



2023 - 2024 Committee Report Form

Report for Board meeting on the 3rd Monday of each month. Month: September, 2023

Submit a copy of this report to the President –Trent Patterson, Vice President – Machelles Clarke and the Secretary – Debi Gilbert the Wednesday prior to each Board meeting. Keep a copy for your committee notebook.

Committee: Education & Programs
Committee Chair: Mark Jacobus
Committee Members at last meeting: 6

Record # of volunteer hours by the Committee since last reported: (include meetings, calls related to committee work, etc.: 6 # of meeting attendees x 1 length of Meeting = 6 hours and add in any other miscellaneous hours by individual committee members.

Mark Jacobus (Chair)	Prime Power	mjacobus@primepower.com	770-739-2300
Clara Smith	IFMA Atlanta - VP of Professional Development	clara.smith@mindspring.com	678-438-1756
Derek Duvoisin	Armstrong Relocation	dduvoisin@goarmstrong.com	770-368-0368
Kendra Thomas	Insight Global	kendra.thomas@insightglobal.com	850-264-6134
Merri Anne Pfeffer	Troutman Pepper	merri.pfeffer@troutman.com	404-274-2762
Morgan Cohen	Natural Stone	morgan@stonecare.bz	404-933-5728
Ryan Hajjar	RR Restoration ATL	ryan@rrrestorationatl.com	678-793-8345
Sam Peng	Qmodoa AI	sam@qmodoai.com	770-713-7045
Travis Shepard	Kleanworx	travis@kleanworx.com	404-402-3000

Summary of activities related to the Committee charges:

In Attendance: Mark Jacobus, Clara Smith, Derek Duvoisin, Merri Anne Pfeffer, Morgan Cohen, Sam Peng.

Agenda for 9.7.23 Education & Programs Committee

1. Committee Responsibilities and Goal
 - a. Discussed final plans for “Continuing Challenges to the Emerging Workplace Demands” program on September 13, 2023 – Attendance was: 83 registered 75 attendees (78 including AHQI staff)
 - b. Plan luncheon programs

-Quarterly luncheon future dates: February 21, 2024 & May 15, 2024
(Discuss topic ideas – see section 3.)

- c. Arrange Educational Classes with CEU Credits
 - i. Increase committee push and seek volunteers chapter-wide
- d. Welcomed new members, Kendra Thomas, Ryan Hajjar, Derek Duvoisin.
- e. Mark reviewed the responsibilities and goals for the committee to include planning quarterly luncheons and arranging educational classes.
- f. Clara suggested we provide list of committee members on future agendas to assist with attendance records. Mark agreed and will include going forward.
- g. Merri Anne requested that meeting invites ask for people to state if they will be attending in person or on-line to efficiently manage AV resources.
- h. CEU Requirements**
 - i. Clara, VP of Professional Development, discussed the process of qualifying potential speakers so that members can earn their CEU's.
 - ii. Standards for speakers has become more stringent in response to members' request for substantial educational material.
 - iii. Deadlines for speaker forms is six weeks in advance of scheduled program.
 - iv. Sam recommended we lay out the process from beginning to end as a guideline. Did someone take this?
 - v. Mark's goal is to have all programs set and in place by November for the next six months. This will allow people to plan upcoming events and schedule accordingly.

2. Upcoming Luncheon – TBA February 21

3. Future Luncheons

- a. IFMA Atlanta Holiday Luncheon & Awards Ceremony
Country Club of Roswell
- b. Future Luncheon Dates 2024
 - Wed, February 21
 - Wed, May 15
- c. Morgan/Clara confirmed the December Holiday/Awards luncheon is the responsibility of the Past President.
- d. February 21, 2024 – Will be held at Smyrna Community Center. Topic: Tandem Digital Twin
- e. May 15, 2024 - tbd
- f. Brainstorm Future Topics
 - i. Wayne Whitzell
 - ii. Panel Discussion on different types of facilities and their needs
 - 1. Education, corporate, healthcare, single tenant, public, etc
 - 2. Discuss similarities and differences
 - 3. Compliance standards
 - 4. How vendors help different facility types
 - iii. Any others?
- g. Brainstorm Future Locations

- i. TKE
- ii. Mercedes Benz HQ or Stadium
- iii. Terry College of Business @Live Oak Square
- iv. Piedmont Park Rates went up ... \$1,440 rental fee
- v. Smryna Community Center : [details here](#)
 - 1. \$425 for 4 hours for 130 person banquet
 - 2. \$300 for 4 hours for 64 person banquet
- vi. Any other location?
 - 1. Sam reach out to Governors Gun Club for their ballroom

4. Educational Classes

- a. Reach out to 2023-2024 Business Partners if they have interest hosting a CEU class, at no charge
 - i. The class, if approved, will be applicable for CEU credits through IFMA. So any company is eligible to present a class if interested
 - ii. Assign BP to committee members for outreach (What was the result, if any?) – Report from committee members
 - 1. For BP there is no cost associated; they are responsible for food and location
- b. 1 Electric is interested in putting together a class
 - i. We sent Stephen Harvey the class forms
 - ii. End of August? (Any word yet? – who’s to follow up?)
- c. Parsons Roofing class scheduled October 10
 - i. We sent their team the class forms – have they been returned yet?
- d. Building MOC scheduled for November 14
 - i. Sent class forms – still waiting to receive back
- e. Does C-W-C plan to request CEU credits?
- f. Tuesday, October 10 – Parson’s Roof
- g. Tuesday, November 14 – Building MOC
- h. Thursday, January 25 – CWC
- i. Tuesday, March 19 –
- j. Thursday, April 18 –
- k. Tuesday, June 11 – Prime Power

We can add more classes based on requests – open of suggestion(s)

5. Survey Monkey

- a. Discuss and review results (see attached on meeting notice update)
- b. Discussed last survey results for future topics.
- c. Also discussed how to best target the question of “is your employer financially supportive of IFMA participation?”
- d. Discussed how to increase survey participation. (i.e. raffle off quarterly luncheon ticket?)
- e. Sam recommended taking full advantage of social media platforms like Facebook & LinkedIn



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6. New Business

- a. How does everyone plan their time around doing committee volunteer work
- b. Discussed how to capture volunteer hours for tracking.
- c. Suggested that we create “Clara’s Corner” to share bits of history, accomplishments, etc. of the Atlanta Chapter! All in favor, say Aye! :)

7. Next Meeting – Tuesday October 3, 2023

Items needing Board action:

- Put luncheon dates on the IFMA calendar 2-21-2024, 5-15-2024
- Social media push for 10-10-2023
- Put all the education classes dates on the IFMA **calendar**

I will need to make an oral report to the Board (estimated time needed)

I will submit a written report.

9-14-2024
Date

Mark Jacobus
Submitted by