

International Facility Management Association



IFMA Atlanta Chapter * 1185 Willingham Drive * Atlanta, Georgia 30344 * January 1999 Issue

1999 Executive Board

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Vice President: Joyce Roper
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Treasurer: Dave Flory
Cort Furniture Rental

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Royal Cup, Inc.
Shaw Contract Group
Steelcase, Inc.
Technical Industries, Inc.
Wegman Associates, Inc.

Monthly Meeting

Wednesday, January 20, 1999 * Villa Christina

Topic: The Human Side of ADA Compliance

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

Cost: \$20.00 Member; \$25.00 without advance registration
\$35.00 Guest; \$40.00 without advance registration

Location: Villa Christina

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

Please call Vernon or Lisa by 4:30 p.m., Friday, January 15, 1999

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.

Join us in 1999 for Educational Programs that have been developed to follow the CFM Core Competency Areas. The January Meeting will cover the Human and Environmental Factors. The topic will be The Human Side of ADA Compliance. We are pleased to have the State ADA Coordinator, Linda Priest as our speaker. Linda travels extensively throughout the State of Georgia training and assisting with ADA compliance activities. Linda will talk about real life challenges that she and others with disabilities are faced with in the work place. She will also address some points on how we can find a comfort level when working with disabled employees. Linda covers these important serious issues in a light and entertaining manner. Hope to see you in January!

Upcoming Events:

January

Human Side of ADA Compliance
Villa Christina

February

Y2K Impact on Facilities - TBA

March

CFM Review - TBA

April

Developing a Great Relationship with your
Property Manager - TBA

May

Facility Image and Using your Facility as a
Recruiting tool - TBA

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President's Message



By Matt Dawson

Happy New Year!

IFMA Atlanta is a truly unique organization and your 1999 Board is a group of talented and energetic professionals from varied FM backgrounds. I am very pleased to announce the 1999 Executive Board and Committee Chairs:

Officers

President: **Matt Dawson**, *Alston & Bird LLP*
 Vice President: **Joyce Roper**, *Coca-Cola Enterprises, Inc.*
 Treasurer: **Dave Flory**, *Cort Furniture Rental*
 Secretary: **Kathy Farley**, *King & Spalding*
 Past President: **Sheryl Yetsko**, *Long Aldridge & Norman LLP*
 Administrator: **Bob & Vernon Thomas**,
Association Headquarters, Inc.

Committee Chairs

Associates: **Steve Sperling**, *Cecil Malone Company*
 Career Services: **Marty Mason**, *Pitney Bowes Management Services*
 Community Service: **Tom Haslach**, *Millicare Environmental Services*
 Foundation: **Shelia Foster**, *Foster Business Interiors, Inc.*
 Membership: **Beth Chaplin**, *Knoll*
 Mentoring: **Lendy Buchman**, *Dupont Flooring Systems*
 Newsletter: **Suzanne Thomas**, *Heery International*
 Professional Dev: **Kathy Roper**, *Sprint Communications Company*
 Programs: **Tammy Gaither**, *Interface Flooring Systems, Inc.*
 Public Relations: **Patti Stewart**, *Initial Contract Services Ltd.*
 Sustaining Patrons: **Harry Ludwig**, *King & Spalding*

We are committed to a strategic focus this year that will enable us to better serve our membership, FM profession and the community. Please lend your support and assistance to these volunteer professionals; the driving force behind all IFMA Atlanta programs, activities and services.

Let's talk about 1999. The chapter has developed a strategic plan and has made some organizational changes to better serve the membership.

Four Strategic Initiatives were developed to create a plan on which the Chapter and Committee Chairs can advance their volunteer work in a coordinated fashion. As I reported at the December luncheon, our Chapter board has adopted the Initiatives as listed below:

- Broaden and Enhance Member Services
- Implement A Comprehensive Professional Development Program
- Sustain Community Service Efforts with YWCA

- 1999 Chapter of the Year - Prepare an Award Winning Submission

Our Committee Chairs have been asked to develop committee programs and services that compliment the chair's 1999 achievable goals. 1999 committee goals and Chair contact information are located on page three of this newsletter. If you are interested in serving on a particular committee or have suggestions, please contact the committee chair directly or me at 404.881.7704. We are soliciting your ideas and feedback on our membership services. Please let us hear from you!

In support of our stated initiatives, we created the Professional Development Committee and Kathy Roper graciously agreed to lead this important Chapter effort. This new committee is charged to improve Chapter educational opportunities through CFM promotion, seminars, programs and coordination with academic institutions. Our Mentoring chairperson, Lendy Buchman, will also be working with the Membership and Associate Committees to facilitate a more effective Chapter inception program.

In addition, our Newsletter format will change to support our Professional Development Program Initiative. The chairs of the Program, Professional Development and Newsletter committees are on a taskforce to organize our monthly newsletter information around the CFM core competency areas. Beginning in February, the newsletter will be developed as a monthly resource and learning tool. Along with the monthly administrative information, your IFMA Atlanta newsletter will report the focus Area of Competency, monthly luncheon program, any related professional development opportunities and collateral articles. We hope that you find this change useful and informative.

I think you will agree that your Board is hard at work for you, your Chapter and your association. With a coordinated plan of Professional Development Activities, Programs and Member services along with our improved Mentoring Program, we are striving to meet the growing service and educational demands of the our membership.

This year, we encourage you take a little time to advance your career and profession. After all, this is your Chapter and frankly, IFMA Atlanta is a better Chapter with you in it!

Thank you for opportunity to serve IFMA Atlanta again in 1999. Please let us know how your Chapter can better serve you and our FM profession. Many thanks.

Committee Goals for 1999

Associates - Steve Sperling (404.351.3991)

- * Develop a plan that will reduce time on Waiting list
- * Coordinate efforts of Associates to promote Professional membership
- * Develop programs of interest to Associate members (i.e. a panel to train Associates to market products and services to Professional members)

Career Services - Marty Mason (770.952.5591)

- * Place three Facility Managers during the year
- * Reformat Career Corner in newsletter
- * Quarterly "Managing Your Career" articles in newsletter

Community Services - Tom Haslach (770.975.1113)

- * Complete YWCA's N.E. in-town facility & develop a facilities procedures manual and model for use at other facilities
- * Begin work on the next YWCA site
- * Develop job description for Facility Manager position at YWCA

Foundation - Sheila Foster (770.998.2122)

- * Promote the Foundation's importance and contributions to IFMA members.
- * Conduct a fund raiser(s) - The Golf Tournament and Silent Auction
- * Seek recognition for IFMA Atlanta 1999 contributions to the Foundation

Mentoring - Lendy Buchman (770.420.7903)

- * Develop enhancements to the current Mentoring Program
- * Identify new members "Time & Talents" and get them involved with a committee and members of like interests
- * Develop a better hospitality effort

Membership - Beth Chaplin (404.522.1835)

- * Increase Membership Retention %
- * Create & publish Chapter Directory in a new format
- * Increase percentage of Member involvement at meetings and functions

Newsletter - Suzanne Thomas (404.881.9880)

- * Re-orient newsletter content to membership and education
- * Committee input and articles - in specific, coordination of efforts of the Programs, Professional Development and Newsletter Committees
- * Add more photos to the newsletter

Professional Development - Kathy Roper (404.649.5011)

- * A CFM Focus - Chapter sponsored training and testing
- * Educational Focus - Seminars, Round Tables
- * Coordinate GA Tech Masters' Program Development
- * Coordination of Tours - 1 per quarter
- * Consider the development of mini-council program

Programs - Tammy Gaither (404.522.0091)

- * Coordinate Program Committee efforts with the work of the Newsletter and Professional Development committees
- * Will select programs to attract members and enhance education
- * Develop programs for continuing education credit for CFM

Public Relations - Patti Stewart (404.637.8188)

- * Develop improved media relationships
- * Publish articles in at least three publications
- * Develop newsletter advertising and publish promotional opportunities

Sustaining Patrons - Harry Ludwig (404.572.4902)

- * Coordinate renewal for 1999 program participation
- * Maintain Patron involvement and enthusiasm throughout the year
- * 1999 Program Elements
 - Company Logo Displayed on Chapter "Logo Board" at all meetings.
 - Company name listed on front page side bar of Chapter newsletter.
 - Company name listed on Chapter letterhead used throughout the year.
 - Company promotional piece in 1999 Chapter Directory.
 - Patron recognition at all meetings by red ribbon on badge and comments from the podium by the Chapter President.

Calendar of Upcoming Events

Smart Moves & Modernization (Certified at 1.5 CFM points for each)

Where: Cobb Convention Center

When: Wednesday, Feb. 24

Smart Moves

7:45 - 8:30 am - registration

8:30 - 11 am - program

Smart Modernization

1-1:30 pm - registration

1:30 - 4 pm - program

World Work Place Europe 99

30 May - 1 June, 1999

Gothenburg, Sweden

Programs

January - Human side of ADA Compliance (CFM Core Competency Area:

Human and Environmental Factors) - Villa Christina

February - Y2K Impact on Facilities - TBA

March - CFM Review - TBA

April - Developing a Great Relationship with your Property Manager - TBA

May - Facility Image and Using your facility as a recruiting tool - TBA



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- ◆ Updated CAD plans incorporating multiple additions and renovations
- ◆ Document management experts

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December Meeting Recap

December Awards Banquet

The 1998 annual Awards Banquet was a festive affair held at the Atlanta History Center. This year four recipients received the Frabel crystal peach award for their contributions to Facility Management. Outstanding Associate Award went to Marty Mason of Pitney Bowes Management Services. Marty was recognized for his many contributions of time and effort to the Atlanta chapter. As Career Services Chair and "Pin Wizard", as well as World Workplace coordinator for the chapter, his enthusiasm and dedication to IFMA are exemplary.

Achievement in Facility Management Award was a tie this year. For her work at U.S. Healthworks, Martha Osborne, CFM received this award. In addition to regular duties and setup of numerous new medical and administrative offices, Martha compiled a Procedures and Policies Manual for Facility Management at U.S. Healthworks. Additionally, Kathy Farley and Harry Ludwig of King & Spalding were jointly awarded the Achievement in Facility Management Award. Build-out of two new floors and development of a new Mock Courtroom, as well as many other projects this year, while at the same time both served on the IFMA Atlanta Board, made this team deserving of the award. No Distinguished Member Award was presented since no nominations were received. Forty-nine generous door prizes were awarded prior to our new Executive Board being sworn in for 1999. Outgoing President, Sheryl Yetsko reminded the chapter of the many achievements in 1998 and thanked all the volunteers who participated throughout the year. Matt Dawson provided a clear and inspiring direction for 1999. Several changes and a focus on improvements for all members are planned. Overall, the festive mood of the attendees, many who brought gifts for children at the Intown YWCA, our community relations partner this year, was shared by everyone and we all left happy and ready for an even more successful year in 1999.

Community Services Corner

"Partnering for a Better Community" is the community services theme for the NE in-town facility of the YWCA. A banner will be made with this slogan and hang outside the facility to ring in the new year. The NE facility is located at 957 North Highland Avenue, between Virginia Avenue and Ponce de Leon. The facility has approximately 22,000 square feet of usable space.

We have made significant strides since our beginnings back in September of 1998. We are attempting to set this model up as a typical refurbishment project that might go on in our daily lives, with one exception, there are no competitors on any given product or service. We have a general contractor, Metric Constructors, under the leadership of Clint Mays, who have stepped forward to lead the team. Tom Vernon of ADP has accepted the challenge to be our leader in facilities management. Through the work of Metric and past assessments by outside consulting firms, a project scope of work has been defined in the form of bar charts depicting tasks, milestones, and project summaries.

Some of the areas the project team hopes to make improvements on are: the roof, landscape design, lead abatement issues, restroom repairs, ADA compliance, installation of PA system and security system, repairs to walls, ceilings, playground surfaces, installation of new flooring, and new playground equipment.

Our first project completion date has been set for the end of April 1999. This we hope, is a worst case senario based on each task taking twice as long as the normal set of parameters. We will not, however, wait until then to begin our second facility project. Once final plans have been established and our facility management leader has had time to review our progress to date, we will begin to assemble our second project team. That facility and its needs will be presented to the chapter in the near future.

Americans with Disabilities Act:

(From FM Journal September/October 1997)

The first major revision of the design criteria for implementing the ADA was released in January 1998. Facility managers, Architects, and interior designers for "commerical" facilities need to factor in ADA requirements when developing project scopes for renovations or new construction. It's important to remember a renovation project triggers the need for an accessible access route from parking, as well as toilet room and other modifications. Best practice companies and most "public" facilities have completed ADA renovations. Facility Managers should contact their contract architectural firms for further information and company legal representative for guidance. Don't forget to retain all records of renovations, including assessments. For more information on the ADA, visit the ADA homepage at www.usdoj.gov/ctr/ada/.



IFMA - Atlanta's own Marty Mason provided music for the Board Holiday Party

IFMA Board Holiday Party



Matt Dawson, our new President, cutting-the-rug

Membership Information

Welcome to Our New Members

4th Quarter 1998

Professional Members

Wade Allen	The Coca-Cola Company
Denise Andersen	Worldspan
Jerald Barnett	The Coca-Cola Company
Arthur Blue	Johnson Controls, Inc
Jim Chandler	Internal Revenue Service
Malcolm Colbert	Gale & Wentworth, LLC
Michael Coughlan	USAFR
Dan Dalton	Internal Revenue Service
Linda Daniel	Georgia Power Company
Patricia Dingels	Taylor & Mathis
Jeswant Gill	Johnson Controls, Inc.
Virginia Gorday	AMC, Inc
Randolph Harrell	MCI World Com
Karen Harris	Heery International
Les Holloway	Canada Life Assurance Company
Cynthia Lombard	Hewlett Packard Company
Stephen Joyner	Georgia State University
Lorraine McCleskey	Fannie Mae
Robert Miller	Internal Revenue Service
Toni Moore	MCI World Com
Brenda Rothstein	HBOC
Cindy Seal	The Coca-Cola Company
Sheila Taylor	Heatcraft
Ann Marie Walsh	Invesco Retirement Plan Services
Daniel Watch	Perkins & Will
Larry Watkins	Internal Revenue Service

Associate Members

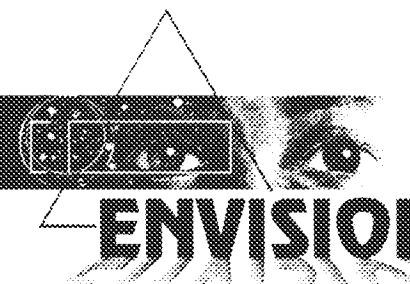
Bob Glazer	Caribiner
Scott Hanlon	King Industrial Realty, Inc.
Ed Jensen	OLM, Inc.
Tina McGinnis	3M Stationary & Office Supplies Div
Alex McGraw	Roof Technology & Management, Inc.
Ann Myers	ACI - The Purchasing Professionals
Richard Sellers	Polycoat Systems Inc.
Tim Thomas	Double T Consulting, Inc

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.



ENVISION



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*IFMA - Atlanta
Annual Banquet Highlights*



The December Luncheon is always filled



In-coming and Out-going Presidents
Matt Dawson and Sheryl Yetsko



1998 Board recognized for their contributions.



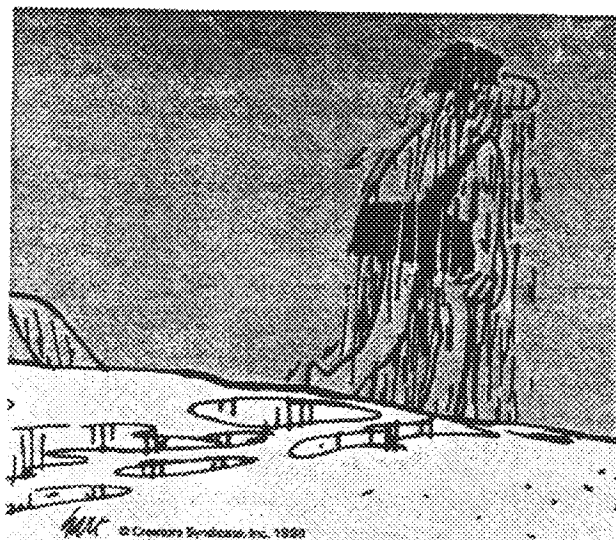
Introducing the 1999 Officers



Marty Mason is recognized for his
achievements.



New Board Members for 1999 accept their
positions



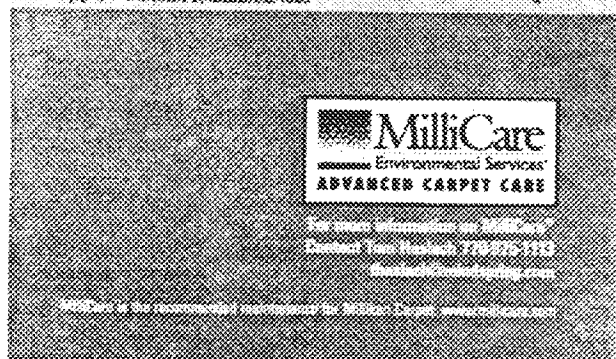
Would you run your best suit through the wash?

Not if you have a lot invested in it.

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International Facility Management Association
Atlanta Chapter
1185 Willingham Drive
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Directory Update

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

