



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
April 8, 2020, 10:30 am EST

Attendees

John Means	President, Atlanta Hartsfield International Airport
Troy Donahue	Vice President, Houston Airport Systems
Stuart Mathews	Past President, Port of Seattle
Ellen Crews	Treasurer, Woolpert
Cecile Ridings	Secretary, Kenton County Airport Board
Shantel Woods	Council Member Chair, Houston Airport System
Joshua Amos	Components Liaison, IFMA

I. February and March Meeting Minutes, both sets of meeting minutes were distributed for review just prior to the meeting. Members had not yet had the chance to review so it was determined to save the February and Spring Conference business meeting minutes until next month.

II. Financial Statements, Ellen had forwarded to the Board the financial statements on April 2nd for month end March 31, 2020 and summarized here.

Beginning Balance \$105,351.25

Revenues \$786.19 (Membership dues and Interest Earned)

Expenses \$13,545.10 (Spring Conference)

Ending Balance \$92,592.34

John motioned to approve, Cecile seconded, all in favor, Financials approved.

Ellen stated that she had inquired of our banking facility for a council credit card and they can provide us with one however the Spring Conference is the time when having one may make it easier so the council decided to hold off for now and discuss it once again next year.

Ellen stated that she has yet work up the budget outline for 2021 and will have it to discuss at next month's meeting.

III. Memberships/Scholarships, No changes in memberships, the Scholarship program is to move forward and Ellen to notify IFMA of our request to sponsor two students.

IV. Newsletter Discussions: The newsletter went out to all AirFC of IFMA members. Stuart will post it to our website. Scott did a great job on it as usual.

V. Council Website: Stuart stated that he has uploaded all the presentations from the Spring Conference to the website, the first two COVID-19 webinars have been uploaded and a link for registration for today's webinar. Ellen stated she wanted to update the IFMA education/credential reimbursement program for 2021 and she will get to Stuart to post. Stuart will post the recent newsletter as well.



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- VI. World Workplace 2020, Chicago,** As far as anyone knows this is still moving forward however IFMA is predicting about a 25% reduced attendance this year. Discussion on room set up and food decisions made. Ellen to forward to Joshua the contract for our set up.
- VII. 2020 Council Elections;** Joshua to prepare a call for nominations to go out, voting is in July and actual presentations are made at World Workplace. Stuart stated that he is recruiting some new members so that we could have additional nominations this year for the same positions.
- VIII. Sponsorship Updates,** No changes at this time. Ellen to send out the annual invoices
- IX. Other Business:**

Discussion on the COVID-19 webinars, previous two events we had about 45 members participating and today's event currently has about 60 registered, Some discussion on cleaning and subcontracting out all decontaminations.

There being no further business before the Council the meeting was adjourned at 11:13 am EST.