

International Facility Management Association



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

1997 EXECUTIVE BOARD

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1997 SUSTAINING PATRONS

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Monthly Meeting

Wednesday, December 17 • The Vinings Club

Topic: Holiday Awards Luncheon

Date: Wednesday, December 17, 1997

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

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

Location: The Vinings Club (see page 3 for directions)

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

*** Please call by **Friday, December 12, 1997** to make your reservations.

The annual holiday awards luncheon of the Atlanta Chapter of IFMA will take place at The Vinings Club noted for exquisite food, attentive service, luxurious appointments and an incredible setting. While overlooking the skyline of Atlanta, attendees will dine on either grilled salmon or chicken marsala.

Following the luncheon, the Atlanta Chapter will recognize, with our annual awards, those members who have distinguished themselves during 1997. The program will also include drawings for a number of very desirable door prizes (you must be present to win).

Because of limited seating, reservations should be made as early as possible. Seating at The Vinings Club is limited to 94. Contact Ginger Walker, Atlanta Chapter Association Office at 770/489-7727 to make your reservation. Provide your name, phone number and entree selection. When maximum seating capacity is reached, reservations will continue to be taken and placed on a waiting list. Because we anticipate a full house, please be considerate and immediately notify Ginger if you make a reservation and find you will not be able to attend. Someone else will then have an opportunity to attend this once a year special Chapter function.

This year's holiday awards luncheon promises to be the best to date...an event not to be missed!

President's Message

by Kathy O. Roper, CFM

What an amazing year this has been! It seems just a few short months ago I began these articles for our newsletter and now I've reached my last message. I want to thank the entire membership for the opportunity to lead this dynamic organization. The executive board, all the committees and their activities have made my job truly easy and I hope that everyone appreciates the dedication of all our committees.



A special thanks to **Harry Ludwig**, past president, for providing me the opportunity to serve the chapter and providing tremendous leadership to me personally. Harry has also provided tireless dedication to the entire chapter. His continuing efforts to recruit members, sponsors and

continued on page 2

President's Message continued from front

constantly improve the chapter are heroic. IFMA Atlanta is always at the forefront of his discussions professionally and personally. Thanks for everything!

Sheryl Yetsko, our Vice President, has brought the chapter into the electronic age with her creation of our Home Page on the Internet. If any of you have missed this creative, informative resource, you need to check it out at www.ifma.org/atlanta.html. We are one of several chapters with a homepage and we have received numerous inquiries through this new medium. Sheryl is an enthusiastic volunteer and will provide valuable leadership to our chapter next year.

Coordinating with our chapter administrator **Matt Dawson**, Secretary, has juggled heavy workloads and IFMA responsibilities to keep us recorded, official and informed. His astute observations and feedback in chapter board meetings have provided us with new directions and we look forward to hearing more from Matt next year as Vice President.

The scary responsibility of managing the chapter's finances has been expertly maintained by **Sheryl Berg**, chapter Treasurer. Working through our first tax return, coordinating two fiscal years during her term due to International's fiscal year change, and keeping up with all our bills and invoices, turned Sheryl into an expert in short order. She calmly handled everything we threw her way and advised us on investments and taxes. No small tasks.

Our committee chairs have served well this year. Each month we meet and no one is aware of all the details involved in setting up and coordinating our meetings. The **Programs Committee** and our Chapter Administrator provide valuable behind-the-scenes coordination so that we breeze in and out of monthly meetings and never know the problems they often overcome in order to keep everything on track. Our **Newsletter** keeps us informed about meetings and other happenings and we forget the effort involved in reminding everyone to submit articles, coordinate with the printer and make sure everything goes out on time to reach us. **Hospitality** greets us at each meeting and Membership has grown our chapter to 300 this year! **Education** provides us with roundtables and CFM information, and this year called each of us to provide the board with member comments in the form of our annual questionnaire. Several members have new jobs this year due to the efforts of **Career Services**. **Archives** set up our entire chapter history early this year and as an off shoot, coordinated the 15th Anniversary Party for the chapter. Many of you missed this special event that provided a glimpse back at the last 14 years' photos, newsletters and some special prizes that night. **Community Service** is setting new standards for our members as they volunteer to help provide facility related services to our United Way beneficiary, REACH. **Public Relations and Advertising** has continued our special

relationship with the *Atlanta Business Chronicle* and helps us offset the cost of producing our newsletter with advertising in each issue. Our **Associate Liaison** has maintained his sanity with our never-ending Associate Wait List and managed to work with Membership to help reduce the waiting time on the list significantly this year. Our **Sustaining Patron program** was continued this year with patron newsletter inserts coordinated for the newsletter. These special members will receive recognition at the Awards Banquet for this help this year, and we hope everyone will continue to thank them for their support of our chapter.

I realize that many names were not mentioned - there are too many for one issue of the newsletter - so please forgive me, but believe me, they are most appreciated! My job as president was made easy by all their efforts. My heartiest congratulations go to next year's officers and board as they embark on this wonderful adventure of managing IFMA Atlanta. I've made friends and learned many valuable lessons this year. Thanks to all who participated, attended, joined and became involved. I have been blessed with a responsible, attentive board and thank them especially for supporting me. It has been a wonderful year and I look forward to many more within IFMA. Happy Holidays!

Katlyn Roper

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 770/471-9695.

A WORLD OF THANKS!

THE MEN AND WOMEN OF THORPE ENTERPRISES WISH TO THANK **MR. AUBREY DUKE OF LUCENT TECHNOLOGIES** FOR HIS CONFIDENCE IN CHOOSING THORPE ENTERPRISES FOR MAILROOM SERVICES AT THE DEKALB TECHNOLOGY FACILITY.

**THORPE
ENTERPRISES**

YOUR SINGLE SOURCE FOR FACILITIES SUPPORT SERVICES:
SECURITY, HOUSEKEEPING, MAINTENANCE AND SERVICE!

Legal Council Members Wanted!!

World Workplace '97 in Dallas was the first opportunity for law firms from all across the country to participate in a newly formed council, specific to our industry. There were 15 different law firms represented at our meetings, with approximately 20 in attendance over the three meeting days. At the present time, over 100 IFMA members have joined this council, and we believe there are other IFMA current and potential members who would benefit from this association.

Our next legal council meeting will actually be held in Chicagoduring World Workplace in 1998. Other meetings are planned during the Mega-Regional meetings and we are presently developing an electronic network for communication on specific industry related issues.

I would encourage you to take advantage of this opportunity to network with other professionals working in FM in the legal field. In order to participate in the legal council you should work in a law firm or legal department and be a member of IFMA. There is no additional cost to participate, and the benefits you will receive from the networking will be exceptional.

If you are interested in joining or want to volunteer your efforts to the development of this council—THE TIME IS NOW! Please feel free to contact me. I can be reached at (404) 527-8332 or syetsko@ianlaw.com

Sheryl Yetsko, Secretary, Legal Council

Luncheon Directions

From I-285

Take I-285 to Exit 12, Paces Ferry Road. Turn left if coming from I-285 West, and right if coming from I-285 North. Turn left at the fourth traffic light into Overlook Parkway. The second drive on the right will be Overlook III at 2859 Paces Ferry Road. Parking is available in the parking deck at no charge.

From I-75 North (from Downtown)

Take I-75 North to Exit 108, Mt. Paran Rd., Northside Parkway. Turn left off of the exit, and take an immediate right onto Northside Parkway. Turn left at the third traffic light onto Paces Mill Road. Follow Paces Mill Road through Vinings, cross over the railroad tracks and take next right at the traffic light onto Overlook Parkway. The second drive on the right will be Overlook III at 2859 Paces Ferry Road. Parking is available in the parking deck at no charge.

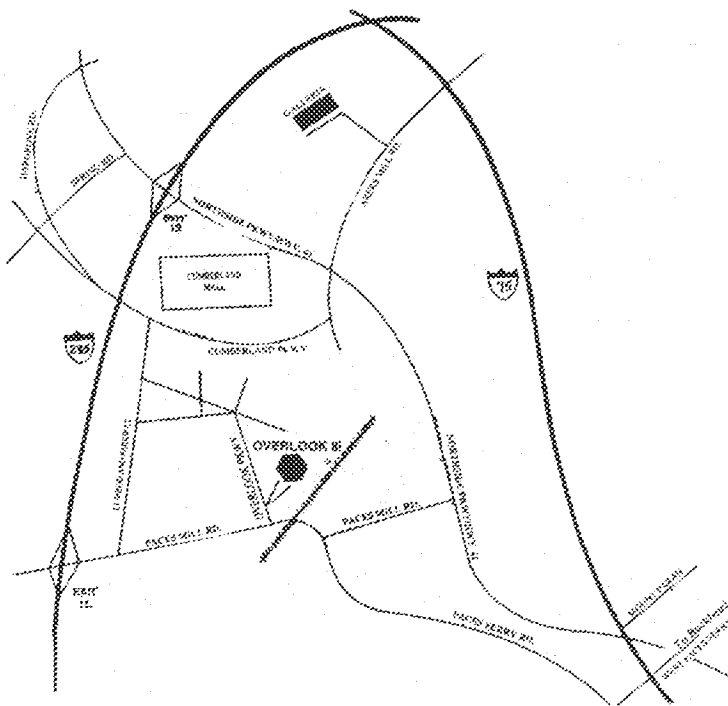
From the front of the Building to the Club

From the double revolving doors in the Main Lobby, walk straight back toward the atrium glass windows. Pass through the building's main bank of elevators and take the private elevators on your left labeled: The Vinings Club and Level 3. Take the elevators to Level 2/The Vinings Club.

The Vinings Club

2859 Paces Ferry Road, Atlanta

404/431-9166



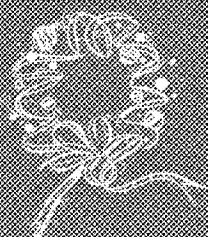
November Meeting Recap

GCATT Tour

As the monthly meeting for the month of November, IFMA toured the GCATT Building, which, as we learned, stands for Georgia Center for Advanced Telecommunications Technology. The meeting began with lunch at the newly completed GPTV building, which hosts its own open house on December 13th, located directly across from the GCATT building. IFMA members then crossed the walkway to begin the tour. The building was designed as a research headquarters for the information superhighway, and houses researchers and industrial development teams working on the next generation of technology. The building itself houses not only laboratory and office space, but also a classroom size multimedia usability laboratory, a sound stage for digital program recording, design and test facilities for multichip module research, and a virtual reality laboratory. It also includes a 250 seat auditorium for multimedia presentations, complete with headsets that plug into armrests, and a multimedia motion-capture laboratory, which can digitally capture the motion of athletic actions. The building, built to accommodate all of these functions, was designed to support maximize flexibility within the facility.



*Happy Holidays
from the
IFMA -
Atlanta Chapter*



Atlanta Membership Tours GCATT Facility from Top to Bottom

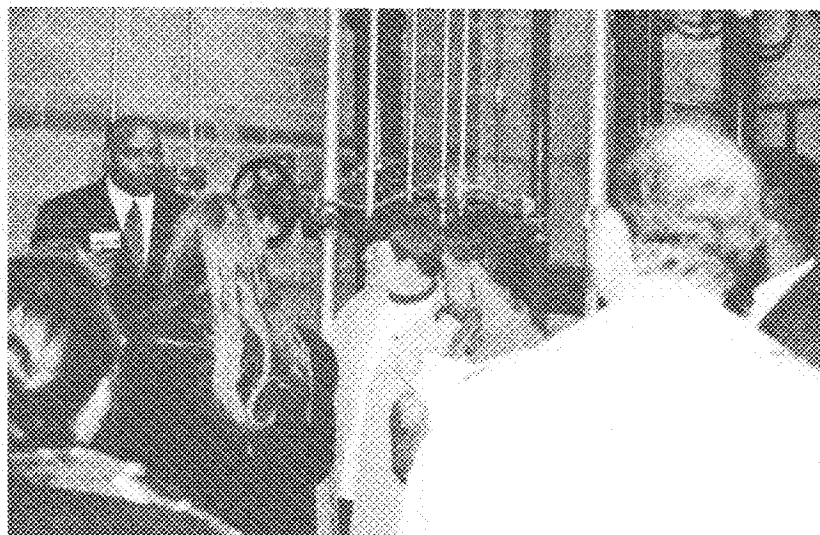
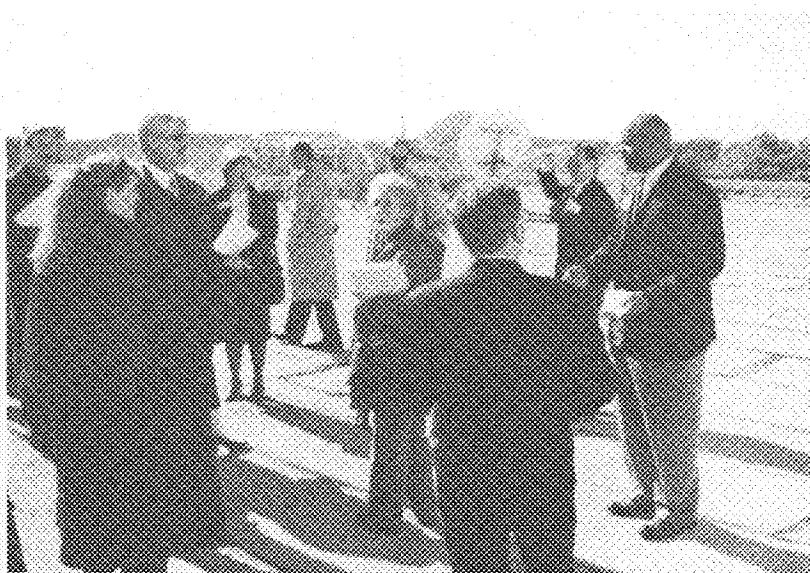
Last month's chapter meeting at the GCATT facility was a tremendous success.



Following initial presentations in the atrium of the GPTV section of the facility, the attendees were separated into four smaller groups. Various experts from the firms responsible for the design and construction of the facility were stationed throughout to explain the unique features and answer questions from each group. The facility is filled with state-of-the-art technology, some of which may be recognized in the accompanying photographs.



...More photos of the GCATT Tour - November IFMA Meeting.



IFMA - Atlanta is on the Web!

Here is a sample of our Home Page. Please check it out—I need input!! The location of our page is www.ifma.org/atlanta.htm and is listed at the top right-hand corner of this sample. This is just the initial page—we have 11 pages linked to this one which go into more detail on specific topics of interest. You can get to those pages by taking your cursor to the area marked IFMA-Atlanta Chapter Information and selecting one of those topic areas. For instance, if you would like to know who is on the Executive Board or Committee Chairs or past or upcoming Programs and Events, just select that topic. Each page is linked back to the Home Page, so you can either hit your back key or select the Return to Home Page (which is at the bottom of each subsequent page) once you have finished reviewing the information.

In addition, I have linked each page to my E-mail box for comments or suggestions. Please give me feedback. I need to know:

- If there are other areas you would like included that would be helpful to you;
- If you know of other interesting sites for us to link "visitors" to that will tell them about our great City or help them in their profession (besides the ones I have under Other Web Sites of Interest);
- If you hate the graphics, or have suggestions of other places to get interesting graphics;
- If you want to volunteer to help me.

Our Chapter is one of very few that have home pages operational on the worldwide web! We can be accessed through Yahoo if someone is "searching" for information on IFMA. Our webmaster is IFMA headquarters, and we are linked with their page. If anyone is browsing through their Home Page and is looking at chapters available, ours is there for them to review. Since they are listed alphabetically—guess who they will get to first!!

We hope this will be a valuable tool in communicating with existing and potential members. We have already received inquiries about membership through this vehicle.

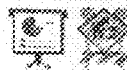
Don't forget to save the page as a bookmark once you pull it up! It will be easier for you to pull up the next time.

Sheryl Yetsko,
Vice President

Web Page for IFMA



Welcome to the Home Page for the Atlanta Chapter of the International Facility Management Association. We're glad you chose to visit our Home Page and hope you will visit us often to see the exciting things the Largest Chapter in the South Region is doing!!



What is Facility Management?



It is the practice of coordinating the physical workplace with the people and work of the organization. It integrates principles of business administration, architecture and the behavioral and engineering sciences. Although the facility management profession has been in existence since the evolution of the office, only in the past decade has it received worldwide recognition. Business entities have come to realize that acquiring a well-managed and highly efficient facility is critical to success. Trends toward new technologies, environmental consciousness and health concerns also have had a major impact on the importance and need for those professionals in an organization.

RENOVATING



Call For Volunteers



Get involved. Try it—you'll like it! Any member interested in serving on a Committee to lead our Chapter in 1995, please contact one of our existing Board or Committee Chair members. Just click on the Executive Board and Committee Chair page link below.

IFMA-Atlanta Chapter Information

- ☐ Administration - IFMA Atlanta
- ☐ Annual Conference - World Workplace
- ☐ Career Services
- ☐ Chapter News Newsletter
- ☐ Community Service Opportunities
- ☐ Educational Opportunities
- ☐ Executive Board and Committee Chairs
- ☐ History of IFMA Atlanta and Association Statistics
- ☐ Membership Information
- ☐ Programs and Events
- ☐ Sustaining Patrons

Other Web Sites of Interest

- ☐ IFMA Home Page
- ☐ Atlanta Magazine
- ☐ Atlanta Microscope
- ☐ Facilities Net
- ☐ FM Link
- ☐ Global FM
- ☐ Home of the Braves - Official Atlanta Braves Website
- ☐ IFMA Online

If you have comments or suggestions for our Home Page please e-mail me at shyetsko@atlanta.com



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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.

SALES TECHNOLOGIES:

- **FACILITIES MANAGER-ATLANTA, GA**
Senior level experience (5-10 yrs.) in space planning, office relocation, third party vendor negotiations, general knowledge of A/E design, furniture/office supply, inventory control and security. Requirements include related degree, working knowledge of Microsoft Project, Excel, and Word plus electronic space planning program(s) (CAD). Please forward resume to Sales Technologies, 3445 Peachtree Road, Suite 1400, Atlanta, GA 30326. Attn: Human Resources/Job Code FM

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

Tips to Developing a Powerful Cover Letter

In an effort to help those updating and/or writing a resume, I have put together the following tips for effective cover letters from the input from some of Atlanta's most prestigious Human Resource Executives.

1. Start by organizing your thoughts, make a rough outline. Write down everything you want to say. Don't worry about the order or the length just yet.
2. Now that you have your list, start to pare it down and use single words that mean multiple words, example: "value" instead of "service over price". Be concise, you are not going to have a lot of time to make an impact.
3. Know your audience, research their business. Know who they are and reference their business in the letter. When I want to get involved with a new company I request an Annual Report from the investment relations department. A company's annual report will tell you a lot about a company, the current year's theme, their financial stability and a listing of all the directors of the company.
4. Be creative, you want your reader not only to read on but remember what they read. Your creative phases to spark interest, "management of budgets that exceed a half a billion dollars" sound more impressive than, "managed budgets."
5. Assume you have the interview, in closing make statements like, "with my unique management style we can optimize your company's resources and free up capital for research and development and/or marketing to help us become more competitive in a global economy."

Use these tips to develop a strategic and powerful cover letter, and as always...best of luck finding the career of your dreams. They're out there!!

—Marty Mason
Career Services Committee



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

Bob's Top Ten Reasons for

ASD

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

Atlanta, GA Asheville, NC Hickory, NC Greenville, SC

Contact: Jeff Kling

770.748.2369 ext27 770.248.2313 fax

jkling@asd-usa.com

<http://www.asd-usa.com>

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)