



Kansas City IFMA Goal Meeting Minutes

Wednesday, September 18, 2013 • 11:36 AM - 1:11 PM

**Location: Image Flooring/Scott Rice, 14720 W. 105th Street, Lenexa, KS 66215
Communicate Conference Room**

Next Meeting: 2014

Attendance:

P	President	Chris Gardner	A	Prof Development Chair	Linda DeTienne
P	Vice President	Michele Gregg	P	Programs Chair	Russ Cooper
P	Secretary	Lauren Fleischer	P	Events Chair	Michele Gregg
P	Treasurer	Anna Graether	A	Corp Dev Chair	Kristin Stanberry
P	Past President	Russ Cooper	A	Scholarship Chair	John Strharsky
P	Membership Chair	John Alexander	P	Newsletter	Joycelyn Yates
A	Student Liaison	Chris Adkins	A	AO Liaison	Cori Izsak Gale
A	Webpage Chair	Brittany Gamble	P	Admin	Joycelyn Yates
A	Education Chair	OPEN	P	Strategic Planning Chair	Russ Cooper
P	Assoc. Relations Chair	John Alexander		Guest	
				Guest	
P	Present	A	Absent	C	Conference Called In

	<i>Action</i>
<i>What went well</i>	College contact.
<i>What needs improvement</i>	<ul style="list-style-type: none"> ▪ Get new people involved or people who have not been involved for some time back involved again with KCIFMA. ▪ Committees need Chairs and members. Sam Davidson will be filling the Gold Event Chair. Todd will still be on the committee, The Education Chair is still open. Ryan Olsen is interested in joining a committee.
<i>Goals for the coming year</i>	<ul style="list-style-type: none"> ▪ Continue to work on the previous year's agenda/items. ▪ Committees need to understand that as a chair and a committee, they are responsible for budgets and annual reports. ▪ Have a succession meeting to explain what each committee does and to ask for volunteers. <p>Work with HQ about educational opportunities and webinars. As a chapter, we will make a list and send it to HQ for a response. Get an Education Chair so we have an educational event quarterly then once it's up and going, do it monthly.</p>
<i>Other Business</i>	Chris Gardner said that Sam Davidson asked if he could use \$200 from the budget to make a Best of KC KCIFMA Basket for the IFMA Foundation at WWP. Chris made the motion to approve, Michele second, passed unanimously.
<i>Officer / Committee Reports</i>	
Programs	<p><u>Went Well:</u> Programs were attended well and turned out good.</p> <p><u>Needs Improvement:</u> Plan and schedule programs more in advance and get the details out sooner to our membership. Have regular committee meetings. Need to create a committee. Suggestion to ask for program topics at program meetings. The committee will meet the 4th Tuesday of each month, 11:30-1pm.</p> <p><u>Goals:</u> Plan our programs on the 3rd Tuesday to be consistent and have regular programs.</p>

Education	<p><u>Went Well:</u> Real Estate Expo went well.</p> <p><u>Needs Improvement:</u> Provide more educational opportunities and information.</p> <p><u>Goals:</u> Get a chair and new committee.</p>
Affiliated Organization Liaison	<p><u>Went Well:</u></p> <p><u>Needs Improvement:</u> Communication between BEP and the KCIFMA board.</p> <p><u>Goals:</u> KCIFMA Chair or position should not chair on the BEP because it's a conflict of interest. Remember that we need to serve our members.</p>
Strategic Planning Liaison	<p><u>Went Well:</u> Recognition of World FM Day and the blood drive went well.</p> <p><u>Needs Improvement:</u></p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> ▪ The mentorship program would like to create a way to connect students and internships with companies. Also have an online Q&A forum like LinkedIn. ▪ Have an annual facility audit. We would like for the not for profit place that we audit to publicize what KCIFMA did for them. Advertise the audit as a grant and have a dollar amount associated with what is done. ▪ Use our WebEx equipment for remote program access. ▪ Observe the annual World FM Day.
Membership/Associate Relations	<p><u>Went Well:</u> The membership drive and new member breakfast.</p> <p><u>Needs Improvement:</u> Response and lack of member service from HQ.</p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> ▪ Create ways for recognition of Associate members. ▪ Continue with the membership drive and breakfast. ▪ Look at our brochures to update. ▪ Complete update of vendor categories. ▪ Associate member networking function.
Corporate Development (Sponsorship)	<p><u>Went Well:</u> Sponsor breakfast.</p> <p><u>Needs Improvement:</u> Sponsorship encouragement. Keep sponsors updated on all publications and website. Need more sponsors. The committee is Kristin, Chris G and Michele.</p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> ▪ Keep sponsors updated on all publications and website. ▪ Get more sponsors. ▪ Increase recognition and exposure of our yearly and event sponsors. There needs to be a balance of safety of selling pitches but also expose for our sponsors. ▪ Continue the annual sponsorship breakfast.
Professional Development	<p><u>Went Well:</u> CFM class.</p> <p><u>Needs Improvement:</u></p> <p><u>Goals:</u> Hold a SFP class.</p>
Finance	<p><u>Went Well:</u></p> <p><u>Needs Improvement:</u></p> <p><u>Goals:</u> Increase revenue.</p>
Events	<p><u>Went Well:</u></p> <p><u>Needs Improvement:</u> Plan events sooner and get details to membership faster. Have events as an addition to Programs, not replace them.</p> <p><u>Goals:</u></p>
Webpage	<p><u>Went Well:</u></p> <p><u>Needs Improvement:</u> Committee is looking for 2-3 volunteers who may spend as little as 1+/- hour a month.</p> <p><u>Goals:</u> Have a meeting with Andy to see if we could make the website more volunteer user friendly so people on the committee can operate it.</p>
Student Liaison	<p><u>Went Well:</u> College contact and involvement.</p> <p><u>Needs Improvement:</u></p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> ▪ Continue to meet with colleges and universities to promote the field of Facility Management. ▪ IFMA Foundation Scholarship for MSU Student.
Scholarship	<p><u>Went Well:</u></p> <p><u>Needs Improvement:</u></p> <p><u>Goals:</u> Provide an online application that is accessible earlier in the school year.</p>
Meeting Adjourned	
Meeting Notes Respectfully Submitted by: Joycelyn Yates, Chapter Admin	
* Action Required	