

Newsletter

THE
FACILITATOR
The Newsletter for facility management professionals

Resources

Newsletter

Education

CFM

Job Bank

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 Herman Miller

 SCOTT RICE
Office Works

Mark Your Calendar

May 18, 2004

Tour of Kansas
Speedway

June 3, 2004

Annual Golf Outing
Painted Hills Golf
Course

July 20, 2004

So You Want to
Build a Building
Christ Community
Church

Money, Money — Where's the money?

At this month's chapter board meeting we began discussions on the financial status of our chapter. Each quarter in our newsletter the chapter Treasurer provides a financial report giving the financial status of our chapter. Have you ever really looked at the numbers and wondered how we got to that position? We are currently operating at just over \$50,000 per year. Three years ago when I was serving as the Treasurer, we were operating at just under \$35,000 per year. We are a growing concern.

How do we spend our funds? The most obvious expenditures are our monthly meetings, the Holiday Party and educational presentations (CE 101s). These expenditures cover refreshments, entertainment and speaker's fees. The next largest expenditure has been the newsletter. It is quite expensive to publish our monthly newsletter and mail to all members each month. We are currently expending funds to enhance our website (more on this in next month's newsletter) to reduce our newsletter costs and provide information to our members. The last general category is chapter administration. This includes chapter administrator, office supplies, bank charges, post office box, postage, recertification and other miscellaneous items.

How do we obtain funds to support our association? There are four normal sources of funds: your annual IFMA dues, Corporate Sponsorships, monthly program fees, educational (CE101). In addition we sponsor a golf tournament. The funds raised from this event are scholarships, both local and national.

This has been a very brief overview, but the bottom line is we are sound financially as long as we are careful with our pennies. If you have any questions regarding our finances, feel free to contact either the Treasurer, or myself.

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Chapter
President

March Program Preview

Disaster Recovery and Business Continuation Planning

Do you have a Disaster Recovery/Business Continuation Plan in place for your company aware of the financial impact and financial exposure to your company should an unexpected service occur? Do you know the four parts of a comprehensive plan for recovery and how you as a Facility Manager?

The March IFMA program will discuss the Disaster Recovery and Business Continuation process. Orman Enke, Facilities Manager, Fortis Benefits Insurance, has been responsible for the development and implementation of Fortis' program for almost four years. He will be providing an overview of resources and the planning process. In addition, Orman will outline some steps taken to insure that your company will continue to provide the services your clients and customers come to rely on.

Disaster Recovery is a planning process that one hopes will never have to be acted upon for a comfort, and sometimes a requirement, that your business is able to deploy a contingency plan that will allow your company to continue to meet your commitment to your customers and employees in spite of potential setbacks.

When:

Tuesday, March 21

11:15 a.m. to 1 p.m.

NOTE: Early start time!

Where:

Fortis Benefits Insurance

2323 Grand Blvd.

Kansas City, MO

Free parking in garage on Grand between 2323 and 2345

Cost:

\$15 for members

\$20 for non-members

RSVP:

Call 913-906-6000, ext. 1144 by Mar. 17.

Speak clearly and/or spell your name.

February Program Review — Facility Audits

Over 80 IFMA members and guests enjoyed the February program at the new Sprint car wash. The conference room that accommodated our meeting had only been available for use for a few hours. What a privilege to use this wonderful facility.

The program focused on Facility Audits. Teena Shouse re-introduced the IFMA facility audit program. The purpose of this team is to offer our expertise to non-profit organizations that cannot afford to hire services or do not have the staff available to perform these tasks.

Becky Beilharz, Chairman of the Facility Audits Committee, thanked everyone to join her in this effort.

Our guest speaker was Kelly Ryan with Ryan Consult. Kelly has 35 years experience in the project and facilities management industry. His client list includes Disney, State of Arizona, and Radian International.



Kelly gave us a quick overview of the facility audit process. The first question to be asked is, "Why a facility audit?" The answer involves budgeting, space planning, maintenance planning, lease safety and environmental issues, and it contributes to the facility manager.

Budgeting is key when trying to formulate a yearly budget for repairs or services.



Space Planning receives vital information such as room adjacencies, conditions, and space available.

During Lease negotiations the information provided by the facility manager helps to negotiate improvement allowances, understand current conditions, and current amenities. This helps to negotiate from an informed position of strength.



The facility manager uses the facility audit to avoid detrimental surprises.

The second question addressed was when to do an audit. Prospective acquisitions (buying or leasing) might trigger the need for a facility audit. Another good time is during budget preparation. Mr. Ryan suggested the audits should be done annually.



More than 80 people attended the Facility Management Forum at Sprint.

(Top) Kelly Ryan of Ryan Consulting gave a presentation on facility audits and **(Middle)** David Richard of TEAM Financial Management Systems gave a presentation on technology and the facility manager. **(Bottom)** Jack Tinnel of Hallmark presented an overview of World Workplace 2001 coming to Kansas City.

The review process should include a set schedule, a time to gather information, input from facility managers and then ultimately consolidated and summarized reports.

At the conclusion of the program we heard from David with TEAM Financial Management Systems. Mr. Richard gave some insight into the future. He explained the electronic reporting of facility audits. An app the size of a hand-held computing device might allow the recording of information at the site and then download the information to a computer program. The wonders (and possibilities) of technological advances are never ending!

Golf Tournament

The annual IFMA Golf Tournament will be held June 22, 2000 at Painted Hills Golf Course. Watch for more information next month!

Job Register

If you are looking for a job within the facility management field and want to post your resume, please send your information to Outreach liaison, Rita Beebe at rita.r.beebe@jci.com or fax her at 492-1167. Your information will be [posted on our website](#).

Educational Opportunity

The April IFMA/BOMA Trade Show will include a training session presented by Kelly Ryan Consulting on Property Reviews (audits). With over thirty-five years experience in facilities worked in this field with many distinguished organizations including Sprint, Walt Disney World International and the State of Arizona.

Participants in this session will not only learn when to perform reviews, why reviews are budgeting and planning efforts, but also get detailed steps on collecting and storing reviews producing meaningful reports, comparing properties and some interesting insight into the photography. The use of software to aid the process and case studies will be discussed. Participants will know how to organize, plan and execute effective reviews, store the information for future comparison and to provide highly useful reports.

This program will show how property reviews can be a positive experience of discovery instead of a dreaded facility audit. The property review process can be a tremendous tool toward the facility manager.

The best part: It's FREE and will offer .5 certification points! For more information please contact Roberta Lovin, Education Chairman, at (816) 435-8279.

Quick Pix



IFMA members Rick Griffin and Lisa McCracken

President Rick Bond



Teena Shouse introducing speaker Kelly Ryan



IFMA members line up for lunch before the meeting



Becky Beilharz and Jack Tinne lunch before the meeting began

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