



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
February 19, 2020, 10:30 am EST

Attendees

John Means	President, Atlanta Hartsfield International Airport
Stuart Mathews	Past President, Port of Seattle
Ellen Crews	Treasurer, Woolpert
Cecile Ridings	Secretary, Kenton County Airport Board
Joshua Amos	Components Liaison, IFMA

I. December and January Meeting Minutes, both sets of meeting minutes were distributed for review. John motioned to approve the December 11, 2019 minutes, Ellen seconded the motion, all approved. John motioned to approve the January 8, 2020 minutes, Cecile seconded the motion, all approved. Cecile will forward Stuart the approved minutes to post to the Council website.

II. Financial Statements, Ellen had forwarded to the Board the financial statements on February 5th and summarized here.

Beginning Balance \$88,896.15
Revenues \$907.89 (Membership dues, Sponsorship, The Bud Group, and Interest Earned)
Expenses \$0
Ending Balance \$89,804.04

Discussion on some invoicing coming in for the Spring Conference. Because the Council does not have a credit card, checks take a while to cut and clear, so members have had to pay with personal cards when payment is required at purchase/registration and having to get reimbursed by the Council. It was decided to look into getting the Council a card to use for purchases. This will cut out unnecessary time and paperwork. Ellen will look into registering for a council credit card.

III. Newsletter Discussions: Cecile stated that hopefully we will have a lot of items for the newsletter from the Spring Conference and need to make a point of asking members what they are hoping to see in it. We need to make sure that we forward items to Scott from the event. This is how we will get the word out to all our peers what a success this event is and to promote increased participation.

IV. Council Website: Stuart has a Sponsor to upload yet and he will then upload the December and January minutes approved today. Ellen to forward the most current Spring Conference agenda and Stuart will get that updated as well.

V. Spring Conference: Speakers are confirmed except for a few from the host airport but will get those confirmed shortly. The Council Night Out, current registered guests are higher than the 40 concert tickets that include dinner for this night so discussion on how best to handle it. The rodeo is still available to all however only 40 concert tickets available. Registration gifts on order. Houston is sponsoring this event with \$15,000 which is about what the Council spends on the annual event. The costs are generally covered by the registration fees.



IFMA Airport Facilities Council
Business Meeting Minutes-Council Call
February 19, 2020, 10:30 am EST

- VI. World Workplace 2020, Chicago,** Discussion on room set up and food decisions made. John to forward to Joshua the contract for our set up.

Ellen brought up an issue with our WWP 2019 in Phoenix and that she has disputed the invoice from the food vendor that was paid by IFMA and is seeking reimbursement by this Council. The event was not setup with the food choices Council had made and after complaining at that time additional food was set out halfway through the event. The invoice paid by was for more than the original food choice amount. After discussion it was decided to move forward and reimburse IFMA for billed amount and not fight it.

- VII. Other Business:**

There being no further business before the Council the meeting was adjourned at 11:14 am EST.

Looking forward to seeing each other once again in Houston in two weeks.