

IFMA Board Meeting
October 9th, 2019 @ 11:30am

ATTENDEES:

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>E-mail</u>
<input checked="" type="checkbox"/> Tony Houts	President	425.280.6725	tonyhout@amazon.com
<input type="checkbox"/> Tona Khau	Vice President		TKHau@sno-isle.org
<input type="checkbox"/> John Shankar	Treasurer	206.850.6268	john.shankar@comcast.net
<input type="checkbox"/> David Wright	Secretary	206.972.3532	davidtedwright@gmail.com
<input type="checkbox"/> Bob Tribo	Immediate Past President	206.992.2353	tribobob@amazon.com
<input 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"/> Robert Blakey	Credentialing Committee, Co-Chair	206.673.4830	rlblakey@gmail.com
<input type="checkbox"/> Annette Bailes.	Credentialing Committee, Co-Chair	206.925.6961	annettepbailles@aol.com
<input 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@museumofflight.org
<input 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	annettepbailles@aol.com
<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"/> Tara Galang	Sponsorship Committee, Chair		tgalang@corporatcare.com
<input type="checkbox"/> Lianna Collinge	Association Management, Exec Dir	253.265.3042	lianna@aminc.org
<input 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.

New Actions from October meeting

- Sponsorship communications to be sent out by Tony during the next month
- Golf sponsorship 'Thank you' notes and reminders to confirm next years Golf sponsorship
- Agreed to discuss the Board Member Attendance issue for upcoming events
- Agreed to have Quarterly Look Ahead for each chapter
- Review Website data and that new website should Go Live during November.

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) Each Committee to have one (1) lead who will attend the BoD meetings and own the budget reporting and approvals process with the Executive Board
- 3) How to make our events valuable for both sponsors and vendors and what does success look like for all.
 - a. Agreement to use the current open Public Relations Chair to include some marketing responsibilities to promote the IFMA Seattle region
- 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

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- 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. Tony Houts, President, confirmed the following updated schedule of BoD in person meetings for the remainder of 2019.
 - a. October: SBC
 - b. November: SBC
 - c. December: SBC

NEXT MEETING @ Smart Building Center - Pacific Tower Wednesday, December 11th, 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, @ davidtdwright@gmail.com.