



IFMA Airport Facilities Council
 Business Meeting Minutes via Teams
 July 28, 2023, 10:30 am Eastern

Current Board

Bruce Arnold, President Salt Lake City International Airport	Mike Tasker, Vice President Seattle-Tacoma International Airport
Troy Donahue, Past President Houston Airport Systems	Ellen Crews, Treasurer Woolpert, Inc.
Cecile Ridings, Secretary CVG Airport Authority	Shantel Woods, Council Membership Chair TD Industries

Attendees

Bruce Arnold, Mike Tasker, Troy Donahue, Ellen Crews, Shantel Woods, Cecile Ridings, Joshua Amos-Components Liaison, IFMA

Monthly Meeting Minutes:

- The April 13, 2023, regular minutes were distributed for review. Troy motioned to approve the April 13, 2023, board meeting minutes, Mike seconded, all in favor, so approved.
- The May 3, 2023, Spring Conference minutes held in Phoenix were distributed for review. Bruce motioned to approve the meeting minutes dated May 3, 2023, Troy seconded, all in favor, so approved.
- The May 11, 2023, regular minutes were distributed for review. Cecile motioned to approve the May 11, 2023, board meeting minutes, Mike seconded, all in favor, so approved.
- The June 8, 2023, regular minutes were distributed for review. Troy motioned to approve the June board meeting minutes, Mike seconded, all in favor, so approved.

Recertification, As part of our annual request for recertification process the council must forward all board members Conflict of Interest Statements and the Fiscal Year Annual Budget for the council to the Association.

- Ellen to forward the Conflict- of-Interest Statements and she needs them returned right away.
- The proposed, FY2024 Budget was forwarded to the board for review. After review and discussion Mike motioned to approve the FY2024 Budget, Cecile seconded, all in favor, so approved. The FY2024 Budget is attached at the end of these minutes. Ellen to forward to the Association as part of the Recertification submittal.

Financials

Ellen distributed the monthly financial statements to the Council Board for the month ending June 30, 2023, summarized here.



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Snapshot of Financial Activity - Month Ending 30 June 2023

Previous Balances	Credits	Debits	Ending Balances
\$ 7,356.93	\$ 26,828.26	\$ 142.10	\$ 34,043.09
\$ 68,842.33	\$ 104.53		\$ 68,946.86
		Total: \$	102,989.95

Credits (deposits) include:

- Membership dues
- Interest earned
- Spring Conference Registrations
- City of Phoenix Sponsorship

Debits:

- Credit card processing fees
- World Workplace 2022
- Additional Shipping Charge for NW Logo to PHX

As always, I transfer \$100 from one account to the other.

Ellen distributed the final Spring Conference 2023 Financials included here.

SPRING CONFERENCE FY2023		
Phoenix Sky Harbor International Airport (PHX)		
Revenues		
Spring Meeting Registrations		\$24,200.00
Spring Meeting Sponsorships		\$6,800.00
	Total Revenue	\$31,000.00
Expenses		
Night Out - Top Golf - deposit		\$2,969.81
Night Out - Top Golf - final payment		\$4,883.11
Night Out - Top Golf Pro Golfer, Additional One Hour Services		\$120.00
Driver Provider - Cash Gratuity for Driver Timothy		\$100.00
Driver Provider - Bus Transportation for Night Out		\$1,113.75
NW Logo Products - Conference Giveaways		\$3,209.54
NW Logo Products - Additional Conference Giveaways		\$1,296.50
NW Logo Products - Additional Shipping Charges		\$42.10
Costco Snacks for Knapsacks		\$111.40
Board Dinner - Arrogant Butcher		\$249.72
Office Depot - Supplies for Name Badges		\$201.64
Hyatt Banquet Services - Wednesday		\$15,609.90
Hyatt Banquet Services - Thursday		\$8,688.00
Hyatt Banquet Services - Friday		\$1,778.33
	Total Expenses	\$27,977.59
	Profit/(Loss)	\$3,022.41



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Scholarships, Shantel and Troy have finalized their reviews and their choices were sent to IFMA on June 29th, IFMA did the vetting and they contacted the applicants directly.

The scholarship winners chosen this year are:



William Britton from Weber State University studying Construction Management with a Facilities Management concentration and Business Administration minor.



Pedram Nojedehei from Carleton University studying Sustainability Facility Professional, LEED AP from Canada Green Building Council and Professional Engineering.



Lisa Braun from Zurich University of Applied Sciences studying sustainability, ecological and economic decision making in regard to facilities management and bringing people together.

IFMA Banking Changes Meeting, Council banking meeting held on June 20th, Bruce attended this meeting on behalf of the Council regarding the transition to Wells Fargo. Wells Fargo has monthly service fees that we currently do not have or experience with Amegy. Discussion on not moving to Wells Fargo. Bruce motioned not to move to Wells Fargo if it not required, Ellen seconded, all voted in favor of staying with Amegy Bank, so approved.

Newsletter, Bruce to send out a president's letter for the next issue, Joshua to send out a call for articles to our members. Ellen working on the agenda for WWP to include in the next issue.

World Workplace 2023:

- Ellen working on the Agenda for our Council Meeting
- Ellen to reach out to sponsors for presentations.



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- Shantel to reach out to the member airport, Denver.

Other Discussions

The Council had a request from Rob Madrigal with Tucson Airport Authority as to the possibility of setting up a committee of our member airports to look at sizes, climates, enplanements, etc. to ascertain manpower needed and recommended staffing levels. ACI collects data annually from member airports so some of this data may already be available to our members. Bruce to reach out to Rob.

There being no further business before the Council, the meeting adjourned at 11:16 pm Eastern.
Next meeting scheduled for August 10, 2023.