

International Facility Management Association



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

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Monthly Meeting

MONDAY, November 17 • GCATT Building

Topic: Tour - GCATT Building

Date: MONDAY, November 17, 1997 (not Wednesday)

Time: 11:30 a.m. - 1:30 p.m.

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

Location: Georgia Center for Advanced Telecommunications Technology

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

*** Please call by **Friday, November 7, 1997** to make your reservations.

Below are directions to the GCATT Building from I-75, I-85 and I-20 and parking instructions.

Traveling South on I-75/I-85: Take the 14th Street exit. Turn right at the traffic light onto 14th St. The GCATT Building is at the top of the hill on the left (approximately two blocks).

Traveling North on I-75/I-85: Take exit 101 to 10th Street. Proceed straight at the first traffic light to 14th St. Turn left onto 14th. Cross over the Interstate. The GCATT Building is at the top of the hill on the left (approximately two blocks).

From I-20: Take I-75/I-85 North and follow the directions for traveling north on I-75/I-85.

Parking instructions: There is a driveway just past the GCATT Building (beside Georgia Public Broadcasting). The parking deck entrance is at the end of that driveway. After you park, take the elevator in the parking deck to the ground floor and enter the building through the main entrance facing the driveway.

President's Message

by **Kathy O. Roper, CFM**

Networking, the personal kind, as well as the electronic kind, is a major benefit of membership in IFMA. I'd like to focus here on the personal brand of networking for this article. The Atlanta Chapter was well represented in Dallas at World Workplace '97 with over 50 members in attendance. Several wonderful events were sponsored in addition to the scheduled IFMA meetings, dinner and seminars. The opportunity to meet fellow IFMA members and socialize in a relaxed setting reminded me of the many benefits networking provides. While building our list of contacts for professional endeavors, we are also building our social network which is a human support system. Especially in the challenging world of Facility Management, the support of understanding associates, both professional and personal, are important. The chance to realize that your company is not the only one lagging behind in technology, or still mired in budgeting competitions well into the fourth quarter of the year,



continued on page 2

President's Message continued from front

provide us a broader perspective to view our problems. Maybe we're not so bad after all. There are others like me who have similar problems, similar challenges and similar solutions to professional and personal issues.

Involvement in chapter activities provides this networking opportunity. Sure we accomplish a lot for the chapter, but we also accomplish a sense of camaraderie, support and investment in something in which we have common interest with others. We find mentors, references, ideas and others who can be consulted and trusted for information. We learn, grow and share experiences and our lives are enriched because we participated. There's always room for more hands, more opinions, more input and more help.

Networking provides us with more information. To remind you of some old sayings, "Information is knowledge." And the old adage that "two heads are better than one" can be multiplied, resulting in many individuals contributing make work easy and fun" (my version of "many hands make light work"). Fun is one of the many benefits IFMA provides to those willing to become involved. One set of phone calls, one afternoon meeting, one year of service as a committee chair, whatever your level of involvement, benefits abound.

Networking can be a key reason to motivate someone to join the Atlanta Chapter of IFMA. If you know other facility managers, invite them to meetings, introduce them to other members and everyone benefits.

Electronic networking capabilities are out there, too. But consider focusing on personal networking. It's your natural support mechanism, professionally and personally. I know that I've grown through my IFMA contacts and challenges. I hope that I have been able to help others within my role in IFMA, as well as on my "full-time job" at Sprint. That's what it's all about.

Katlyn Roper



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October Meeting Recap

The Virtual Office - From the Facility Management Perspective

If you came to the October IFMA meeting, then you must be excited about what the future has in store for facility managers. Some of the innovations coming down the pike, according to Dan McLean of Heery International, include having more interactive project scheduling software for facility managers that will act like a more sophisticated scheduling tool, prompting you to take the next step of your project. Dan also sees in his crystal ball the role of the facility manager evolving from a data keeper to a data user, allowing him to play a more proactive role. Jerry Thomas, HVAC Marketing Specialist from Georgia Power, shared with us that the individual user will have control over his own environment, controlling not only temperature, but air flow, lighting and sound masking within their work area. He thinks that will be linked to reduced energy usage as well, with an occupancy sensor located in each work area that shuts down lighting and heat/air conditioning after the work space has been vacated. Dan Knotts, President of Spectrum Data Systems, Inc. shared some current technology in reference to multi-media rooms that sounded pretty futuristic, in addition to projecting interesting technological advances, like the use of holograms in company presentations and voice recognition sensors for operating equipment and lighting. This is just a sample of the future - hope you were there, or at least sent your hologram!

Bob's Top Ten Reasons for

ASD 2000

Cabling Systems for the 21st Century

10. Data or Voice Services at Any Outlet
09. Fewer Cables to the Desktop
08. Color Coded for Ease of Identification
07. Fully Compliant to EIA/TIA and Category 5
06. Unbiased to Product Manufacturer
05. Low Cost of Ownership
04. Ease of Use -- No Tools Required for MACs
03. Nationwide Base of Certified Installers
02. Future Proof -- Lifetime Systems Guarantee
01. One Phone Call Does it All -- 1-800-CABLING

ASD

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 info@asd.com 800-527-2800
 800-527-2800

Membership Announcements

Membership Drive Results...

RECRUITERS HELP DRAW 19 NEW MEMBERS!

Nineteen new professional members joined our chapter during our membership drive from July 1 through September 30. We want to welcome our new members and thank the following "recruiters" for helping us grow.

Nancy Arnold was recognized with a \$50 gift certificate and award for recruiting two new members. All other "recruiters" were presented with certificates at the October meeting.

<u>RECRUITER</u>	<u>NEW MEMBER</u>
Barbara Berke	Ric Siemons
Brett Pavel	Stephen D. Wehunt
Christina E. Parks	Robert Vander Waag
Sonya Tablada	Harriet Whelihan
Nancy Arnold	Sandi Minichiello
Nancy Arnold	Dianne Potter
William D. Broome &	Amy Brown
Christine H. Neldon, CFM, Fellow	
L. Carter Farish, CFM	Randy Reutzel
Jerry Poole, ASID	Amy Eifling
Alec Fraser	Archie Rowland

Other New Members who joined during the drive include:

Rick Bevington	Lynne Caldwell	Beth Chaplin
Penny Davis	Winston Davis	Julie Dietrick, IIDA
Luther C. Lewis, Jr.	Lorraine McClesky	Cynthia Williams

Remember, it's never too late to join. Applications can be obtained from Ginger Walker at the Atlanta Association Office by calling 770/948-3963, ext. 23 or faxing 770/745-9164.

Archives Committee Needs Your Help

Help! Help! Help! (again) from the Archives Committee. We are ready to begin accepting library resource materials. If you have any materials to donate, please bring them to the chapter meetings and give to Ginger Walker or Martha Osborne, or call Martha (770/772-6282) to arrange for pick-up. We are seeking:

Books -FM, general management techniques, inspirational • **Videos**
Cassette lectures • **Manuals** • **Conference summaries**
IFMA International survey reports • **Other** (use your imagination)

Please share your materials with your peers. We will also be purchasing new materials each year, so if you have a recommendation, write it down and give it to the Archives chairman. Lending materials and the process for checking them out will be appearing in your local directory through a supplemental insert. Thanks for your help.

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, November 13, 1997

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

Host: Alston & Bird, LLP

One Atlantic Center
 1201 W. Peachtree Street, NW
 Suite 4200

Cost: FREE

RSVP: IFMA Atlanta Administrative Office

TEL: 770/948-3963, ext. 23

FAX: 770/745-9164

No later than Nov. 11, 1997

Congratulations

Have you or someone you know received some special recognition or award recently? This new column in the monthly newsletter will spotlight IFMA member achievements. Newsletter submittal deadlines are the third Friday of each month. All kudos should be faxed to Christina Parks at 770/798-3771.

*Happy Thanksgiving
 from the
 IFMA-Atlanta Chapter.*

Career Services

Keys to a Successful Career

—by Marty Mason

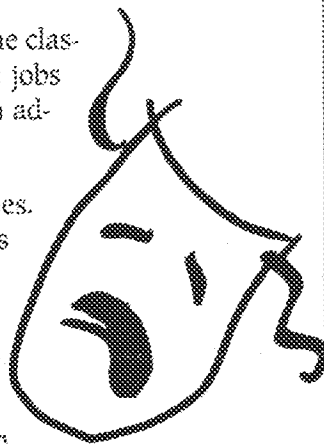
As the Career Services Chair for the Atlanta IFMA chapter, I would like to introduce a new column. This column will be dedicated to helping those in the job hunting market differentiate themselves and land the job of their dreams.

Here goes...

We'll start with the negative and move to the positive.

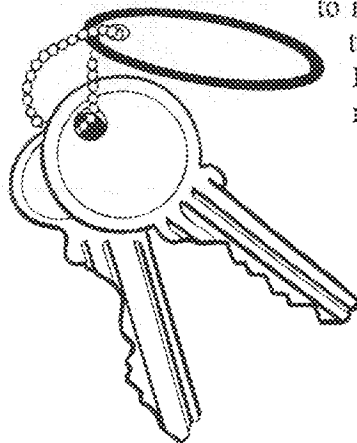
Three Most Frequent Job Hunting Mistakes:

1. Spending all of your time on the classified ads. Up to 80% of the jobs that are available are not even advertised.
2. Sending out hundreds of résumés. Most busy decision makers don't have the time to read a ton of résumés. Be selective and target what you say in the cover letter.
3. Believing the best jobs are on the Internet. Although the Internet is a great tool to find additional information about a company, key executives do not fish for candidates on line with the exception of software, computer and data processing opportunities.



Some Keys that Might Help Unlock the Door:

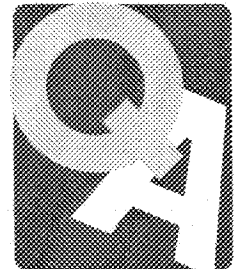
1. Know yourself before you can sell yourself. Write down a list of five or ten things you do best and commit them to memory. Also make a list of tasks that really excite you, i.e., Problem solving, space planning, etc.
2. Don't just go after one type of job. Have alternatives, don't follow one career path. Diversity is the key to success in the late 90's. Company's want to do more with less.



3. Network with every one you know, the higher up the ladder the better. Your best chance of getting a job is through recommendation, the more clout that person has the better the course.
4. If you are looking for a job, make the search a full-time job. Devote at least 30 hours a week to your search, invest the time and you will reap the rewards.
5. Visit a company that interests you, whether or not you know if they have a vacancy. Get an annual report, read it, get a flavor for their culture. Ask for a company newsletter, this might have job postings and will also give you a feeling for the culture.
6. Master the art of being interviewed. Rehearse answers to frequently asked questions. Make sure your answers do not take longer than two minutes, let the interviewer talk half the time.
7. Follow up after an agreed-upon time. Ask the interviewer if you can contact him/her in two weeks if you don't hear from them.
8. Always, always, always send a thank you note after every interview.

Questions that you need to know the answers to:

1. Why do you want to work here?
2. What can you do for me?
3. What kind of person are you?
4. What will it cost me to hire you?



By following these steps you too can land the opportunity of a lifetime. Remember, a potential employer can't hire you unless you reach them and make a difference. Good luck and tune in next month for another success article.

A WORLD OF THANKS

THE MEN AND WOMEN OF THORPE ENTERPRISES WISH TO THANK MS. BOBBI KIRK AND MR. DOUG MILNE OF CARTER & ASSOCIATES FOR THEIR CONFIDENCE IN CHOOSING THORPE ENTERPRISES FOR SECURITY SERVICES FOR THEIR NORTHLAKE FACILITY.

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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 Marty Mason, Career Services chair (770-952-9200 FAX) with a brief description of each position. The following positions are available to interested candidates. If interested, please contact the employer indicated directly.

IVAN ALLEN COMPANY:

• FMC PROGRAM MANAGER-ATLANTA, GA

Obtains feedback from client and improves performance of assigned team members. Responsible for ensuring customer satisfaction with all projects assigned. Uses all resources to ensure customer satisfaction. Operates out of Ivan Allen facility or customer offices. Travel to job sites in Atlanta area required. Position works 7:30 a.m. to 4:30 p.m. with some evening and weekend work required. If interested, fax resume to 770-645-8032.

PITNEY BOWES MANAGEMENT SERVICES:

• REGION OPERATIONS PLANNER-REGION-BASED OPPORTUNITY

Send resume to Pitney Bowes Management Services. Attn: Stephanie Fleming, Director, H.R. Southern Region, 501 N. Stemmons Fwy., Suite 150, Dallas, TX 752107 (fax) 214-761-0841.

GEORGIA POWER COMPANY:

• CORPORATE FACILITIES SPACE UTILIZATION COORDINATOR-ATLANTA, GA

Searching for an enthusiastic, high-energy individual to coordinate strategic planning, contracted interior design and architecture services, interior construction projects, capitol budget tracking, and CADD operations for internal clients. Qualified candidates please submit a resume and cover letter to Southern Company, 270 Peachtree Street, Suite 1700, BIN 951, Atlanta, GA 30303, Attn: MGPO71397.

HEERY INTERNATIONAL, INC.

• SPACE PLANNING MANAGER-RALEIGH, NC

Senior level experience (15-20 years) as a manager of facilities and/or space planning functions is required. A general knowledge of A/E design and facilities management is essential and a related degree is preferred. Position will be responsible for day-to-day review of space planning progress including support through move strategy planning, and involves interviews with customers, and design input/approval.

• SENIOR FACILITIES PLANNER/PROGRAMMER-ATLANTA, GA

Senior level experience (8-10 years) as a manager of facilities, space planning and programming is required. A command knowledge of Microsoft Access, Project and Excel is extremely preferred.

• FACILITIES PLANNER/PROGRAMMER-ATLANTA, GA

Senior level experience (4-6 years) as a manager of facilities, space planning and programming is required. A working knowledge of Microsoft Access, Project and Excel is extremely preferred.

If you qualify for any of these Heery International job opportunities, please forward resume to Paige Yauger, Heery International, 999 Peachtree St. NE, Atlanta, GA 30367 or fax: 404/892-6975.

EOE/M/F/H/V

Notes from the Public Relations Committee

Did you see the article by IFMA member, Bill Bland of Choate Construction, "Negotiated bid approach provides best building value" published in the October 3-9, 1997 *Atlanta Business Chronicle*? How about the article by Regional VP and Atlanta chapter member, Cheryl Waybright, "Design-build job delivery allows one-stop shopping" published in the August 1-7, 1997 *Atlanta Business Chronicle*? Would you like to see your name in print?

Improve your image! Get published in the *Atlanta Business Chronicle*. We'll show you how!

Do you have some special expertise that may be of interest to the general business community? You may have completed a special project recently and have some valuable tips to share.

We are looking for 600-800 word articles which would be of wide appeal to the general business community and focus on timely, interesting topics. We will help you develop your topic and get it published.

Our objective is to increase exposure for the facility management profession within the general business community. By sharing ideas and tips that can be incorporated by companies both large and small, we hope to create good will and generate a better understanding of, and appreciation for, our profession.

To receive samples of these articles, helpful tips on how to write an article that gets published, or for more information please call Marla Williams or Sharon Thornberry at 770/448-6670.



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.

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e-mail: jcc@cdglltd.com

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DIRECTORY UPDATE

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

IFMA ATLANTA AWARD NOMINATION SUBMITTAL - 1997

EACH YEAR, IFMA ATLANTA HONORS ITS OWN FOR THEIR CONTRIBUTIONS AND ACHIEVEMENTS IN SUPPORT OF THE CHAPTER AND THE PROFESSION OF FACILITY MANAGEMENT. ANNUAL AWARDS INCLUDE:

DISTINGUISHED MEMBER AWARD...PRESENTED TO A CHAPTER MEMBER FOR OUTSTANDING CONTRIBUTIONS TO FACILITY MANAGEMENT IN GENERAL AND TO IFMA ATLANTA IN PARTICULAR. HE OR SHE REPRESENTS THE BEST IN, AND SERVES AS A ROLE MODEL FOR, LEADERSHIP, DEDICATION AND CONSCIENTIOUSNESS. THE INDIVIDUAL CHOSEN IS A CREDIT TO HIS OR HER ORGANIZATION, COMMUNITY, OUR ASSOCIATION AS WELL AS TO THE PROFESSION.

ACHIEVEMENT IN FACILITY MANAGEMENT AWARD...IS PRESENTED TO A PROFESSIONAL MEMBER WHOSE FACILITY MANAGEMENT PROGRAM, PROJECT OR CONCEPT HAS DEMONSTRABLY AND SUCCESSFULLY CONTRIBUTED TO MORE EFFECTIVE MANAGEMENT OF HIS OR HER ORGANIZATION'S FACILITIES. THIS AWARD HIGHLIGHTS THE IMPORTANCE AND SIGNIFICANCE OF PROFESSIONAL MEMBER ACCOMPLISHMENT TO THE FUTURE OF FACILITY MANAGEMENT.

OUTSTANDING ASSOCIATE AWARD...IS PRESENTED TO AN ASSOCIATE MEMBER (PROVIDER OF PRODUCTS AND/OR SERVICES) IN RECOGNITION OF HIS OR HER CONTRIBUTIONS OF TIME, EFFORT AND OF FINANCIAL SUPPORT TO THE ATLANTA CHAPTER. THIS AWARD RECOGNIZES THAT ASSOCIATE MEMBERS PLAY A CRITICALLY IMPORTANT ROLE IN THE OVERALL LONG TERM SUCCESS OF OUR CHAPTER.

TO NOMINATE A QUALIFIED CHAPTER MEMBER, PROVIDE THE FOLLOWING NECESSARY INFORMATION AND MAIL OR FAX YOUR NOMINATION TO THE ASSOCIATION OFFICE, ATTENTION: GINGER WALKER AT

IFMA ATLANTA
P.O. Box 43306
ATLANTA, GA 30338-0306
FAX: 770/489-7729

DEADLINE FOR RECEIPT OF NOMINATIONS...NOVEMBER 17, 1998.

FOR MULTIPLE NOMINATIONS, PHOTOCOPY THE FORM.
ADDITIONAL SPACE ON PAGE TWO.

NOMINEE: _____ ORGANIZATION: _____

AWARD CATEGORY: _____

DESCRIPTION OF NOMINEE'S ACCOMPLISHMENTS: _____
