

International Facility Management Association



IFMA - Atlanta Chapter

1185 Willingham Drive

Atlanta, Georgia 30344

November 1998 Issue

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Monthly Meeting

Wednesday, November 18, 1998 • 103 West

Topic: Change in Workplace Strategies for the New Millenium Or
"California Boys Put Spin on New Topic"

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

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

Location: 103 West

Reservations: New Association Office (404) 766-1631 or Fax (404) 768-7767

Please call Vernon Thomas by Friday, Nov. 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.

LET'S SHORTEN THE REGISTRATION LINE AT THE NOVEMBER MEETING

IFMA Atlanta will be offering members the opportunity to pre-pay and pre-register for the November meeting. If you would like to pre-pay so that you will not have to stand in the registration line prior to the meeting, please mail your payment to IFMA Atlanta, 1185 Willingham Drive, Atlanta, GA 30344. You may also pay by credit card by calling us at 404-766-1632 or fax your information to 404-768-7767. We accept Visa and Mastercard.

If you have any questions or comments please call Vernon or Lisa at Association Headquarters. Our number is 404-766-1632. Thank you for your support.

Frank Farrington of Farrington Design Group and Scott Ekman of Sun Microsystems will dazzle the group with their extensive personal knowledge of this new and intriguing topic.

Frank Farrington is president of Farrington Design Group, which provides architectural, interiors, business consulting, facilities management and graphic design services. Clients they serve are primarily corporate, high-technology, hospitality and health care industries throughout the United States, Europe and Canada. Frank and his firm have designed several new spaces incorporating Alternate Officing and New Workplace Strategies for his clients.

Scott Ekman has been with Sun Microsystems for ten years in a variety of Real Estate and Design and Construction positions. Currently, Scott is a manager in the Workplace Effectiveness Group, a group designed to understand and improve Sun's workplace. Scott's role in WEG is to drive the initial research and implementation of Sun's Flexible Field Office Program, a mostly non-territorial office environment aimed at increasing productivity while containing costs.

As fate would have it, Frank and Scott both cut their teeth in the Facilities and Design business many years ago while working in California. We are pleased to reunite them here at IFMA to share their knowledge of this important topic for the future. They promise to show more than just pretty pictures - they will talk about some of the metrics used to evaluate the success of these projects. Please join us for this dynamic presentation!

President's Message

by Sheryl Yetko



WE WON!!!

The Atlanta and Houston Chapters both received awards in the Community Service category at the 1998 Awards of Excellence Ceremony held in Chicago, Illinois. Atlanta was honored for our community service project with REACH. Houston was honored for several notable projects they accomplished. I was told by one of the judges that he felt this was one of the toughest years to judge this particular category as many of the chapters had tremendous projects. What a tribute to our profession—and to our chapter—to have such willing spirit to help our fellow man! What better category for Atlanta to win its first award!!

The Awards of Excellence was the culmination of a great conference at World Workplace. We had more than 100 Atlantans in attendance. If you were unable to attend this year, I hope you will put it in your budget for next year. World Workplace 1999 will be held in Los Angeles.

I would like to specially thank our sponsors for our Monday Night Out event. More than 100 folks from the South Region got together at the Rock Bottom Brewery. Bill Heard, our RVP, worked with Royal Cup Coffee to put together yet another successful "mixer." Other sponsors included: DeKalb Office Environments, DuPont Flooring Systems, HOK Consulting, Inc. and Suddath Relocation Systems. Many of the folks at the South Region event then moved over to Cort Furniture's "Monday Night Football" party at the Baha Beach Club. In case you have never gone to any of these events, our Atlanta folks are no "wall flowers." In fact, some were even center stage!

Now, back to business...I want to remind you about another opportunity available to you through your membership—and that is participating in councils. IFMA has realized the value these "special-interest groups" add to our membership and because of International's support, and the value participating members receive, these councils are growing. There are 17 at this time and other councils may be added as membership interest dictates. The current councils are: Academic Facilities; Computer Applications; Corporate Headquarters; Environmental Health & Safety; Financial Services; FM Educators; Health Care; Legal Industry; Manufacturing; Museums/Cultural Institutions; Petrochemical; Public Sector Facilities; Real Estate; Religious Facilities; Research & Development Facilities; Sports & Recreational Facilities; Utilities.

We have council leadership within our chapter in Atlanta: Ann Steele serves on Corporate Headquarters Council and Harry Ludwig & Corey Zawadzki on Legal Industry Council. If you are involved in any of the above-mentioned councils, please let me know so that we can help you promote your council within our chapter. Also, if you are interested in learning more about these councils, please feel free to contact the leaders I have listed above, myself, or IFMA Council Resource Manager, Bill Jones, at 713-623-4362.

Finally...

Can you believe that it is November? The beginning of the holiday season is upon us. We in the Atlanta Chapter of IFMA have much to be thankful for this year. I am particularly thankful for all of our members who have enthusiastically served IFMA Atlanta this year. What IFMA Atlanta has achieved this

year is a result of a collaborative effort—not any one individual or group.

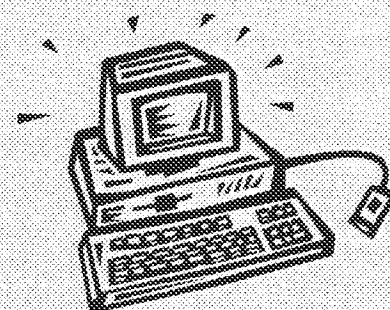
As you stop and reflect this Thanksgiving, I hope your list of blessings is endless. Have a safe and Happy Thanksgiving!

Sheryl Yetko

Check out our Web Site!

If you haven't discovered the IFMA Atlanta Chapter web site, make a point to do it today!

www.ifma.org/atlanta/atlanta.htm



Can We Have Your E-Mail Address?

We are developing an E-mail address book for use by our members, but we need your help. Please check the membership directory to verify:

- That your E-mail address is listed
- That it is correct (if not, please contact syetsko@lanlaw.com)

Don't be left out of important chapter information sharing because you don't have this important tool!

Calendar of Upcoming Events

DATE	EVENT/CONTACT	LOCATION
November 9-10	<i>CFM Exam Review Course</i>	Cumberland Ctr. II
November 12 4:30PM	<i>Capitol Tour</i>	
November 12-13	<i>Fifth Annual IFMA Asian Conference on Facility Management</i> Call: 1-713-623-4362	Hong Kong
■ November 18 11:30-1:30PM	<i>Alternative Office Solutions - Professional Point of View</i>	103 West
■ December 16 11:30-1:30PM	<i>Awards Banquet</i>	Atlanta History Ctr.

■ Denotes monthly IFMA meeting. RSVP: Vernon Thomas, 404/766-1631

Holiday Awards Luncheon Wednesday, December 16, 1998

The annual holiday awards luncheon of the Atlanta Chapter of IFMA will take place at the Atlanta History Center, McElreath Hall. Located in Buckhead, 130 West Paces Ferry Road, N.W. This should be a special place for our annual celebration.

McElreath Hall is an Atlanta landmark and our food, catered by Carole Parks Catering, promises to be exciting. The historical setting and exhibition area adjoining the Dining Room will be available for those attending the Holiday awards.

Following the luncheon, the Atlanta chapter will recognize those members who have distinguished themselves during 1998 with our Annual Awards. The program will also include drawings for a number of very desirable door prizes (you must be present to win).

Seating at McElreath Hall in the Atlanta History Center is limited to 120. Reservations must be cut off once this number is reached. Because we anticipate a full house, please be considerate and immediately notify Vernon Thomas at Association Headquarters, Inc. 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 event.

Because of limited seating, reservations should be made as early as possible. At this writing, some have already been confirmed. Contact: Vernon Thomas, Association Headquarters, Inc., tel: 404/766-1632, fax: 404/768-7767 and provide your name, company and telephone number.

This year's holiday awards luncheon promises to be the event of the year for IFMA Atlanta. Mark your calendar now, make reservations now and come prepared to celebrate!

Look for directions in the December Chapter Newsletter.

October Meeting Recap

TAKING CONTROL OF YOUR PERSONAL AND PROFESSIONAL LIFE

If you came to the October IFMA meeting, expecting that the speaker would tell you how to get that darn stress out of your life, then you were probably surprised ...pleasantly surprised. Stress is normal, was the prominent message that Dr. Michael Skinner had to deliver to the crowd. We all have it, it isn't going away, and how you choose to deal with it is the magic formula of a more fulfilled life. If we don't choose to be positive and simply cope with the stress in a productive manner, it will lead to exhaustion and then collapse. If we choose to prolong the agony of a bad day or a negative experience by replaying it in our heads over and over, we become our own worst enemies, by going down that road to emotional exhaustion and collapse willingly. When asked to think of the three or four high points in their lives, the audience struggled a bit, but when asked to think of the worst times in their lives, no one had a difficult time recalling those memories. If we recognize that bad days and negative experiences are a part of life, that tomorrow will be better, and focus on the things we have, we have successfully dealt with the stress and can move past it to tomorrow. The most compelling message that Dr. Skinner had to deliver was to pay attention, every day, to the things that matter to us the most. Don't take them for granted, because without them, none of the rest of it matters. Everyone laughed, many cried, but all left feeling that they had heard a very important, and special, message.

World Workplace '98

A WORLD WORKPLACE 1998 REVIEW FROM TWO PERSPECTIVES:

Marty Mason, Sales Executive, Pitney Bowes Management Services

Marty thought that the overall show was a success! However, he noticed that the format followed at this year's conference for the seminars: one session in the morning and two in the afternoon, to allow vendors more floor time in the learning center, didn't improve attendance. "People were going to the morning session, then going back to their hotel rooms, and then returning for the afternoon educational seminars instead of going into the learning center." He preferred last year's format, which allowed two sessions in the morning, and two in the afternoon.

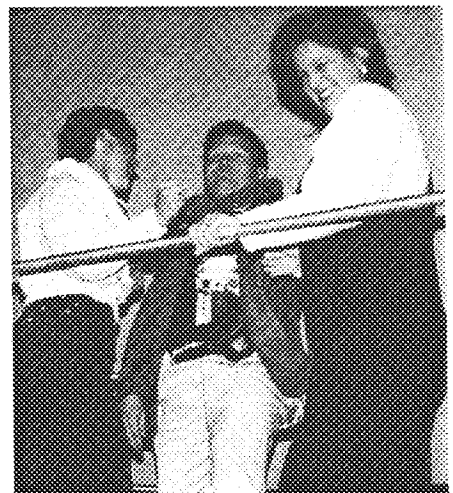
Susan Wise, Facilities Manager, IMS Help Strategic Technologies

Joined IFMA in June 1998

Susan's overall impression was that The World Workplace '98 was a world class conference. Attending was definitely an asset as it provided her an enormous amount of resources, through the seminars, and the compact discs of the proceedings. She thought that the learning center was beneficial but she had a suggestion to include in next year's quick reference guide, a map of the booth layouts with the vendors listed by the booth number. Susan noted that facility vendor-related aspects were not fully represented in the learning center. She would like to see more facility management resources represented, like ASHRAE, ADA, life safety, recycling, disaster recovery vendors and "sit down to work on it" disaster planning workshops, and telecom vendors like Nextel.



Sheryl Yetko and Harry Ludwig happily accept award for community service.



IFMA Atlanta members enjoying a dance!



IFMA Atlanta was well represented at World Workplace '98 held in Chicago.

Facility Management Graduate Program

Interest Survey

Georgia Tech is establishing a new Master's Degree Program in Facility Management. The classes are designed for industry participants and will be offered in the evenings. Please circle your responses to the following questions:

1. In your opinion would this program fit your needs or the needs of the industry?
 - A. It definitely would
 - B. If a few things could be changed, I think it would
 - C. I am not clear on what facility management is
 - D. I do not see the purpose

2. If this program were available at Georgia Tech, would you be interested in enrolling in it?
 - A. Yes, and I would be very interested in finding out more information
 - B. Possibly, but not in the first entering class (August 2000)
 - C. No

3. If your answer is No ('C' in question 3) please state your reason:
 - A. I already have an advanced degree
 - B. I have no interest in getting an advanced degree
 - C. I plan on getting another advanced degree in _____(please specify)
 - D. I do not have the time to go to school, even at night

4. Is there someone you know who would benefit from completing this program?
 - A. Yes
 - B. No

If your answer is Yes, please provide information for Georgia Tech to contact the potential student to inform him/her about the program: Name: _____ and Phone: _____

If you are interested in this program please provide us with your information so we may contact you regarding this program: Name: _____ and Phone: _____

Please Fax to: (404) 894-1641 Attn: Dr. F. Uhlik

This page provides you with additional information about the Graduate Degree in Facility Management in the Building Construction Program, College of Architecture, Georgia Institute of Technology.

Program Description: Designed for interested professionals seeking to advance their career in facilities management.

Program Goal: To become an IFMA Recognized Program, only the second one in the United States offering an advanced degree in Facilities Management

Program Emphasis:

- Professional Practice
- Maintenance Management
- Safety & Environmental Concerns
- Planning & Project Management
- Real Estate
- Facility Financial Topics

Career Advancement at Major Physical Facilities:

- Universities
- School Systems
- Health Care Institutions
- Office Buildings
- Research Laboratories
- Public Agencies
- Industrial Plants
- Malls

Administration:

- Admission requirements will be flexible
- Admission start date November 1999, classes beginning Fall 2000
- Classes will be taught in the evening and kept small
- Academic credit will be earned for on-the-job experience
- Program can be completed within three semesters, depending on experience

Information offered is for the sole purpose of determining interest in this program. Person(s) named within the survey may be contacted by Georgia Tech, simply to inform them about the program. All information will be kept confidential. For more information contact:

Dr. F. Uhlik
Building Construction Program
Georgia Institute of Technology
Atlanta, GA 30332-0680
Phone: 404-895-0440
Fax: 404-894-1641

Official Ballot

IFMA Atlanta - Executive Board - 1999

November is election month for the Atlanta Chapter of IFMA. The following names and brief bio's on are for Chapter Members who have been nominated and agreed to serve on the Board.

Please mark the Ballot in the space to the left of each name, **or** indicate a write-in candidate in the space provided to the right. *NOTE: Willingness to serve, if elected, must be confirmed prior to submitting the name of and voting for a write-in candidate. All members may vote.*

FAX completed ballot to: Association Headquarters, Inc., Attn: Vernon Thomas, 404-768-7767 or complete and return to Vernon Thomas at the November 18th meeting.
DEADLINE for VOTING is NOVEMBER 18, 1998.

_____ Matt Dawson, President or _____

Matt has been with Alston & Bird for 15 years and is currently Director of Administrative Services. His responsibilities include administrative services, facility management, lease and contract administration, food services, air travel and security. A member of the Atlanta Chapter for eight years, Matt has served as our Vice President, Secretary, and on both the Education and Program Committees.

_____ Joyce Roper, Vice President or _____

Joyce is Facilities Manager for Coca-Cola Enterprises. She has been with Coca-Cola for eight years and has over 30 years experience in office administration and management. Joyce has been a member of IFMA for three years and served on the Programs Committee. She is also involved in Women in Construction and Executive Women International, where she has served in numerous committee and board positions and was President of the Atlanta Chapter in 1986. She has just served as chair of the first annual business-related trade show held in conjunction with EWI's international convention in Atlanta this past September.

_____ Kathy Farley, Secretary or _____

Kathy is Facility Manager for King & Spalding and has been with the firm for over ten years. Kathy is responsible for daily maintenance of the firm's space, service contract administration, internal relocations, office set-ups, contract parking, security systems, building and firm access, fire safety and the CAD revision of floor plan changes. A member of the Atlanta Chapter for ten years, Kathy was the Chapter Secretary last year, and has served on a number of committees including several years on the Membership Committee and was a Charter member of the Archives Committee.

_____ Dave Flory, Treasurer or _____

Dave is a Senior National Account Executive with CORT Furniture Rental. With CORT for over five years, Dave has in excess of 16 years experience in the furnishings industry and handles both rental and sales on a national basis for organizations headquartered in a seven state region. Dave has served for the past year as our Treasurer, and previously served as Chair of the Associate Committee. In 1996 he was recipient of the Chapter's Outstanding Associate Award.

IFMA Atlanta

Award Nomination Submittal – 1998

Each year IFMA Atlanta honors its own for their contributions and achievement 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 Headquarters, Inc., Attention Vernon Thomas at:

IFMA Atlanta Awards
Association Headquarters, Inc.
1185 Willingham Drive
Atlanta, GA 30344
FAX: 404/768-7767

Deadline for receipt of nominations - November 18, 1998

For multiple nominations, photocopy the form.

Nominee: _____

Organization: _____

Award Category: _____

Description of Nominee's Accomplishments: _____

Use another page for additional description.

Committee Members

1998 IFMA Committees

PLEASE CONTACT THE COMMITTEE MEMBERS LISTED BELOW
FOR VOLUNTEER OPPORTUNITIES.

Advertising/Public Relations	Patti Stewart	404-367-8188
Archives/Library	Martha Osborne	770-772-6282
Associates	Steve Sperling	404-351-3991
Awards	Kathy Roper	404-649-5011
Career Services	Marty Mason	770-952-5591
Community Services	Tom Haslach	770-975-1113
Education	Ann Steele	770-751-2020
Hospitality/Mentoring	Lendy Buchman	770-420-7903
Membership	Beth Chaplin	404-522-1835
Newsletter	Suzanne Thomas	404-881-9880
Programs	Claire Brucks	404-633-1557



IFMA -
Atlanta Chapter
wishes you a
Happy Thanksgiving!

IFMA Atlanta Membership Directory Update Form

NAME: _____

COMPANY: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E:MAIL: _____

FAX TO: Vernon at Association Headquarters 404-768-7767 or Tel: 404-766-1632

Career Corner

If you are aware of any job opportunities, please fax Marty Mason, Career Services chair, 770-952-9200, with a brief description of each position.

ARTHRITIS FOUNDATION

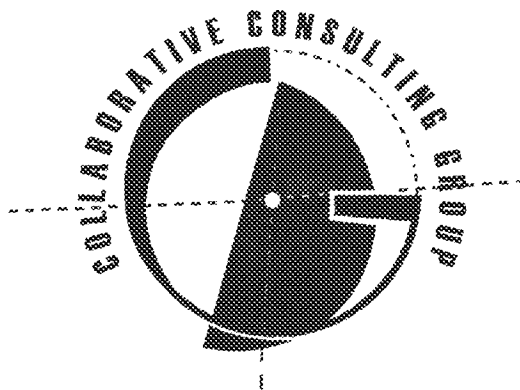
• FACILITY MANAGEMENT DIRECTOR - ATLANTA, GA

Experience in managing building systems and supervising facility services. Business or technical degree required, or combination of education and minimum 5 yrs. experience in facility management. Send résumé & salary requirements to: Karen Stubbs, Personnel Dept., Arthritis Foundation, 1330 W. Peachtree St., NW, Atlanta, GA 30309.

CROWN ADVISORS

• FACILITIES MANAGER - CHICAGO, ATLANTA, ST. LOUIS OR MEMPHIS

Responsibilities include: facilities maintenance, operations support & providing assistance on capital improvement projects for Eastern half of the portfolio. Need 7-10 yrs. experience in facilities management w/ 2-4 yrs. of systems work & multiple site experience. Mechanical engineering degree, technical degree and/or P.E. designation a plus. Contact Don Ozdale: 1-412-566-1100 or fax: 1-412-566-1256.



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GLS ARCHITECTS

• PROJECT MANAGERS & PROJECT ARCHITECTS - ATLANTA, GA

Minimum 4 years architectural experience following registration.

• INTERN ARCHITECTS - ATLANTA, GA

2-3 yrs. architectural experience.

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NATIONS CREDIT

• FACILITIES MANAGER - ATLANTA, GA

Responsible for the coordination of activities related to the management of Alpharetta facility through the supervision of multiple vendors providing various facilities services. Candidates need an Associate's or Bachelor's degree and minimum 4 years related experience. Send résumé with salary history to: NationsCredit Distribution Finance, Inc., 3350 Cumberland Circle, NW, Dept. MD/FM, Suite 1000, Atlanta, GA 30339 or fax: 770-989-6123.

POUNDS HARRIS MHR:

• FACILITIES - PROGRAM MANAGER - ATLANTA, GA

Atlanta Consulting Program Management firm needs Project Manager for facilities and site development on multi-projects. 10+ yrs. exp. Degree in Building Construction, Civil, Construction Management or Architecture. License in appropriate field required. Strong knowledge of prog mgmt techniques and scheduling software. Excellent "people" skills. Fax résumé to 770/975-1195.

JOHNSON CONTROLS:

• MANAGER, OPERATIONS ANALYSIS & ESTIMATING - ATLANTA, GA

Responsible for managing the technical estimating function; 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. Experience in technical or creative writing, and in a proposal environment is needed. Need Bachelor's degree in Accounting or Business Administration. Attn: DE97018

• MANAGER, COMMERCIAL PRICING - ATLANTA, GA

Responsible for managing pricing activities in support of marketing, developing & maintaining pricing models, strategies,

and conducting financial analysis as necessary to quantify value offered by Johnson Controls. Bachelor's degree in Accounting or Business Administration required. Attn: DE97014

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

• **FACILITY MANAGER - MALVERN, PA**

Responsible for development of strategic plan with client, leading team toward implementing plan, fostering communication with both client and employees. Minimum five years facility operations & maintenance experience. Degree preferred but not necessary.

Fax résumé to Johnson Controls, Inc. Attn: BR98034 1-800-726-0504 or e-mail to lfmresume@jci.com

GODWIN ASSOCIATES:

• **PROJECT DESIGNER - ATLANTA, GA**

Minimum three years experience in interior design.

• **PROJECT COORDINATOR - ATLANTA, GA**

Minimum eight years experience in interior design.

Looking for strong corporate design background. CADD experience/Microstation preferred. We want to talk with you if you possess a positive, willing attitude, an ability to integrate well within a team structure and can offer us creativity and innovation. Excellent/competitive salary and benefits package offered. Fax résumés to S. Hughes/Godwin Associates, 770/804-1284. NO PHONE CALLS PLEASE.

CRAWFORD CO.

• **SPACE PLANNER II - HOME OFFICE**

Bachelor's degree plus min. seven years general business experience to include three years project management and knowledge of office furniture & equipment. Experience with modular panel systems in a corporate environment. Three years experience with CAD System (release 12) and ability to produce drawings. Familiarity of PC office applications is necessary. Contact Gloria Cunningham at 404/847-4082 or fax résumé to 404/847-4584.

FEDERAL RESERVE BANK

• **FACILITIES PLANNER - ATLANTA, GA**

Responsibilities include: ability to develop and design interior spaces as well as construction documents and specifications; select and procure furniture, fabrics, fixtures and finishes and coordinate/interface with other disciplines, contractors, and vendors. Minimum of 5 yrs. interior design experience. Four year Interior Design degree required. Send résumé to: Federal Reserve Bank of Atlanta, Employment Spec. - Fac./Design IFMA, 104 Marietta Street, Atlanta, GA 30303.

THE COCA-COLA COMPANY

• **MANAGER, FACILITIES SPACE & RELOCATION - ATLANTA, GA**

Key responsibilities of the position include identifying facility needs and developing short- and long-term solutions; establishing standards relative to interior space use, space programming and furniture inventory; managing a \$2MM+ annual budget; developing training processes and solutions that enhance productivity through Facilities-related decisions. Bachelor's degree required. Minimum five to ten years business experience, five to ten years experience in Corporate Facilities environment preferred. Process engineering and business application experience required. The Coca-Cola Company is an E.O.E. Send résumé to:

e-mail: SBolonda@NA.KO.com
Attn: Bolonda/Global

address: The Coca-Cola Company
Attn: Bolonda/Global
P.O. Drawer 1734
Mail Stop USA 668
Atlanta, GA 30301

fax: 404/676-8290
Attn: Bolonda/Global

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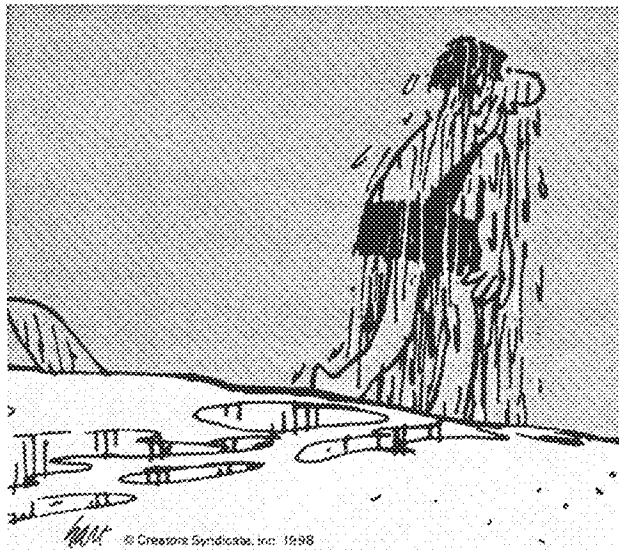
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 Atlanta, Georgia 30336-0306

DIRECTORY UPDATE

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

