



April 2011

**Eastern Iowa Chapter
International Facility Management**

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

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Tracy L Parizek

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Date: Tuesday April 12, 2011

Time: 5:30 p.m. – 8:00 p.m.

Location: Involta
5055 REC Drive
Marion, IA

Agenda: 5:30 p.m. – 6:00 p.m. Networking and Registration
6:00 p.m. – 8:00 p.m. Dinner, Tour and Program

Cost: \$20.00 – Members \$25.00 - Non-members

To comply with SAS 70 procedures, you must have a government issued photo ID with you to tour an Involta facility. (E.g. Drivers license or passport)

The Involta Data Center in Marion Iowa is a 20,000 square foot, Tier III facility with a 10,000 square foot data center providing customers locking cabinets, fully redundant power and HVAC, a controlled temperature and humidity environment, fire-threat detection and suppression, 24x7x365 critical monitoring and 24x7x365 secure access with biometric security. The facility features redundant generators and redundant fiber optic connectivity. The data center is a reinforced concrete building located in a secure area and collocated with the area electrical utility headquarters. It is powered from separate paths independent of any one electrical generation plant.

Involta has the facilities and the expertise to make sure your organization's data infrastructure is secure, available and working. Involta lets you focus on business success, not business survival. Find out how. Call for a free consultation with an Involta data protection expert.



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.

Directions: Take I-380 N toward Cedar Rapids. Take exit 16A to merge onto US-151 N/US-30 E toward Mt Vernon. Merge onto IA-13 N/US-151 N via the ramp to Marion. Continue to follow IA-13 N. Turn left at Rec Dr.

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, April 8th**

SAVE THE DATE - Joint Seminar

CALENDER

When: April 29, 2011

Where: Farm Bureau Corporate Office Building in West Des Moines

Theme: Facilities Sustainability (Topics: Sustainable Site, Sustainable Lighting, and Solar Signage)

Speaker: Teena Shouse (2 CFM CEUs sessions)

Cost: \$65.00

Hot Tips and Tricks

When you need an idea... 15 tips for your meeting.

From Midwest Meetings Magazine

1. No matter what happens, always keep your composure. The planner who remains cool and collected in unexpected circumstances can salvage more out of the event and impress clients with his or her calm professionalism at the same time.
2. Never forget that the staff at your meeting venue can ultimately determine whether or not your attendees have a good experience. Be kind to bellmen, servers and front desk staffers and they will be kind to you and your group.
3. While it is important for people to be able to get hold of you onsite, you should keep some boundaries in place. Not every individual attendee of every meeting or event needs your personal cell phone number, for instance. Consider purchasing a separate, pay-as-you-go "onsite-only" phone to manage inquiries at these times.
4. If your company or organization has historically experienced last-minute registrations, try experimenting with incentives to encourage earlier signups. Consider an "early-bird" discount on registration fees for attendees who register by a certain date.
5. Confirm with your meeting venue that any shipment sent ahead of time has arrived and are accounted for prior to the meeting day. This can help to cut down on last minute discoveries that critical supplies are nowhere to be found when you need them.
6. No one likes to be "sold" even when exploring new products or services. Encourage exhibitors at your events to look at their booth time as an opportunity to educate, rather than a chance for a sales pitch. For instance, they can demonstrate how new products work, rather than deliver a canned speech on how great they are vs. their competition.
7. To support green practices, many organizations are moving toward offering refillable water bottles as attendee giveaways. Before you decide to do so, it wouldn't hurt to personally taste the local tap water. All water is not the same, and the tap water in some areas can be less than palatable.
8. When working with volunteers, be specific about what you expect from each individual. Assign a task to each volunteer, or prepare a list of activities from which each person can choose, and let everyone know they will be held accountable for completing their responsibilities.
9. If sensitive, confidential or controversial material is to be covered at your meeting, make sure you know who is really attending. Require photo identification for all attendees to be presented at the registration desk before they are allowed to enter the meeting.
10. With the wide array of issues taking place among airlines these days, take precautions if your attendees will be flying to your meeting. Adjust the language of your force majeure clauses to ensure you're covered if attendees can't make it due to mass cancellations of flights.
11. If you're having trouble convincing attendees to turn in evaluations forms, consider tying it in with the giveaway at the end of the meeting. One idea: attendees who turn in an evaluation form receive a free book or CD authored by the speaker.
12. Individuals who are quoted in articles or who have had their own articles published are typically viewed as experts in their fields. If you are looking for ways to elevate your professional image, consider writing on topics in which you specialize and pitch your work to industry publications.
13. Don't let your attendees forget about your organization in between annual meetings. A monthly email newsletter is an inexpensive method of keeping everyone updated on what is new with your organization, along with strategic reminders about upcoming events.
14. If you're in the market for a new job, check out some of the resources developed specifically for the meetings industry. Recruitment and placement services such as The Meeting Connection (www.themeetingconnection.com) have been created just for planners and hospitality professionals.
15. Try not to "smother" the vendors with whom you work. Let them do their jobs! It might be in your nature to want to oversee every detail, but micromanaging is never appreciated. An occasional email to check on status is one thing; constant phone calls and interrogations are another.

Eastern Iowa IFMA
2010/2011 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: Human Services Campus
Cedar Rapids, IA

Date: March 8, 2011
Location: Iowa City Readiness
Center
Coralville, IA

Date: April 12, 2011
Location: Involta
Marion, IA

Date: May 10, 2011
Location: TBD

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

Q: What is an ESCO and what are the benefits and drawbacks of using them?

A: An Energy Service Company is a company that specializes in helping other companies or organizations reduce their energy consumption – guaranteeing the upgrades will pay for themselves through the savings from a reduction in energy consumption. Your organization would enter into an agreement with an ESCO that would then identify energy saving opportunities for your facility. The ESCO would rank these opportunities and provide you with an energy savings plan which would include improvements to your facility that can be paid for through savings. This is referred to as an Energy Savings Performance Contract. The savings would usually be realized over a period of seven to 10 years. The ESCO generally charges a fee for the service but guarantees that your savings will exceed these charges. If the savings do not occur, they will cover your costs. In general, working with an ESCO is a good way for companies to reduce their energy consumption and carbon foot print without risking payback.

Some people critique ESCOs because they invariably pursue the lowest hanging fruit first. This leaves a company that is interested in moving beyond the status quo with less banked savings to pursue the more costly upgrades.

Q: What are the factors I should examine when selecting sustainable building materials?

A: There are many elements to consider when choosing sustainable building materials, many of which depend on what priorities you would like to emphasize in your facility. Some of the things you should consider include materials content, energy embodied in the product, lifecycle maintenance, and disposal costs. Other factors to consider and define are lifecycle assessment and environmental, social and economic performance criteria – as well as materials and reuse performance criteria. It may also help to write an environmental purchasing policy in order to initiate a conversation among the people who purchase materials about what their priorities are.

Q: How do I involve all people on my campus in my education facility's sustainability efforts?

A: The end users of buildings – educators, students and administrators – have the greatest opportunity to impact the consumption of energy and water. They are also the ones who benefit from improved indoor environmental quality. Therefore, it is essential to involve all individuals in sustainability efforts. Educating students about their consumption within the confines of a building might also have a larger impact on their lives outside your facility.

One way to involve people is by initiating an energy challenge among students and/or faculty and staff. This type of program would inspire people to move beyond their normal comfort zone. The challenge could be structured to match classroom versus classroom or school versus school with the district. A number of resources are available to facility manager who would like to pursue an energy challenge. For more information, visit <http://www.energystar.gov/>.

You may also want to consider certifying your school building or campus under the ENERGY STAR program with the U.S. Environmental protection agency or using the EnergySmart Schools program as a resource under the U.S. Department of Energy. The ENERGY STAR program helps schools quantify their existing energy consumption and CO2 emissions, while the EnergySmart programs offers resources to schools that want to plan, design and build, and operate and maintain energy efficient schools.

Education opportunity: Northern Illinois University

We offer programs to help candidates prepare to earn the LEED Green Associate and LEED AP accreditations of the U.S. Green Building Certification Institute and the BPI Energy Auditor Certifications awarded by the Building Performance Institute. Go to www.niupd.niu.edu for more information.

IFMA Calendar of Events

2011

March 19 – 20	Leadership and Strategy Essentials (FMP) Boston, MA
March 19 – 20	Finance and Business Essentials (FMP) Boston, MA
March 19 – 20	Real Estate Competency Course Boston, MA
March 19 – 20	Technology Competency Course Boston, MA
March 19 – 20	Sustainability Course 1 Boston, MA
March 21 – 22	CFM Exam Review Course Boston, MA
March 21 – 22	Operations and Maintenance Course (FMP) Boston, MA
March 21 – 22	Project Management Course (FMP) Boston, MA
March 21 – 22	Sustainability Course 2 Boston, MA
March 23 – 25	Facility Fusion 2011 Conference & Expo Boston, MA
April 12 – 13	Operations and Maintenance Course (FMP) Houston, TX
April 14 – 15	Leadership and Strategy Essentials (FMP) Houston, TX
May 17 – 18	Project Management Course (FMP) Houston, TX
May 19 – 20	Operations and Maintenance Course (FMP) Houston, TX
May 23 – 25	European Facility Management Conference Vienna, Austria
Oct. 26 – 28	Work Workplace 2011 Conference & Expo Phoenix, AZ

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>

April Membership Anniversaries

Richard W. Adrian, University of Iowa - 8 years
Theresa A. Ruth, Russell Construction – 6 year
Bryan W. Jolley, Upper Iowa University – 7 years

Congratulations!!

Thank You

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