

**PRESIDENT'S LETTER – THE IFMA CARES INVESTMENT**



*Paul Wallerius, CFM  
 Chapter President*

On behalf of the Minneapolis/St. Paul Chapter of IFMA, I hope everyone had a wonderful holiday season. I hope that some were able to spend quality time with your family and take a well deserved break from the demands of our profession.

The holidays are the traditional season of giving, but our Chapter's Public Relations Committee, with it's over 50

volunteers, embrace the spirit of giving during the entire year through volunteer projects by IFMA Cares. Over the past 18 months IFMA Cares has served over 100 families of our military personnel. What started as an idea to fill the void left behind by Dad's, who needed to get "stuff done" while they were away serving our country, has blossomed into a network of giving by countless volunteers, contractors and service providers.

There are many examples of the IFMA Cares version of the Extreme Home Makeover Edition delivered to families in need. Home repair and beautification projects were tackled including paint and wall paper, carpeting, plumbing, mechanical and electrical. These projects have also received local media attention

from Channel 5 and are featured on the Website of Mary Pawlenty, First Lady of Minnesota.

One of the greatest benefits of your participation in IFMA is through the investment of networking. We have the opportunity and ability to reach beyond the standard business response of name, title and company we represent; and transform our network into a community of giving. We all know of people in need and we also have contacts of people through IFMA that are willing to volunteer their time and talents to help.

I would appeal to all of us to leverage our IFMA network into the real world of people in need. The contacts are all around us, at our Chapter meetings, on

our committees, and in the suppliers and customers we are in contact with.

We can all be very proud of the impact and accomplishments of the volunteer projects completed through IFMA Cares. Stay tuned for future planned events and opportunities to volunteer. Let's keep the giving spirit of IFMA thriving throughout the year!

**Remember to mark your calendar for the following event:**

**Wed., February 6**  
 Chapter Meeting:  
 The Flexible  
 and Virtual Workplace  
 McNamara Alumni Center  
 11:15 a.m. - 1 p.m.

**DECEMBER 2007 PROGRAM RECAP** *By Ann Hansen, CresaPartners*

The December program provided key concepts to improve performance through coaching and performance appraisals. Keynote speaker Natalie Brecher pointed out that coaching is a daily and continuous process and should occur after each good or bad performance, and at a minimum a coaching session should take place each week.

The purpose of coaching is to train employees to think for themselves, and to not "tell" the employee but "ask" the employee what they think. Providing positive feedback and specific praise is extremely important and valuable to the employee.

Natalie stated that performance appraisals are truly a planning session that summarizes reviews and recaps the employee's performance. The appraisal should not be a surprise to the employee, as the employee should receive performance feedback continuously throughout the year. In order to effectively measure an employee's performance there should be previously defined and communicated benchmarks that they are measured against.

Many points that Natalie made were good reminders of common sense perspectives of coaching and performance appraisals that will help facility managers with their personal and professional development. Natalie's presentation is posted on the IFMA Website.

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## SUMMER INTERNSHIPS

Spring is just around the corner and companies are starting to think about offering summer internships. IFMA can help by posting these internships on the Website just as jobs are handled. The Education Committee will be contacting local colleges and referring students back to the Website for internship opportunities. Contact Melissa Debilzan at [mdebilzan@intrinsec.com](mailto:mdebilzan@intrinsec.com) if you have an internship to post.

## IFMA'S FM-3D EVENT

*Mark your calendar for IFMA's FM-3D event held February 27-29, 2008 in Houston, Texas. IFMA has combined three of its most interactive, high-level educational and networking events into one conference, offering you the unique opportunity to focus on strategic leadership and strategic facility planning at one time, in one convenient location.*

### **Best Practices Forum – February 27, 2008**

- A dynamic discussion in which the participants provide all of the material.
- Knowledge sharing, networking and the formation of valuable benchmarking partnerships.
- Explore a variety of FM practices and their impact on other organizations.

### **IFMA's Management Summit – February 28, 2008**

- Gain insight into the strategic thought-process.
- Understand the importance of a strategic plan for your FM department.
- See first-hand examples of great leadership in practice.

### **Leaders' Conference – February 29, 2008**

- Strategies, networking and leadership development for IFMA's chapter and council officers.
- Attend sessions on membership recruitment/retention, chapter/council communications, educational programming, financial statements, and budgeting and investment strategies.

*For more information and registration details visit [www.ifma.org](http://www.ifma.org).*

## SAVE THE DATES

**Thursday, January 17, 2008**  
**Emerging Leaders Event**  
**Flashback Memory Lanes**  
**4:30 - 7: 30 p.m.**

**Wed., Feb. 6, 2008**  
**Chapter Meeting**  
**The Flexible and Virtual Workplace**  
**McNamara Alumni Center**  
**11:15 a.m. – 1 p.m.**

**Wed. – Fri., Feb. 27-29, 2008**  
**FM-3D Event**  
**Houston, Texas**

**Wed., March 5, 2008**  
**Monthly Program**  
**Benchmarking**  
**McNamara Alumni Center**  
**11:15 – 1 p.m.**

**Wed., April 2, 2008**  
**Monthly Program**  
**Site Selection**  
**Medtronic**  
**3:15 – 5 p.m.**

**Wed., May 7, 2008**  
**Monthly Program**  
**Building Technologies (Telecommunications)**  
**McNamara Alumni Center**  
**Time TBD**

## IFMA SPONSORS

### **Thank You for Your Support**

*Thank you to those who have contributed to the IFMA 2007 sponsorship drive. With you as our partners, we're a stronger organization! If you wish to become a Sponsor, forms are available online at [www.msp-ifma.org](http://www.msp-ifma.org).*

#### **PLATINUM LEVEL**

Antron by Invista  
Art Holdings  
Corporate Express  
Business Interiors  
CORT  
Innovative Furniture  
Solutions  
INSTALL Twin Cities  
Knoll, Inc.  
MilliCare Textile  
and Carpet Care  
Marsden  
Mohagen/Hansen  
Architectural Group

#### **GOLD LEVEL**

ABM Janitorial  
Architectural Alliance  
Maintenance Experts  
(a BG Service

Solutions Business)  
City Wide Maintenance  
Colliers Turley  
Martin Tucker  
CRESA Partners  
General Office Products  
McCaren Designs, Inc.  
Target Commercial  
Interiors  
United Properties  
Walsh Bishop  
Associates, Inc.

#### **SILVER LEVEL**

Brownsworth  
Incorporated  
DFS Direct Facility  
Solutions  
FBG Service Corp  
Stahl Construction

## JOB OPPORTUNITIES

- Healthcare Design Lead, Intereum (1/5/08)
- Facilities Planner, Stratasys (1/5/08)
- Electronic System Specialist, Target Corporation (1/2/08)
- Target Senior Management Opportunities, Target Corporation (1/2/08)
- Target Management Opportunities, Target Corporation (1/2/08)
- Manager Facilities Operations, The Halzelden Foundation (1/2/08)
- Engineering Manager, The Emlin Group (12/18/07)
- Vice President of Business Development, Applied Data Systems (12/18/07)
- Senior Engineer, United Properties (12/18/07)
- Senior Director of Facilities Management, United Properties (12/18/07)
- Facilities Engineer Manager, St. Jude Medical (12/12/07)

Visit the Chapter Website at [www.msp-ifma.org](http://www.msp-ifma.org) for details.

## MEMBER ANNIVERSARIES

### ONE YEAR

**Amanda M. Albert**  
Assistant Property Manager  
*Jones Lang LaSalle*

**Tom Bailey, CPM**  
Property & Facility Manager  
*Dept of Human Services*

**Joseph Dotson**  
Facilities Coordinator  
*Dept of Human Services*

**Jonathan J. Duffert, CPM**  
Facilities Coordinator  
*Dept of Human Services*

**Michael Etlicher-Kuelz, CPM**  
Facilities Coordinator/Project Manager  
*MN DHS*

**Staci J. Gjerde**  
Central Services Assistant  
*Opus Corporation*

**Pamela J. Kollodge**  
Sales Representative  
*National Wallcovering*

**Terry Nali**  
Coordinator  
**INSTALL Twin Cities**

**Jodi Stafford**  
Corporate Real Estate Building Operations Assistant  
*Target Northern Campus*

**Michael S. Thompson**  
Space Planner  
*Dept of Human Services*

**Susan Vannelli**  
Facility Manager  
*Navitaire, Inc.*

**Eugene Workman**  
*ABM*

### FIVE YEARS

**Mark A. Dupre**  
Manager Facility Maintenance Operations  
*Andersen Corporation*

**Lyle J. Henning**  
Consultant-Manufacturing/  
Distribution Group  
*Larson Allen Weishair & Co. LLP*

**Royce L. Kyriakides, CFM**  
Director of Facilities & Support Services  
*Hazelden Foundation*

### FIFTEEN YEARS

**Peg Younghans**  
Director, Corporate Facilities  
*HealthPartners*

## IFMA BOARD MEMBERS

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## NEW MEMBERS

**Brian Boelter**  
Project Manager  
*Kraus-Anderson Construction Company*

**Ashley Bull**  
Assistant Project Manager  
*Kraus-Anderson Construction Company*

**Debra Gondeck-Becker**  
President  
*ArchEdit, LLC*

**Janice Pyka**  
Business Development Manager  
*Fidelity Building Services*

**Daniel Rodich**  
Business Development Manager  
*Fidelity Building Services*

# NOVEMBER BOARD MEETING MINUTES

## Board Meeting Minutes

Wednesday, November 28, 2007

11:30 a.m.-1:00 p.m.

Location: **IntrinXec Management, Inc.**

**Present:** Carey Brendalen, John Ewine, Steve Gamache, Greg Goeke, Caryn Jakucki, Jennifer Lindgren, Heidi Nelson, Debbie Norton (ex-officio), Justine Pliska, Tom Shultz, Chad Stout, Brian Woolsey, Paul Wallerius and Lynne Webber

**Absent:** Jon Glennie, Richard Mackinnon and Chris Schram

The November 28, 2007 Board Meeting was called to order at 11:37 a.m. by P. Wallerius.

### Antitrust Statement

P. Wallerius reminded the Board that our Chapter has adopted an antitrust policy which prohibits the Board and committees from engaging in any discussion that could result in any anticompetitive activities.

### Call for Additions to Agenda

T. Shultz would like to discuss the website.

### Consent Agenda

- Approval of October Meeting Minutes
- Committee Report Approval
- IntrinXec Board Report

Motion made to approve consent agenda. First: J. Ewine, Second: T. Shultz. Motion carried.

### Treasurers Report

The Treasurers Report was distributed to the Board members. C. Stout reported that the year-to-date amount reflects an incorrect amount, the corrected version will be sent out to the Board. The deficit was actually within the budget. C. Stout requested that the Committees take a look at the remainder of the year to predict expenses and income. The Executive Committee will be taking a look at how to cut some of the expenses. At the next Board Meeting the Board will take a look to see what we can do to track revenue and expenses. The Committees should give any recommendations for their budgets to C. Stout.

Motion made to accept the Treasurers Report. First: J. Ewine Second: S. Gamache. Motion carried.

### Sponsorship Update

G. Goeke is working on meeting with a sub-committee to come up with some changes to the time frame and the amount of the Sponsorship Levels. The goal is to make the Sponsorships more manageable and affordable for sponsoring companies. He hopes to have the proposed changes available for the next Board meeting for approval.

## Items Removed from the Consent Agenda

### Special Events

Discussion of the "Suite Deal" Gopher football event and how to proceed with the next event.

J. Lindgren reported that she has someone who has volunteered their Suite for a Vikings game next year. She also reported that she has a potential sponsor to help with the cost of the food and beverage. A discussion was held about hosting a different event to draw more people. B. Woolsey reported that he felt the "Suite Deal" was a great event and he would like to see it continue. C. Stout suggested that we find out what the interest level is before we commit to paying for the Suite. If it is donated then there is not as much risk. J. Lindgren will be sending out a survey to the membership to get some input regarding upcoming events.

### Sharon Harrington's China Presentation

P. Wallerius reported that one of the committees need to follow-up with S. Harrington regarding preparing a presentation about her China Trip. J. Pliska reported that the Education Committee has thought about having her present at an Education Seminar, and will contact her to discuss a presentation.

It was decided that the Education Committee would take charge of organizing the presentation.

### December Business Meeting Agenda

P. Wallerius asked for recommendations for announcements for the December Meeting. He asked G. Goeke to put an announcement together for the December Meeting. C. Brendalen asked that the Committee Members make their announcements short, because we want to make sure the speaker has enough time to present her material.

### Additions to Agenda (Old/New Business)

T. Shultz commented that he would like the committees to put their committee meetings on the calendar on the website.

J. Pliska informed the Board that the Education Committee would like to have a CFM Review Session.

She reported that at this time it would be a financial loss for the Chapter because we would have to hire a Certified Instructor and purchase materials. It was agreed upon that unless we have 20 members who will attend we will not hold the review session.

*Meeting adjourned at 12:44 p.m.*

### Future Board Meetings

December 19, 2007

January 23, 2008

March 26, 2008

April 23, 2008

May 28, 2008

June 25, 2008

All Board Meetings are held at IntrinXec from 11:30 a.m.-1:00 p.m.

*Respectfully Submitted,*

Debbie Norton  
IntrinXec Management, Inc.