



**Eastern Iowa Chapter
International Facility Management**

January 2010

Celebrating 20 years 1989-2009

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The January program will include two networking meetings, a luncheon at the Coralville Public Library and a dinner at Biaggi's (Cedar Rapids). Installation of officers will take place at Biaggi's. You may attend either meeting or both meetings. You are responsible for the cost of the meal(s).

Date: Tuesday January 12, 2010

Networking Meetings:

Time: 12:00

Location: **Coralville Public Library (meeting room A)**

1401 5th Street

Coralville, IA 52241

Presentation by Ellen Habel – Plans for the Coralville Center for the Performing Arts

Lunch will be catered by Café del Sol

Directions: From I-80 take Exit 240 for Coral Ridge Avenue. Turn South on Coral Ridge Avenue/Highway 965 and go toward Highway 6/2nd Street. Go left (east) on Highway 6/2nd Street and go to the stop light at 12th Avenue (Appleby's Restaurant will be on the northwest corner of this intersection). Turn right (north) onto 12th Avenue and go to the next light (5th Street). You will see the construction for the Coralville Center for Performing Arts on the Northwest corner of this intersection—the Coralville Public Library is behind the construction site. Go straight through this intersection for one-half block and turn left into the parking lot for the Coralville Public Library.

Parking: Parking is available on either the main level of the parking lot or the lower level. The lower level takes you right into the lower level of the Library where Meeting Room A is located. Please do not park in the two lanes of parking immediately adjacent to the upper level of the Library as that is reserved for Library patrons.

Time: 5:30 – 8:30

Location: **Biaggi's**

320 Collins Road Northeast

Cedar Rapids, IA 52402

Presentation by Scott Olson – Update on the Commercial Real Estate Market plus other trends

Directions: From I-80 take exit 239B to merge onto I-380 N/IA-27 N/US-218 N toward Cedar Rapids/Waterloo. Take exit 24A for IA-100 toward Collins Rd. Slight right toward Collins Rd. NE. Continue straight onto Collins Rd NE. Watch for Biaggi's on your left after you've passed by a Collins Radio facility on your left

RSVP to Tracy @ tracyparizek@gmail.com

before noon on Friday January 8th

Please be sure to let me know which meeting you will be attending. You may attend both.

Remember Carpooling:

Use as much as you can & let Kay Volz know if you would like to do so; she can make others in your area aware.

Tips for stress-free travel.

From Midwest Meetings Magazine

What was the #1 most irritating airline move last year? If you answered, “charging for checked bags,” you’re not the only one who is feeling the pain. Don’t you wish you could fit everything you need for a three- or four-day trip into one carry-on bag?

Just think: No more \$15 to \$150 charges. No more lengthy baggage checks. No more paying porters. No more wondering if your luggage will end up in Timbuktu while you’re on your way to Chicago.

Wishful thinking? Hardly. By implementing a few simple changes in your travel habits, you can board every airplane knowing everything you need is within arm’s reach.

Pack what you need, not what you might like to have.

“Women tend to think we need a completely different outfit for each day, which isn’t so,” says industry professional Linda Robson. “Getting clothing that can be interchangeable is key to lessening your load.”

Robson says for a four-day meeting she packs two skirts and four shirts. She notes that wearing bulkier items during the trip there and back, rather than packing them, cuts down on space waste.

Plan your wardrobe ahead of time.

Lani Teshima, travel expert and author of The Travelite® FAQ, says every item of clothing you pack should go with every other item of clothing you pack. She suggests layering items for a versatile look.

“You can change your look with just a tie, a scarf or vest,” she says. By alternating combinations, Teshima says, women can create several days’ worth of outfits with a short- and long-sleeve shirt, pants, skirt, vest and blazer.

She says it’s even easier for men.

“Two pairs of pants, two shirts, two long-sleeve over shirts, and one blazer should be enough for most trips. If you are attending a conference and you want to take more than one blazer, make sure your second blazer is wrinkle-resistant.”

Re-package what you can.

Personal hygiene items are necessary, but don’t necessarily need to come in big, bulky containers. With current TSA restrictions on liquids and gels, for some items, this is now a requirement rather than an option.

“I fill small, secure bottles with my shampoo, conditioner, moisturizer powder, tec.,” says Deborah Shadovitz, a consultant, speaker and event planner.

Cosmetics and other grooming items can also be kept to a minimum. Most department stores and pharmacies sell “travel sized” personal items

I have a small travel dryer and even smaller-sized hair brushes,” Shadovitz says. “They all go in a soft, nylon zipper bag, protecting my clothing from the brush bristles.”

“The secret is to compartmentalize all of your goodies by category, putting things into sacks, bags, envelopes and packs,” Teshima says.

Improvise.

If you pack all your clothing in a carryon, won’t it get wrinkled? This doesn’t have to be a problem.

“I have gotten around this by purchasing clothing with a little spandex in it,” Robson says. “This cuts down on the wrinkles. Then I hang [clothing] in the bathroom when I’m having a shower so the hot air pulls out the rest of the wrinkles. Worst case scenario, I have it pressed by the hotel.”

I have a plastic steamer in the shape of an iron,” Shadovitz says. “It can work as both.”

With the daily stressors and complications of an average planner’s life, baggage should be the last concern. By minimizing to a carry-on only, planners can cut a few costs and rest assured that their bags will always arrive safe and sound, whatever their destination.

CALENDER

Eastern Iowa IFMA
2009/2010 Programs

Date: September 8, 2009

Anniversary Celebration

Location: United Fire & Casualty Co.
Cedar Rapids, IA

Time: 5:30 – 8:00

Date: October 13, 2009

Location: Rockwell Collins
Cedar Rapids, IA

Date: November 10, 2009

Location: The Hon Company
Muscatine, IA

Date: December 8, 2009

Location: Design Engineers
Cedar Rapids, IA

Date: January 12, 2010

Networking Meetings

Location: Coralville Public Library
Coralville, IA

Time: 12:00

Location: Biaggi’s

Cedar Rapids, IA

Time: 5:30

Date: February 9, 2010

Location: Mount Mercy College
Cedar Rapids, IA

Date: March 9, 2010

Location: University of Iowa Research Park
Coralville, IA

Date: April 13, 2010

Seminar

Location: ACT

Iowa City, IA

Topic – Operations and Maintenance
Building Systems Overview

Date: May 11, 2010

Location: Kirkwood Community College
Cedar Rapids, IA

December Membership Anniversaries

Jan K. Harvey – 15 years

Jana J. Madsen – 13 years

Karla Meier – 5 years

Dave R. Murray – 5 years

Scott E. Olson, CFM,AIA,SIOR – 16 years

Michelle K. Seavy – 2 years

Dan Willie – 16 years

Congratulations!!

Saving Some Green?

From Midwest Meetings Magazine

- Eco-friendly meetings and ROI.
- Mixed results with cost-cutting.

It all depends . . .

Is it possible to save the world without spending extra money? The answer, as is so often the case within the meetings and events industry is *that depends*.

“Many of our clients have expressed interest in having their meetings go green,” says Lorraine Mariella, CSEP, CMP. “Upon further discussion, it often becomes apparent that some clients are under the impression that going green is not only about saving the environment but also saving money, which, of course, is not always the case.”

It is possible, however. Lorian White, CMM once saved an organization more than \$17,000 in printing costs alone.

“I incorporated green meeting methodology into the logistical planning for ten luncheon meetings by reducing the amount of paper usage during each program and utilized technology instead,” White says.

Among other measures, she implemented email blasts and a website to host speaker materials, rather than direct mail and traditional paper handouts.

“We also donated unconsumed foods to a local shelter and used properties that were either green or were moving toward their LEED certifications,” White adds.

Noel Praskievicz of UNISON LLC sees some of the costs of going green as a compromise.

“Green materials and green practices cost more than the standard (wasteful) alternatives in the current market,” she says. “Locally sourced materials can certainly save on shipping costs, but can also cost more.”

While some green efforts do cost more, the ROI can be well worth it. At a recent, “green tinted” meeting, Praskievicz says, a client purchased carbon credits for attendees’ travel. In addition, the company produced all meeting materials on recycled paper, which cost “twice as much.”

IFMA Calendar of Events

2010

Jan. 19 – 22	The business of FM Course Houston, TX
Feb. 9 – 10	Leadership and Management Competency Course Houston, TX
Feb. 11 – 12	Planning & Project Management Competency Course Houston, TX
Mar. 23 – 24	Operations and Maintenance Houston, TX
Mar. 25 – 26	Sustainable FM: A Practitioner’s Guide to Greening Your Facility Houston, TX
April 13 – 15	IFMA FACILITY FUSION Philadelphia, PA
May 18 – 21	Business of FM
June 1 – 2	EFMC 2010 Madrid, Spain
June 2	Integrate 2010 Hong Kong
June 15 – 16	Leadership and Management Competency Course Houston, TX
June 17 – 18	Operations and Maintenance Competency Course Houston, TX
July 12 – 14	CFM Exam Review Course Germany
Oct. 27 – 29	World Workplace 2010 Conference & Expo Atlanta, GA

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Oct. 26 – 28	Work Workplace 2011 Conference & Expo Phoenix, AZ
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<http://www.ei-ifma.org/resources.html>

“But they cut back on extra printed materials so as not to appear wasteful,” Praskievicz adds.

For its efforts, the company gained good will from attendees.

“This wasn’t cheap, but it was worth it for the company and was also a great marketing point after the meeting,” Praskievicz says.

For some companies and organizations, green meetings and events are an extension of their regular practices. Mariella recalls a recent client who required a green-themed tradeshow booth with a double-pronged goal: to publicize the company’s green initiatives and to demonstrate an all-green booth.

“The design of the booth showcased all of the things that this particular company is doing to help ‘save the planet,’” Mariella says. “Most of the props [and] décor were designed to be reused, recycled or donated at the conclusion of the tradeshow. There were no usual tradeshow giveaways. And the minimal printed material was printed on recycled paper.”

Technology is often touted as a big part of the answer to going green. Praskievicz’s company offers meeting or event information on interactive activity stations and touch-screen kiosks.

“Participants can look up agendas, speaker bios, attendee information and supplementary presentation materials at any time throughout an event,” Praskievicz says.

“In addition, once logged in, a user can choose to have materials emailed to them. This eliminates the waste of paper and the time it takes to assemble binders and packets. It could help save on staffing costs, as well.”

When it comes to the bottom line, companies and organizations are often faced with a choice: spend a little or save a little? Cost-effective green solutions do exist, and the return many companies and organizations see from taking action can pay off.

New Members

Katherine Young

Welcome!!!

January Membership Anniversaries

Patricia A. Grimm – 2 year

Joan S. Lorge, CFM – 4 years

C. G. Pavelonis - 20 years

Anne Schaefer, CFM – 12 years

Kim Sieck – 1 year

Jeffrey A. Stabenow, CFM – 3 years

Richard C. Walker – 4 years

Congratulations!!

Eco-English

What it all means. . . Green terms and definitions.

Has the constant stream of eco-friendly lingo left your head spinning? What do all those “green” expressions really mean?

carbon footprint: The amount of the carbon dioxide emitted due to the use of fossil fuels.

carbon offset: A credit that can be purchased to negate a carbon emission by removing one elsewhere through an environmentally beneficial act, such as planting trees.

CO2: The chemical symbol for the green house gas carbon dioxide.

emission: A byproduct of human activity involving the production of carbon dioxide and other green house gases.

green design: the design of products, services or structures that incorporate environmentally friendly materials and practices.

greenwashing: A term that describes superficial actions by companies or organizations wishing to capitalize on the popularity of eco-friendly practices.

hybrid: A type of car powered by both electricity and fuel., a combination that reduces emissions.

LEED: the acronym for Leadership in Energy and Environmental Design, a leading certification by the US Green Building Council that monitors eco-friendly building construction.

LED: The acronym for Light Emitting Diode, an increasingly popular alternative to incandescent lighting.

post-consumer: A term that refers to products made from recycled materials.

Thank You

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