

IFMA Board Meeting

(Last minute change to a virtual meeting due to snow storms across region)

February 13th, 2019 -11:30

ATTENDEES:

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>E-mail</u>
<input checked="" type="checkbox"/> Bob Tribo	President	206.992.2353	tribobob@amazon.com
<input checked="" type="checkbox"/> Tony Houts	Vice President	425.280.6725	tonyhout@amazon.com
<input type="checkbox"/> Liz Saunders	Treasurer	206.617.3001	liz.saunders@chpw.org
<input checked="" type="checkbox"/> David Wright	Secretary	206.972.3532	davidwright@gmail.com
<input type="checkbox"/> Michael Pamintuan	Immediate Past President	206.409.8044	michael.pamintuan@chpw.org
<input checked="" type="checkbox"/> Linda Gettman	Director at Large	206.853.4725	lgettman@westernoffice.com
<input checked="" type="checkbox"/> Jay Arcarese	Associates Committee, Chair	206.383.5738	jarcarese@rentacrate.com
<input type="checkbox"/> Open	Communication Committee, Chair		
<input type="checkbox"/> Robert Blakey	Credentialing Committee, Co-Chair	206.673.4830	rblakey@gmail.com
<input type="checkbox"/> Annette Bailes.	Credentialing Committee, Co-Chair	206.925.6961	annettepbailes@aol.com
<input checked="" type="checkbox"/> Melanie Danuser	Education Committee, Chair	206.582.4258	melanie.danuser@neec.net
<input checked="" type="checkbox"/> David Longmire	Employment Development, Chair	206.953.0806	dlongmire@krl.org
<input checked="" type="checkbox"/> Cindy Strickland	Membership Committee, Chair	206.235.1973	cindy_strickland@knoll.com
<input type="checkbox"/> Chris Schellhase	Membership Co-Chair	206.551.6004	chrischellhase68@gmail.com
<input type="checkbox"/> Annette Bailes.	Member Recognition/Photographer	206.925.6961	annettepbailes@aol.com
<input checked="" type="checkbox"/> Tona Khau	Programs Committee, Co-Chair		tkhau@sno-isle.org
<input type="checkbox"/> Cobey Woodall	Public Relations Committee, Chair	425.287.7148	cwoodall@coppertreeanalytics.com
<input type="checkbox"/> Open	Special Events/Golf		
<input type="checkbox"/> Tara Galang	Sponsorship Committee, Chair		tgalang@corporatocare.com
<input type="checkbox"/> Lianna Collinge	Association Management, Exec Dir	253.265.3042	lianna@aminc.org
<input checked="" type="checkbox"/> Fawn Wilson	Association Management, Acct Exec	253.265.3043	fawn@aminc.org

MEETING MINUTES

Meeting called to order at 11:37 am

1. Minutes from last month approved.
2. Elizabeth Saunders, Treasurer, not present - No financials reviewed

New Actions from February meeting

- 1) BoD present agreed that more collaboration with University of Washington's FM Strategy/Working Group would be beneficial. Bob Tribo to author a call to volunteer via the News you can use email for Chapter Members to get active in the project.
- 2) BoD Approved issuing the 'yet-to-be-issued' \$500 check for last years Gary Mueller benefit/event.
- 3) Due to the low turn out of this meeting and our inability to successfully converse/work in a virtual meeting, Board members present agreed that Marches BoD meeting would be in person at the Smart Center, to allow all committees and the Executive to review & revise mission and vision statements for the year ahead.
 - a. Melanie has confirmed that we have the larger Training room booked at the Smart Building Center.
 - b. Buffet Lunch will be ordered
 - c. In addition to main business topics - the meeting will focus on clarifying our mission as a group and as Committee Chairs - we should leave with a confident elevator pitch that we can all use in our professional conversations
 - d. Measurable targets to be discussed and agreed
 - e. A calendar/rhythm of IFMA Seattle Business will be formed for the year to assist in mapping out our events & meetings for better planning for us all.
 - f. Clarity on 2019 goals for the Executive and Board member volunteers.

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- 4) Polling needed to assist the Education Committee on interest and planning for FMP courses during the rest of the year.

Ongoing Actions from previous months meeting minutes

- 1) FAQ section on our website to be moved to a more prominent place for easier member access.
- 2) Robert T to connect David Longmire with Hays Recruitment who are opening a Seattle office in Q1 2019. (Hays opening delayed due to Visa issues with the incoming Seattle Hays VP from Australia)
- 3) Photos of new BoD members to be uploaded to website asap and contacts updated.
- 4) SWAG options and prices being worked on by David Wright and Eli Struck. David Wright, Secretary, proposed the creation of an FM Technology Committee to help provide value to the Chapter and connect with the wider IFMA professional membership.
 - a. Committee positions to be announced
 - b. Invite to membership for volunteers
 - c. Vision and mission statement for the new group to be formed
 - d. Item to be added to the Parking lot that DW will track and report on.

Parking Lot items - longer term projects/ideas.

- 5) General Board agreement that an IFMA World WorkPlace Event in Seattle should be pursued.
- 6) DW proposed a potential new committee chair position to focus on FM Technologies with a focus on helping chapter members get access to and information on the FM Tech sector.

Notable Member updates and BoD changes

1. Bob Tribo confirmed the following updated schedule of BoD in person and virtual meetings for the remainder of 2019. (updated for Feb & March)
 - a. January: SBC
 - b. **February: Converted to Virtual - Winter Weather impacts**
 - c. **March: SBC Training Room**
 - d. April: SBC
 - e. May: Virtual
 - f. June: SBC
 - g. July: SBC
 - h. August: Virtual
 - i. September: SBC (or at Golf Outing)
 - j. October: SBC
 - k. November: Virtual
 - l. December: SBC
2. Two new BoD members will be welcomed as Program Co-Chairs. Matt Hasse and Ash Faraj are invited to the ongoing 2019 BoD Meetings. Tona expected to hand over the reigns during April 2019.

NEXT MEETING @ Smart Building Center (Training Room) - Pacific Tower Wednesday, March 13th, 2019 11:30 am

All meeting minutes items are considered correct and accurate unless the author is notified otherwise. Please feel free to forward corrections, additions or deletions to davidtedwright@gmail.com.