

International Facility Management Association



IFMA - Atlanta Chapter

P.O. Box 43306

Atlanta, Georgia 30336-0306

March 1998 Issue

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- Steelcase, Inc.
- Wegman Associates

Monthly Meeting

Wednesday, March 18, 1998 • Turner Field

Topic: Tour of Turner Field

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

Lunch at 11:30 a.m. sharp!

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

\$35 Guest; \$40 without advanced registration

Location: Lunch - Stadium Club in office building at Turner Field (see map below)

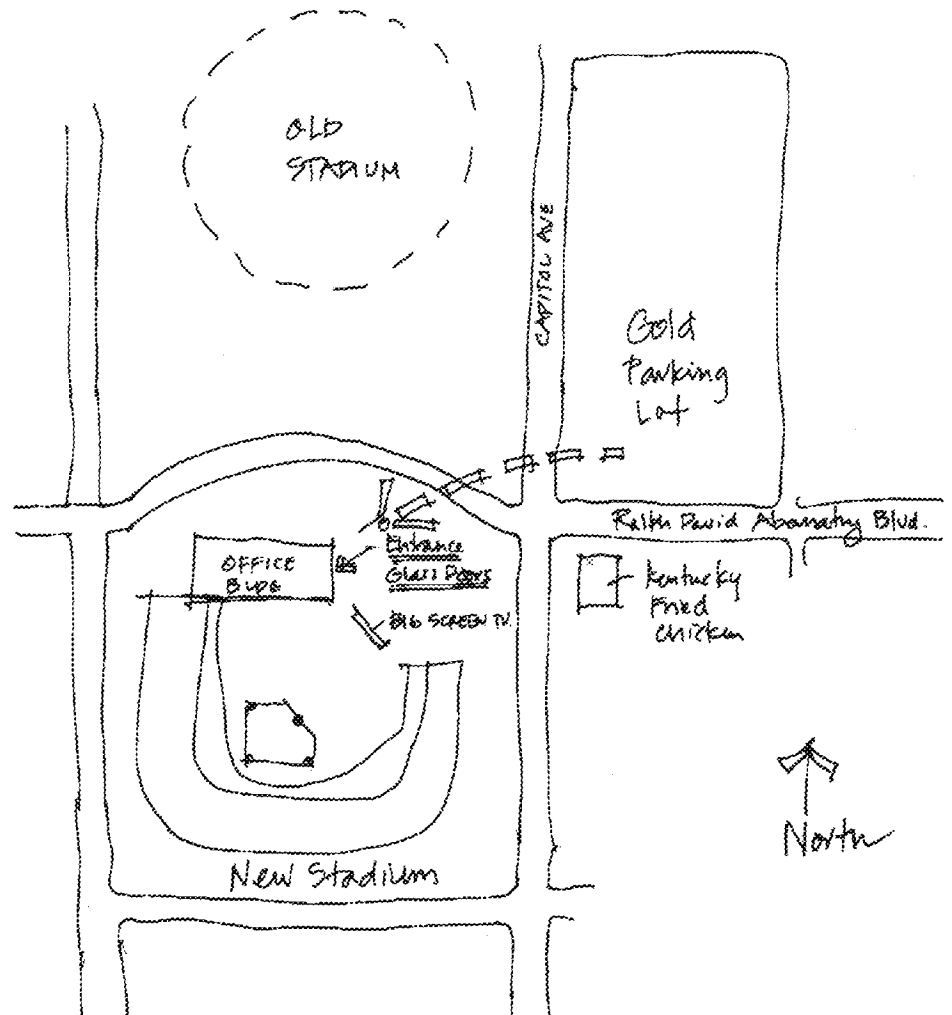
Tour - Turner Field

Parking - Park in Gold Lot; Parking is free!

Reservations: IFMA Office (770) 489-7727, ext. 23 or FAX (770) 489-7729

*** Please call by Friday, March 13, 1998 to make your reservations.

Please note: Cancellation of your reservation must be made 48 hours or more in advance of the meeting. A \$5.00 service charge will be added to all no-show invoices.



President's Message

by Sheryl Yetsko



I would like to encourage you to learn more about IFMA Foundation. It seems that many of our members do not know much about

this important part of our association, and as a result, both IFMA and we as members are missing important opportunities. I would like to give you some basic information about what the Foundation can do for you and what you can do for the Foundation, as well as advise you of a challenge our chapter has received from the Philadelphia Chapter.

The IFMA Foundation is a non-profit organization established in 1990 to fund and support education, research and scholarships which help facility managers and students in the field prepare for the future. By generating and distributing knowledge that benefits the profession, the Foundation provides workplace professionals with resources to help improve job performance. Increased professional capabilities foster a greater corporate reliance on facility managers, and therefore, improve the profession's credibility within the workplace industry.

As the Foundation is a non-profit organization, donations made by facility manager professionals, corporations and businesses are tax-deductible contributions. Funding is received by the Foundation through the generosity of individual members, chapters, councils and corporate sponsors. Every dollar donated goes toward advancing the profession. This support is not limited to the Association; the Foundation also benefits worthy non-IFMA activities. Contributions to the Foundation are used to:

- Underwrite research

- Fund Educational program development
- Provide scholarships to students pursuing degrees in facility management
- Support IFMA's certification program

About our challenge...

At World Workplace in 1996, the Philadelphia Chapter was looking for a way to give money to the Foundation for giving scholarships to students in the facility management field in their chapter's name. Their leadership came up with an idea: a matching gift challenge. The Philadelphia chapter committed \$7,500 to match all contributions by chapters for \$7,500, for a total contribution of \$15,000.

This idea grew at the Mega-Regional Conference in May of 1997, with the Philadelphia Chapter donating \$7,500 to the Foundation to kick-off the \$150,000 challenge. Many other chapters have donated to this cause.

• Capital Chapter	\$6,000
• Northern Illinois Chapter	\$5,000
• Los Angeles Chapter	\$3,600
• Piedmont/Triad Chapter	\$2,000
• Hudson Valley Chapter	\$1,500
• Delaware Chapter	\$1,486
• Central Pennsylvania	\$ 500
• Indianapolis Chapter	\$1,860

The Philadelphia Chapter will again donate \$7,500 if all other chapters raise a combination of \$150,000, or \$10 per member, for the Foundation. A total of \$29,446 has already been donated by Philadelphia and the chapters listed above. (Do you notice the Atlanta Chapter is not represented?? Please, let's do something about this!!!)

There is a wealth of information available at International Headquarters regarding IFMA Foundation. There are publications available, scholarships, research grants and information on past

events to give you a better understanding of the importance of this organization. Liz Bendaline is our Foundation coordinator at IFMA. Please feel free to contact her at 1-713-623-4362 or E-mail her at foundation@ifma.org.

You are sooo excited now that you ask, "How Can I help?" Well, as an IFMA member or a FM-related business concerned with advancing the professional stature of the facility management field, you can:

- Send a financial contribution.
- Encourage your employer to support a matching gift program.
- Volunteer to help with chapter and international fund-raising activities.
- Help identify professional development and educational programs which will improve the work environment.
- Identify research projects worthy of Foundation support.

Our Regional VP has asked our assistance in finding a liaison for the foundation in our area. I would love to hear from one of our members who is inspired and willing to commit some time to this most worthy task! Please call me if you would like to learn more. The time required is not overburdensome, and the rewards to our chapter and our association would be tremendous!!

Sheryl Yetsko

**Have a
Happy
St. Patrick's
Day!**

Calendar of Upcoming Events

February Meeting Recap

LEWIS MASSEY
GEORGIA SECRETARY OF STATE



Have you ever wondered what vision the Secretary of State has for Georgia? Then I hope you were at the February monthly IFMA meeting. The presentation by Lewis A. Massey, Secretary of State, was an informative overview of the "state of the state," along with vision for a new and improved Georgia. One of his highlights was the importance of a first class education system statewide. With the implementation of the lottery-generated dollars into our education system, enhancements have already been made, such as the Hope Scholarship and the Pre-K program. Massey sees an even greater need to bring technology into the schools. Another key point was the economic development of the state. Georgia has experienced a trend of adding 2,000 new jobs per week, with the Secretary of State's office receiving 2,600 applications for businesses to start up or locate in Georgia. In order to sustain the economic development, the Secretary of State office has developed a package of information, the First Stop Business Center Package, designed to make it easy to start a new business in Georgia. Some of the other issues Mr. Massey addressed were welfare reform, child support payment reform in conjunction with licenses issued by the Secretary of State's office, tax incentives for companies utilizing the Drug-Free Workplace program, and the use of the internet to make state information easier for the public to access. There were many questions by many people, and everyone left much better informed about the vision and role of the Secretary of State's office.

<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>
March 13 7:45-11:00 am	Smart Move Seminar 7:45 am- Registration & Cont. Breakfast 8:30-11:00 am - Program Complimentary for IFMA Professional Members Call: (800) 452-4480 for details	Cobb Galleria
April 15 11:30-1:30 pm	Image Consulting RSVP: Ginger Walker, 770/7727 x23	Cobb Area
May 1-2	Mega-Regional Conference	Orlando, FL
May 3-6	59th Symposium - Strategies for Improving Workplace Performance \$395.00 for AIA, IFMA & IIDA members Call: Frank Carberry, 215/335-9400	Charlotte, NC
May 20 11:30-1:30 pm	REACH/ Community Service Project Bring Your Boss RSVP: Ginger Walker, 770/7727 x23	REACH
June 17 11:30-1:30 pm	Atlanta - Master Plan RSVP: Ginger Walker, 770/7727 x23	Villa Christina
July 15 11:30-1:30 pm	Transportation Issues, Options and the Future RSVP: Ginger Walker, 770/7727 x23	103West
August 19 11:30-1:30 pm	Build vs. Lease Analysis RSVP: Ginger Walker, 770/7727 x23	The Depot
September 16 11:30-1:30 pm	Motivational Speaker Bring Your Boss RSVP: Ginger Walker, 770/7727 x23	Villa Christina
October 18-20	World Workplace 98	Chicago, IL
October TBD 11:30-1:30 pm	Technology Infrastructure RSVP: Ginger Walker, 770/7727 x23	Cobb Area
November 18 11:30-1:30 pm	Alternative Office solutions - Professional Point of View RSVP: Ginger Walker, 770/7727 x23	103 West
December 16 11:30-1:30 pm	Awards Banquet RSVP: Ginger Walker, 770/7727 x23	TBD

Member Highlights

Reprinted from *The Atlanta Business Chronicle*, February 6-12, 1998
 Written by Kathy O. Roper, immediate past president of IFMA-Atlanta Chapter

Moving? Check out these relocation basics first

New space for your business is an exciting opportunity. It can also become a huge monster if not properly planned and managed. Here are some basics to consider if your business has made the important decision to relocate.

Working with a good space planner or architect can make the planning process much easier and more successful. The employee responsible for all moving details and your planner should meet with company managers to determine ideal layouts and work to resolve issues such as locations of files, faxes, printers and other equipment needed in the office.

Retail, warehouse and other non-office spaces should also be planned prior to any move. Buy-in from your employees for their new space is another key to keeping employees satisfied during inevitable disruptions. Constant communication is key.

Once layouts are confirmed, decisions on furniture and cabling are needed several months prior to the relocation. If new furniture and equipment are to be purchased for all or part of the new site, lead times for these items often dictate later schedules. Your cabling for telephones, data and equipment must be designed, ordered and installed to align with furniture installation, if new, or prior to your move, if you are bringing everything from the current site.

Architects and space planners are familiar with project management tools to schedule and detail all of these items, so that you can provide key employees with milestone dates to anticipate and prepare for prior to the actual move.

Selection of movers is an obviously important component of your successful move plan. Consider hiring more than one mover if you have specialized equipment that requires extra care. Office copiers are often not part of a standard office move.

During the bid process, be as specific as possible with potential movers about move schedules, your expectations and building requirements in the old and new locations. Ask about requirements to unload file cabinets, desks and other furniture. If your mover can save any of your employees' time in not unloading, packing and reloading at the new location without damaging your assets, you've saved substantial disruption and helped to keep most of the employees out of the tedious tasks associated with packing and unpacking.

Check with landlords to reserve freight elevators during actual move hours, and to make sure you understand their requirements during a move. Additional security in some locations may be required since doors will be propped open for long periods while furniture and equipment are moved. Requirements to cover some flooring and door frames may be part of your new lease or may apply in your current location. Be sure all vendors (not just movers) provide insurance certificates prior to final negotiations. Most landlords require these before allowing any movement of your assets.

Consider your options with moving supplies. If you are a large concern with either an ongoing requirement for boxing supplies or a huge one-time purchase, you might save by purchasing

these items directly from box suppliers. There also are movers who can provide reusable boxing for rental. Work with your movers to determine approximate supply needs. Always plan for more than you think is reasonable needed. When packing up, the inventory always seems to expand, and unused materials can usually be returned for credit.

Another key to saving during your move is to schedule clean-ups and file purges approximately one month before the start of your relocation. There's huge waste in paying to move boxes of items that should actually be thrown away or recycled.

Other items, such as old furniture or equipment which will not be moved, need to be scheduled for sale, donation or trash removal, since abandoned materials cannot be left on site after your move.

Moves, like any other change, are difficult for employees. If the new space is farther than just down the road, your employees need lots of information on the new area. Consider several issues of a newsletter — a formatted publication listing amenities, access, parking and other information specific to the new space. Use upbeat language and graphics to excite them about their new work home.

Just before the move, or the first phase of the move, provide a meeting with graphic presentations of the new layout so that everyone will know where they belong before they arrive. Be prepared to answer many questions.

"Sell" the benefits of the move, the new site, and possible upgrades or improvements that will occur during this transition. After all, if your business has made the financial and legal commitment to move, there are numerous benefits.

These meetings also provide the oppor-

(continued on page 5)

IFMA Atlanta ByLaw Changes and Ballot

Last year, the International Facility Management Association converted our fiscal year to run from July 1 to June 30th. In order to align our chapter with International, it was necessary for us to amend our Bylaws (ratified on August 19, 1986) to reflect this change. In addition, the Internal Revenue Service changed our classification from a 501(c)(3) to a 501(c)(6) Not-for-Profit Professional Organization.

Pursuant to Article X, Sections 1 and 2 of our Chapter Appendix to Bylaws, the Atlanta Chapter must approve the amendments made to our Bylaws. These amendments were approved by the Atlanta Board of Directors in October of 1997 and thereafter by IFMA's Board of Directors on January 8, 1998. Now it is time for our Chapter to officially ratify these amendments.

There are four changes to our Bylaws:

- Article VI: Nomination and Election of Officers
Section 2:
Each elected chapter board member shall take office on the third Wednesday of December of each year. (Previously, our Bylaws stated January 1. We actually swear our officers in at our December Chapter Meeting and this change reflects that.)
- Article IX: Fiscal Administration
Section 1:
The fiscal year of this chapter shall be the same as that of the Association. (Previously, the fiscal year of this Chapter was from 1/1 to 1/1.)
- Article XI: Not-for-Profit, Professional Association
Section 1:
This chapter is organized and operated exclusively for the purpose described in Section 501(c)(6) of the Internal Revenue code or the corresponding provisions of a future United States of America revenue law. {Previously 501(c)(3)}
- Article XII: Dissolution of the Chapter
Section 1:
In the event of dissolution of the chapter, all assets real and personal, shall be exempted under Section 501(c)(6) of the Internal Revenue Code or the corresponding provisions of a future United States of America revenue law. {Previously 501(c)(3)}

It is imperative for us to ratify these amendments that we receive a 2/3's affirmative vote from our membership. I would encourage you to contact me at (404) 527-8332 if you have any questions. If not, please take a moment and **fill out this ballot and fax it to (770) 489-7729.**

..... I vote to affirm the amendments made to the Atlanta Chapter Bylaws on
October 14, 1997, and approved by IFMA Board of Directors on January
8, 1998.

..... I do not affirm the amendments.

.....
Dated.

.....
Signature
Please Print Name Here:

Thank you for your anticipated cooperation.
Sheryl Yetsko
President, Atlanta Chapter

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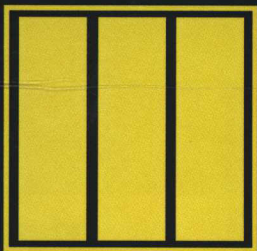
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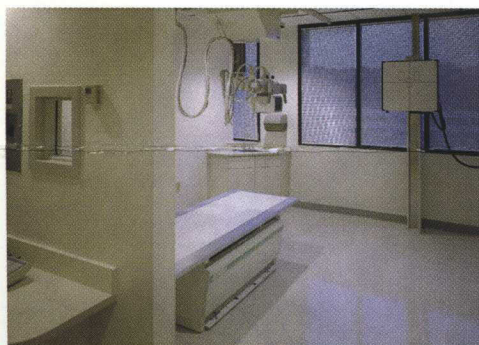


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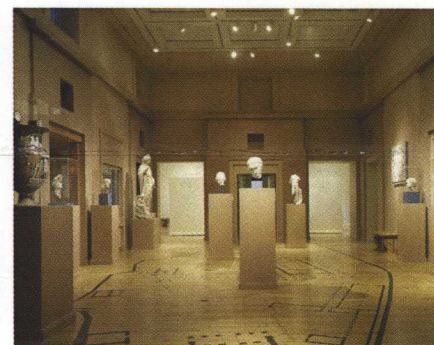


Banking

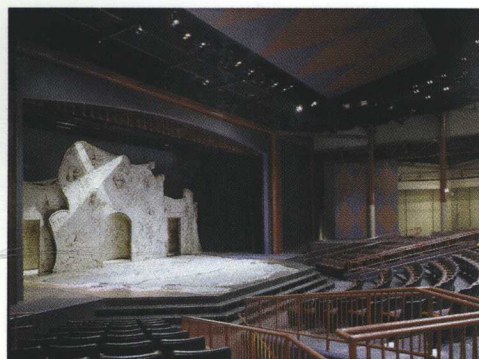


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More Member Highlights

(Continued from page 4)

tunity to train employees on packing and labeling for their move. A move letter or brief reminders in your move newsletter, detailing this information should follow the meeting, at least a week prior to the move.

A well-planned, successful move is predictable if good communication and employee buy-in are part of your planning and ongoing move strategy. Remember that the success of your move will be determined by all employees, not just the CEO.



Congratulations

Mike Bankston was recently recognized by OPCC (Off Premise Caterers Coalition) for his two years of services as President of this organization. Mike recently joined IFMA in January 98 and is a new member of The Atlanta Catering Company. Let's congratulate Mike on his new position!

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Ask for Jeff Kling, Account Manager



IFMA Member quoted in G-P Notes

A NEW DEFINITION FOR STATE OF THE ART

The distribution division's sales facilities at Atlanta and Denver represent an advanced new tool of the building products sales trade.

It's no secret: Restructuring Georgia-Pacific's building products sales and distribution system was not achieved without difficulties. G-P's sales force and its customers are becoming increasingly comfortable with a new way of doing business, however. The value of concentrating business at two strategically located regional sales centers grows more apparent each day.

Previously, sales were handled at many branches across the country. Now more than 1,500 sales, buying and trading specialists work out of the two new facilities at Atlanta and Denver that serve Eastern and Western markets, respectively.

Customers can call a single toll-free number and receive quicker and more complete service. They also find that improved service and scheduled deliveries from the closest G-P distribution facility let them better serve the needs of their customers.

Mike Butler, facilities manager for the two locations, says the sales centers were designed from the ground up to support this new approach to customer service. Virtually all employees have work-stations separated by low partitions; this facilitates interaction among sales employees.

The two facilities—a single 68,000-square-foot building at Denver and two building at Atlanta totaling 250,000 square feet—have flexible setups. "They were designed to help our sales teams achieve their highest level of service, allowing people to be relocated easily within the facility to meet changing customer needs," Butler says. "Advanced computer cabling and telephone network systems can be changed quickly so work groups can be moved literally overnight for strategic reasons."

Employees at the new sales centers experienced the normal anxieties related to relocation. But they are confident the distribution division will achieve its goal of growing the business while improving service to its customers.

PR & Advertising Committee

Our Goal in '98

Our goal is to improve the awareness in the community about IFMA and what we are all about. We have gotten off to a great start by getting published in the Atlanta Business Chronicle in February and will be published again in March. We would like to continue this each month as well as being recognized in other publications. Our committee needs your help in accomplishing this goal. Please share with us your accomplishments and experiences in your daily jobs, so that we can continue to gain better exposure for our professional members.

We want to make the public aware of our involvement with REACH. The Community Services Committee is doing a great job with this and we want the public to know. We will work hard to promote the upcoming meeting at the REACH facility.

A chapter goal for all of us in 1998 is to improve communications with International. Our committee will ensure that International is aware of our accomplishments.

In addition, our committee serves as a liaison with the Newsletter Committee on advertising in the newsletter. We have had tremendous response from companies who have advertised or will be advertising. Thank you for your support of our chapter.

As you can see all of the committees work together in achieving our goals. In closing, I encourage you to put your accomplishments to paper. We appreciate your support and look forward to an exciting year!

—Lendy Buchman,
Public Relations/Advertising Chair

A WORLD OF THANKS!

THE MEN AND WOMEN OF THORPE ENTERPRISES WISH TO THANK MS. DENISE SCIORTINO OF DELTA ENVIRONMENTAL CONSULTANTS, INC. FOR HER CONFIDENCE IN CHOOSING THORPE ENTERPRISES FOR FACILITY SERVICES FOR THEIR NORCROSS 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.

JOHNSON CONTROLS:

- **MANAGER, OPERATIONS ANALYSIS & ESTIMATING - ATLANTA, GA**
Responsible for managing the technical estimating function to ensure all technical estimates meet IFM operational goals and objectives; ensure all proposals validate staffing, define scope of services, and develop process improvements for operations & maintenance. Seven years experience in facility operations & maintenance or equivalent combination of education and experience required. Travel required. Attn: DE98002
- **SENIOR PROPOSAL SPECIALIST - ATLANTA, GA**
Candidate will be an integral part of our Sales and Marketing Process, developing proposals, sales presentations, marketing collaterals and other materials that demonstrate the value that we provide to over 300 clients worldwide. Experience in technical or creative writing, and in a proposal environment is needed. Must obtain a Bachelor's degree in Accounting or Business Administration. Attn: DE97018
- **MANAGER, COMMERCIAL PRICING - ATLANTA, GA**
Responsible for managing all pricing activities in support of marketing, developing and maintaining pricing models, strategies, and conducting financial analysis as necessary to quantify value offered by Johnson Controls. Must obtain a Bachelor's degree in Accounting or Business Administration. Attn: DE97014

For these 3 positions, please fax a resume including salary requirements to Johnson Controls, Inc., HR Dept, 770/392-4148

CONTRAK, L.L.C.:

- **SALES REP - ATLANTA, GA**
Established contract furniture rep organization needs Sales Rep to sell quality furniture to A&D, End-Users, and Dealers in the Atlanta market. Great product lines. Experience preferred. Base + Commission. Fax work history to: DEPT. 3, CONTRAK, LLC at 919/553-6264

MRI:

- **PROJECT MANAGER - ATLANTA, GA**
Atlanta Based Contract Office Furniture Manufacturer looking for ASID and/or CQID certified designer. 40% travel, working directly with sales group and clients. Customer service skills a must. Call or fax resume to Bob Brown; tel: 404/252-1983; fax: 404/252-1984; or e-mail: mrisandy@msm.com

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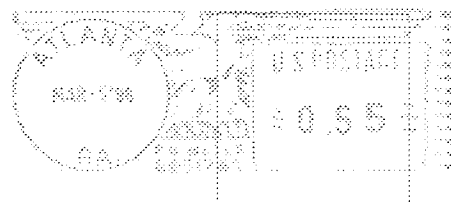
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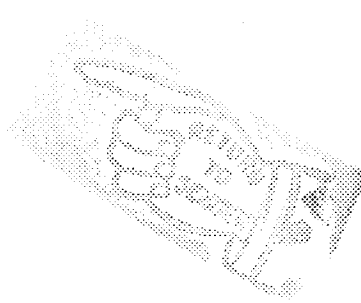


International Facility Management Association
Atlanta Chapter
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DIRECTORY UPDATE

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



Returned For Better Address