



FFMA Board of Directors

Conference Call

October 14, 2010 – 11:00 am

Conference Number: 1-866-459-9589

Pass Code: 813-494-6004

1. **Approval of Minutes** Mickey Farrell
 - Board Meeting Conference Call on August 12, 2010
 - Board Meeting Conference Call on September 9, 2010 *(to follow by separate email)*

2. **President's Report** Mickey Farrell

3. **Committee Reports**
 - Annual Conference Committee Kim Stone
 - Budget Committee Kim Stone
 - ▶ Balance Sheet – Previous Year Comparison *(Attachment 1)*
 - ▶ 2011 Proposed Budget *(Attachment 2)*
 - 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
 - ▶ Operations Seminar Scholarship Winners *(Attachment 3)*
 - Site Selection Committee Allen Johnson
 - Sponsorship Committee Barry Strafacci
 - Website Committee Scott Glaser

4. **Old Business**

5. **New Business**
 - Next FFMA Conference Call: Thursday, November 11, 2010 at 11:00 a.m.

6. **Adjourn**

**Florida Facility Managers Association
Board Meeting Minutes (Conference Call)
October 14, 2010**

Present: President Mickey Farrell, Secretary/Treasurer Kim Stone, Roger Englert, Ron Spencer, Cherie Dubay, Mark Striffler, Lionel Dubay, Patrick McGrew, Allen Johnson CFE/CPM, Bill Becker, Mike LaPan CFE

Absent: Vice President Judy Joseph, Barry Strafacci, Mary Bensel, Wayne Malaney, Scott Glaser

Approval of minutes

There was a motion from Allen Johnson to approve the minutes from the board conference call on August 12, 2010 that was seconded by Patrick McGrew and the motion carried. There was a motion from Patrick to approve the minutes from the board conference call on September 9, 2010 that was seconded by Kim Stone and the motion carried.

President's report

Mickey Farrell did not have any updates.

Annual Conference Committee

Kim Stone will be sending out a survey to members and sponsors to gain feedback on this year's annual conference. Roger Englert will research and work with Wayne Malaney to determine how to allow sponsors to serve on committees. Mickey asked that Roger Englert work with Wayne on a recommendation that would protect the integrity of committees but allow sponsor participation because he views more participation as being positive for the organization.

Budget Committee

Kim Stone quickly reviewed the balance sheet (see attachment #1) and noted that we ended last year much better than projected and that CSC has still not paid their \$1,500 sponsorship. Kim said she will reach out to John Anderson. Mickey Farrell noted that the balance sheet did not sync with the 2009-10 budget actuals because there are a few adjustments left to make. Kim then reviewed the various options for the 2010-11 budget (see attachment #2) that included consideration to increase the conference fees by \$25 and/or increase the number of sponsors to 29. She also noted that the budget did not include an allocation for additional legal work that is necessary for a law firm to deal with the department of revenue. Ron Spencer said the goal is to raise funds from promoters to contribute to this effort. He also mentioned that we will not move forward with a PAC at this time so no funding is needed. However, he recommended we budget \$5K for additional legal work. A discussion ensued on whether to include the \$5K in the budget or use reserves, which are very healthy. Lionel Dubay recommended we do not increase fees given the impact the recession is still having on many members but consider it again in 2011-12.

Patrick McGrew said we have a waiting list of sponsors according to Cherie Dubay. Lionel noted that the amount needed is small enough to have a minimal impact on the reserves. Mickey prefers to put money in the budget and then take from reserves if needed at the end of the year. Allen Johnson said he agrees with Lionel that the economy is still bad and travel restrictions remain in place. Therefore, we

should take advantage of the waiting list. Mickey said Barry Strafacci also supports 29 sponsors and Ron agrees.

Allen made a motion to adopt the budget proposal showing total income of \$105,510 that is based on increasing sponsors to 29, total expenses of \$34,325 that includes increasing the legal fees by \$5K and no increase in conference fees so that the net income result is -\$2,077. Patrick seconded it. Motioned carried.

By Laws Committee

Roger Englert had no updates to report.

Legislative Update

Ron Spencer said they are preparing for the fight with the department of revenue and that remains their focus. Mickey Farrell asked Ron if he would get Wayne Malaney to send out his recommendations on how to deal with the services tax and facilities contracts.

Membership Committee

Mary Bensel was not on the call but Mickey Farrell said that Patrick McGrew will become her co-chair due to staffing cuts and work load expressed by Mary. They did a great job last year and added more new members than we lost. Committee will start meeting again next month.

Nominating Committee

Allen Johnson said he will solicit nominations for two director's positions that will be open for next year in the upcoming issue of the newsletter.

Operations Committee

Judy Joseph was not on the call but reminders have been sent about the upcoming operations seminar. There was a lot of interest in the operations scholarship but not as much interest in the operations seminar itself.

Scholarship Committee

Mark Striffler reported on their recent efforts to review the applicants for the Operations Seminar scholarships (See attachment #3).

Site Selection Committee

Allen Johnson shared the bad news that Kim Davis, who has been the FFMA contact at the Four Seasons, will be leaving. Therefore, he requested Kim to send out the 2012 and 2013 contracts as soon as possible. Kim's replacement is Stacey, who has been with Four Seasons for 21 years at another property. Allen said he is having a conference call with them this week. They have offered us the rate of \$165 with \$10 credit back for every room that requires a father's day arrival on Sunday, June 17, 2012 and Sunday, June 16, 2013. Mickey Farrell noted that the last contract had the rebate at \$12.50. Allen mentioned that he is anxious to wrap this up as the luxury hotel business is showing signs of recovery from the recession, but they are not out of it just yet. Allen prefers to negotiate in the current market. Mickey asked Allen to ensure the food increases are noted in the new contract as well as the flexibility to allow attrition and keep everything else equal. Allen said all food rates are negotiable. Allen noted that the Four Seasons has completed its renovation.

Sponsorship Committee

Barry Strafacci was not on the call but Mickey Farrell asked Cherie Dubay to help get the renewal letters out to sponsors earlier than last year. Mickey asked that any leads be forwarded to Cherie.

Website Committee

Scott Glaser was not on the call but he sent an email update that PayPal should be up and working within the next month.

Old Business

None.

New Business

Next FFMA conference call is Thursday, November 11, 2010.

Patrick McGrew motioned to adjourn the meeting that was seconded by Roger Englert. The motion carried.

Florida Facility Managers Association

Balance Sheet Prev Year Comparison

10/04/10

As of June 30, 2010

	<u>Jun 30, '10</u>	<u>Jun 30, '09</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
checking	55,775.87	52,692.20	3,083.67	5.9%
savings	55,503.34	55,392.46	110.88	0.2%
Total Checking/Savings	<u>111,279.21</u>	<u>108,084.66</u>	<u>3,194.55</u>	<u>3.0%</u>
Accounts Receivable				
Accounts Receivable	3,000.00	2,000.00	1,000.00	50.0%
Total Accounts Receivable	<u>3,000.00</u>	<u>2,000.00</u>	<u>1,000.00</u>	<u>50.0%</u>
Other Current Assets				
Prepaid Expenses	3,266.67	6,527.58	-3,260.91	-50.0%
Total Other Current Assets	<u>3,266.67</u>	<u>6,527.58</u>	<u>-3,260.91</u>	<u>-50.0%</u>
Total Current Assets	<u>117,545.88</u>	<u>116,612.24</u>	<u>933.64</u>	<u>0.8%</u>
TOTAL ASSETS	<u>117,545.88</u>	<u>116,612.24</u>	<u>933.64</u>	<u>0.8%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Income Taxes Due	2,614.00	0.00	2,614.00	100.0%
Total Other Current Liabilities	<u>2,614.00</u>	<u>0.00</u>	<u>2,614.00</u>	<u>100.0%</u>
Total Current Liabilities	<u>2,614.00</u>	<u>0.00</u>	<u>2,614.00</u>	<u>100.0%</u>
Total Liabilities	<u>2,614.00</u>	<u>0.00</u>	<u>2,614.00</u>	<u>100.0%</u>
Equity				
Retained Earnings	116,612.24	108,867.03	7,745.21	7.1%
Net Income	-1,680.36	7,745.21	-9,425.57	-121.7%
Total Equity	<u>114,931.88</u>	<u>116,612.24</u>	<u>-1,680.36</u>	<u>-1.4%</u>
TOTAL LIABILITIES & EQUITY	<u>117,545.88</u>	<u>116,612.24</u>	<u>933.64</u>	<u>0.8%</u>

Florida Facility Managers Association
2011 Budget - Proposed
July 2009 through June 2010

As of 10/12/10

	Jul '09 - Jun '10 Actual	Proposed 2011 Budget	Proposed 2011 Budget	Proposed 2011 Budget	Proposed 2011 Budget
		with no increases	\$25 conference fee increase only	Increase to 29 sponsors only	\$25 conference fee & 29 sponsors
Ordinary Income/Expense					
Income					
Membership Dues	17,200.00	17,200.00	17,200.00	17,200.00	17,200.00
Annual Meeting Income					
Golf	475.00	375.00	375.00	375.00	375.00
Guest/Spouse Registrations	2,200.00	1,800.00	2,250.00	1,800.00	2,250.00
Hotel Refund	3,250.00	3,000.00	3,000.00	3,000.00	3,000.00
Member Registrations	8,300.00	6,925.00	7,900.00	6,925.00	7,900.00
Non-Member Registrations	2,150.00	1,650.00	1,825.00	1,650.00	1,825.00
Sponsor Registrations	6,400.00	5,250.00	5,625.00	5,950.00	6,375.00
Sponsorships	40,500.00	39,000.00	39,000.00	43,500.00	43,500.00
Sponsorship Events	25,225.00	25,000.00	25,000.00	25,000.00	25,000.00
Total Annual Meeting Income	88,500.00	83,000.00	84,975.00	88,200.00	90,225.00
Operating Income					
Interest Income	104.88	110.00	110.00	110.00	110.00
Total Operating Income	104.88	110.00	110.00	110.00	110.00
Total Income	105,804.88	100,310.00	102,285.00	105,510.00	107,535.00
Expense					
Annual Meeting Expenses					
Door Prizes	533.93	550.00	550.00	550.00	550.00
Bank Charges-Credit Card	0.00	100.00	100.00	100.00	100.00
Commission	0.00	150.00	150.00	150.00	150.00
Food & Beverage-Breakfasts	4,040.09	4,100.00	4,100.00	4,100.00	4,100.00
Food & Beverage-Coffee Breaks	3,111.22	3,150.00	3,150.00	3,150.00	3,150.00
Food & Beverage-Dinners	25,459.88	25,500.00	25,500.00	25,500.00	25,500.00
Food & Beverage-Hospitality Sui	552.13	552.00	552.00	552.00	552.00
Food & Beverage-Receptions	5,797.40	5,800.00	5,800.00	5,800.00	5,800.00
Gift Cards	800.00	800.00	800.00	800.00	800.00
Golf Awards	700.00	700.00	700.00	700.00	700.00
Golf Fees	1,745.36	1,745.00	1,745.00	1,745.00	1,745.00
Miscellaneous	285.86	200.00	200.00	200.00	200.00
Office Supplies	121.18	100.00	100.00	100.00	100.00
Plaques	309.18	325.00	325.00	325.00	325.00
Postage & Delivery	0.00	20.00	20.00	20.00	20.00
Printing	316.16	300.00	300.00	300.00	300.00
Purchased Services-Audio Visua	1,669.60	1,700.00	1,700.00	1,700.00	1,700.00
Scholarship-Annual Meeting	500.00	500.00	500.00	500.00	500.00
Sponsor Gifts	1,450.53	1,450.00	1,450.00	1,450.00	1,450.00
Telephone/Fax	20.00	20.00	20.00	20.00	20.00
Travel	3,492.50	3,500.00	3,500.00	3,500.00	3,500.00
Total Annual Meeting Expenses	50,905.02	51,262.00	51,262.00	51,262.00	51,262.00
Management Services					
Executive Director	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
Lobbyist	9,281.57	10,000.00	10,000.00	10,000.00	10,000.00
Total Management Services	19,781.57	20,500.00	20,500.00	20,500.00	20,500.00
Operating Expenses					
Bank Service Charges	0.00	0.00	0.00	0.00	0.00
Board Meetings					
Board Meeting Meals	0.00	850.00	850.00	850.00	850.00
Total Board Meetings	0.00	850.00	850.00	850.00	850.00
Commission	170.00	150.00	150.00	150.00	150.00
Computer Services	0.00	250.00	250.00	250.00	250.00
Contract Labor	0.00	0.00	0.00	0.00	0.00
Income taxes	3,355.74	1,600.00	1,600.00	1,600.00	1,600.00
Liability Insurance	1,070.72	1,100.00	1,100.00	1,100.00	1,100.00
Licenses and Permits	61.25	75.00	75.00	75.00	75.00
Miscellaneous	180.95	150.00	150.00	150.00	150.00
Newsletter	300.00	600.00	600.00	600.00	600.00
Office Supplies	496.70	100.00	100.00	100.00	100.00
Postage and Delivery	49.87	100.00	100.00	100.00	100.00
Printing and Reproduction	28.82	100.00	100.00	100.00	100.00
Professional Fees-Accounting	985.00	1,000.00	1,000.00	1,000.00	1,000.00
Professional Fees-Legal	25,495.78	20,000.00	20,000.00	20,000.00	20,000.00
Scholarship-College	500.00	500.00	500.00	500.00	500.00
Scholarship-IAAM Annual Meetir	500.00	500.00	500.00	500.00	500.00
Telephone	1,408.82	1,500.00	1,500.00	1,500.00	1,500.00
Web Site	620.00	750.00	750.00	750.00	750.00
Total Operating Expenses	35,223.65	29,325.00	29,325.00	29,325.00	29,325.00
Operations Seminar					
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Scholarship-Operations Seminar	75.00	500.00	500.00	500.00	500.00
Operations Seminar - Other	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total Operations Seminar	1,075.00	1,500.00	1,500.00	1,500.00	1,500.00
Total Expense	106,985.24	102,587.00	102,587.00	102,587.00	102,587.00
Net Ordinary Income	-1,180.36	-2,277.00	-302.00	2,923.00	4,948.00
Net Income	-1,180.36	-2,277.00	-302.00	2,923.00	4,948.00

Carolyn Dekilder

From: Striffler, Mark [MStriffler@admin.fsu.edu]
Sent: Tuesday, October 12, 2010 9:02 AM
To: Carolyn Dekilder; lhunter@oceancenter.com
Cc: Mickey Farrell; Joseph, Judy; mary.bensel@sarasotagov.com; Reinhart,Lynda M; cdubay@binary.net
Subject: FFMA Operations Seminar Scholarship attendees

Carolyn and Lori,

We had nine applicants for the FFMA Operations Seminar scholarships. Six have been awarded scholarships and will be attending the seminar on October 26 at The Ocean Center.

They are:

Kathryn Belvedere	University of Florida	K.Belvedere@hotmail.com
Evan England	University of Florida	ejengland@ufl.edu
Kaylea Frantzis	University of Florida	Kaylea.frantzis@gmail.com
Nicholas Gruhn	University of Florida	ngruhn@ufl.edu
Elana Plotkin	University of Florida	erplotkin@verizon.net
Vernon Walker	University of North Florida	V.Walker@unf.edu

I have contacted all six students and have given them Cherie's email address so that they can work with her on their travel expense reimbursements of up to \$75 each.

Lori-the scholarship includes a waiver of the seminar registration fee. FFMA will pick up those costs.

I have included email addresses for the students in case anyone needs to contact them. Please let me know if you need anything else.

Thanks.

Mark Striffler