

## IFMA Board Meeting June 12th, 2019 @ 11:30am

### 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 checked="" type="checkbox"/> John Shanker	Treasurer	206.850.6268	john.shankar@comcast.net
<input checked="" type="checkbox"/> David Wright	Secretary	206.972.3532	davidtedwright@gmail.com
<input type="checkbox"/> Michael Pamintuan	Immediate Past President	206.409.8044	mpamintuan@infoblox.com
<input checked="" type="checkbox"/> Linda Gettman	Director at Large	206.853.4725	lgettman@westernoffice.com
<input 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	rlblakey@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 checked="" type="checkbox"/> David Longmire	Employment Development, Chair	206.953.0806	dlongmire@MuseumofFlight.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 checked="" type="checkbox"/> Annette Bailes.	Member Recognition/Photographer	206.925.6961	annettepbailes@aol.com
<input type="checkbox"/> Tona Khau	Programs Committee, Co-Chair		tkhau@sno-isle.org
<input type="checkbox"/> Matt Hasse	Programs Committee, Co-Chair	206.406.8146	mhasse@pods.com
<input type="checkbox"/> Ash Fara	Programs Committee, Co-Chair	206.462.9720	ash.faraj@macmillan.com
<input type="checkbox"/> Open	Public Relations Committee, Chair	425.287.7148	
<input type="checkbox"/>	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 11:45 am

1. Minutes from last month approved.
2. Reminder and welcome of John Shanker (new treasurer) for those who'd not yet met him.

### **New Actions from June meeting**

- 1) Tony reminded the Board that all new budgets need to be submitted by end June 2019 and that he would meet with John and Fawn to review plans for Committee reporting.
- 2) Golf sponsorship letters ready for distribution today. Tony will email these to the board.
- 3) Prelim Election results shared. End of voting is June 15th.
- 4) Each person to update/add/amend Sponsorship status via Tony's shared tracker
- 5) Newsletter publication to be rescheduled. Fawn to send new date reminders.
- 6) Matt's question on Lunch and Learns - day change confirmed to Tuesdays.
- 7) agreement on the need for a strategy meeting/session with an external facilitator. David W will lead the charge on planning this for the incoming new board.
- 8) New Board gathering - Fawn and Michael P to collaborate on creating this event.

### **Ongoing Actions from previous BoD meeting minutes**

- 1) Polling needed to assist the Education Committee on interest and planning for courses during the rest of the year.
- 2) How to make our events valuable for both sponsors and vendors and what does success look like for all.

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- a. Agreement to use the current open Public Relations Chair to include some marketing responsibilities to promote the IFMA Seattle region
  - 3) FAQ section on our website to be moved to a more prominent place for easier member access.
  - 4) Photos of new BoD members to be uploaded to website asap and contacts updated.
  - 5) SWAG options and prices being worked on by David Wright and Eli Struck. Ongoing
  - 6) Committee Chairs to write 3 Aims/Objectives for their team goal for 2019. To reflect Executives goals which were communicated in January & February BoD meetings
    - a. clarifying and documenting chapter charters,
    - b. membership growth and member activation/participation,
    - c. financial empowerment of committee's.

### **Parking Lot items - longer term projects/ideas.**

- 7) General Board agreement that an IFMA World WorkPlace Event in Seattle should be pursued.
- 8) 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.
- 9) Board Positions to be filled with skilled professionals wherever possible - e.g Treasurer needs to come from a finance background, PR Board.

### **Notable Member updates and BoD changes**

1. Bob Tribo, President, confirmed the following updated schedule of BoD in person meetings for the remainder of 2019.
  - a. June: SBC
  - b. July: SBC
  - c. August: SBC
  - d. September: No meeting - Golf event to replace a Sept meeting
  - e. October: SBC
  - f. November: SBC
  - g. December: SBC

<b>NEXT MEETING @ Smart Building Center - Pacific Tower</b> Wednesday, July 10th, 2019 11:30 am
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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 IFMA Seattle Secretary, David Wright, @ davidtedwright@gmail.com.