

Board Mtg Minutes

SEATTLE CHAPTER

Date 8.10.2022 | Meeting called to order at: On-line

Attendees: Michael Wodrich, Fawn Wilson, Jay Arcarese, Adam Thordason, Eric Ringstad, Robert Blakey, David Longmire, Andre Marie, Lisa Welcome

Call Meeting to order – Michael

1. July Meeting Minutes – Approved (Adam Motioned/Robert Seconded)
2. July Financials – Approved (?? Motioned/ Robert Seconded)

New Business

1. **World Workplace September 28-30th, Nashville, TN.**
 - a. Chapter fund/offset some costs for Professional BOD members.
 - b. What level of representation will there be among committee members?
 - i. Malanie and Michael will be in attendance. Robert cannot make it due to another event, but will be there if something changes.
 - ii. Reach out to Fawn or Michael with any questions.
2. **Mentorship Program**
 - a. Focus on Professional and Associate members who can mentor and provide support.
 - i. Look into our membership for SME's who can share knowledge with other members.
 - b. Support education and provide forum
 - i. Looking into creating a forum for new members/student members to get involved.
 - ii. Purpose of forum is to bring focus forward and lift engagement.
 - c. How do we execute this idea?
 - i. Break it down to core IFMA ranks.
 - ii. Current roundtables are very organic, maybe try a more focused round table?
 - iii. Looking for ambassadors of a profession.
 - iv. Need a general plan/flow/scope of mentorship program outlined.
 - v. Peer to peer?
 - d. Tony, Adam and Michael will spearhead and bring this to the next chapter meeting. It will be ready by New Member meeting.
3. **New Member Breakfast, October 13th, Pacific Tower**
 - a. Shaping up plan so it can be broadcast – Focus will be on new members, key initiatives, programs, social events and education.
 - b. Michael will spearhead content – 2022 review and upcoming 2023
 - c. Corporate (liaison/champion) working on gathering membership data – what can we learn about our members so we know where to put our priorities? – Anne Marie

is looking at our member profiles. Only about 125 members have profiles that share content.

i. This will help to better shape ideas for activities and programs.

4. Golf Tournament, August 30th at Harbour Pointe

a. Please promote to increase sponsorship and participation.

i. Please promote to increase awareness.

ii. Golfing is a great opportunity to network and have fun.

iii. Possible looking at a new location for next year.

5. Education Committee

a. Needs blurb for website

i. Melanie is looking at a committee to set up new iteration of education committee/ what website looks like.

6. Communication

a. Merging of linkedin and website

i. We have 2 different profiles on linked in – 185 followers on greater Seattle chapter of IFMA page and about 450 on the private page.

1. Slow transition to get all followers over to the professional page.

2. Fawn will talk to social media manager to see what more we can do.

b. Portal for all minutes/agendas

i. Historical access

ii. Could use some housecleaning

iii. Secretary will send a link to portal with minutes instead of sending documents (once she figures it out).

iv. All documents such as bylaws, minutes, agendas, supporting docs, rosters, planning schedule can be found on google drive.

1. Password for drive is 'Fabulous'

c. Email aliases for officers to help streamline transitions

i. Might make sense for certain officers such as programs, president and membership to help streamline transitions over time.

ii. Minimal cost

iii. Need to decide what the goal of having this is.

7. Facility Management Class

a. Start marketing now for a November program to get one in before the holidays

i. Circle back with Melanie on this.

ii. We don't currently have the bandwidth to support a November training.

8. Sponsorships

a. Updating sponsorship packages for 2023 to go live in October

i. Increasing cost for 2023.

ii. Adam will call current sponsors to discuss changes before invoicing.

b. Considering a Diamond-type Sponsorship for \$10k or more

9. Discuss: Other Upcoming Events:

a. The Museum of Flight Tour – August 18, 2022 – Thanks David!

b. Facility Manager Round Table – August 19, 2022 – Natalie Ortega was able to help by sending this out to a much broader audience.

c. Smart Building Exchange Conference – August 22-24, 2022

d. Top Golf – November 17th at 5 PM

i. Fawn will update flash and send to programs committee and Michael.

e. Cheney Stadium might be a great tour for September – Fawn will ask Ben Nelson on Friday.

f. Possible LeMay tour for November.

g. Please join roundtable on the 19th if available!

10. Secretary

a. Welcome, Lisa Welcome

11. Alert: Meeting plans for remainder of 2022:

- a. September 7th: **In-person** 11am-2pm (Strategic Planning Session for a portion)
 - i. Need firm commitment that this date works.
- b. October: **Virtual**
- c. November 9th: **In-person** 12pm-1:30pm
- d. December: **In- person** at Holiday Party

Open to Committees for Updates

Adjourned:

Next Meeting – Pacific Tower – In person/virtual Tuesday September 20th – 1200 Twelfth Ave South Unit 110 Seattle, WA 98144
