen in April, this event needed the extra planning, and promises to be a special event for all who attend. A former President and exiting member, Martha Osborne has assembled a wonderful night for all of us to enjoy. Please put this date on your calendar now so that you won't miss the fun. Look for invitations soon and reserve your night of fun, remembrance and socializing with your IFMA colleagues.

The chapter has evolved into one of the preeminent large chapters in the Association. We are well represented at International gatherings, our chapter is applying for an Award of Excellence to be awarded at the gala banquet at World Workplace in Dallas, TX, October 5-7. The Greenville chapter recently visited Atlanta and attended our monthly meeting and met with your president to gain insight into how we run our chapter. What successes and failures could we pass along to this small, but growing chapter? They left with the hope of someday attaining the many accomplishments we enjoy. Our sustaining patron program has grown steadily and provided much needed supplemental funding for our chapter. We have much to celebrate as we mark our fifteenth year of growth and success.

To help us continue our growth we are now in the midst of a membership drive. The chapter is overdue for this drive and our goal is to find at least thirty new professional members between

continued on page 2

President's Message continued from front

July 1st and September 30th. We know they're out there, we just need to recruit them! There are numerous business sectors that are represented in the Atlanta community, but are not represented within the Atlanta chapter of IFMA. Banking, retail and the hospitality industry come to mind. We recently gained a new member from Delta, but prior to her membership, the airline industry was not represented. What other industries can you think of that we could tap? Get out your directories and contact lists and look for those facility managers. There are prizes awaiting the recruiter of the most professionals. Recognition of everyone bringing in a new member will be part of this membership drive. Be sure to get your name on all the applications you leave with your colleagues so that you will get credit. This is the time to remember why you joined IFMA, what benefits you have derived and share this information with those who could also benefit from membership. If you need application forms, simply contact Ginger Walker at our administrator's office, 770/948-3963, ext. 23. She will be happy to mail or fax forms to you. Invite a prospective member to a meeting so that they can experience first-hand, what we enjoy each month.

Kathy Roper

COLLINS&AIKMAN floorcoverings

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For more information contact Chris Johnson
770-428-4449 or 800-241-4902 ext. 1309

July Luncheon Recap

IFMA FUN NIGHT Dave & Busters of Georgia

The "Fun Night" at Dave & Busters of Georgia lived up to its billing. Sorry to say no one did win the "Hawaiian Trip."

Five competitive teams did battle on the "Midway." Team Leader, Barbara Cochran led the winning team. Team members included Mike Denson, Frank Farrington, Claude Bridges, Sheryl Berg, Lora Lee, Tom Sherman and Tom Vernon. They all received the winning prizes. As to the competitors, better start practicing for next time.

It was an evening of camaraderie, food, drink, and competition that will be remembered.



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Educational Opportunities

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

Robert Hascall
Emory University (transfer from CA)
404-727-7499

Ann Holbrook, IIDA
Partner Design Group
770-419-0788

Dennis Kehres
American Security Insurance Co.
404-264-2549

Bradley Muckenfuss
Scottish Rite
404-250-2940

Christina Parks
Lucent Technologies
770-798-4676

Robert Vanger Waag
Lucent Technologies
770-798-3508

Harriett Whelihan
UPS
404-828-8527

Cary Zellers
NCR (transfer from OH)
770-487-7195

World Workplace Celebrations

If you will be attending World Workplace in Dallas in October, please contact Kathy Roper 404/649-5011 and let her know your travel plans and where you will be staying in Dallas. There are events that chapter members will be invited to, and often these come with short notice. We want to compile a list of all Atlanta attendees and be able to contact you while we're in Dallas. Once you make reservations, just let Kathy know. As usual with facility managers, please leave a message if you get voicemail. Thanks, and see you in Dallas, y'all!

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,

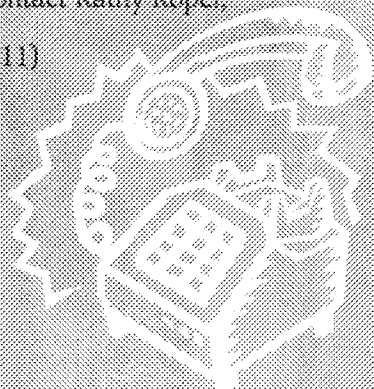
President (404-649-5011)

or Sheryl Yetsko, Vice

President (404-527-

8332) directly.

Thank you.



Get a complete picture of the workplace

World Workplace '97
Oct. 5-7, 1997
Dallas, Texas, USA

Offering more than 80 educational sessions and 20 round tables, World Workplace '97 provides you with a panorama of workplace topics. The event brings together some of the workplace industry's most well respected organizations—allowing you to expand your awareness of a variety of issues.

Register today by calling 1-713-629-6753, send an e-mail to events@ifma.org or visit the IFMA Web site at www.ifma.org/ww97.

CFM Spotlight

Project Management

According to the Project Manager Institute a PROJECT is a temporary endeavor undertaken to create a unique product or service. It has a start and stopping point. It has a set of unrelated activities to achieve a single purpose. It consumes resources and it needs to be managed.

PROJECT MANAGEMENT is the art of directing and coordinating human and material resources throughout the life of a project by using modern management techniques to achieve predetermined objectives of scope, quality, time and cost, and participant satisfaction. Successful Project Management utilizes many skills. One must be technological, flexible, creative, know how to cope, be organizational, strong in communication, team building, and leadership.

A good Project Manager must simultaneously control performance and juggle time and cost. If one is out of balance, it impacts the other two. For instance, construction might be delayed because of back-ordered carpet. The furniture was ordered weeks ago and is on the way. You end up re-routing and storing furniture, delaying installation, and postponing the scheduled move-in. The dominos continue to fall and there goes your project budget, not to mention the overall impact on the company's productivity and profit margins. Remember... a project is a problem scheduled for solution. But, be careful, if the problem is not defined correctly, you may find the right solution to the wrong problem! Backtracking and analyzing after project close is essential for future success.

The Project Manager is the added value of a project. By developing closer relationships with the customer (internal or otherwise), vendors, manufacturing and distribution, he develops time lines, establishes ownership, provides a dedicated processing support, displays a positive attitude and skilled experience, and most importantly the knowledge and ability to get thing done.

Project Management is an integral part of the facility function. If you need more experience in this area help is available from many different sources. IFMA, PMI, and BOMA all offer courses in Project Management. You have valuable resources right here within the Atlanta Chapter and possibly within your own organization. You could volunteer to be a part of a project team that your own company may be forming for an upcoming project. The opportunities are out there. Step out of your comfort zone. Go for it!

—Joanne Cole, CFM, Education Committee

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.

New and Prospective Member Orientation

Want to learn more about IFMA? Please join us for a FREE orientation meeting where you can meet other members and hear about the organization. Refreshments will be provided. This meeting is open to both current and prospective members.

DATE: Thursday, August 14, 1997

TIME: 5:00 - 7:00 p.m.

HOST: Heery International
First Union Building
999 Peachtree Street, Suite 300
(corner of Peachtree St. and 10th St.)

COST: FREE!

RSVP: IFMA Atlanta Administrative Office
Phone 770/948-3963 ext. 23
Fax 770/745-9164
By Tuesday, August 12, 1997

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.

FACILITY MANAGER-BOEING NORTH AMERICAN, INC. DULUTH, GA

Requirements include project management, including cost & scheduling and project reporting; space planning & coordination, including space allocation and monitoring, move planning and coordination, etc.; and master planning/strategic planning. Individual must have working knowledge of CADD (preferably AutoCAD) and knowledge of architectural drawings & ability to read blueprints, excellent communications skills, project management skills and people skills. Needs to also enjoy working with a variety of personalities as well as on individual special assignments. If interested, fax resume to Ed Wood at 770/497-7700.

DIRECTOR OF CAMPUS PLANNING - EMORY UNIVERSITY, ATLANTA, GA

Responsibilities include master planning, facilities and space planning, feasibility and programming studies and landscape design, policy implementation and development for the 631-acre campus. Requirements include bachelor's degree in architecture, urban planning, engineering or related field, master's degree preferred; professional licensure required. Ten years experience managing multiple and diverse architectural projects including master, facilities and space planning; five years of demonstrated management/supervisory experience. Mail resume, including salary history to Emory University, Human Resources - Employment Department, Attn: Dr. Gregory H. Jones, 1762 Clifton Road, Atlanta, GA 30322 or call 404/727-7611.

DIRECTOR OF PROJECT MANAGEMENT AND CONSTRUCTION - EMORY UNIVERSITY, ATLANTA, GA

Responsibilities include architecture, engineering, construction and project management services, energy conservation and systems, directing the development of new and expanded facilities. Qualifications include bachelor's degree in business, construction management, architectural, mechanical or electrical engineering, or related field; master's degree preferred. Ten years experience managing multiple and diverse design, renovation and new construction project; five years of demonstrated management/supervisory experience. Mail resume, including salary history to Emory University, Human Resources - Employment Department, Attn: Dr. Gregory H. Jones, 1762 Clifton Road, Atlanta, GA 30322 or call 404/727-7611.

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

Responsibilities to include providing professional assessment services to clients who are ultimately responsible for the evaluation, management and safe operation of their assets. Ideal candidate would have experience in the following: existing property review, construction monitoring review, pre-construction review budget analysis, strong computer skills. Send resume to corporate office: EMG, Attn: Matt Anderson, 11011 McCormick Rd., Baltimore, MD 21031; or fax to 410/785-6220 or E-mail mranders@emgbalt.com.

ASSISTANT REAL ESTATE AND RISK MANAGEMENT MANAGER - YMCA OF METROPOLITAN ATLANTA, ATLANTA, GA

Mail resume to Ed Williams, YMCA of Metropolitan Atlanta, Inc., 100 Edgewood Ave., NE, Atlanta 30303 or fax to 404/527-7693.

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.



Your company is changing. Continuously. Change has become a fact of life. And managers need more information, faster than ever. You've wondered if a CAFM system would help, but who's got time to do the research to find the right one?

Collaborative Consulting Group can help. We recommend the system that is right for your unique needs, to give you the information you need about space, about people and about assets. We can get the system up and running and, if you are understaffed, we can keep the data current for you. Just ask us.

Call Judy Clements

404-876-0097

e-mail: jcc@cdglltd.com

VIEW THE WORKPLACE FROM ALL PERSPECTIVES

Only one event makes it possible for you to explore the various aspects of a productive workplace. World Workplace '97 is where professionals will meet to learn and discuss all the latest ideas involved with providing effective work environments.

WORLD WORKPLACE '97



Dallas, Texas, USA

Oct. 5-7, 1997

For more information, call 1-713-629-6753, send an e-mail to events@ifma.org or visit our Web site at www.ifma.org/ww97.

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

DIRECTORY UPDATE

Note corrections to
mailing label at right
(include phone/fax
numbers).