

International Facility Management Association



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

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Pointe Services
Rite Way Service, Inc.
Royal Cup, Inc.
Shaw Contract Group
Steelcase, Inc.
Technical Industries, Inc.
Wegman Associates, Inc.

Monthly Meeting

Topic: Becoming Certified, the Certified Facility Manager Designation

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 (Friday) registration

Location: 103 West

Reservations: Association Office(404) 766-1632 or Fax 404-768-7767 Please contact Lisa by 4:30 p.m., Friday, March 12, 1999 or your rate will be the higher, without registration.

Wednesday, March 17, 1999 * 103 West

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.

Do you know what it takes to become a Certified Facility Manager? Teena Shouse, CFM, will bring us the ins and outs of certification. Teena has 10 years with Sprint as a Facility Manager, Quality Development Manager and now part of the Sprint World Headquarters Campus Design Team. She is an instructor/speaker for IFMA and teaches the CFM Review course. Teena is also a Dale Carnegie instructor as well as having numerous motivational and educational seminars to her credit. She helped to organize the first CFM study sessions for the Kansas City chapter and was 1997 President of the chapter.

Why become Certified? Your knowledge and skills can be represented by three letters: CFM. It's a natural for people to assess your qualifications by your credentials. Let them know you are an expert in the diverse and complex components associated with all aspects of a facility...earn your CFM designation. Certification will provide you with the recognition you deserve for your experience and accomplishments in facility management. It is a worthy goal. The CFM program stands out from all other facility-related designations. Like anything of value, certification takes effort on your part. You must

prove you are a competent facility professional through your work experience, education and ability to pass a comprehensive examination. This is your opportunity to stand out in the crowd. You have worked hard developing your abilities, now it is time to apply the same effort to advancing your career.

Please join us on St. Patrick's Day to learn more about becoming a Certified Facility Manager.

There is a meeting registration form located in this month's newsletter. Please fax or mail us the registration form so we can better serve you! Please call the Association Office if you need directions to 103 West.

President's Message



Did you know?

After recently updating our chapter history, we thought you would be interested in a brief excerpt that addresses the development of IFMA and your chapter, IFMA Atlanta:

"Established out of a business need for facility professionals, the National Facility Management Association (NFMA) was created in 1980. During 1982, Canadian members were allowed to join NFMA requiring a name change to the International Facility Management Association (IFMA). International membership has now grown to over 16,000 members with 191 Chapters on a worldwide basis."

"Our Atlanta Chapter was organized during the summer of 1981. Acting as a corporate sponsor, Herman Miller, Inc. joined forces with five local organizers (Ed Rondeau, George Snow, Ted Stout, Conlin Webster and Sam White), to form the nucleus of the Atlanta Chapter. By 1982, our officers and charter members were installed and the monthly meetings drew an attendance of 17-20 people. To date, the Atlanta Chapter has been proud to provide two International IFMA Presidents, Ed Rondeau in 1988 and Christine Neldon in 1991."

"IFMA Atlanta is now the 9th largest IFMA chapter with 372 members. Our monthly luncheon meeting and program attendance is averaging 125 members and guests. In addition to the monthly program meeting, IFMA Atlanta offers additional professional development, educational, networking and community/social opportunities including: CFM Preparation and Testing Seminars, Educational Roundtables, Facility Management Seminars and Facility Tours."

The Certified Facility Manager (CFM)

Have you been wondering exactly what is a CFM area of competency? The CFM designation is the topic of this month's program. Our speaker, Teena Shouse, will provide you a CFM overview, answer questions regarding the designation and preparation for the test. In November 1998, your chapter sponsored a CFM Review Course and Teena was the instructor. We know that you will find her presentation both animated and instructive. Mark your calendars!

As a reminder, please use your IFMANet account at www.ifma.org for more information on the CFM and the

new "IFMA Education Brings the Classroom to You" program. Effective February 1, IFMA offered the first on-line self-study courses and in the near future will add an on-line CFM sample test. For more information, call IFMA Education at 1-713-623-4362 or e-mail education@ifma.org.

IFMA Atlanta is committed to your professional development and will keep you advised of educational opportunities throughout the year. Please refer to our Event Calendar regarding the CFM exam on July 10 and the Utilities Council two-day CFM Review Seminar on April 23- April 24 in Nashville TN.

Charity Support -- Community Services and IFMA Foundation

Along with the support of the Community Service and Foundation Liaison committees, Marty Mason has been leading our effort to organize a Charity Golf and Tennis Event. As announced at the February luncheon, the event has been organized with the proceeds to benefit the IFMA Foundation, our ongoing local Community Services effort and YWCA projects.

You are aware of our Chapter's good work on Community Service Initiatives. For your information, our support of the IFMA Foundation helps to raise funds for education, research and scholarships in the facility management field. Kathy Roper, our Professional Development chair, is working with Ed Rondeau and a cast of others to support the development of the Georgia Tech Masters program in Facility Management.

Your support and participation of this event will ensure adequate funding of our stated IFMA Atlanta Community Service and Professional Development efforts. The IFMA Golf and Tennis Event will be held on Wednesday, May 12 at the Marietta City Golf Club.

Chapter Directory

Many thanks to Beth Chaplin, our Membership Committee Chair, who is leading our effort to create a revised Chapter Directory. As you might expect, the project is requiring some hard work and time to complete. The Board has reviewed the first draft and we think you will find the changes useful and informative. Please be patient. We hope to have the directory published and in your possession in the near future.

Sustaining Patrons

Please remember to call upon your IFMA Atlanta resources. When one of our Sustaining Patrons may be of assistance to

your company, we ask that you consider using their services and products in recognition of their continuing support of IFMA Atlanta and our FM profession.

Meeting Registration

Avoid the registration line and make the best use of your networking time at IFMA Atlanta meetings. Prepaid meeting registration is the solution to your registration line delays and frustration. If you were in the February registration line and curious about the speedy VIP line, the VIP line is exclusively for prepaid registered members. In February, 47 of 128 members were prepaid for the meeting.

The VIP pre-payment option is available to you on both an annual and monthly basis. For more information about this new member service, please contact Lisa in the Administrator's office at 404.766.1631.

We continue to solicit your ideas and feedback on our membership services. Please let us hear from you on how your Chapter can better serve you!

Joseph M. Dawson



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Career Corner

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 resumé 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.

JOHNSON CONTROLS

• **Manager, Operations Analysis & Estimating - Atlanta**

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**

Candidate will be an integral part of our Sales and Marketing Process, developing proposals, sales presentations, marketing collateral's 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**

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 resumé 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.

Continued on page 4

Career Corner continued...

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

GODWIN ASSOCIATES

Project Designer - Atlanta

Minimum three years experience in interior design.

• Project Coordinator - Atlanta

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.

THE COCA-COLA COMPANY

• Manager, Facilities Space & Relocation - Atlanta

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

SPRINT

• Supervisor, Administrative Services - Atlanta

Responsibilities include: facility operations and maintenance, supervising facility services, contract management, security, quality assurance programs, safety programs and office equipment. Technical knowledge of mechanical and electrical systems required. Degree preferred but not required. Fax resumes to 404-649-4099, or e-mail norman.bowen@mail.sprint.com

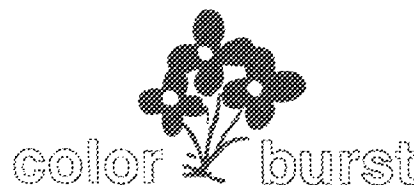
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Community Services Corner

Our progress at the in town Y has come to a brief idling position. Over the past month, we have been anticipating the Y securing funding for the projects identified. The funding has been delayed while we await the appointment of the new CEO of the YWCA. That appointment will be announced officially by the time this article goes to press. At that time, we will have a better grasp as to our financial abilities to move our projects forward at the in town facility and begin to forge ahead with the planning for our next site. We are in need of the following companies and individuals beginning in March 1999:

General Contracting Company: to run the project Facility Managers: to help review the assessments of the facility once the needs have been identified

Product and Service Providers: Associate members willing to make a contribution to the efforts

Please contact Tom Haslach by fax at 770.975.8199 or email at thaslach@mindspring.com if you are interested in joining us for project

Meeting Recap

**January 20, 1999
at Villa Christina**



The New Year started off great here in Atlanta. We had record attendance in January. We were so pleased to have Ms. Linda Priest, The Georgia State ADA Coordinator, as our speaker. She spoke on ADA compliance and addressed the challenges that persons with disabilities face and how facilities can and should comply. She was able to bring some real life experiences to relate to the new changes in the laws. Her passion for her work makes her a delightful, interesting speaker. She wanted to thank everyone for the warm reception she received.

IFMA Atlanta Meeting Registration Form

March 17, 1999

NAME: _____

COMPANY: _____

I will bring the following guest(s) _____

Guest's Company _____

MEMBER TYPE: ☐ Professional ☐ Associate ☐ Sustaining Patron ☐ Non-Member

PAYMENT OPTIONS: AMOUNT \$ _____ ☐ Check enclosed ☐ Will pay at the door
☐ By Credit Card - (Charge above amount to:) ☐ VISA ☐ MasterCard ☐ American Express

Cardholder: _____ Card # _____

Expiration date _____ Signature _____

Credit cards will be processed the day prior to meeting. Charge will reflect: "Association Headquarters"

Mail this form with check payable to IFMA Atlanta, to 1185 Willingham Dr, Atlanta, GA 30344. Fax (with credit card info or if paying at the door) to 404-768-7767 (ATTN: Lisa) **Registration forms must arrive by: March 12, 1999**

No shows will be invoiced and a penalty of \$5.00 will be added. You may cancel without penalty four days prior to the meeting date. Returned checks or denied credit cards incur a \$10.00 penalty.

T raining Seminars

TRAINING - SEMINARS

The Utilities Council of IFMA is offering a special opportunity for IFMA members to achieve the IFMA designation of Certified Facility Manager. This opportunity will be held in conjunction with the Utilities Council Spring Meeting at Opryland Hotel in Nashville, TN.

We urge you to read the information and act quickly to take advantage of this unique opportunity. The cost of the Exam Review has been reduced from \$350 to \$250 for this special Utilities Council sponsored exam. Should you have any questions, please contact:

Jackie Parks - 423-632-3072 or japarks@tva.gov

What is your strategic plan for the next century?

If you don't know, then mark your calendar for March 15-18! IFMA's March educational program will help you prepare for the Challenges promised by the new millennium. In these advanced-level courses, you'll learn:

- ◆ how to change your career focus from that of action and implementation to that of thinking and planning
- ◆ how to evaluate the present performance of your facility team and what you can do to optimize it and align it more closely with client expectations
- ◆ the eight highest priority issues that will significantly change the way you operate
- ◆ the 12 most critical-to-success items required in the FM business plan
- ◆ the six transformations you as an individual must make for management and leadership in the hard and soft sides of organizational change

San Antonio, Texas:

FM301: Facility Management for Senior Managers
March 15-16

FM435: Optimizing the Facility Team Inside & Out
March 17

FM454: How to Prepare FM for the New Millennium
March 18

Call now!! The cut-off date for hotel registration is Feb. for the Four Points Sheraton Riverwalk/San Antonio (1-210-223-9401 tel.)

And don't forget!! The CFM EXAM REVIEW

March 15-16-Toronto, Ontario, Canada

March 22-23-Jacksonville, Fla., USA

The definitive course of preparation for successful completion of IFMA's Certified Facility Manager Examination, the review is designed to assist facility professionals in their preparation for the competency-based examination. Call the Club Hotel by Doubletree/Jacksonville (1-904-281-9700 tel.) by March 5 Or Call the Sheraton Center Hotel Toronto/Canada (1-416-361-1000 tel.) TODAY! Hotel accommodations are not included in the course fees. If making hotel reservations before the cut-off date, indicate you are an IFMA attendee to be eligible for discount rates. Registrations accepted by fax at 1-713-623-6124 or by e-mail at events@ifma.org if accompanied by a purchase order or credit card number. Questions? Call 1-713-623-4362.

For questions regarding the educational courses, please send an e-mail to Darlene Barkley at darlene.barkley@ifma.org.



Calendar of Upcoming

March 10

New Member Orientation breakfast

April 21

Developing a Great Relationship with your Property Manager

April 24

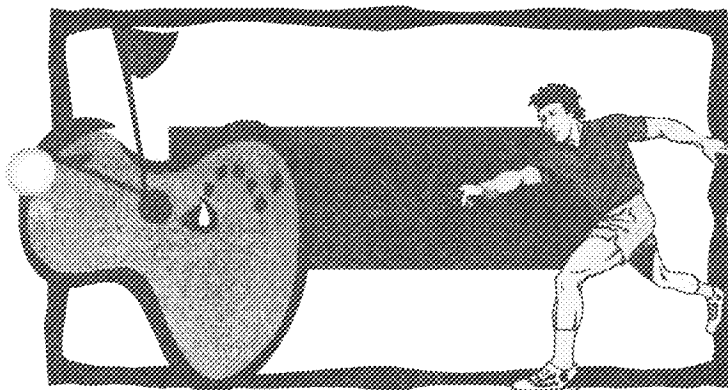
YWCA Saturday IFMA Volunteer Day

May 19

Facility Image and Using your Facility as a Recruiting Tool

May

IFMA Golf & Tennis Event



CFM Exam Application Postmark Date May 2, 1999

CFM Exam Final Application Due May 12, 1999

CFM Exam July 10, 1999

- World Work Place Europe 99
30 May - 1 June, 1999
Gothenburg, Sweden

1999 Membership drive
April through June


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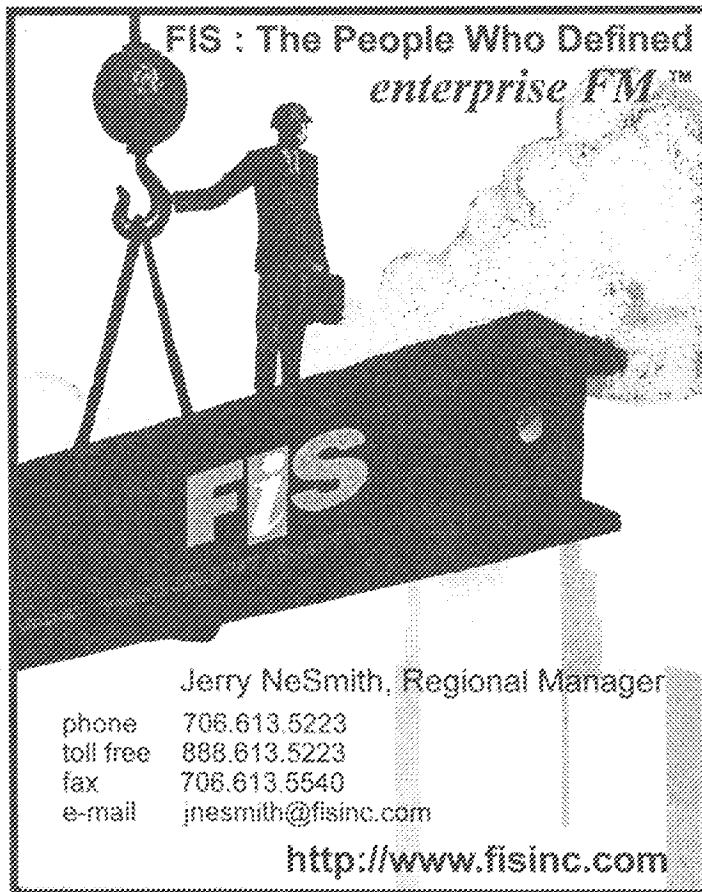


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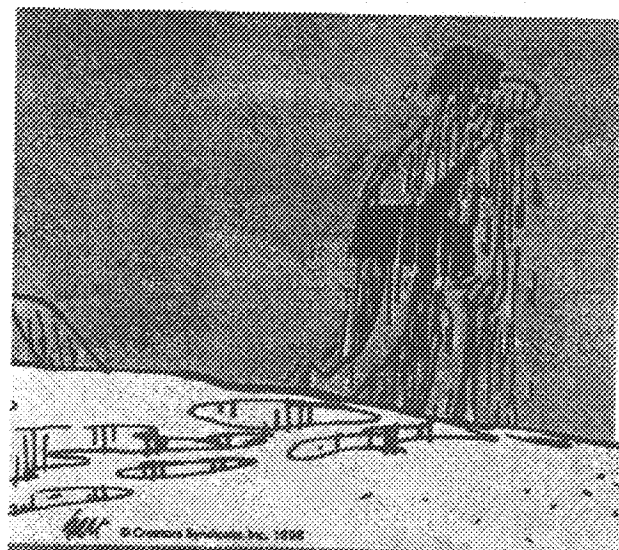
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International Facility Management Association
Atlanta Chapter
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Directory Update

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

