

IFMA Board Meeting

In Person meeting, SMART Building Center, Pacific Tower.

January 9th, 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 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	davidtwright@gmail.com
<input checked="" 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 checked="" 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 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 checked="" type="checkbox"/> Chris Schellhase	Membership Co-Chair	206.551.6004	chrischellhase68@gmail.com
<input checked="" type="checkbox"/> Annette Bailes.	Member Recognition/Photographer	206.925.6961	annettepbailes@aol.com
<input type="checkbox"/> Sally Chen	Programs Committee, Co-Chair		sally.j.chen@hotmail.com
<input 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 11:55 am

1. Minutes from last month approved.
2. Elizabeth Saunders, Treasurer, not present - No financials reviewed
3. Tony Houts, Vice President, not present - No VP items reviewed

Ongoing Actions from December meeting

- 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 taken by Annette at the end of the meeting and to be uploaded to website asap.

New Actions from January meeting

- 1) Board members present agreed that February's BoD meeting would be in person, 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 - all attendees to confirm ability to attend in person as soon as possible.

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- c. 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
 - 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.
- 2) 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.
 - 3) Agreement that IFMA BoD and SMART building (or any other FM orientated business) should seek promotional partnerships to better market and communicate ourselves to the wider facility and services industry.
 - 4) Poker Tournament
 - a. email reminders to be sent out.
 - b. Prizes (Cash and Gifts) from vendors and sponsors needed
 - i. 4 x \$250 gifts
 - ii. Non cash gifts like technology are encouraged
 - 5) Swag contact given to DW by Jay to ascertain type/quality/options available for our events in 2019. DW to make contact with Eli Struck.

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: SBC Training Room**
 - c. **March: Virtual**
 - 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 Feb/March 2019.

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