



**Eastern Iowa Chapter
International Facility Management**

September 2010

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First meeting of the season

Date: Tuesday September 14, 2010

Time: 5:30 p.m.– 8:00 p.m.

Location: Lowe Park
4500 N. 10th Street
Marion, IA

Agenda:

5:30 – 6:00 Networking and registration

6:00 – 8:00 Dinner and program – Dinner (catered by Brother's Catering Company) will include Barbequed pulled pork served on Kaiser rolls, baked beans, potato salad and pasta salad, brownies with assorted pops and bottled water.

Lowe Park Arts & Environment Center houses the Marion Parks & Recreation offices, the Marion Arts Council gallery and a variety of meeting rooms. The 11,500-square-foot building employs a geothermal-heat-pump system, which saves 40 to 50 percent on energy. The building is designed on an east-west axis to promote natural ventilation. The building envelope is designed with high-insulation values and energy-efficient windows. Local and regional materials were used throughout the structure, including a glulam timber roof, which is made from smaller pieces of wood combined into a larger beam. Other energy saving features includes lighting controlled by occupancy and photocell sensors, wetlands septic system and the collection of rainwater in rain barrels for on-site use. Master Gardener Devon Dietz will give us a tour of the restored tallgrass prairie, gardens and green house. This unique facility is located on the rolling prairie just north of Marion. We hope you can all join us.

Speakers will include: Architects RDG Project Manager: Bill Catrenich
Miron Construction's: Jason Imhof
Master Gardener: Devon Dietz

Directions: From I-380 take exit 24A for IA-100 towards Collins Rd. Continue on Collins Rd. Turn left at 1st Ave SE. Continue onto Marion Blvd. Continue onto 7th Ave. Turn left at 10th St. Lowe Park is on the left.

REMINDER – If you RSVP for a meeting and don't attend 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 Theresa @ theresa.chapel@usbank.com
before noon on Friday September 10th**

Bulletproof Your Job
Be indispensable to your company
(from Midwest Meetings Magazine)
(by John Tschohl)

CALENDER

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

Many employees go to work each day wondering how long they might have their jobs. The fear of joining the ranks of the unemployed is a very real one.

Bankruptcies and layoffs are in the news almost daily, giving testimony to the weakening of the economy and the increasing numbers of the unemployed.

While the economy worldwide is making it necessary for many companies to reduce their employee rosters, there are steps you can take to help ensure that you do not fall victim to corporate down-sizing. In fact, it is critical that you do whatever you can to bulletproof your job.

I recommend that you take the following five steps to make yourself indispensable to your company.

1. Ask to take on more responsibility. Willingly taking on more responsibility sends a message that you are committed to your job and your organization and that you are a team player. Offer to help with whatever needs to be done and do it on time with a smile.
2. Manage your time well and focus on taking care of the customer. Get to work early and stay late. Do whatever is necessary to get the job done and done right. Identify problems and seek solutions. Make small decisions promptly. Don't procrastinate. Organize and execute around priorities. Do the most important, or most difficult, tasks first. Group-related activities and do them at the same time. Go out of your way to provide exceptional service to your organization's customers. The customers will thank you and your superiors will notice you.
3. Learn everything you can about your industry, your customers, and your organization's products and services. It's important to know how to handle the technical aspects of your job, but people skills are equally important. Take advantage of any training and tuition reimbursement your organization offers. Look for training outside the company, as well. Even if you have to pay for it yourself, it's a great investment in yourself and your future. Read books on customer service, and read at least one book a month on self-improvement. When you are knowledgeable, you will be noticed. And, when you are noticed, your job not only will be secure, the probability of a promotion will increase dramatically.
4. Be positive. No one – not your customers, your co-workers, or your managers – wants to associate with someone who is always negative or complaining. On the other hand, a can-do attitude and a smile go a long way toward building solid relationships and earning the respect of others. Don't associate with negative people, on or off the job. Their attitudes will eventually rub off on you and drag you down.
5. See yourself as you want to be tomorrow, not as you are today. Develop a written game plan for your future. Believe in yourself and be confident in your abilities. Spend one hour a day on your own time building yourself up. Learn to become better at customer service sales and whatever the job entails. Develop a healthy self-image. Remember that the way you see yourself determines the way other see you. When the economy is bad, under-performers are the first to be let go. Make yourself so valuable to the company that you outshine those around you with your knowledge, dedication, enthusiasm, and commitment. Do that and you will bulletproof your job.

Ask the Expert

Your pressing questions..Casinos and water park resorts offer benefits for meetings

(from Midwest Meetings magazine)

Q: What are the benefits to having my event at a casino or water park hotel and conference center? Will it be a distraction for my attendees?

A: Holding your event at a destination resort, with a casino and/or water park, can prove to be a plus for you and your attendees.

First, it will save you money. Casino properties tend to offer entertainment, generally at no cost or at a discounted rate for your group. This will save you the time and transportation costs to either bring in entertainment or take your attendees to another attraction. Talk to your sales executive working with you on your event to see what kind of entertainment is available. It's a good idea to ask if they can arrange to have something during your event. In the worst-case scenario, they may go in with you and pay for a portion of the entertainment you want to book. Water parks often offer group rates that include wristband and/or other discounts for their onsite attractions. This can be a plus for your attendees as they can bring in their families for a mini-vacation, which is particularly attractive during the current economy where vacations are more of a luxury. Try to negotiate special rates pre- and post-conference, so your attendees can extend their trip and spend time with their family.

Casinos also offer incentives, player programs, complimentary play, match play coupons (for example, you pay \$5 and get \$10 in play), be sure to ask what kind of special add-ons they can offer your group. You may also request a special training session for your guests that are interested in going to the casino. Most casinos offer this complimentary. You can also use this as a part of a theme for a function. Generally, hotels with casinos will have props you can use at little or no cost to create the perfect high stakes event.

Water parks have been popping up everywhere across the Midwest. These facilities generally have state-of-the-art convention facilities. In addition to the water park, many offer a multitude of other amenities, like spas, children-friendly restaurants, and family-centric entertainment (movie theaters, zoos, etc.)

Overall, in most cases, the benefits (of casino/water parks) outweigh the risks.

In regards to distractions and losing attendees, I suspect that the same people, who would skip out on a meeting to go to the casino or water park, would skip out no matter where you held your event. You may want to do drawings at the end of each session for casino play, spa certificates, hotel stays, etc. to entice people to stay to the end of each event. You'll probably be to get these complimentary from the hotel, or at a highly discounted rate.

Tips for planning your next meeting at a casino and/or water park facility:

- Talk to the people holding the meeting to make sure that this type of venue fits with the organization's culture
- Determine if the meeting goals fit with the venue. Consider scheduling some free time for attendees to they can enjoy the casino or water park property.
- Find out if spouses and families are invited to the meeting, then you can market it as such and set up room blocks pre- and post-conference
- If you meetings dates are flexible, talk to property officials to find out their down times, which can mean better rates and more amenities (water park passes restaurant discounts, spa packages, casino play, etc.)

IFMA Calendar of Events

2010

Sept. 21-24	Business of FM Houston, TX
Sept. 21-22	Advocacy Day & Public Policy Day
Sept. 30-Oct. 1	CFM Exam Review Course
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>

June Membership Anniversaries

Michelle Volkens, GMAC Financial Services – 9 years
Anne White, AEGON Realty Advisors, Inc – 9 years
Tim Bishop, T & M Services – 12 years
Thomas Kueny , University of Iowa – 16 years
J. Dennis Ford, AEGON Realty Advisors, Inc. – 21 years

Congratulations!!

New Members

Rene' Funke – Yellowbook
Rebecca Norton – Alliant Energy Corporation

Welcome!!

July Membership Anniversaries

Nathan Dykstra, Nordstrom, Inc. – 2 years
Robert Wetherall, Pearson- 5 years
Harry Holland, Aegon USA – 5 years

Congratulations!!

August Membership Anniversaries

Craig Mead, The University of Iowa Foundation – 3 years
Karl Schmidt, Alliant Energy – 6 years
David Kempf, Johnson County – 9 years
Lynnel Thomas, Vangent Inc, - 12 years
Della McGrath, Della McGath & Associates – 21 years

Congratulations!!

September Membership Anniversaries

Warren Faulkner, US General Services Administration – 3 years
Jack Mergen, Stanley Consultants – 4 years
Steven Gladson, Alliant Energy – 8 years
Jerry Raaz, Pearson – 10 years
Helen Dailey, The University of Iowa Foundation – 12 years

Congratulations!!

Thank You

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design: from the inside out



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