



FFMA Board of Directors

Conference Call

May 4, 2009 – 2:00 pm

1. **Approval of Minutes** Mickey Farrell
 - Board Meeting Conference Call on September 22, 2008
 - Board Meeting Conference Call on February 18, 2009

2. **President's Report** Mickey Farrell
 - Annual Meeting Attendance ([Attachment 1](#))
 - Four Seasons Group Event Agreement ([Attachment 2](#))
 - Newsletter

3. **Committee Reports**
 - Annual Meeting Program Committee Kim Stone
 - Budget Committee ([Attachment 3](#)) Kim Stone
 - By-Laws Committee Roger Englert
 - Legislative Committee Ron Spencer
 - Membership Committee Mary Bensel
 - Nominating Committee Allen Johnson
 - Operations Committee Judy Joseph
 - Scholarship Committee Mark Striffler
 - Sponsorship Committee ([Attachment 4](#)) Barry Strafacci
 - Website Committee Mark Striffler

4. **Old Business**

5. **New Business**
 - Next Conference Call

6. **Adjourn**

**Florida Facility Managers Association
Board Meeting Minutes (Conference Call)
May 4, 2009**

Present: President Mickey Farrell, Kim Stone, Mary Bensel, Mark Striffler, Cherie Dubay, Wayne Malaney, Roger Englert, Barry Strafacci, Bill Becker, Allen Johnson CFE/CPM, Ron Spencer, Mike LaPan CPE

Absent: John Moors, Lionel Dubay, Rick Hamilton, Judy Joseph

There was a motion from Roger to approve the minutes from the September 22, 2008 meeting that was seconded by Mary. The motion carried. There was another motion from Mark to approve the February 18, 2009 conference call minutes. It was seconded by Kim and the motion carried.

President's report

Mickey discussed the feedback from a survey (attachment 1) sent to members regarding the upcoming annual meeting. A total of 33 members responded with 64% indicating their intention to attend this year's meetings. The average attendance per building was 2 people. From the sponsorship perspective, Mickey reviewed the details of the list for the annual meeting and noted that 6 sponsors from last season would not be returning this year. Mark indicated that sponsorship commitments are down about \$16,000 versus last year based mainly on corporate cutbacks and travel restrictions. Allen said that his government's travel restrictions begin October 1, 2009, and stated that 2010 could see more members with travel restrictions in place for next year.

Mickey mentioned that he renegotiated some of the contract points (attachment 2) with the Four Seasons Resort and reached an agreement to increase attrition to 15% and allow reductions in the food, beverage and room nights. He indicated that once registration numbers are provided from the hotel, he will continue negotiations.

Newsletter

Mickey stated that one will be sent to membership before the annual meeting in early June.

Program Committee

Kim reported that speakers are being confirmed for the annual meeting and plans continue to come together. The focus of this year's meeting will be about working closely together as an industry and sharing best practices to help us all survive this tough economic time.

Budget Report

Kim noted FFMA has \$108,867 cash in the bank (attachment 3) that is the funding source for the hotel credits being offered to members who are restricted from traveling this year. Membership dues are down but Mary is working to bring in new members to offset that in time for the meetings. Judy has not claimed the \$1,000 she is eligible to receive as the

host of this year's operations seminar so Kim will confirm with Judy if she wants the money.

By Laws Committee

Roger said Wayne has not had a chance to review them so it will be discussed on the next conference call.

Legislative Committee

Ron and Wayne said the sales tax exemptions will sunset on the last day of June. Wayne mentioned that if buildings want to change their contracts and business models to adjust to this new model, he can help. The state could begin auditing facilities to ensure compliance. Wayne said the economic times have made this an extremely difficult year and legislators are more interested in finding and attracting new business versus keeping it. There was a discussion regarding Wayne's impression that the FFMA was not consulted and treated properly in regards to a bill put forth by the Tampa Bay Performing Arts Center and the Florida Presenters. Ron stated that this issue should be addressed in June and it should be confirmed that Wayne's role is to look out for the best interests of the industry as a whole. This will be discussed at the annual meeting in June.

Membership Committee

Mary noted that this committee held a conference call last week and divided up the list of potential new members and asked them to follow up with new leads to close them.

Nominating Committee

John and Ron will make recommendations.

Operations Committee

Judy was not on the call today so Mickey will follow up with her.

Scholarship Committee

Mark stated he had received 20 applications for the three scholarships. The winners should be announced by Friday, May 8th.

Sponsorship Committee

Barry reviewed the sponsorship sheet that was provided (attachment 4) with the documents for the call and asked board members for assistance with any pending sponsors who they have a good relationship. Barry expressed to Allen that Levy, Aramark and Centerplate all have declined. Aramark declined per their regional Vice President. Allan agreed to contact all three of them and try to convince them to sponsor this year's conference. Cherie is following up with Horner. Mickey will call Knight FM, Populus as well as Centerplate, which is urgent because their sponsorship also covers golf. Kim is following up with Contemporary Services Corporation & Jay Brock who expressed interest in doing a presentation. Mary will ask Judy to follow up with Miami Stagecraft. Barry also asked members for names of any new vendors he could pursue. Mickey said he is also trying upsell Daktronic & Hussey into a higher sponsorship.

Website Committee

Mark reported that the site's redesign was complete. He acknowledged the hard work by Eric. A link to the new site will be sent to members before it goes live to give them 2 weeks to ensure everyone's content is current. Eric will then make the changes and the new site can launch. Eric will present the new site at this year's annual meeting.

Old Business – None

New Business

Mickey then opened a discussion on subsidizing member's travel to the annual meeting this year given the travel restrictions placed on many members. One option was to waive the registration but it was denied because the goal is to get people to stay at the hotel to reach our contracted numbers. Mickey recommended offering a two-night stay at the hotel that covers just their hotel cost. Allen gave a motion to authorize the president to develop a pool of assistance to be granted up to 15 members in good standing, who because of economic time or governmental restrictions are not allowed to travel, the chance to qualify for 2 nights free stay at the host hotel. To be eligible, the members must pay their FFMA annual meeting registration fee and stay at the host hotel. Motion was seconded by Barry and carried. A letter announcing the financial assistance will be sent to all members in good standing.

Next Conference Call– It will be coordinated via email

Roger motioned to adjourn the meeting and it was seconded by Kim. The motion carried.

Page: Introduction

1. Please provide your name		
	<i>answered question</i>	33
	<i>skipped question</i>	0
	Response Count	
	view	33

2. Please provide the name of your facility		
	<i>answered question</i>	33
	<i>skipped question</i>	0
	Response Count	
	view	33

Page: FFMA Survey - Page 2

3. Will anyone (yourself included) from your staff be attending the FFMA annual meeting this June 21-23 in West Palm Beach?			
		<i>answered question</i>	33
		<i>skipped question</i>	0
		Response Percent	Response Count
Yes		63.60%	21
Maybe		9.10%	3
No		27.30%	9

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4. Will you personally be attending the FFMA annual meeting?			
		<i>answered question</i>	23
		<i>skipped question</i>	10
		Response Percent	Response Count
Yes		78.30%	18
Maybe		17.40%	4
No		4.30%	1

5. How many staff (including yourself) from your facility do you anticipate will attend the meeting?		
	<i>answered question</i>	22
	<i>skipped question</i>	11
	Response Count	
	view	22

Page: FFMA Survey - Page 4

6. If you are not planning to attend, could you please share your reason(s) why?		
	<i>answered question</i>	8
	<i>skipped question</i>	25
	Response Count	
	view	8

7. Could the FFMA do anything to help you attend this year's meeting?		
	<i>answered question</i>	7
	<i>skipped question</i>	26
	Response Count	
	view	7

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8. Would you be interested in serving on a panel to share best practices from your facility?		
	<i>answered question</i>	24
	<i>skipped question</i>	9
	Response Percent	Response Count
Yes	20.80%	5
Maybe	50.00%	12
No	29.20%	7

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9. What possible topics would you like to share information on? What topics would you consider to be		
	<i>answered question</i>	9
	<i>skipped question</i>	24
	Response Count	
	view	9

Response to No. 1

Response to No. 2

1	Anne Van Wormer	Manatee Convention Center
2	Mickey Farrell	Raymond James Stadium
3	Steve Janicki	King Center for the Performing Arts
4	Michel Sauers	Global Spectrum
5	Lynda Reinhart	Stephen C. O'Connell Center
6	John Valentino	AEG Live
7	Sammy Wallace	Germain Arena
8	Michael Blachly	UF Performing Arts
9	Barbara Dyer	John R. Trinkle Center
10	Mike LaPan	The Lakeland Center
11	Mark Striffler	Florida State University Oglesby Union
12	Robert Stried	War Memorial Auditorium
13	Dennis McDermott	Florida State Fairgrounds
14	Mary Bensel	Van Wezel Performing Arts Hall
15	Robert Rose	Tampa Convention Center
16	Ron Spencer	Tallahassee-Leon County Civic Center
17	Patrick L McGrew	BankUnited Center at UM
18	Lee Bell	Kravis Center
19	Barry Strafacci	Harborview Center
20	John Bell	Tampa Theatre
21	Roger Englert	Tallahassee-Leon County Civiic Center
22	David Nunes	Dolphin Stadium
23	Robin Timothy	Jacksonville Arena
24	Brian Babin	AmericanAirlines Arena
25	john moors	tampa convention center
26	erik hart	florida theatre
27	Kristofer Beatty	Daytona Beach Ocean Center
28	Timothy Schmand	Bayfront & Bicentennial Parks
29	Allen Johnson	Orlando Venues
30	Scott Sloman	The Lakeland Center
31	Kathleen Monahan	Tarpon Springs Performing Arts Center
32	bill becker	my house
33	Gregg Smith	Kissimmee Civic Center

Response to No. 5

1	2
2	2 total
3	2
4	2
5	4-5
6	1-3
7	1
8	3
9	1
10	1
11	1
12	2
13	2-4
14	2
15	1
16	1
17	1
18	Two
19	1
20	1 maybe 2
21	1
22	3

Response to No. 6

1	money!
2	No Travel Funding Available
3	Conflict with final year of SES
4	professional development budget cut
5	Budget. Our County Council has put a hold on all travel until further notice
6	no city travel for '09
7	Our travel and training budget has been eliminated which would require us to use vacation time to attend. We love FFMA but..... Additionally, we have reduced the levels of house staff requiring all management to work the floor during some portion of events.
8	Our budget has been cut.

Response to No. 7

1	probably not lowering the cost MIGHT help
2	When the economy improves, we hope to attend again.
3	Rescedhuling is not an option as the SES is invaluable and a 3 year rotating program so would have to wait 3 year to complete.
4	No. Being a county government, we can not even accept scholarships.
5	it's not the cost, in my posititon, it's the perception
6	Not that I know.
7	Provide scholarships?

Response to No. 9

1	Security
2	Marketing events in smaller markets
3	Facility Management/ International picture
4	I'm more interested in getting than giving at this time. Not being stingy, simply looking for ways to improve our operation and compete more effectively.
5	?
6	Whatever you want me to address. Right now I am tied up in governmental issues.
7	Marketing - avoiding the "elitist" pitfall Board - staff relations
8	Providing nearly all services with in-house staff, i.e. food service, FOH staffing including security, stagehands, electricians, merchandise sales...
9	Unique ideas to survive todays economy



GROUP EVENT AGREEMENT

This Group Event Agreement and the attached Appendices constitute the entire agreement between **Florida Facility Managers Association** (the “Patron”) and **J.V. Associates dba Four Seasons Resort Palm Beach** (the “Hotel”) regarding arrangements for the **Florida Facility Managers Association Annual Meeting** (the “Event”) to be held over the dates of **Thursday, June 18, 2009** to **Friday, June 26, 2009** inclusive.

In consideration of the mutual obligations of the above parties, the parties agree as follows:

I. ROOM BLOCK

The Hotel will hold a block of guest rooms for the Patron for the Event, as set out below, subject to the terms and conditions set out in this Agreement.

	Run of House	Premier	1 Bedroom Suite	2 Bedroom Suite	Total
Thu 06/18/ 2009	0	0	1	0	1
Fri 06/19/ 2009	2	0	1	1	4
Sat 06/20/ 2009	20	3	1	1	25
Sun 06/21/ 2009	75	3	1	1	80
Mon 06/22/ 2009	75	3	1	1	80
Tue 06/23/ 2009	35	3	1	1	40
Wed 06/24/ 2009	1	0	1	0	2
<i>Total</i>	208	12	7	5	232

**Calculation of attrition is on per night basis.*

Run of House consists of a combination of Garden View, Partial Ocean View and Ocean View category guestrooms.

II. GUEST ROOM RATES*

1. Group Room Rates

For the Event, Group Room Rates will be as follows:

Room	Single Rate	Double Rate
Run of House	\$160.00	\$160.00
(3) Premiers x 4 nights	\$160.00	\$160.00
(1) One- Bedroom Suite x 7 nights	\$160.00	\$160.00
(1) Two- Bedroom Suite x 5 nights	\$160.00	\$160.00

* - \$12.50 per room night will go back to the Master Account as a credit.

Initialed: _____

Additional Premiers -	\$490.00 per room, per night, based on availability.
Additional One-bedroom Suites-	\$900.00 per room, per night, based on availability
Additional Two-bedroom Suites-	\$1,200.00 per room, per night , based on availability

Special Concessions : *

- One (1) complimentary room per every 40 consumed room nights, cumulative.
- Three (3) upgrades to Premier accommodations at group rate. Additional rooms at \$450.00 per room, per night, based upon availability.
- Hospitality Suite in the function space.
- One (1) complimentary Two- bedroom Suite over program dates, additional room nights at \$1,900.00 per room, per night, based upon availability.
- Kids for All Seasons program is complimentary from 9:00am to 5:00pm for children ages 3-12 (potty – trained).
- No Resort Fee.
- Children 12 years and under will eat at 50% of *the adult menu price (banquets only)*, not including tax and gratuity.
- One (1) One-bedroom suite at group rate over program dates, additional room nights at \$900.00 per room, per night, based upon availability.

* Concessions are based upon 90% of Run of House pick-up. Should pick-up fall below 90%, concessions will be reduced accordingly.

2. Commission

All Group Room Rates are non-commissionable and are subject to applicable occupancy and state tax, which are currently 11.5%, but are subject to change.

3. Portage/Gratuities

Porterage charges and room attendant gratuities shall be left to individual guests' discretion.

III. RESERVATION METHOD

1. Reservations

The Patron shall submit an advance rooming list (the "List") to the Hotel no later than **Tuesday, May 19, 2009** to secure reservations. After this date, any unreserved rooms will be considered canceled and may be released by the Hotel for general sale. The Hotel will continue to accept reservations after this date on a space available basis at Published Rates. Such reservations will be credited against cancellations. The List must be complete with names, arrival/departure dates, smoking preferences and specific payment instructions. Any additions or revisions to the List, subsequent to its initial submission, should be made directly with the Hotel's Conference Services Department.

All guest rooms will be held for late arrival, if guaranteed. A guarantee on each reservation will be in the form of an advance deposit for two night's room and tax, either cash or a major credit card, or pre-arrangements made with the Hotel's credit department.

Initialed: _____

2. Check In/Check Out Time

Check-in time is 4:00 p.m. Room assignments prior to this time are subject to availability. Check-out time is 12:00 p.m. If any room is not vacated by this time, the Patron will be charged a late charge of one night's rate unless prior arrangements are made with the Hotel's management.

IV. DEPOSIT AND OPTION DATE

The Room Block and function space and services referred to in this Agreement may be released by the Hotel, at its option, with notice to the Patron, unless the requisite deposit **\$8,300.00** has been received by the Hotel on or before **Monday, December 10, 2007**. In the event that another organization requests the same or similar arrangements on a definite basis on or prior to the Option Date, and the Hotel cannot handle both functions, the Patron will be given written notice of such matter and be given seventy-two (72) hours in which to submit the Deposit to confirm the commitment on a definite basis or space will be released. Should the Hotel choose not to release the Room Block, the Patron will remain liable for the performance of all its obligations under this Agreement.

<u>Due Date</u>	<u>Amount Due</u>
1. Monday, December 10, 2007	\$8,300.00
2. Thursday, May 7, 2009	100% of the estimated master account

V. CATERED PORTION OF EVENT

1. Rental of Function Space, Food and Beverage Services

- a) In addition to the rooms, the Hotel will reserve function space and banquet food and beverage services according to the program outlined in Appendix A.
- b) Three (3) months prior to the Event, representatives of the Hotel's Conference and Catering Services Department will contact the Patron's authorized representatives to assist in detailed planning and preparations for the catered functions comprising the Event. The menu(s) and all other details of the catered functions are to be finalized a minimum of three (3) weeks prior to the scheduled commencement date of the Event.
- c) It is agreed that all on-site banquet food and beverage arrangements will be made through the Hotel. Licensing restrictions require that only food and beverage purchased by the Hotel be served on Hotel property.

2. Prices

- a) Menu prices quoted are estimates only and are subject to change, due to changes in costs of commodities, labour, taxes or other similar reasons subsequent to the signing of this Agreement, and the Patron agrees to pay such revised prices. Alternatively, in the event of such increased costs, the Hotel may, at its option, make reasonable substitutions in menu items and the Patron agrees to accept such substitutions.
- b) The Hotel reserves the right to charge a service fee for set-up of rooms with extraordinary requirements.

Initialed: _____

- c) A 20% service charge and 6.5% sales tax (or the then current prevailing tax) will be added to all food and beverage charges. Sales tax will be applied in strict accordance with tax regulations on all other charges.

3. Modifications to Program

- a) If the Patron anticipates any program revisions, the Patron must advise the Hotel as soon as possible so that the Hotel may make the appropriate arrangements. Any function space and service requirements, other than those outlined in Appendix A shall be subject to space availability as well as a reasonable increase or reduction in function room rental at the time requested.
- b) The function space specified in Appendix A is reserved only for the time(s) indicated. If the Patron subsequently requests the use of the function space for any time beyond the hours set forth in Appendix A, such request shall be subject to the approval of the Hotel and may be subject to additional fees at the Hotel's established charges which shall be payable on the day of the function, unless otherwise specified.
- c) No changes to the menu may be made by the Patron within the three (3) day period preceding the Event.

4. Number of Attendees

- a) The guaranteed number of attendees at each catered function must be communicated to the Catering Office at the Hotel not less than 72 hours or three (3) full working days (Monday through Friday, excluding holidays) prior to the Event. A Banquet Event Order will be completed and sent for each scheduled function. A 5% allowance in food preparation over the guaranteed number of attendees will be made on all catered functions comprising part of the Event with 100 guests or more.

Discounted group room and suite rates *outlined in this agreement* are based on a minimum guarantee of **\$36,500.00** in banquet/catering food and beverage revenue exclusive of tax and gratuity. In the event that this minimum is not achieved the patron will be responsible for the difference between the actual and the minimum .

- b) The function space designated for the Event carries minimum and maximum attendance numbers. If the Patron's final guaranteed number of attendees is lower or higher than these numbers, the Hotel reserves the right to transfer the Event to another function space and/or charge a rental (or additional rental) based on the established Hotel rental schedule.

5. Displays, Exhibits and Decorations

- a) All displays, exhibits and/or decorations proposed by the Patron shall be subject to the prior written approval of the Hotel in each instance. The Hotel assumes no responsibility whatsoever for displays, exhibits and/or decorations, etc. brought into the Hotel by the Patron or any third party in connection with the Event, including, but not limited to, claims of personal injury or property damage related to the displays, exhibits and/or decorations.
- b) All displays, exhibits and decorations must conform to the applicable Building Code and Fire Ordinances and should be free standing without attachment to walls, ceilings or floors. For greater certainty and without limitation to the foregoing, all applicable flame proofing regulations shall be complied with and before any decorations of a combustible nature shall be installed, notarized affidavits of flame proofing must be furnished.

Initialed: _____

- c) All displays, exhibits, decorations, equipment and musicians must enter and exit the Hotel through the receiving entrance and/or security office located at the north end of the building. Delivery and pick-up times must be coordinated with the Hotel in advance.

6. Right to Inspect and Not Liable for Personal Property

The Hotel reserves the right to inspect and control all private functions. The Hotel does not assume liability for any personal property and equipment (“Property”) of the Patron or the Patron’s guests, invitees or third party providers brought to the Hotel and any Property brought onto the premises shall be at the sole risk and responsibility of the Patron.

VI. CHANGES TO THE EVENT

The Patron will provide to the Hotel, on a timely basis, any changes to its attendance projections and guestroom, function and meeting space requirements for the Event. All changes are subject to availability, and all agreed upon changes will be confirmed by the parties in writing prior to the Event. In the event there is a substantial increase or decrease in the number of attendees, the Hotel reserves the right to change function and/or meeting space to properly accommodate the revised number of attendees. After the Option Date, except as specified below, all changes resulting in a reduction of revenue to the Hotel shall be subject to the fees as specified including cancellation or attrition fees.

VII. CANCELLATION

1. If the Patron cancels the entire Event, the Hotel shall have suffered damages equivalent to the revenues that the Hotel would have earned from the sale of rooms, food and beverages, and use of recreation facilities, commission on retail sales and ancillary payments etc. in connection with the Event. The parties acknowledge that it is difficult to quantify such damages and have agreed that the Hotel shall assess a cancellation fee, (the “Cancellation Fee”) against the Patron as liquidated damages and not as a penalty. The parties agree that the Cancellation Fee will be based on the date written notice of cancellation is received by the Hotel, and calculated as a percentage of Anticipated Room and Food and Beverage Revenue, see Appendix B, in accordance with the following scale:

Number of Days Prior to the Event	Percentage of Lost Revenue
0-30 days	100%
31-60 days	90%
61-120 days	75%
121-180 days	65%
181 days or more	50%

If the Patron cancels spa commitments or fails to take such commitments up at the time of the Event, the Hotel shall have suffered damages equivalent to the profits that the Hotel would have earned from the use of the spa facilities and ancillary sales. The parties acknowledge that it is difficult to quantify damages and have agreed that the Hotel shall assess a cancellation fee, (the “Spa Cancellation Fee”) against the Patron as liquidated damages and not as a penalty. The parties agree that the Spa Cancellation Fee will be based on the date written notice of cancellation is received by the Hotel, and calculated as a percentage of the anticipated revenue prior to the cancellation, from spa facilities commitments which are canceled in full by the Patron in accordance with the following scale:

Initialed: _____

Number of Days Prior to the Event	Percentage of Anticipated Spa Revenue
0-30 days	100%
31-60 days	50%
61-90 days	25%
91-120 days	10%

2. Payment of Cancellation Fee

In the case of cancellation, the Cancellation Fee and any related taxes are payable within 30 days of the date of cancellation after which time the Cancellation Fee will bear interest at the rate of 1 1/2% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable laws, in which event the maximum legal rate shall apply. Deposits paid by the Patron will be applied against the Cancellation Fee owing.

3. Resale For Cancellation

Notwithstanding the above, should the Patron cancel the entire Event, the Hotel agrees to undertake reasonable sales efforts to resell the canceled rooms, and spa facilities which had been set aside for the Patron as of the Option Date.

On resale of rooms, the lesser of the resale price and the amount of the Cancellation Fee attributable to the resold rooms will be reimbursed to the Patron within 90 days from the date of the Event provided the Cancellation Fee has been paid in full.

For purposes of this calculation, the number of rooms resold will equal the number of rooms canceled less the number of rooms vacant in the Hotel on the date of the Event. If the number of rooms canceled less the number of rooms vacant in the Hotel on the date of the Event equals a negative number, the number of rooms resold will be deemed to be zero. For further clarity, if the number of rooms vacant at the time of the Event exceeds the rooms canceled, no rooms will be considered resold and in the event the Hotel is sold out on the date of the Event, all rooms canceled will be considered resold.

VIII. ATTRITION

1. Attrition Fee

Prior to thirty days (30) of the group's arrival, **Tuesday, May 19, 2009**, you have the option of reducing the room block by ten percent (10%) per night. This must be done in writing to the Hotel by **Tuesday, May 19, 2009**. After this date, one hundred percent (100%) of contracted room revenue will be charged for the rooms released in excess of ten percent (10%) on a nightly basis. Attrition is calculated on a nightly basis on the contracted room block.

Initialed: _____

2. Payment of Attrition Fee

Where Attrition exceeds the permitted attrition allowance, the Attrition Fee and any related taxes will be added to the Event's final invoice.

3. Resale For Attrition

Notwithstanding the above, if the Hotel is able to resell any of the Attrition Rooms, such rooms will not be included in the calculation of the Attrition Fee. For greater certainty, all rooms in the Hotel inventory must be sold before any of the Attrition Rooms are considered resold.

IX. PAYMENT PROCEDURE

1. Payment Options

A Group master account will be established and all items marked under "Charge To Master Account" below will be charged to such Group master account pending credit approval by Credit Manager. Individual attendees will be required to establish individual credit, and will be responsible for all indicated charges. Any remaining charges, which are not specifically indicated, will be charged to the Group master account.

SERVICE	CHARGE TO MASTER ACCOUNT	INDIVIDUAL PAYS OWN CHARGE
Room and Tax		
Banquet Event Functions		
Audio Visual		
Business Center		
Phone Calls		
Faxes		
Laundry/Valet		
Food Outlets		
Mini Bar		
Parking Charges		
Bellman Gratuities		
Housekeeping Gratuities		
Health Club		
Gift Shop		
Transportation		
Miscellaneous (please indicate)		

Initialed: _____

2. Account Settlement

A final invoice (the "Invoice") of all outstanding amounts will be prepared at the close of the Event. Final payment is due immediately, unless prior billing arrangements have been made with the Hotel's Credit Manager. Any Invoice outstanding for more than thirty (30) days will bear interest at the rate of 1½% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable laws, in which event the maximum legal rate shall apply.

3. Payment by Credit Card

The undisputed balance of the Master Account may be paid by credit card within five (5) days of receipt of the billing statement at no additional charge, however accounts tendered to a credit card after the five (5) day grace period will be subject to a three percent (3%) convenience fee.

X. DAMAGES TO HOTEL

The Patron shall be responsible for all liabilities, losses, claims, demands, damages, costs and expenses, including (without limitation) property damage and/or personal injuries suffered or incurred by the Hotel or any employee or staff member of the Hotel or other guest or invitee of the Hotel and arising as a direct or indirect result of the attendance at the Event or the use of services and facilities of the Hotel by the Patron or its employees or any invitee of or outside contractor hired or engaged by the Patron.

XI. INDEMNITIES

The Patron agrees to indemnify, defend and hold harmless the Hotel and each of its directors, officers, employees and agents (collectively, the "Hotel Indemnitees" and individually, a "Hotel Indemnitee") from and against all liabilities, losses, claims, demands, damages, costs and expenses (including but not limited to reasonable legal fees and disbursements) suffered or incurred by any Hotel Indemnitee and arising as a direct or indirect result of any claim, proceeding, civil, criminal or administrative action, inquiry, suit or legal action instituted against a Hotel Indemnitee in respect of the Event or the Patron's use of the services and facilities of the Hotel arising as a result of the negligence or wilful misconduct of the Patron or any of its directors, officers, employees and agents. Such indemnity shall not apply to the extent that a Hotel Indemnitee is claiming indemnity for its own negligence or wilful misconduct.

The Hotel agrees to indemnify and hold harmless the Patron and each of its directors, officers, employees and agents (collectively, the "Patron Indemnitees" and individually, a "Patron Indemnitee") from and against all liabilities, losses, claims, demands, damages, costs and expenses (including but not limited to reasonable legal fees and disbursements) suffered or incurred by any Patron Indemnitee and arising as a direct or indirect result of any claim, proceeding, civil, criminal or administrative action, inquiry, suit or legal action instituted against a Patron Indemnitee and in respect of the Event or the Patron's use of the services and facilities of the Hotel arising as a result of the negligence or wilful misconduct of the Hotel or any of its directors, officers, employees and agents. Such indemnity shall not apply to the extent that a Patron Indemnitee is claiming indemnity for its own negligence or wilful misconduct.

Initialed: _____

XII. INSURANCE

The Patron and the Hotel agree to obtain and maintain throughout the term of the Event, insurance of such types and in such amounts as a reasonably prudent company in their respective industries would obtain and, upon request, each agrees to provide the other with evidence of such insurance.

XIII. FORCE MAJEURE

If for any reason beyond the Hotel's or Patron's reasonable control (including but not limited to strikes; labour disputes; acts, regulations or orders of governmental authorities; civil disorder; disasters; acts of terrorism: acts of war; acts of God; fires; flood or other emergency conditions; any delay in necessary and essential repairs of the Hotel) it is impossible or illegal for the Hotel or the Patron to perform its obligations under this Agreement, such non-performance is excused and such party may terminate this Agreement without further liability of any nature, and any Deposit shall be returned. The parties agree to negotiate in good faith to rebook any Event cancelled due to a force majeure event. Deposits may be applied to the rebooked Event.

XIV. AMERICANS WITH DISABILITIES ACT

1. Hotel's Responsibilities

The Hotel shall be fully responsible for compliance with the Americans with Disabilities Act of 1990, as it may be amended, and all the rules and regulations promulgated under it (the "ADA") with respect to:

- a) the Hotel's policies, practices, procedures and eligibility requirements;
- b) the provision of auxiliary aids and services in the Hotel, except;
 - (i) in areas designated for the exclusive use or within the control of the Patron or other third parties exclusively using areas of the Hotel including, without limitation, tenants, licensees and other groups (collectively "Third Party Users"); and
 - (ii) aids and services required for the specific activities of the Patron or other Third Party Users;
- c) architectural, communications and transportation barriers in the Hotel, except barriers created by or within the control of the Patron; and
- d) the availability of wheelchair seating spaces in assembly areas, except to the extent that the Patron exercises control or direction over the arrangement of seating in an assembly area.

2. Patron's Responsibilities

The Patron shall be fully responsible for compliance with the ADA with respect to:

- a) the policies, practices, procedures and eligibility criteria employed by:
 - (i) the Patron; and
 - (ii) any person(s) other than the Hotel providing goods or services in connection with the Patron's use of or activities at the Hotel;

Initialed: _____

- b) the provision of auxiliary aids and services:
 - (i) in areas designated for the exclusive use or within the control of the Patron; and
 - (ii) required for the specific activities of the Patron (as distinct from the activities of non-Patron guests of the Hotel);
- c) architectural, communication and transportation barriers created by or within the control of the Patron; and
- d) any violation of wheelchair seating requirements, to the extent that the Patron exercises control or direction over the arrangement of seating in an assembly area.

3. Requirements of Group

The parties acknowledge that the Hotel's capacity and obligation under the ADA and paragraph b. above to provide auxiliary aids and services and guest rooms accessible to or otherwise equipped for the benefit of persons with disabilities are limited in number and kind. The Patron, therefore, shall notify the Hotel reasonably prior to the Event, of the number and type of such aids and services or rooms required by Patron members. The Hotel, in turn, will promptly notify the Patron of the extent to which such needs exceed the Hotel's ADA obligations and capacity. The Patron shall bear the responsibility to provide any aids or services or alternative lodging in excess of the Hotel's ADA obligation and capacity.

4. Indemnification

The Hotel and the Patron each agree to indemnify, defend, reimburse and hold the other harmless from and against any and all claims, liabilities, damages, penalties, costs (including reasonable attorney's fees and costs), losses and expenses incurred based upon the failure of the indemnifying party to comply with the ADA with respect to matters for which it bears responsibility under the preceding paragraphs.

XV. GENERAL PROVISIONS

1. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

2. Notices

All notices required or provided for under this Agreement shall be in writing and shall be effective immediately upon receipt by personal delivery, facsimile transmission or registered mail, return receipt requested, addressed to the other party's attention. Contact of Record is:

Patron:	Ms. Cherie Worley 4431 SW 101 Drive Gainesville, FL 32608	Hotel:	Four Seasons Resort Palm Beach 2800 South Ocean Boulevard Palm Beach, FL 33480
Telephone:	352-338-2947	Telephone:	561-533-3757
Fax:	352-335-7381	Fax:	561-540-9228
Attention:	Ms. Cherie Worley	Attention:	Kim Davis

Initialed: _____

3. Non-Waiver of Breach

Any failure to demand strict and full performance of any of the covenants or agreements on the part of the other party, to be observed, kept or performed, while the party is in default with respect to any such covenant or agreement, shall not be construed to be a waiver by the first party of any such default or breach of covenant.

4. Authority to Sign

If this Agreement is signed by the Patron in the name of a corporation, partnership, association, club or society, the person(s) signing represents and warrants to the Hotel that he/she has full authority to sign such agreement and that in the event he/she is not so authorized, he/she will be personally liable for the faithful performance of this Agreement.

5. Entire Agreement

This Agreement contains all of the understandings between the parties and may only be modified in writing signed by both parties.

6. Severance

In the event that one or more of the provisions of this Agreement shall be found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed as of the date last written below.

SUBMITTED BY:

**J.V. Associates dba Four Seasons Resort Palm Beach
(the "Hotel")**

Per: _____ Date: _____
Kim Davis, Sales Manager

Per: _____ Date: _____
Sally Jo Murren, Director of Sales

**Florida Facility Managers Association
(the "Patron")**

Per: _____ Date: _____
Ms. Cherie Worley, Florida Facility Managers Association

ACCEPTED BY:

**J.V. Associates dba Four Seasons Resort Palm Beach
(the "Hotel")**

Per: _____ Date: _____
Kim Davis, Sales Manager

Per: _____ Date: _____
Sally Jo Murren, Director of Sales

Per: _____ Date: _____
Siu Lai, Director of Finance

Initialed: _____

APPENDIX A**SCHEDULE OF EVENTS**

Date	Start Time	End Time	Description	Setup	Agr
Fri 06/19/09	4:00 PM	4:15 PM	Early Arrivals	Flow	16
Fri 06/19/09	7:00 PM	9:00 PM	Dinner at Leisure	Flow	16
Sat 06/20/09	7:00 AM	9:00 AM	Breakfast at Leisure	Flow	16
Sat 06/20/09	4:00 PM	4:15 PM	Early Arrivals	Flow	35
Sat 06/20/09	7:00 PM	9:00 PM	Dinner at Leisure	Flow	51
Sun 06/21/09	7:00 AM	9:00 AM	Breakfast at Leisure	Flow	51
Sun 06/21/09	8:00 AM	11:30 AM	Executive Committee Meeting	Conference	8
Sun 06/21/09	8:00 AM	11:30 AM	Breakfast Buffet	Conference	8
Sun 06/21/09	1:00 PM	5:00 PM	Conference Registration	Flow	
Sun 06/21/09	4:00 PM	4:15 PM	Check In	Flow	88
Sun 06/21/09	7:00 PM	10:00 PM	Dinner at Leisure	Flow	139
Sun 06/21/09	8:30 PM	11:00 PM	Hospitality Suite	Flow	25
Mon 06/22/09	6:00 AM	11:00 PM	Hold for meeting set up remains	No change/As Is	1
Mon 06/22/09	7:00 AM	9:00 AM	Breakfast at Leisure (spouses)	Flow	69
Mon 06/22/09	7:30 AM	8:00 AM	Contl. Breakfast	Flow	70
Mon 06/22/09	7:30 AM	8:00 AM	Conference Registration	Flow	0
Mon 06/22/09	8:00 AM	8:50 AM	Ticketmaster Presentation	Classroom	70
Mon 06/22/09	9:00 AM	9:45 AM	Hurricane Panel	Classroom	70
Mon 06/22/09	9:45 AM	10:00 AM	Coffee Break	Flow	70
Mon 06/22/09	10:00 AM	11:00 AM	FFMA Website Presentation	Classroom	70
Mon 06/22/09	11:00 AM	11:45 AM	Industry Trends Panel	Classroom	70
Mon 06/22/09	12:00 PM	2:00 PM	Lunch at Leisure	Flow	30
Mon 06/22/09	12:00 PM	4:00 PM	Florida Presenters Lunch	Rounds	35
Mon 06/22/09	1:00 PM	6:00 PM	Guests at Leisure	Flow	80
Mon 06/22/09	6:30 PM	7:00 PM	Cocktail Reception	Casual Reception	117
Mon 06/22/09	7:00 PM	9:00 PM	Dinner Buffet	No change/As Is	117
Mon 06/22/09	9:00 PM	11:59 PM	Hospitality Suite	Flow	25
Tue 06/23/09	6:00 AM	11:00 PM	Hold for meeting set up remains	No change/As Is	1
Tue 06/23/09	7:00 AM	9:00 AM	Breakfast at Leisure (spouses)	Flow	20
Tue 06/23/09	7:30 AM	8:00 AM	Conference Registration	Flow	0
Tue 06/23/09	8:00 AM	9:00 AM	Contl. Breakfast	Flow	60
Tue 06/23/09	9:00 AM	9:30 AM	Lobbyist Report	Classroom	60

Initialed: _____

Tue 06/23/09	9:30 AM	10:30 AM	Hurricane Report	Classroom	60
Tue 06/23/09	10:30 AM	10:45 AM	Coffee Break	Flow	60
Tue 06/23/09	10:45 AM	11:45 AM	Marketing Panel	Classroom	60
Tue 06/23/09	11:00 AM	12:00 PM	Departures Check out	Flow	35
Tue 06/23/09	11:45 AM	1:30 PM	Lunch at Leisure	Flow	80
Tue 06/23/09	1:30 PM	3:00 PM	Agents/Promoters Panel	Classroom	60
Tue 06/23/09	3:00 PM	3:15 PM	Coffee Break	Flow	60
Tue 06/23/09	3:15 PM	4:15 PM	FFMA Business Meeting	Classroom	60
Tue 06/23/09	6:30 PM	7:00 PM	Reception	Casual Reception	60
Tue 06/23/09	7:00 PM	8:30 PM	Dinner Buffet	Rounds	60
Tue 06/23/09	8:30 PM	11:00 PM	Hospitality Suite	Flow	25
Wed 06/24/09	7:00 AM	9:00 AM	Breakfast at Leisure	Flow	80
Wed 06/24/09	12:00 PM	12:15 PM	Check Out/Departures	Flow	80

Initialed: _____

APPENDIX B**ESTIMATED CHARGES**

Estimated Rooms Revenue	\$37,120.00
Estimated Food & Beverage Revenue	\$36,500.00

Initialed: _____

Application for Credit and Payment Agreement

Name of Company/Organization Florida Facility Managers Association
Address 4431 SW 101 Drive, Gainesville, FL 32608
Name of Conference/Function Florida Facility Managers Association Annual Meeting
Dates of Conference/Function Thursday, June 18, 2009 - Friday, June 26, 2009
Billing Address (if different) _____

Contact _____
 Controller/Financial Office for Payment Approval _____
 Amount of Advance Deposit _____

Estimated Sales Value to be Billed

Room and Tax Only _____ Catering Charges _____
 Incidental Charges _____ Meeting Room Charges _____
 Other (Please Specify) _____
 Authorized Master Account Signatures _____

Bank Reference _____ Account # _____
 Address _____
 Phone _____ Fax _____

Hotel Reference _____ Function Date _____
 Address _____
 Phone _____ Fax _____

Hotel Reference _____ Function Date _____
 Address _____
 Phone _____ Fax _____

If Applicable, attach a copy of your Florida Tax Exempt Certificate

THE UNDERSIGNED AGREES THAT THE ABOVE NAMED COMPANY OR ORGANIZATION SHALL PAY THE BALANCE DUE TO THE FOUR SEASONS RESORT PALM BEACH UPON RECEIPT OF THE STATEMENT.

Authorized Signature _____ Date _____
 Authorized Signature _____ Date _____

Please return to: Credit Manager
 Four Seasons Resort Palm Beach
 2800 South Ocean Boulevard Palm Beach, FL 33480

Catering/Sales Manager _____



FOUR SEASONS RESORT
Palm Beach

INVOICE

ACCOUNT #	BILLING DATE
	11/26/2007

Florida Facility Managers Association

4431 SW 101 Drive
Gainesville, FL 32608

Florida Facility Managers Association Annual Meeting
Thursday, June 18, 2009 to Friday, June 26, 2009

PLEASE INDICATE AMOUNT ENCLOSED
--

\$

TO INSURE PROPER CREDIT PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

DATE	EXPLANATIONS	CHARGES/CREDITS
12/10/2007	Advanced Deposit	\$8,300.00

SHOULD YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE CALL CHICKY AVILES 561-533-3709

BILLING DATE	ACCOUNT #	PREVIOUS BALANCE	CURRENT CHARGES	AMOUNT DUE
12/10/2007				\$8,300.00

2800 SOUTH OCEAN BOULEVARD, PALM BEACH, FLORIDA, 33480, USA
TEL: (561) 582-2800 FAX: (561) 547-1557

Initialed: _____

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) JV Associates dba Four Seasons Resort	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ----- <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 2800 South Ocean Blvd	Requester's name and address (optional)
City, state, and ZIP code Palm Beach FL 33480	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
2	2	2	7	9	4	3	6	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page A.)

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Florida Facility Managers Association
Balance Sheet Standard
As of March 31, 2009

04/12/09

Mar 31, '09

ASSETS	
Current Assets	
Checking/Savings	
checking	52,104.90
savings	<u>55,364.85</u>
Total Checking/Savings	<u>107,469.75</u>
Other Current Assets	
Prepaid Expenses	<u>3,300.00</u>
Total Other Current Assets	<u>3,300.00</u>
Total Current Assets	<u>110,769.75</u>
TOTAL ASSETS	<u>110,769.75</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	108,867.03
Net Income	<u>1,902.72</u>
Total Equity	<u>110,769.75</u>
TOTAL LIABILITIES & EQUITY	<u>110,769.75</u>

Florida Facility Managers Association
Profit and Loss YTD Comparison
March 2009

04/12/09

	Mar '09	Jul '08 - Mar '09
Ordinary Income/Expense		
Income		
Membership Dues	500.00	16,000.00
Annual Meeting Income		
Golf	225.00	225.00
Guest/Spouse Registrations	400.00	400.00
Sponsor Registrations	1,750.00	1,750.00
Sponsorships	20,000.00	20,000.00
Total Annual Meeting Income	22,375.00	22,375.00
Miscellaneous Income	0.00	31.00
Operating Income		
Interest Income	9.40	299.35
Total Operating Income	9.40	299.35
Total Income	22,884.40	38,705.35
Expense		
Annual Meeting Expenses		
Food & Beverage-Dinners	3,266.66	8,266.66
Total Annual Meeting Expenses	3,266.66	8,266.66
Management Services		
Executive Director	3,333.32	5,833.31
Total Management Services	3,333.32	5,833.31
Operating Expenses		
Commission	150.00	300.00
Income taxes	0.00	77.31
Liability Insurance	0.00	956.56
Office Supplies	9.81	9.81
Postage and Delivery	0.00	3.34
Printing and Reproduction	29.86	29.86
Professional Fees-Accounting	575.00	1,025.00
Professional Fees-Legal	0.00	16,666.64
Scholarship-IAAM Annual Meetin	0.00	500.00
Telephone	441.96	775.39
Web Site	303.89	2,273.74
Total Operating Expenses	1,510.52	22,617.65
Operations Seminar		
Miscellaneous	0.00	75.00
Scholarship-Operations Semina	0.00	10.01
Total Operations Seminar	0.00	85.01
Total Expense	8,110.50	36,802.63
Net Ordinary Income	14,773.90	1,902.72
Net Income	14,773.90	1,902.72

Florida Facility Managers Association
Profit and Loss Budget vs. Actual
 July 2008 through March 2009

04/12/09

	Jul '08 - Mar '09	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Membership Dues	16,000.00	19,000.00	-3,000.00	84.2%
Annual Meeting Income				
Golf	225.00	525.00	-300.00	42.9%
Guest/Spouse Registrations	400.00	2,000.00	-1,600.00	20.0%
Hotel Refund	0.00	3,312.50	-3,312.50	0.0%
Member Registrations	0.00	7,775.00	-7,775.00	0.0%
Non-Member Registrations	0.00	3,100.00	-3,100.00	0.0%
Sponsor Registrations	1,750.00	5,600.00	-3,850.00	31.3%
Sponsorships	20,000.00	39,000.00	-19,000.00	51.3%
Sponsorship Events	0.00	22,000.00	-22,000.00	0.0%
Total Annual Meeting Income	22,375.00	83,312.50	-60,937.50	26.9%
Miscellaneous Income	31.00			
Operating Income				
Interest Income	299.35	800.00	-500.65	37.4%
Total Operating Income	299.35	800.00	-500.65	37.4%
Total Income	38,705.35	103,112.50	-64,407.15	37.5%
Expense				
Annual Meeting Expenses				
Commission	0.00	150.00	-150.00	0.0%
Food & Beverage-Breakfasts	0.00	4,396.51	-4,396.51	0.0%
Food & Beverage-Coffee Breaks	0.00	2,800.00	-2,800.00	0.0%
Food & Beverage-Dinners	8,266.66	33,246.66	-24,980.00	24.9%
Food & Beverage-Hospitality Sui	0.00	1,500.00	-1,500.00	0.0%
Gift Certificates	0.00	1,000.00	-1,000.00	0.0%
Golf Awards	0.00	700.00	-700.00	0.0%
Golf Fees	0.00	1,320.00	-1,320.00	0.0%
Miscellaneous	0.00	200.00	-200.00	0.0%
Office Supplies	0.00	100.00	-100.00	0.0%
Plaques	0.00	400.00	-400.00	0.0%
Postage & Delivery	0.00	125.00	-125.00	0.0%
Printing	0.00	350.00	-350.00	0.0%
Purchased Services-Audio Visua	0.00	700.00	-700.00	0.0%
Scholarship-Annual Meeting	0.00	500.00	-500.00	0.0%
Sponsor Gifts	0.00	1,500.00	-1,500.00	0.0%
Telephone/Fax	0.00	10.00	-10.00	0.0%
Travel	0.00	800.00	-800.00	0.0%
Total Annual Meeting Expenses	8,266.66	49,798.17	-41,531.51	16.6%
Management Services				
Executive Director	5,833.31	10,000.00	-4,166.69	58.3%
Lobbyist	0.00	8,325.00	-8,325.00	0.0%
Total Management Services	5,833.31	18,325.00	-12,491.69	31.8%
Operating Expenses				
Board Meetings				
Board Meeting Meals	0.00	650.00	-650.00	0.0%
Telephone	0.00	500.00	-500.00	0.0%
Total Board Meetings	0.00	1,150.00	-1,150.00	0.0%
Commission	300.00	150.00	150.00	200.0%
Computer Services	0.00	100.00	-100.00	0.0%
Contract Labor	0.00	200.00	-200.00	0.0%
Income taxes	77.31	2,000.00	-1,922.69	3.9%
Liability Insurance	956.56	1,000.00	-43.44	95.7%
Licenses and Permits	0.00	75.00	-75.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Newsletter	0.00	600.00	-600.00	0.0%

	Jul '08 - Mar '09	Budget	\$ Over Budget	% of Budget
Office Supplies	9.81	200.00	-190.19	4.9%
Postage and Delivery	3.34	150.00	-146.66	2.2%
Printing and Reproduction	29.86	100.00	-70.14	29.9%
Professional Fees-Accounting	1,025.00	1,900.00	-875.00	53.9%
Professional Fees-Legal	16,666.64	16,675.00	-8.36	100.0%
Scholarship-College	0.00	500.00	-500.00	0.0%
Scholarship-IAAM Annual Meetin	500.00	500.00	0.00	100.0%
Telephone	775.39	1,600.00	-824.61	48.5%
Web Site	2,273.74	3,400.00	-1,126.26	66.9%
Total Operating Expenses	22,617.65	30,800.00	-8,182.35	73.4%
Operations Seminar				
Miscellaneous	75.00	1,000.00	-925.00	7.5%
Scholarship-Operations Seminar	10.01	500.00	-489.99	2.0%
Total Operations Seminar	85.01	1,500.00	-1,414.99	5.7%
Total Expense	36,802.63	100,423.17	-63,620.54	36.6%
Net Ordinary Income	1,902.72	2,689.33	-786.61	70.8%
Net Income	1,902.72	2,689.33	-786.61	70.8%

FLORIDA FACILITY MANAGERS ASSOCIATION
2009 ANNUAL MEETING SPONSORSHIP COMMITMENTS

<u>STATUS</u>	<u>SPONSOR</u>	<u>2008 LEVEL</u>	<u>2008 EVENT</u>	<u>2009 LEVEL</u>	<u>2009 EVENT</u>	<u>EVENT SPONSORSHIP</u>
2/09	Ticketmaster	\$10,000	Monday Dinner	\$12,500	Monday Dinner Program Presentation	\$ 11,000
2/09 Declined	Aramark	\$ 2,000	Tues Hospitality	0	Tues Hospitality	\$ 0
2/09 Paid	Stageright	\$ 3,000	Golf (co sponsor)	\$ 3,000	Golf (co-sponsor)	\$1,500
2/09 Paid	Clarin	\$ 1,500	No Event	\$ 2,000	Gift Certificates	\$ 500
3/09 Paid	Sentry Event Svcs	\$ 2,750	Mon Breakfast	\$ 2,750	Mon Breakfast	\$1,250
2/09 Paid	Cleanevent	\$ 2,000	Mon Hospitality	\$ 2,000	Mon Hospitality	\$ 500
2/09 Paid	Oui Vend	\$ 1,500	No Event	\$ 1,500	No Event	0
3/09 Paid	Black Onyx	\$ 2,000	Sun Registrationb	\$ 1,500	Sun Registration	\$ 0
2/09 Paid	Bigelow	\$ 2,000	Tues Coffee	\$ 2,000	Tues Coffee	\$ 500
4/09 Paid	Daktronics	\$ 3,500	Tues Reception	\$ 1,500	Tues Reception	\$
2/09 Paid	Feld	\$ 2,000	Mon Registration	\$ 2,000	Mon Registration	\$ 500
2/09 Paid	Ovations	\$ 2,000	Board Meeting	\$ 2,000	Board Meeting	\$ 500
2/09 Not Invited	Ocean State	\$ 2,750	Sun Registration	\$ 0	Mon Breakfast	\$ 0
2/09 Maybe	Horner	\$ 500	No Event	\$ 0	Donation	0
4/09 Invoiced	Andy Frain	\$ 2,000	Program Session	\$ 2,000	Coffee Break	\$ 500
2/09 Paid	Ad Systems	\$ 2,000	Monday Coffee	\$ 2,000	Monday Coffee	\$ 500
2/09 Declined	Levy	\$ 2,000	Program Session	\$ 0	Program Session	\$ 0
2/09 Called	Centerplate	\$ 3,000	Golf (co-sponsor)	\$ 0	Golf (co-sponsor)	\$ 0
2/09 Declined	Milliken	\$ 1,800	No Event	\$ 0	No Event	0
3/09 Confirmed	Contemporary	0	No Event	\$ 1,500	No Event	0
3/09 Paid	Boston Culinary	\$ 1,500	No Event	\$ 1,500	No Event	0
2/09 Declined	Miami Stagecraft	\$ 1,800	No Event	\$ 0	No Event	0
2/09 Declined	White Stallion	\$ 0	No Event	0	No Event	0
2/09 Maybe	Knight KM	\$ 2,000	Agent Panel	\$ 0	Agent Panel	\$ 0
2/09 Paid	Robbins	\$ 2,000	Sun Hospitality	\$ 2,000	Sun Hospitality	\$ 500
2/09 Paid	Hussey	\$ 1,500	No Event	\$ 1,500	No Event	0
2/09 Declined	HOK	\$ 2,000	Program Session	\$ 0	Program Session	\$ 0
3/09 Paid	AEG Live	\$ 1,500		\$ 1,500	Opening Reception	
4/09 Maybe	PTT of Florida	\$ 0		\$ 0		\$ 0
TOTALS		\$60,600		\$44,750		\$17,750

5/08 Confirmed	Kravis Center	\$ In-kind	Presenters Lunch	In-Kind	Presenters Lunch	
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