

**IFMA ATLANTA 2005
EXECUTIVE BOARD**

PRESIDENT

Beth Chaplin

Knoll

bchaplin@knoll.com

VICE PRESIDENT

Rachel Blankenship

Best Software

rachel.blankenship@bestsoftware.com

TREASURER

Chet Bounds

Milliken

chet.bounds@milliken.com

SECRETARY

Stewart Smith

Kilpatrick Stockton

stsmith@kilpatrickstockton.com

VICE PRESIDENT

PROFESSIONAL DEVELOPMENT

Ellen Townsend

North Highland Company

etownsend@northhighland.com

PAST PRESIDENT

Mitch Rabil

Turner Properties, Inc.

mitch.rabil@turner.com

**2005 IFMA ATLANTA
SUSTAINING PATRONS**

ABM Family of Services
AIA
Aircond
Allied-Barton Security
Andrew Rissland Turpen
ASD
Baker Audio
BC Group
Bonitz Flooring Group, Inc.
Carithers, Wallace & Courtenay
Carole Parks Catering
Carter & Associates
CB Richard Ellis
Choate Interior Construction
Contract Marketing
Corporate Environments of GA, Inc.
Cort Furniture Rental
Dekalb Office Environments
Flood Brothers Relocation
Geiger
Gensler
Graebel Atlanta Movers, Inc.
Haworth, Inc.
Hendrick, Inc.
Herman Miller, Inc.
Humphries & Company
IntraSpec
Invista
Ivan Allen
Jova Daniels Busby
Kimball
Malcolm B. Weiss & Assoc.
Malone Construction
Milliken
Mohawk Group
NFL Officeworks
Royal Cup, Inc.
Southern Business Systems
Steelcase, Inc.
Trilogyfm
Walter Hopkins
Wegman Associates

MONTHLY MEETING

Wednesday, March 23, 2005 - Biltmore Hotel

TIME:

5:30 PM - 8:30 PM

COST:

Members and Non-Members: \$30.00

RESERVATIONS:

Please register by March 9, 2005. You may now register by credit card on our secure site— www.ifmaatlanta.org.

LOCATION:

Biltmore Hotel

817 West Peachtree St.

Atlanta, Ga 30308

Directions:

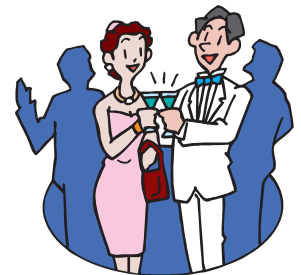
Heading South on I75/85: Exit at 10th/14th/Techwood, turn left onto 14th St. heading towards Peachtree St. Take a right onto Peachtree St. Continue on Peachtree St. to 5th St. Take a right onto 5th St. and continue on 5th Street past Cypress St. until you see the entrance to The Biltmore on your right. Turn right into The Biltmore driveway. The parking deck entrance will be on your right.

Heading North on I75/85: Exit at 10th/14th/Techwood, turn right onto 14th St. heading towards Peachtree St. Follow the rest of the directions above.

THE EVENT:

Come join us at the 2005 IFMA Showcased. Registration will begin in February and space is limited. This year will be better than ever, with a soft acoustic music set, more space for vendor booths and the great social atmosphere you expect from our yearly tradition that is IFMA Showcased!

- More Space!! 50 Tables Available
- Open Bar (wine & beer)
- Silent Auction
- Cash Door Prize
- Appetizers
- Live Acoustic Music by Osjha Anderson, Miss Georgia 1999
- Networking



Parking will be in the BellSouth parking lot next to the Biltmore @ \$7.00 per car.

Exhibit tables cost \$350.00. The tables are 48" x 30" and will be draped. More tables will be available this year.

IN THIS ISSUE

PG 2

- President's Message
- Tsunami Aid Efforts

PG 3

- Monthly Luncheon Photos and What You Missed
- IFMA Atlanta Aligns with IFMA International

PG 4

- Community Corner - *The Harry L. Ludwig III Community Service Award*
- Paying Taxes
- GA Tech Corner
- Ask Me About CFM
- CFM Articles for Points

PG 5

- Tour - Center for the Visually Impaired
- Member Profiles

PG 6

- Gilda's Club

PG 7 - CFM News

- 30 Seconds with the CEO
- Monthly CFM Exam Questions

PG 8

- Program Calendar
- Facilities Funnies



CONTACT US!

Newsletter Editor: Monte Townsend

T: 678-547-0133

F: 678-547-0132

If you would like to submit a newsletter article, please contact ifmanews@rentacrate.com.

Reminder: The deadline for submitting articles is the third Wednesday of each month.

STAY CONNECTED WITH
www.ifmaatlanta.org

Where do you need to go to stay connected for IFMA Atlanta? Thanks to multiple recent upgrades, the new IFMA Atlanta website at www.ifmaatlanta.org is the place. Check out the hotlinks to upcoming and pending events. There is no guesswork once you get there. All of the information you need (locations, times, registration processes) is at your fingertips. Check out the wider screen, and flashing front page sustaining patrons' icons. Even the newsletter you are currently reading is on the site. Put it on your favorites list, tell friends and colleagues, the new IFMA website is the source to "connect" at: www.ifmaatlanta.org.

**IFMA ATLANTA
STRATEGIC PLAN 2005**

Mission Statement:

To lead, sustain, represent and develop the process of Facility Management and its workplace professionals.

Goals:

- Communicate facility management trends and best practices through programs and education
- Lead the progress of the profession by supporting the success of membership through the best workplace related education, information and interaction
- Enhance the Atlanta chapter through the process of awareness, recognition, interest and desire leading to the utilization of facility management profession
- Enrich the Atlanta chapter culture through productive growth and involvement of membership

PRESIDENT'S MESSAGE

I included one of my favorite quotes in the January newsletter and after The Belt Line presentation, I am including it again...

"Whether you think you can, or think you can't, you're right."

- Henry Ford



Were you as inspired as I was by the February program? Ryan Gravel is such a visionary with wonderful passion for his dream. It is hard to comprehend the awesome impact The Belt Line will have on our city. Thank you Ryan for your vision, for your plans, and for sharing your project with us. I encourage each of you to do your part to help support this fantastic initiative for Atlanta. Go to www.beltline.org for more information and/or to contribute your support.

This also reminds me of another of my favorite quotes...

"Never doubt that a small group of thoughtful committed citizens can change the world, indeed it is the only thing that ever has."

- Margaret Mead

Ryan is certainly a perfect illustration of this.

Well, I do hope you were able to attend the February program and that you were inspired by the message. If you did not make it, don't worry! The awesome team we have in place for professional development this year will continue to offer all of us wonderful programs, tours, seminars, review classes, etc. If there is something else you would like to see happening, please contact Ellen Townsend to find out how you can help implement it.

Ellen Townsend is the VP of Professional Development and leader of the Education team this year. Yes, this is a new position. As we continue to strive to make our chapter better and better, it seems only logical to have a representative on the executive committee from the team that is primary reason for our entire existence as a professional organization. Fran Rissland, the Program chair, Andrea Noland, the Education chair, and Eugene de Nijs Bik, the International chair, are also board members that make up the Education team.

As you can tell by looking at the calendar, the Education team is very busy. In addition to the board members working on this, there are great sub-committee chairs helping pull these opportunities together for our chapter. Thanks to Nancy Cartledge, Beth McGrew, Clara Smith, Cheryl Waybright, Dominic Radosta, Jean Lusso and Kathy Roper for your part in leading this charge. Last but certainly not least are all of the committee members that work behind the scenes to make sure all of the I's are dotted and the T's are crossed.

Professional development and education are the cornerstone of our professional organization. Thank you to all of the team members that work to promote our development.

I encourage each of you to take advantage of the opportunities being offered by our chapter for your development both personally and professionally.

As always, the board and I are interested in your input. Please let us know how we are doing in leading your chapter.

My best,

Beth Chaplin
President - IFMA Atlanta 2005
Knoll

TSUNAMI AID EFFORTS

IFMA has joined a coalition of organizations headed by the American Institute of Architects to exchange information about resources for those affected by the Tsunami. To learn more about chapter activities and how to donate funds for relief efforts, please visit <http://www.ifma.org/tsunami/index.cfm>.

MONTHLY LUNCHEON PHOTOS AND WHAT YOU MISSED

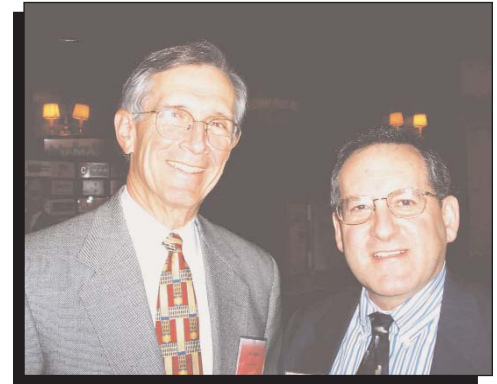
Our February luncheon speaker was Ryan Gravel from Friends of the Beltline. Ryan attended Georgia Tech where he earned a Master of Architecture and Master of City Planning in 1999. Ryan spoke about the Beltline project which was his thesis project at Georgia Tech. Ryan envisioned the re-use of some under-utilized freight railroads that circle Atlanta's central city as the Beltline which is a 22 mile transit greenway that includes a linear park with cars, bicycles, and pedestrian paths connecting over 40 neighborhoods. For more information on "What You Missed" visit their website at www.beltline.org.



Honest Bobby, she's not laughing at your haircut!



SHOW ME THE MONEY!!!



Official IFMA Dude, Marty Taffel, welcoming new member Ken.



Smile, it makes people wonder what you're up to.



Joanna explains to Kevin that the "Beltline Project" is not the newest weight loss fad.



Are we having fun yet?

IFMA ATLANTA ALIGNS WITH IFMA INTERNATIONAL

Vision

To serve as the resource and representative for facility management.

Mission

To provide exceptional products, services, and opportunities that support and advance the facility management profession.

Goals

1. Support a community that fosters vitality, momentum and impact for the facility management professional.
2. Anticipate and prioritize the resources required to enhance effective delivery of products and services.
3. Inspire passion for the facility management profession that compels facility practitioners to want to join the IFMA network, engages volunteer leaders and attracts/retains top-talent to the full-time staff.
4. Sustain IFMA's financial integrity to achieve and fulfill our mission.

Purpose

IFMA is a member-centered association that exists to guide and develop facility management professionals. In support of its members, IFMA promotes the Facility Management profession by providing leadership, recognition and standards of excellence.

Please check out the website at www.ifma.org for more details.



GEORGIA TECH CORNER

Need another reason to play golf? A fund-raiser for the Georgia Tech program is our annual Jim Dreger Golf



Classic at Horseshoe Bend, on April 18, 2005. The sixth annual tournament, the Dreger Classic will be an exciting day with Putting Contest and Awards Reception in addition to a great round of golf and fellowship. Deadline for submissions is March 25th. See www.bcprogram.com/golf_reservation.php for more details or contact Professor Kathy Roper, kathy.ropер@arch.gatech.edu, 404-385-4139.

ASK ME ABOUT CFM

As a benefit to the Atlanta Chapter Membership, the Professional Development Committee plans to have members with CFM designation wear ribbons at each monthly meeting. Professionals and Associates are encouraged to discuss the benefits of getting CFM certification and information on taking the exam during the networking session before the meeting. Learn what certification is all about with other members who have become Certified Facility Managers. Ask questions, get the details, maybe hook up with a study partner.

Cost? Experience required? Qualifications? Information on the test? Bring your own questions. Look for the CFM ribbon attached to member name tags.

CFM ARTICLES FOR POINTS

Attention all CFMs! You can receive CFM Maintenance Points for writing educational articles in Industry Related Publications including our Chapter Newsletter.

Please submit any articles of educational value that you are willing to share with your fellow Chapter Members to Monte Townsend at ifmanews@rentacrate.com. Your participation is encouraged!

COMMUNITY CORNER

THE HARRY L. LUDWIG III COMMUNITY SERVICES AWARD

IFMA Atlanta introduced the first ever award named in honor of one of its members, Harry L. Ludwig III, at the 2004 holiday awards luncheon held at the brand new Intercontinental Hotel in Buckhead. The idea of naming the award was recommended to the awards committee by Joyce Roper, IFMA Atlanta's Past President in 2000 as well as Facility Manager of Coca Cola Enterprises HQ. The awards committee comprised of Stewart Smith (FM of Kilpatrick Stockton), Ellen Townsend (FM of the North Highland Company), Steve Christopher (Royal Cup Coffee) Fran Rissland (ART & Associates) and Tom Haslach (Trilogyfm) voted unanimously to put forth this well deserved recognition. The basis of the award is as follows:



Harry L. Ludwig, III Community Services Award-Presented to a Chapter volunteer for outstanding contributions to our community services program partners and to the committee. This individual represents IFMA Atlanta in giving back to the community that which we are about . . . Facility Management . . . expertise, skill, dedication and contributions. This person serves as a role model for the Chapter serving our community partners tirelessly, producing positive change and results . . . clearly going above and beyond the call of duty.

Harry Ludwig has been a member of IFMA Atlanta since 1991. He served as Secretary in 1994, Vice President in 1995 and President of the Chapter in 1996, founding chair of our sustaining program in 1995 and founded our community services program in 1997. Serving on the Board of Directors for eleven years, Harry was Sustaining Patron Chair through 2004. Harry is a shining ambassador of IFMA and IFMA Atlanta. Thank you Harry for all you have done for the Chapter and the many leaders you have mentored in our Chapter.

Tom Haslach
Past President IFMA Atlanta 2003
Managing Partner Trilogyfm

DON'T PAY TOO MUCH TAX - OR TOO LITTLE

With the beginning of a new tax year, you may want to take a few minutes to make sure what is being withheld from your paycheck more closely matches your expected 2005 tax liability.

If you're having too much tax withheld, that's money you can't use until you get your refund. If you're not having enough withheld, you will owe tax at the end of the year, and you may even have to pay a penalty. Generally, a penalty will apply if your withholding and estimated tax payments total less than 90 percent of your current year's tax liability and less than 100 percent of the previous year's tax.

But if you act now, you'll still have time to get on track with your withholding and avoid any unforeseen tax surprises next year. You should pay particular attention to your withholding if you received a big refund check this year or if you had to make a tax payment that was more than you could comfortably pay.

Also check your withholding if you had a significant change in your life this year, like marriage, divorce, birth or adoption of a child, purchase or sale of a home, or retirement. And there is a good chance you're not having enough withheld if you have more than one job, your spouse works, you have income not subject to withholding, such as rent, interest, dividends or capital gains, or you owe other taxes like self-employment or household employment taxes.

Adjust the amount withheld from your paycheck by giving your employer a new Form W-4. Or revise the estimated taxes you pay with Form 1040-ES.

Need help in figuring out whether you are withholding enough? With the help of current pay stubs and a copy of last year's tax form, you can see if you are withholding the right amount.

So go ahead and get on track with your withholding. It makes good financial sense to bring the tax you pay closer to the tax you owe.

TOUR - CENTER FOR THE VISUALLY IMPAIRED

- Date:** April 27, 2004
- Location:** Center for the Visually Impaired
739 West Peachtree Street, N.W.
Atlanta, Georgia 30308
404-875-9011
- Time:** 4:00pm check-in with light refreshments. Tour will begin at 4:15pm
- Speakers:** Bill Woolf, Assistant Executive Director
Karen Perry, Director of Development
- Cost:** Members: \$10.00
Non Members: \$10.00
- Directions:** The Center for the Visually Impaired is located in Midtown on the Southeast corner of West Peachtree and 4th. West Peachtree is a one-way street (Northbound) and 4th is a one-way street (Westbound). Limited free parking is available on the East side of the building.
- RSVP:** April 22, 2005
Association Headquarters
By Mail: 1185 Willingham Dr., Atlanta, GA 30344
By Phone: 404-766-1631 ext.
By Fax: 404-768-7767
Secure online registration: www.ifmaatlanta.org

The Professional Development Committee announces the second event in its 2005 tour series on Tuesday, April 27 at the Center for the Visually Impaired in Midtown.

Assistant Executive Director, Bill Woolf will guide us through this unique private rehabilitation center that provides services for the blind and visually impaired. The tour will illustrate many of the facilities design enhancements and planning strategies that can be incorporated into any building type to provide greater accessibility for all users.

Check-in for the tour will begin at 4pm and the tour will begin promptly at 4:15pm. Following the tour the Special Events committee is hosting a happy hour in a nearby bar. The deadline to register for this event is Friday, April 22, 2005. On line registration and complete details and directions can be found on the IFMA Atlanta website.

MEMBER PROFILES



NAME: William D. Broome, CFM
COMPANY: Agnes Scott College
EMAIL: wbroome@agnesscott.edu
HOMETOWN: Fayetteville, Georgia
EDUCATIONAL BACKGROUND:

AA Business Administration, BBA Management, & CFM

FAVORITE VACATION DESTINATION: Daytona Beach, Florida

HOW DID YOU GET INTO THE CAREER YOU ARE IN NOW? Upon graduation from college I moved from a part time position in personnel at Arthur Andersen into a position as the Assistant Director of Facilities at Arthur Andersen.

TELL US SOMETHING ABOUT YOU THAT YOU ARE MOST PROUD OF: Obtaining my CFM, because it has really opened a lot of doors for me and contributed to my success as a Facilities Manager.



NAME: Mark Witte
COMPANY: Atlantic Relocation Systems
EMAIL: mark.witte@atlanticrelocation.com
HOMETOWN: Berlin, Vermont
EDUCATIONAL BACKGROUND:
B.S. Robert Morris College, PA

FAVORITE VACATION DESTINATION: Austria

HOW DID YOU GET INTO THE CAREER YOU ARE IN NOW? A friend was selling the owner an alarm system and referred me.

TELL US SOMETHING ABOUT YOU THAT YOU ARE MOST PROUD OF: Being an honest family-oriented Christian.

Let us get to know you! Send your Member Profile and Photo to ifmanews@rentacrate.com or fax to 678-547-0132.



GILDA'S CLUB COMING TO ATLANTA

Gilda's Club is named for Gilda Radner. Most of us remember Gilda for her lovable characters on Saturday Night Live, like Rosanne Rosannadanna, Emily Litella and Lisa Loopner. Gilda's astonishing career was cut short when she was diagnosed with ovarian cancer in 1986 and died at the age of 42 in 1989. Following her death, Gene Wilder and Joanna Bull, her cancer psychotherapist, started Gilda's Club, a world-wide alliance of clubhouses providing social and emotional support resources in a home-like, non-residential setting - free of charge - to people living with all types of cancer, their families, and friends. The first Gilda's Club opened in New York City in June 1995. Under the guidance of Gilda's Club Worldwide, there are 13 affiliate Clubs open in North America and 14 clubs currently in development, one of which is in Greater Atlanta.

Gilda's Club is unlike any other organization that serves people with cancer in Greater Atlanta. It is a place to celebrate life, to learn to live with cancer, and to experience the joy and pain of everyday living, regardless of the outcome. It is a place for family and friends to participate in a wide array of activities like networking groups, lectures, workshops and social events that are both educational and emotionally supportive.

Gilda's Club adds another dimension to the term "living with cancer". Many think that a cancer diagnosis only impacts the patient. After all, they are visibly suffering with this disease. They are the ones undergoing the treatment. But, we at Gilda's Club know that this is only the tip of the iceberg. Family members are devastated and friends don't know how to help. That's what a Gilda's Clubhouse is all about. It is a place where patients with their family members and friends can go to find the support to walk this path. In some instances it is through support groups but in many other instances it is through activities. Exercise classes, yoga, meditation, playing games or just sitting, laughing and talking with friends - doing the normal things in life - that's what Gilda's Club is all about.

Cancer, the very word brings an ache to our hearts or tears to our eyes. Every one of us has been touched by this horrible disease - either personally or through friends. In the Atlanta community there are many organizations that work to cure this disease and/or provide medical assistance to these patients. However, none of these organizations or medical institutions can provide the total support that a Gilda's Clubhouse does for each and every patient, family member and friend.

Gilda's Club Greater Atlanta will be opening their doors to our community in January 2006. Please join us in this pivotal year to make this goal a reality! GCGA plans to open it's clubhouse to the Atlanta community in January 2006

"There are those who open their hearts to others... who never think twice about giving of themselves. They are the wonderful warm-hearted people who make all the difference in our lives."

- Gilda Radner



**Living with cancer?
Come as you are.™**

TEE OFF FOR CANCER

The 7th Annual Tee Off For Cancer, benefiting GCGA will be held this year at the beautiful Golf Club of Georgia. Proceeds from this event will benefit GCGA's Red Door Campaign to raise \$2 million to purchase a clubhouse and fund two years of program support..

Benefiting: Gilda's Club Greater Atlanta

When: May 23, 2005

Where: Golf Club of Georgia, One Golf Club Drive, Alpharetta, GA 30005. Directions from Atlanta: North on GA 400 to Exit 11, Windward Parkway. Turn Right onto Windward Parkway and travel 2.2 miles to Golf Club Drive. Turn Right onto Golf Club Drive.

Format: Shotgun @ 11:30 am, Shamble - 2 net best ball

Entry Fee: \$200 player, includes lunch, range balls, beverages, awards banquet, prizes, gift bag

Mail your registration form to:

Gilda's Club Greater Atlanta
4514 Chamblee Dunwoody Rd
Suite 319
Atlanta, GA 30338

Or Registration Online at: www.gildasclubatlanta.org

Event Coordinator, Joanne Reilley

Phone: 770.496.7811

Fax: 770.663.0383

Email: jreilley@gildasclubatlanta.org



CFM News and Events

30 SECONDS WITH THE CEO



“30 SECONDS WITH THE CEO”

WE ARE HONORED TO HAVE GLIN W. JAY, CFM, PMP, IFMA FELLOW LEAD US IN A SESSION THAT WILL HELP YOU PREPARE FOR A SPONTANEOUSLY “PRE-PLANNED” 30-SECOND MEETING THAT COULD RESULT IN “YOUR” DESIRED OUTCOME OR PERHAPS A 30-MINUTE BOARD ROOM PRESENTATION TO SENIOR MANAGEMENT. THE RESULTS EQUAL: CHANGING MINDS, LIVES AND BOTTOM LINES!

MARCH 17, 2005

**10:30 AM—2:00 PM
LUNCH WILL BE PROVIDED**

**BELLSOUTH CENTER |
675 WEST PEACHTREE STREET, (MIDTOWN),**

**REGISTRATION:
COST: \$25.00 - ACT FAST: SPACE IS LIMITED TO 35 INDIVIDUALS**

**HOW TO REGISTER:
ONLINE AT www.ifmaatlanta.org OR FOR FURTHER INFORMATION CALL ANDREA NOLAND AT: 770-360-0256.**

ONCE REGISTRATION IS CONFIRMED, ALL REGISTRANTS WILL RECEIVE AN EMAIL CONTAINING ADDITIONAL LOGISTICAL INFORMATION(PARKING, DIRECTIONS, ETC.)

THIS PROGRAM WAS AWARDED .3 (CEUs) and 3 CFM/FMP MAINTENANCE POINTS.

MONTHLY CFM EXAM QUESTIONS

1. In commercial construction, an interior wall with studs is:

- A. Always load bearing
- B. Usually load bearing
- C. Always non-loading bearing
- D. Usually non-load bearing

2. The ceiling system that features a flush appearance and good sound transmission control is the:

- A. Concealed grid
- B. Semi-exposed suspension
- C. Radiant ceiling
- D. Integrated modular ceiling

3. Proposed renovation work in an existing building must meet code provisions applicable to:

- A. Additions
- B. New construction
- C. The original construction
- D. Similar buildings

4. Activation of a smoke control system is best done by operation of:

- A. Smoke detectors
- B. Manual pull stations
- C. A sprinkler system
- D. Heat detectors



PROGRAM CALENDAR

MARCH 17

EDUCATIONAL SEMINAR - 30 SECONDS WITH THE CEO

LOCATION

Bellsouth Center

SPEAKER

Glim W. Jay

MARCH 23

IFMA SHOWCASED

LOCATION

The Biltmore Hotel

APRIL 13

MONTHLY LUNCHEON

LOCATION

Villa Christina

TOPIC

Wireless Technology

SPEAKER

Interactive Panel led by Kathy Roper

APRIL 27

TOUR

LOCATION

Center for the Visually Impaired

SPEAKERS

Bill Woolf, Assistant Executive Director

Karen Perry, Director of Development

Facility Funnies

You said the security was idiot-proof, but they're still getting in!



Monte Townsend

International Facility Management Association

Atlanta Chapter
1185 Willingham Drive
Atlanta, GA 30344



DIRECTORY UPDATE

Note corrections to mailing label at right and fax to 713-623-6124. Include phone/fax numbers.

FIRST-CLASS MAIL
U.S. POSTAGE PAID
PERMIT NO. 650
NORCROSS, GA