

International Facility Management Association



IFMA - Atlanta Chapter •

1185 Willingham Drive • Atlanta, Georgia 30344 • December 1998 Issue

1998 EXECUTIVE BOARD

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"Winner of the 1998 Community Service award"

Monthly Meeting

Wednesday, December 16, 1998 • The Atlanta History Center

Topic: 1998 Awards Banquet

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

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

Location: The Atlanta History Center (directions on page 4)

Reservations: New Association Office (404) 766-1632 or Fax (404) 768-7767

Please call Vernon Thomas by Friday, Dec. 11, 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.

1998 SUSTAINING PATRONS

AirCond Corporation
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Atlantic Business Systems, Inc.
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Carithers-Wallace-Courtenay, Inc.
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Shaw Contract Group

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Wegman Associates

The 1998 Awards Banquet on December 16th will be our festive holiday event. The Atlanta History Center, McElreath Hall is our location. The Chapter Awards of Excellence, Installation of 1999 Officers, recognition of our Sustaining Patrons and our many volunteers, and the ever-popular Holiday Door Prizes promise to make this an event you don't want to miss! Last year this was our most attended event, so make your reservations early. The Members Room will accommodate 120, and we expect to have a full house. McElreath Hall, located in the Atlanta History Center at 120 West Paces Ferry Road in Buckhead, includes self-guided tours of exhibitions in the reception hall. Parking is available in the deck at the Atlanta History Center. Follow the entrance signs off of West Paces Ferry Road and directions to the parking deck. We hope that everyone who can will join us in celebrating a successful 1998, in looking forward to even greater growth in 1999 and perhaps walk away with a wonderful door prize from our event.

TOYS FOR THE CHILDREN

As part of our community services program this year, we would like to donate toys to the children of the YWCA NE in-town facility. Many of the children that utilize these facilities are from low income families. Please bring a toy to the December IFMA Atlanta luncheon, unwrapped, tagged with your company name, and place in the toy box at the entrance. Below is a list of the children's ages and some gift ideas:

INFANTS: 6 weeks to 1.5 yrs. stacking rings, workbench, 1 & 2 piece puzzles, multicultural dolls, musical toys.

TODDLERS: 2 to 3 yrs. wood puzzles, see and say, workbench

PRESCHOOL: 2.5 yr to 4 yr. wood puzzles, dress up center, large balls

AFTER SCHOOL: 5 to 13 yr. educational videos, board games, age appropriate books

Thank you for your support. If you have questions, please contact Tom Haslach at 770/975-1113 or thaslach@mindspring.com

President's Message



by Sheryl Yetsko

Well, how did we do this year? As I outlined in January, one of our main objectives was to make IFMA Atlanta what the members wanted and needed it to be to meet their professional needs. We wanted to give you value for your membership. I

hope we were successful in our efforts. Our continued growth, retention rate and participation levels indicate that IFMA Atlanta is not only a large chapter, but a GREAT chapter! 1998 was the year of volunteerism within IFMA Atlanta. Four of our chair positions turned over during the year, and (except for the Newsletter being late when our chair moved away) I don't think the Atlanta chapter skipped a beat. That can only be attributed to the willingness of members to step up to the plate and get involved. Because of the enthusiasm of our members, we were able to:

- Win our FIRST IFMA Award for Excellence for our Community Service Project with REACH (Special thanks to Harry Ludwig, Howard Chapman, Tom Haslach & all the participants (see list below), and Matt Dawson for preparing our submittal);
- Increase our membership by more than 25% and get many of them active immediately (Special thanks to Beth Chaplin, the Membership Committee (listed below) & Steve Sperling);
- Launch our Mentoring Program for new member orientation (Special thanks to Nancy Arnold, Beth Chaplin, the Board for participating and Lendy Buchman for readily accepting the role when Nancy resigned.);
- Establish a Board level Foundation Liaison to increase chapter participation (Special thanks to Sheila Foster & our members for supporting this initiative);
- Embark on our 2nd Community Service Partnership with YWCA and because of our work with REACH, raise the bar and the involvement of our members (Special thanks to Harry Ludwig, Tom Haslach & Clint Mays);
- Educate our members through diverse programs, tours, CFM & Y2K meetings and seminars; proctor our first CFM exam in Atlanta and have a 100% pass ratio; and partner with Georgia Tech to develop a Master's Degree Program which will hopefully begin in 2000. (Special thanks to Ann Steele and our Education Committee, Claire Brucks and our Program Com-

mittee (listed below), Joanne Cole, CFM, Ed Rondeau, CFM, Edwin Fielder, Kathy Roper, CFM and our Board);

Our success as a Chapter is the direct result of the dedication of our volunteers. I would like to personally thank the Executive Board and Committee Chairs. First, for agreeing to serve when many said "NO" and second, for their diligence and support. We truly have an outstanding group of people leading this chapter. I will not go into what everyone did, because this article would be far too long and you would never read it. Just know that they deserve your thanks for a job well done. Those who served are: Kathy Roper - our Immediate Past President & 1998 Awards Chair; Matt Dawson - Vice President; Kathy Farley - Secretary; Dave Flory - Treasurer; Martha Osborne - Archives; Patti Stewart - Advertising & Public Relations; Steve Sperling - Associate Liaison; Marty Mason - Career Services (& Pin Wizard); Tom Haslach - Community Service; Ann Steele - Education; Sheila Foster - Foundation Liaison; Beth Chaplin - Membership; Lendy Buchman - Mentoring (previously hospitality) & Advertising/Public Relations; Suzanne Thomas - Newsletter; Claire Brucks - Programs; and last (but certainly not least) Harry Ludwig - Sustaining Patrons. Special mention is due to three chairs who left mid-term: Howard Chapman - Community Service; Nancy Arnold - Hospitality and Christina Parks - Newsletter.

I would also like to acknowledge our committee members & special volunteers this year. If I have omitted anyone, please accept my apology as I endeavored not to leave anyone out. Our volunteers (not including chairs, as they are listed above) are: Advertising/Public Relations: Sharon Thornberry; Community Service (REACH & YWCA): Harry Ludwig, Carter Farish, T. Randolph Merrill, Clint Mays, Charles Cayce, Dick Prange, Richard Burton, Maureen James, Melissa Houston, James Lanier, Holly Holton, Waynelia Glaser, Tommy Carnes, Ann Steele, Haldee Courson, Martha Osborne, Kathy Farley, Eugene Meany, Diane Malin, Sheryl Berg, Sonya Tablada, Clara Smith, Bill Thorpe, Charles Coke, O.E. Smith, Jeff Kling, Linda Priest, Tom Vernon, Chris Johnson, & Dusty Ackerman; Education: Joanne Cole, Dianne Wood, Bill Thorpe, Chris Johnson & Charles Cayce; Hospitality/Mentoring: Sandy Minichello; Membership: Bill Atchison, Ken Nelson, Stephanie Belcher, Beth MacDonald, Corey Zawadzki, Robin James, Nancy Whitaker, Diane Malin & Jeff Kling; Newsletter: Kelly Glass, Harriet Whelihan & Tammy Gaither; Programs: Amy Brown, Mike Dudek, Sheila Foster, Ken Gwinner, Steve Jahns, Luther Lewis, Sharon Mount, Joyce Roper, Suzanne Thomas, & Harry Ludwig.

continued on page 3

Calendar of Upcoming Events

DATE	EVENT/CONTACT	LOCATION
■ December 16 11:30-1:30pm	Awards Banquet	Atlanta History Ctr.

■ Denotes monthly IFMA meeting. RSVP: Vernon Thomas, 404/766-1632



The November IFMA meeting was held at 103 West.

President's Message continued from page 2

IFMA Atlanta would not enjoy the success we have in 1998 without the support of our Sustaining Patrons. Their financial support allows us to continue to offer the quality programs and services that our members have come to expect. On behalf of the Atlanta Chapter, thank you!

Although our affiliation with Association Headquarters has been relatively brief, they have already "raised the bar" for our chapter. You will more fully realize this in 1999 through the communications technology we will employ. Thank you Bob, Vernon, Mitzi and Lisa!

Now I will sign off. Thank you for a terrific year! I was very proud to serve as your President. I am very excited about 1999, and look forward to continuing the work we have begun together. Matt Dawson will be an outstanding President and strategically position our chapter for the next millennium. He does need your support, as I did, so go ahead and sign up now. Just do it!

Best wishes to you and yours for a safe and happy holiday season.

Sheryl Yetko

November Meeting Recap

We've all heard the catchwords and now a lot of us are feeling the pressure to jump on the Alternative Workplace Bandwagon. Unfortunately there are only a few examples of successfully implemented alternative office (A.O.) environments. Consequently there is little data to help us judge which aspects, if any, may be appropriate for our own workplaces.

Fortunately Frank Farrington of Farrington Design Group and Scott Ekman of Sun Microsystems, both veterans of the A.O. phenomenon were able to share their knowledge with our group.

Frank shed light several technological and social paradigms that are driving the changes occurring in the workplace. Frank also shared his experiences helping several corporations make the change from traditional hierarchical closed door corner offices to wide open team oriented egalitarian work environments.

Scott Ekman, a project coordinator with Sun's Workplace Effectiveness Group, described his company's efforts to create non-territorial field sales offices. Sun's Flexible Field Offices (FFO) are designed as much to enhance the performance of their sales and support employees as they are to contain real estate costs. Having worked within a non territorial environment himself Scott was able to offer first hand pro's and cons of his experience. His metrics confirm that with a tripartite support of management, human resources and technology, alternative workplaces can be successful.

It is good to hear real life stories from local practitioners to help us see beyond the hype and catch phrases. Thanks to Scott and Frank for their illuminating presentations.

Sustaining Patron Renewal & Sign-up

IFMA Atlanta's Sustaining Patron Program accomplishes two worthy objectives. First, Patron contributions enable the Chapter to provide enhanced services and make additional opportunities available to our members that would not be possible otherwise. Secondly, the Program provides a highly visible means for Patron organizations to be recognized as a supporter of IFMA Atlanta and the many accomplishments, programs and goals of our Chapter.

To recap the benefits to Sustaining Patrons:

- 1) Company logo displayed on Chapter "Logo Board" at all meetings.
- 2) Company name listed on front page side bar of Chapter newsletter.
- 3) Company name listed on Chapter letterhead used throughout the year.
- 4) Company promotional piece in 1999 Chapter Directory.
- 5) Patron recognition at all meetings by red ribbon on badge and comment from the podium by the Chapter President.

As mentioned at the last two meetings of IFMA Atlanta, the 1999 Sustaining Patron renewal and sign-up initiative is underway. The number of Patron "slots" is limited to 35 for 1999. Accordingly, the first 35 financial commitments received will constitute the IFMA Atlanta Sustaining Patron roster for next year.

Checks are being received daily. However, at present there are some "slots" remaining. Questions and information should be directed to Harry Ludwig at 404/572-4902 (email: hludwig@kslaw.com).

Checks should be made payable to IFMA Atlanta and mailed/delivered to:

Harry Ludwig
Director, Facilities & Office Services
King & Spalding
191 Peachtree Street
Atlanta, GA 30303-1763

It is anticipated that the renewal/sign-up period will end by mid-December in order to reprint newsletter cover sheets and Chapter letterhead for use throughout 1999.

DIRECTIONS TO DECEMBER MEETING

Directions to the Atlanta History Center: From I-75 exit at Moores Mill Rd. and turn East until Moores Mill merges with West Paces Ferry Road. Follow the signs and turn South (right) on Slaton Drive. This is just across the street from 103 West. The parking deck is around beside McElreath Hall.

From Buckhead or Downtown heading North on Peachtree Road, turn left at West Paces Ferry Road. Turn left at the second light at Slaton Drive and follow signs into The Atlanta History Center and the parking deck.

The Facility Minute

The holidays are approaching bringing a feeling of warmth and well being over everyone. The holidays are also the time of year when activities move indoors and are focused around food and cooking which means that it is a that time of year when a facility audit of fire extinguishers and a review of fire drill procedures would be a wise investment of time.

According to the Fulton County Fire Department, the winter months are when fire-related incidents are most frequent. Many fire protection companies offer fire extinguisher inspection services, however, the procedure is relatively simple and quick.

- Is the lock pin and wire seal in place on the discharge handle?
- Is the gauge pressure in the operable range (green area)?
- An inspection tag card should be attached to the handle and then initialed for the proper month when the inspection is being performed.
- Most fire extinguisher manufacturers recommend that the pressure in your extinguishers be checked once a month.
- An activity offered by most fire departments is a scheduled.
- "burn-test" where you and your emergency team can be trained on the most effective method for fire extinguisher use. Contact your local fire department for more details on class offerings.

Trivia Quiz: Do you know the password? What does the acronym P.A.S.S. mean? The first person to correctly answer this question on e-mail at npe1htw@is.ups.com will get a little goodie at the next IFMA chapter meeting.

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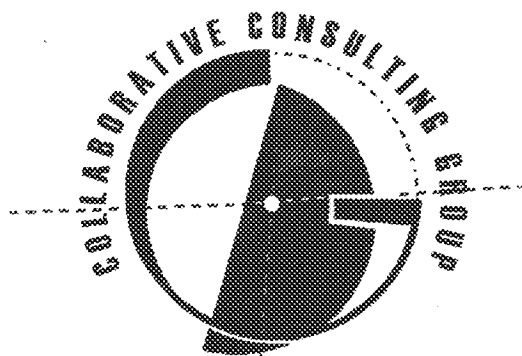
Community Services Corner

The community services program continues to keep pace with its objectives. The program team meets every other Tuesday morning at 7:30 am at the NE intown YWCA facility located on Highland Avenue, between Virginia Avenue and Ponce de Leon. Our next meeting is December 2, 1998. All IFMA members are welcome to join any of our meetings. Present projects underway include: Landscaping, roof repairs, flooring installation, PA system evaluation, signage, NAEYC accreditation. If you would like to join our team, please contact Tom Haslach at 770.975.1113 or thaslach@mindspring.com



*Best Wishes
this
Holiday Season!*

*IFMA -
Atlanta Chapter*



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DID YOU REMEMBER...

...to fill out the Georgia Tech questionnaire concerning the Master's Program in Facility Management? If not, please do so now. Or you lost it, please call our Administrator at 404-766-1632 to obtain a copy. Georgia Tech needs these back ASAP!

Don't you just HATE to stand on line? Don't you have better things to do - networking with other IFMA members, perhaps? Avoid long lines by pre-registering for IFMA Atlanta meetings. You may pay by check or credit card (Master card, Visa or American Express). Pre-register and just pick up your badge from the VIP (Value In Pre-registration) table. AND, it helps greatly if you can make your reservation at least four days in advance. We need to make sure there is plenty of room and food. ▼



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.

GLS ARCHITECTS

• PROJECT MANAGERS & PROJECT ARCHITECTS - ATLANTA, GA

Minimum 4 years architectural experience following registration.

• INTERN ARCHITECTS - ATLANTA, GA

2-3 yrs. architectural experience.

We are a growing, design-oriented Midtown firm looking for team players who are creative and enjoy life, work, fun, computers and people. Fax résumé to 404/733-6804 or e-mail to: cglsarch@mindspring.com

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 - MAVERN, 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 lfmresum@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

Need a Great Employee?

Have you considered contacting the REACH Adult Program for your next employee? You may want to consider it. To date, adults in the REACH program have worked at Target, Kroger, JC Penney outlet store, and most recently with Community Services Chair Tom Haslach at MilliCare Environmental Services. Their jobs range from stockroom help, warehouse clean up, housekeeping, janitorial services, and carpet maintenance. REACH began its Supported Employment program in 1990 with a desire to further enhance opportunities for adults with cerebral palsy, down syndrome, rheubella syndrome and other developmental anomalies to become more independent.

Supported Employment allows the adult to be hired in a position with a job coach for assistance in learning the job. After the adult has sufficiently learned the job and natural supports have developed at the job site, the job coach is then removed.

Presently, the adults at REACH are available to work between the hours of 10:00 am to 2:30 pm. If you would like more information on this exciting program and a chance for your company to continue to give back to the community and the REACH program, please contact Tammy Irvin of REACH at 404/377-3836.

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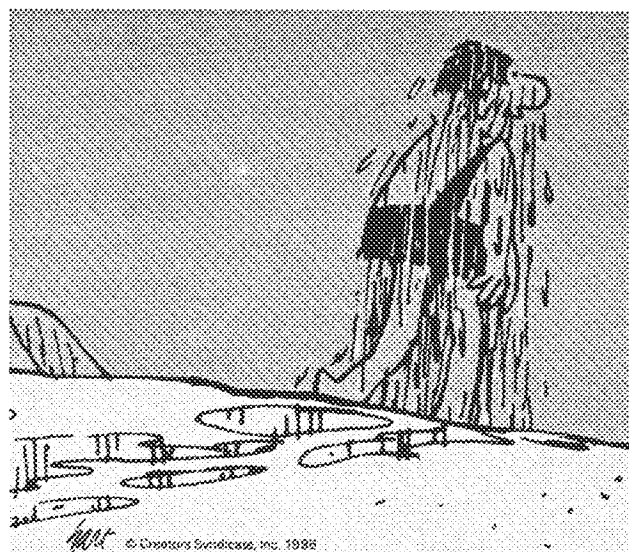
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DIRECTORY UPDATE

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