

# Board Mtg Agenda

**SEATTLE CHAPTER**

## Date 8.13.2021 | Meeting called to order at 11:00PM.

## **In Attendance:** Fawn, Michael, Jose Diaz, Cindy Strickland, Jackie

##  **Absent:**

11:00 – 11:10 Call Meeting to order – Michael

1. Welcome and call to order –
	1. Motion to appoint Andreas for Secretary
	2. Tony for Treasurer + Past President

Michael Acknowledge Andreas as Secretary and Tony Hout as Treasurer

Committee budget: all good

## 11:10 – 11:15 Old Business

1. Annual Sponsorships
	1. **1 Platinum** (MacMiller, Corporate Care)
	2. **2 Gold** (Alliance Building Services, APEX Facility Resources)
	3. **2 Silver** (KONE, Puget Sound Energy)
	4. **10 Programs/Webinars** (Climatech, Rentacrate, NOVO Painting, Work pointe, Allied, D-seven, Unispace, Whirlwind, Alluminia, Interstate) –

All paid – 2022 Letter need to come out

 Sponsorship ideas:

 Someone to help filter email for sponsorship to help take on the sponsorship on communication

 Jose Diaz jump in communication for sponsorship (As IFMA sponsorship chair)

 Michael appointed Jose Diaz IFMA Sponsorship Chair

 (ACTION ITEM) Jose and Jackie to work on 2021-2022 sponsorship line up

 (ACTION ITEM) Jose and Jackie to provide templates. Asked Michael to review for input as needed

(ACTION ITEM) Jose to filter incoming email, facilitate communication, coordinate constant contact messaging.

Table for sponsor for in-person meeting (Andreas/Jackie)

 Membership:

 Golf: Member check-in. Fawn will have tags and swag

 MOF In-Person on Sept 21st: Formal Check-in, Name badges, Big push on Joining IFMA

 Notice 3 weeks in advanced

 (ACTION ITEM) Constant contact out by Cindy and Fawn

 (ACTION ITEM) Jackie asked for Michael to help moderate SMOF.

                             (ACTION ITEM) David to confirm and assist with A/V setups.

                             (ACTION ITEM) Exec Board and Committee Leads to invite additional “Industry Thought Leaders”,

i.e. Jonathan Lewis, Matt Proctor, Chris Olmsted
 272 members, 7 new members

 Program:

 Invites to program out

 Constant contact + Social-media set up

 Golf Tournament

 Corp sponsorship 50% sold

 Golfer are sold out, 9 holes sponsorship still needed but Jose is confident we will land them

 Theme is Pirates: Harbor points: Light finger food, pre-drawn awards, announcement, and call it a day

 (ACTION ITEM) Fawn to confirm sponsor signage and chapter endorsement material available and ready

Dress up as Pirates

 Jay: Poker tournament: Target date is TBD: Third week of Feb; Maybe the week after superbowl?

 Education: IFMA Credential webinar 08/19

 (ACTION ITEM) Fawn to post the event to chapter website asap

 Strategic meeting (BOD): September 8th at Pacific Tower

 Framework for 2021-2022: Jackie will be out in 6 weeks

 New Members

(ACTION ITEM) Fawn to coordinate? New Member Packet updates needed - i.e. message from BoD, summary of Q3-Q4 Events Calendar, ask for committee volunteers.

                             More involvement, boost our number (Financial, New member packages)

                            (NEW ADDITION FOR FUTURE MEETING MINUTES:

Andreas can you add a simple event list by bullet points for upcoming meetings, events, webcasts in the next 30-60 days?)

## 11:15 -11:45 Current Business – Michael

1. Program Planning:
	1. IFMA OR&SW WA Professional Development Program (Next week?)
	2. IFMA Golf Tournament (Sep 16th)
	3. September Museum of Flight (Sep 21st) : 11:30-1 (12-1 program)
		1. FAWN will connect and secure the venue at MOF
		2. Get John from DSA (Downtown Seattle Association)
		3. Michael will Moderate and open 2021 season
		4. Sponsor
	4. IFMA Summit (Melanie)
	5. March PFEC (Melanie)

2. Strategic Meeting updates (Michael)

3. Select 2021 Scholarship (BOD)

## 11:45 -11:55 Upcoming Events

1. Golf – Recruiting Help?
2. Museum of Flight/Smart Building Program Event
3. IFMA Summit

## 11:55-12:00 Meeting Wrap-Up – Michael

## 12:00 Meeting Ends

## Next Meeting –