

# Planning Meeting Minutes

## SEATTLE CHAPTER

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Date 11.05.2020 | Meeting call to order at 11:00AM.

In Attendance:

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### 11:00 – 11:05 Call Meeting to order - Tony Houts

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1. Welcome and call to order
2. Board meeting planning sessions 1<sup>st</sup> Wednesday of each month that we have a regular board meeting.
  - a. Drive content for our board mtgs. Allowing us to best utilize our time. This is our “pitch time.” Whenever possible, please get any new ideas for discussion to the executive board by the first Wed. of the month.

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### 11:05 – 11:55 New Business – Tony Houts

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1. Linda Gettman has retired!!
  - a. We will need to appoint a new “Director @ Large” ASAP, any volunteers?
  - b. The executive board has agreed to send her a \$200 gift card as thanks for years of service, any ideas on how to best personalize?
2. Membership was not able to find numbers for Professional FM unemployment during the pandemic but this website may offer some relevant data – <http://www.dol.gov/newsroom/releases>
3. Job Board should be loaded right now with any opportunities and anyone searching
  - a. NYCU? Flash?
  - b. PLEASE help spread the word!!
4. Golf Event Update (Jose and Fawn)
  - a. Number of sponsors (% of holes sold & Total dollars) (4 holes unsold)
  - b. Number of players (% of total capacity & Professional vs Associate) (124 players, 4 over max. of 120!!)
  - c. Lessons Learned for next year?
  - d. Financials
5. Webinar update (Jackie and Fawn)
  - a. Initial Feedback (attendees, sponsors, panelists)
  - b. Financials? (\$3000 profit from webinars so far!!)
  - c. Next webinar ideas – virtual mixer planned for October
6. SBC Partnership for 2020/2021 (Melanie) Vote scheduled, quorum needed!! \$750 for annual partnership w/SBC
7. IFMA Foundation (Tony)
  - a. Auction Items needed
  - b. “Wish List” and form available now

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### 11:55-12:10 Old Business - Tony Houts

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1. Sponsorship Plans (Jackie)
    - a. Annual sponsors
    - b. EVENT SPECIFIC SPONSORSHIP PACKAGES NOW AVAILABLE! Please see relevant email from Jackie prior to meeting if possible, thank you!!
  2. Chapter Affiliation Agreement (Tony and Fawn)
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### 12:10-12:25 Upcoming Events

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1. World Workplace – Anyone interested in attending virtual delegates meeting?
2. Webinar – Check website for offerings from IFMA International as well!
3. Virtual Mixer in the planning for THIS MONTH near Halloween
4. Review of 6 month calendar – Education Symposium planning meeting TBA soon

### 12:25 – 12:30 Meeting Wrap-Up – Tony

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1. Financial report from Fawn (Monthly and Year to Date)
2. Current invite is from 11a-12:30p. Previously was 11:30a-1p

### 12:30 Meeting Ends

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### Next Meeting

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**Regular Board Meeting, Wednesday 11.11.2020, 11:00 am, expect this month to continue as a Virtual/Conference call.**

