



November 2010

**Eastern Iowa Chapter
International Facility Management**

Web address - <http://www.ei-ifma.org/>

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Date: Tuesday November 9, 2010

Time: 5:30 p.m. – 8:00 p.m.

Location: Design Engineers
8801 Prairie Lane SW, Suite 200
Cedar Rapids, IA 52404

Agenda:

- 5:30 – 6:00 Registration and Networking
6:00 – 6:30 Dinner (Dinner will include Beef and chicken alfredo lasagna, tossed salad and brownie)
6:30 – 8:00 Power Point presentation by the principal owners with Design Engineers. Topic: Designing mechanical and electrical systems for sustainable & LEED certified buildings. A building tour will following the presentation



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 13 toward the Eastern Iowa Airport. Turn right at Wright Brothers Blvd W SW. Take the 2nd left onto Prairie View Lane SW.

REMINDER – If you RSVP for a meeting and don't attend or cancel after the RSVP deadline you will be sent an invoice for the amount of the meeting. We are still responsible to the caterer for the cost of your meal. If you have questions please let Tracy know.

Remember Carpooling:
Use as much as you can & let Julie Quebe know if you would like to do so; she can make others in your area aware.

**RSVP to Tracy @ tracyparizek@gmail.com
before noon Friday, November 5th**

Eastern Iowa IFMA
2009/2010 Programs

Date: September 14, 2010

Location: Lowe Park.
Marion, IA

Date: October 12, 2010

Location: Hon Industries
Muscatine, IA

Date: November 9, 2010

Location: Design Engineers
Cedar Rapids, IA

Date: December 14, 2010

Location: UI Campus Recreation & Wellness
Center
Iowa City, IA

Date: January 11, 2011

Networking Meetings
Location: TBD
Iowa City/Coralville, IA

Time: 12:00

Location: Biaggi's
Cedar Rapids, IA

Time: 5:30

Date: February 8, 2011

Location: GoDaddy.com
Cedar Rapids, IA

Date: March 8, 2011

Location: National Guard Armory
Coralville, IA

Date: April 12, 2011

Location: Van Meter
Iowa City, IA

Date: May 10, 2011

Location: TBD

*If a meeting is cancelled due to weather it may be held on June 14, 2011

Planning an eco-friendly even tor meeting is cost-effective and is rapidly becoming the industry standard practice now in demand from event planners and attendees.

Green event planning is well underway as a standard industry practice. Sustainability is slowly but surely becoming a consumer demand, but the idea of recycling and operating in organic fashion takes diligent reinforcement and preparation.

As new legislation and policies become enacted on green planning, the plethora of options makes it easy to understand sustainability as concise and cost-efficient with choices that shape the design for event planning. So planning an eco-meeting requires starting with some standard and creative basics to chart the course of any meeting planner.

Green Meeting Plan

The first thing to do is map out a sustainable meeting strategy that involves the basic steps of event planning and then apply green principles to them. It's tempting to assume this will cost more but in reality is it actually cost effective to plan an eco-conscious meeting because the main concept of going green is...less is more efficient and it's about conserving and reusing what you have that creates quality bang for the buck.

The best place to start is to research green resource sites like www.greenbusiness.com, www.alternativeenergy.com, Environmental Protection Agency and any search engine, especially Google, that will yield a plethora of general green sites that will help chart a sustainable agenda. Employing meeting sites such as www.specialevents.com, www.meetingsnet.com and event planning sites that specialize in sustainability are a great way to access specific ideas on how to plan an eco-meeting to the letter. And don't forget to go through the Convention and Visitor Bureaus which can acclimate any planner to general local resources.

Hire a Green Team

Hiring a green squad to carry out the eco-friendly details of the event can make the process easily adaptable. To avoid "green-washing" vendors (companies that window dress as green but truly aren't), it's prudent to check out The Green Business League (www.greenbusinessleague.com) which provides a pre-qualified national list of certified green companies planners can access to recruit a green quality task force.

Partner with Green Non-Profits

Building alliances with green non-profit organizations is a great way to quickly apply eco-strategies for free or cost-effective prices. Green organizations like www.gogreen.com and www.theultimategreenlist.com have sustainable resources and help set up recycling methods during and after the meeting.

For local non-green businesses, enlist them as sponsors or advertise for them by getting them to donate recycling items to help our meeting function.

Digital Registration

Allow the attendees to go paperless by having them register for the meeting at digital kiosk stations. During the meeting, instead of using paper products, download the programs on USB drives and distribute them. USB flash drives made of bamboo can be supplied by www.imprintitems.com and recycled even to the point of putting the company logo on them. Go to www.everythingusb.com for company distinction.

However, if paper must be used, a good resource for recyclable paper is a company called Twisted Limb Paperworks. They have seeded paper which can be composted back to soil!

Work Local and Organic

Utilizing local and organic business reduces the carbon print for transportation, décor, packaging and especially catering. Depending on the venue, catering is definitely an area that calls for a fair trade strategy which allows for food to be bought at cost and facilitated through a cooperative effort between local farmers and organic catering businesses.

This has proven to work extremely well for eco-friendly social events and green weddings. A great resource for entering an organic network is Community Supported Agriculture (www.localharvest.org/csa/).

Train Attendees to Go Green

Get attendees involved in recycling by giving them an incentive to go green. Welcome packets are a

mainstay at any event. So get green with the information bags and give recyclable products including reusable water bottles or USB drives all of which can have the meeting name or company logo on them.

Reward attendees for exercising sustainability by giving a prize or a discount on the next year's registration if they use the same flash drive or waer bottle from the previous meeting!

Use Eco-Tools

These online calculators can help you estimate the impact of your green efforts:

Bottled Water Cost Calculator

www.Newdream.org

Calculate the cost savings and environmental impact of reducing individual water bottle usage.

Greenhouse Gas Equivalencies Calculator

www.Eqp.gov

Convert any energy saving measurements into everyday comparisons (e.g., saving 5,000 gallons of gasoline is equivalent to eliminating the energy used to run 4 homes for a year).

Carbon Footprint Calculator

www.Sustainabletravelinternational.org

Calculate your carbon footprint from flying, driving, hotel stays, events, and energy usage

Eco Savings Calculator

www.Widgetbox.com

Calculate the environmental impact of any printing job.

Environmental Calculator

www.Neenahpaper.com

Calculate the environmental saving associated with switching to recycled paper.

How to Organize Your Office

Marie Bouvier
FMJ Magazine

Serving as the vice-chair of our local parks board, I have regular meetings with the city manager. His office is amazing orderly. The desktop is always completely clean, not a paper in sight. The files are up-to-date and tucked away neatly. Even his office plant grows completely straight and tall. I can't help but secretly wonder if he gives the plant a quarter turn before he leaves the office very night.

I feel pretty certain that he wouldn't appreciate my office. There's a care my 4-year-old made taped to the monitor a vintage cigar box repurposed into a pen caddy and a stack of fabric-bound journals on the shelf. But I can find things as quickly and easily as he can. It's all a matter of finding what works best for you. Professional organizers understand that organizing an office is easy. The tricky part is maintaining it. To keep our office clutter-free, think about how you work and what you need on a day-to-day basis. Then, organize to fit your work style.

Step # 1: Clear the clutter.

It's much easier to organize when you start with a clean slate. Move everything off the desk except your computer and phone. Clear everything else into bins or boxes that you can set aside. Wipe down all work surfaces. Remove any visual clutter. If you have stacks of books, a collection of action figures or a slew of family photos, remember that less is more. If those items are still important to you, add a few of them back when you're done organizing.

Step #2: Organize the basics.

Take a look at your desk then thing about the work day. Limit your desktop to things that you use daily. The items you use most often should be close by and those you use less often should be farther away.

Position your computer in a place where you can easily reach everything you need. Make sure the placement of the keyboard and chare are ergonomically correct. (See

<http://www.osha.gov/SLTC/etools/computerworkstations/index.html> for tips.)

Set the phone close to you on the correct side so you don't tangle yourself in the phone cord every time you answer. And while you have everything in view, take a cue from the information technology office by bundling and labeling any stray phone or computer cables.

Step #3: Do a quick sort.

If you've ever watch a home organization show, you've seen the quick sort. At a rapid pace, you sort items into main categories: file, take action and toss. This is a great way to handle the pile of paperwork that has been sitting on your desk for weeks. After you have finished the quick sort, get to work and put each paper where it needs to go.

Paperwork piles up most often because you put it off. Don't look at documents and put them back on your desk. Aim to handle things only once. Apply the quick sort principle (file, take action, toss) immediately from now on. Place a trash bin, recycling bin and shredder close at hand in your office to make this sorting easy.

Do the quick sort for other times in your office as well. If you have 20 pens on your desk but only use for of them, then get rid of the others.

Step #4: Crate a filing system.

Create a filing system that works for you. Make the labels clear and easy to read, and aim to keep the most recent documents in the front of the file, in order by date. And here's a tip from the ultra-organized city manager's office: Use fastener folders to keep papers in place and in order. You'll need to two-hole punch the documents at the top, but you'll never drop a folder full of loose documents all over the floor again.

File your electronic documents in a way that mirrors your paper document filing. This will make times both easy to find and easy to file if you print them out.

When you're done, your office will be a more comfortable place to work, and you'll be better equipped to handle any kind of issue. So if the CEO stops by your office unexpectedly, instead of hiding behind that stack of papers, you'll be ready to make a good impression.

IFMA Calendar of Events

2010

Oct. 5 – 6	Leadership and Management Competency Course
Oct. 23-26	Business of FM Atlanta, GA
Oct. 23-24	Finance Competency Course Atlanta, GA
Oct. 23-24	Leadership and Management Competency Course Atlanta, GA
Oct. 23-26	IFMA's 2010 Fall Symposium Atlanta, GA
Oct. 23-24	Operations and Maintenance Competency Course Atlanta, GA
Oct. 23-24	Planning & Project Management Competency Course Atlanta, GA
Oct. 25-26	Planning & Project Management Competency Course Atlanta, GA
Oct 25-26	Operations and Maintenance Competency Course Atlanta, GA
Oct. 25-26	Technology Competency Course Atlanta, GA
Oct 25-26	CFM Exam Review Course Atlanta, GA
Oct. 25-26	Leadership and Management Competency Course Atlanta, GA
Oct. 27 – 29	World Workplace 2010 Conference & Expo Atlanta, GA
Nov. 9-10	CFM Exam Review – Denver Chapter Denver, CO
Nov. 9 -10	Planning & Project Management Competency Course Houston, TX
Nov. 9-10	Operations and Maintenance Competency Course Houston, TX

2011

Oct. 26 – 28	Work Workplace 2011 Conference & Expo Phoenix, AZ
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The IFMA education department is offering you *even more* opportunities to achieve your professional education goals.

See our website for more details
<http://www.ei-ifma.org/resources.html>

November Membership Anniversaries

Theresa Chapel, US Bank – 21 years
Connie Chapman, Ryan Companies – 12 years
Jon R. Ellstrom, MidAmerican Energy – 5 years
Debra A. Macke, United Fire & Casualty Co. – 3 years
Cynthia L. Stamp, U.S. Cellular – 2 years
Katherine Young, Cort Furniture Rental – 1 year

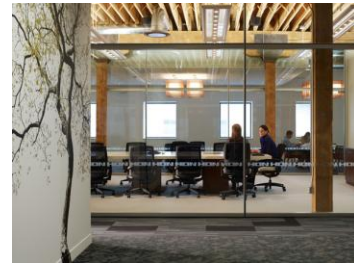
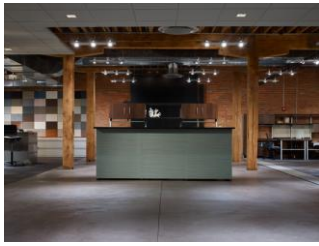
Congratulations!!

Check out our website for new links to County Building Regulation websites. If your county is missing please let me know.

A link as also been added for quick access to the BOC website, a great place to find additional training options

<http://www.ei-ifma.org/resources.html>

**IFMA Eastern Iowa Chapter
October Meeting Summary
The HON Company Headquarters
Muscatine, Iowa**
By Lynnel Thomas, CFM, PSP



The October meeting was held at The HON Company Headquarters in Muscatine, Iowa. Attendees included 15 Eastern Iowa Chapter members and 7 Guests – from Cedar Rapids: Julie Quebe, Frank Rainbolt, Scott Olson, Mary Olstad, Theresa Chapel, Tim Bishop, Chris Holsinger and Ken White. From Iowa City/Coralville: Jan Harvey, Helen Dailey, Craig Mead, Della McGrath, Laura Borman, Steve Drew, Joe Abdo, Lynnel Thomas, Tom Kueny and John Milsap. From Muscatine: Jack Mergen. From Davenport: Anna Handsacker, Carolyn Giese and Jeffrey Heber. Thank you to all that attended and made this a great meeting!

The meeting was coordinated with The HON Company Facility Coordinator Janelle Sneddon. The HON Company provided the dinner for the evening, catered by Elly's Tea, and consisted of French dip sandwiches, sweet potato fries, pasta salad and dessert bars.

Business card drawings were held after dinner and the winners include: Certificate for free next meeting attendance went to Tom Kueny, Biaggi's gift certificate was presented to Della McGrath, and the HON Nucleus chair went to John Milsap.

Melissa Wolfe, Content Development Specialist for Sales Training, and David Crimmins, Business Development with The HON Company provided information on The HON Company after dinner and then led the tour for the evening.

Do you know what the first item HON made was? At the time, the company found a use for the scrap steel from John Deere, and made recipe boxes. The company also made coasters. As time progressed and steel could be purchased, HON began making other items, such as steel kitchen cabinets and file cabinets. Over 100 trucks of furniture a day now go out 7 days a week from The HON Company in Muscatine. Have you seen any of the new HON logo trucks on the road? If so, these are likely carrying the new Nucleus chairs on them!

The 68,000 square foot HON Company Headquarters is located at 200 Oak Street. The project started in January 2008, and was completed in a 14 month period, remaining open for business during the entire project. The white 3 story entry way is completely different and brighter than it was before the remodeling.

To allow for collaboration and a space to work at away from their workstations, there is a commons area on each floor.

Sustainability was a top priority with the project. The building is LEED-CI Silver certified. 75% of construction demolition materials were recycled and reused. Wood building columns within the building and wood ceilings were sandblasted with a combination of sand and crushed walnuts. Wood building columns that were not in good enough condition to reuse in the building were re-purposed and used as table bases in the first floor commons area. A wall in the commons area uses the panel filler Nature Core. This is a renewable product that is used in the Initiate panels instead of fiberglass. Melissa also shared that the wall material in the lobby around the fireplace was made out of recycled glass, and the restroom partitions were made out of recycled milk jugs.

The HON Company Showroom is located on the second floor. This area used to be a button factory! Melissa shared that while remodeling, they found tons of the shells with the buttons stamped out of them under the floors. The old shells used to be kept and crushed to use on the roads. One of the panel systems in the HON line includes a finish option that is a pearlized surface. HON actually works with the remaining button factory in Muscatine to produce these surfaces, doing their part in helping the local economy.

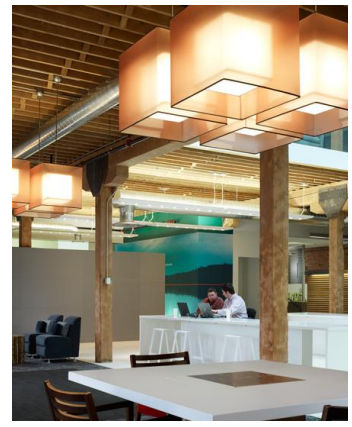
The third floor used to be Huttig Manufacturing, a window sash manufacturer. Part of the original Huttig Signage is visible. Customer Service is located on the third floor. Each Customer service member comes in contact with 200 people a day in the form of phone calls, emails and faxes. Fax machines line a wall in the department as they need to keep a hard copy of each order for retention purposes. V-display digital boards hang along the wall to let all of the customer service members know the stats of the calls coming in.

Melissa also shared that Mark Twain used to sneak in and use part of the building as an area to write in.

At the conclusion of the tour, Janelle, Melissa and David were presented with a gift from the Eastern Iowa Chapter in appreciation for hosting our October meeting.

Thank you to everyone that attended and to The HON Company for a successful meeting.

We hope to see everyone at the November meeting at Design Engineers in Cedar Rapids on November 9th!



Thank You

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