Monthly Luncheon
Thursday February 10, 2011
11:00 AM - 1:00 PM

The Renaissance Hotel
6 Greenway Plaza

Speaker: Phillip Weiss
Topic: The Leader’s Presence: Developing Powerful Work Relationships and Communications in Anxious Times

Hug-A-Bear Campaign
Bring your new 12”-14” bear
Will be donated to the Houston Police Department

$40 per Member
$50 per Non-Member, 1st Visit
$65 per Non-Member, 2nd Visit
$80 per Non-Member, 3rd Visit
$50 per Member after February 8th

rsvp by February 8th
logan@amchouston.com
www.ifmahouston.org
713.456.7999
Letter from the President

Happy New Year everyone. I hope that 2011 has started off with a good outlook and plans for progress on all facility fronts. Since we do not have the massive severe, wintery weather issues that they do up in the Northeast, we can be thankful not to have to deal with temperature and staff issues that Old Man Winter creates up there.

The pace of mid-winter always seems dominated by college and professional football, weather events, post-holiday de-stressing and beginning a whole, new year of facilities challenges. Now is the time we begin the planning and implementation of the projects that have grown out of our budgeting process last fall. One thing to remember before we all get tied up with the facility management demands of the coming year: do not forget the growth and improvement for our Houston IFMA Chapter.

As professional members it is our responsibility to promote our craft. In that, I would like to challenge each professional member of our chapter to invite their employees to a luncheon this year. The reason is that we need to engage new facilities managers and persuade future facilities managers to join this profession. With Facilities Management programs on the rise in colleges and universities, more young people have the opportunity to join our ranks. We can demonstrate the challenges and rewards of facilities management and let them know that this is viable option for their careers. The Houston IFMA Chapter is providing more scholarships to students than we ever have before. So once again, I challenge you to invite your employees.

Our December holiday luncheon was FANTASTIC and we again had really wonderful participation with donations for our silent auction. I would like to Thank Everyone that donated an item. The proceeds will be donated to The Salvation Army Residence Center. Many thanks to Melissa Miller, Sunny Sullivan, Regina Randall, Jennifer Albright, Michael Bogue, Rosalinda Gonzalez, Christina Mendoza, Judy Morse, Kari Menster, Luke Carlisle, Kathleen Liles Donna Koks, of The Community Relations Committee, and Kim McFarlane and Jim McKay of The Social Committee for rounding up some fantastic items.

We closed out 2010 with the following notables:

At our December 9th luncheon, Stacy Dobbs and Kathy Edwards presented a check in the amount of $2,500.00 to Mr. Stephen Lightfoot, Executive Director for “Justice for Children”. As you recall, these funds were raised by our Halloween Bowling Fundraising event.
Melissa Miller, Sunny Sullivan and Kim McFarlane will be presenting a check to Charmaine Smith, Executive Director for the Salvation Army Residence Center at the February 10, 2011 Luncheon Program.

Congratulations to those who won awards and had them presented at the holiday luncheon or our January meeting. Herman Kluge was honored for Past President, Steve Moskowitz was honored for “Professional of the Year”, and Stacy Dobbs was honored for “Associate of the Year”. Renee McNeil was honored with a Service Award for her Contribution to the MTI Committee, and Mellissa Miller and Bill Miller were honored with a Service Award for their years of commitment to the Houston Chapter. We are all proud of these talented and dedicated individuals who contribute so much time and effort to our chapter operations.

Now that it is 2011, look for more tours, fantastic events, socials, great professional development seminars and luncheon programs. Preliminary information about our annual golf tournament at the legendary Tour 18 is included later in this issue. The Annual St. Arnolds Brewery Social is going to be on Tuesday, April 12, 2011. Please mark your calendars!

By the time you read this, our chapter officers and the committee chairs will have completed our annual strategic planning session on January 27th at the United Way.

Check these out in this issue of your IFMA Houston Connection:

Check out the photos of your board and executive committee participating in our annual strategic planning session. We discussed a lot of great ideas and strategized for improving what IFMA Houston delivers for its members.

Please read another interesting set of articles on technology and advancements that will influence how we handle future FM projects.

I look forward to seeing everyone at one or all of our events in January, February and March. Your chapter Executive Committee and Board have some great things in store for 2011!

Donna Anderson
President, Houston Chapter of IFMA
City of Houston’s New Central Permitting Office
1002 Washington

The 1923 structure was originally constructed as a rice warehouse at the east end of Washington Avenue. When completed, the building will replace the current two story office at 3300 Main Street along with consolidating permit offices from three other locations city-wide.

The re-use of an existing and sound eighty-six year old structure is an excellent example of sustainable design. Renovation costs were estimated to be approximately three quarters of the cost of building a new facility. The building is located in close proximity to the police department, Houston’s main post office, and the rail station.

Permitting offices eventually will share space with the city’s new Green Resource Center, which is currently located at the existing Code Enforcement Building.

The renovation of the 4-story concrete-and-brick building, which sits on a 2 1/2-acre site Downtown is expected to be complete in late spring of 2011.
Remember the Pop-Tart™? This handy little package of food engineering was supposed to be the boon for the sixties family on the move. Drop one in the toaster and “bam”, up pops a warm, tasty, and nourishing breakfast treat. Though Blue Dot™ flash cubes have gone the way of film cameras, toaster heated breakfast pastries are still around.

Now, fast forward to the twenty – xx years (2010, 2011, 2012, etc.). Those clever people that seem to be behind engineering an ever increasing array of amazing things have come up with the QR code. What is that (one may ask)? It is a variant of the bar code that permits the reader of a book, magazine article or other print document and immediate way to link to web content related to what they are reading.

The item to the above, though not as initially appealing as a breakfast pastry, is the image that gets this job done.

Created back in 1994, the code consists of black modules arranged in a square pattern on a white background. The information encoded can be text, URL, or other data.

In order to read a QR code, you either need a scanner or you need to download a piece of software to your smart phone (iPhone™, Blackberry™, Android™ or other). If one scans a magazine stand, you can flip through several magazines such as Popular Science™, Popular Mechanics™, Road & Track™ and others to see these codes (or some variation thereof) to link you to the periodical’s web site. The publishers of these magazines have come up with a great way to increase readership and traffic to their web sites.

Additionally, check out some of the books on the shelves. In Nick Bilton’s fine expose, “I Live in the Future and Know How It Works” (“Why Your World, Work and Brain are Being Creatively Disrupted”) ©, there is a QR code associated with each chapter. If you look at the back of the book jacket for “Super Freakonomics – Global Cooling, Patriotic Prostitutes and why Suicide Bombers Should Buy Life Insurance” © by Steven D. Levitt and Stephen J. Dubner, you will note a color version of the QR code.

Your intrepid writer downloaded some software to his smart phone, snapped pictures with the phone’s camera, and “whiz-bang” – the software launched the phone’s browser and directed it immediately to the web site.
IFMA Houston at Lone Star College - Kingwood.

Early January is the time when students at Lone Star College System – Kingwood have a wonderful opportunity to take a very important step in their life and career. This is Spring Semester registration for Houston's only Facilities Management college class. Launching our first “Facility Management Awareness Table”, Al Brooks of our Marketing & Communications Committee engaged a number of students in a variety of discussions regarding opportunities in the Facilities Management profession, membership in IFMA and the challenges of becoming part of over 100 students committed to the two year Kingwood Facilities Management degree program. Discussions were lively and confirmed our IFMA Houston - Education Outreach concern – our FM profession is not as well known as one might think, thus many career opportunities are being missed by so many capable students.

As many of you know, IFMA Houston and our Marketing and Communication Committee consider students as one of four key target markets. Students are clearly one of our first opportunities to engage emerging leaders in facilities management. The Kingwood program, along with presentations at high schools, professional organization and memberships in Houston and Spring ISD advisory committees continue to strengthened our exposure in our community.

If anyone knows of any additional opportunities or thoughts that will strengthen our FM awareness program please contact Al Brooks at IFMAHoustonMarCom@gmail.com or at 281.893.0347.

Additional information to follow in future issues.
“Did You Know That.....”

“Did you know” that the IFMA Foundation has sustainability guides located at their research page on their website? Find them here:  http://www.ifmafoundation.org/programs/sustain_wp.cfm

GREAT NEWS - we have just completed our Chapter Brochure and it is now available for your use. Please contact Logan Wright at logan@amchouston.com or 713.456.7999 for prints.

Please contact Al Brooks at 281.893.0347 or IFMAHoustonMarCom@gmail.com if you have any suggestions.

Hug-a-Bear Campaign

The Community Relations Committee is sponsoring the annual Hug-a-Bear Campaign to collect teddy bears to present to the Houston Police Department at the February 10th Luncheon Program.

Collected bears will be distributed to the Houston Police and Fire Departments so that officers and firefighters can carry them in their patrol units, fire trucks and ambulances. The bears are used to comfort children who have suffered a traumatic experience or crisis situation. Some of the bears will be given to the Juvenile Sex Crimes Unit Investigators so that they can bring comfort to their young victims.

Please bring your new, 12”-14” bear to the February 10th Luncheon Program.

For more information please contact Melissa Miller, Committee Relations Committee Co-Chair 713.302.6308 | mmiller@houstoninstallation.com
A Date to Remember...
Tour 18 on the 18th of April

Plan to attend our 24th annual charity golf tournament being held at Tour 18 in Humble. The proceeds will go to the Doug Underwood Scholarship Fund.

After several years at the incredible Blackhorse Golf Course, we have decided to change the venue and challenge our skills against some of the most renowned holes played by new and old golf legends. The reproduced holes are replicas from courses across the United States that host major tournaments such as the US Open, The Masters, The Tour Championship and the PGA Championship!

We will have tee box sponsors, prize sponsors and green sponsors.

After the tournament, green sponsors can display their flag in a shadow box with their team score card and a commemorative logo ball!

Registration and sponsor forms coming soon. If you are interested in donating prizes or joining our fun committee, please contact me.

Kathy Edwards
email: kedwards@corporatefloors.com
Or call 281.236.8085

Strategic Planning Session, January 27, 2011

On Thursday, January 27th, the annual IFMA Houston planning retreat was held at the United Way Conference Center on Waugh Drive. Guest Speakers were Barbara Zlatnik and Amy Campbell from IFMA Headquarters.
January Luncheon Pictures

Justice for Children

FMA Houston check donation to Justice for Children. Event co-chairs Stacy Dobbs and Kathy Edwards were honored to present the check to Steve Lightfoot, Executive Director of Justice for Children Houston. The IFMA Houston Halloween Bowling Tournament was the successful IFMA fundraising event in October 2010 that made this donation possible.
Our company’s business plan calls for strong growth for the next few years. What is the best way to calculate how much additional space will be required?

There are many factors that affect space requirements. A simple way to arrive at a rough number is to divide the current headcount by the total number of occupied square feet. An average range is 200-300 Rentable SF per person. Multiply the additional headcount by the SF per person for each year to determine additional SF needed.

For precise square footage requirements, it will be necessary to identify employees by office type/size, and estimate support space such as file and storage space, conference rooms, copy rooms, coffee rooms, etc. If space reduction is critical, be sure to take into account space saving strategies such as high density files, off-site conferencing and records management, and alternate officing solutions. To estimate future growth, learn as much as possible about strategic business plans such as centralization and decentralization, mergers and acquisitions, new markets or products, and economic trends. If department growth projections are used, it is a good idea to let senior management edit the results. A spreadsheet can be easily set up to test the variables and space alternatives.

Rentable and Gross Square Footage can be derived by multiplying the sum of the individual office and support space square footage by a Circulation Factor to find the Usable Square Footage, and multiplying this by the Rentable to Usable Ratio of the building to find the Rentable Square Footage. Another factor must be applied to find Gross Square Footage of the building. Your architect, broker or landlord can assist with the multipliers. If you foresee a growth surge for your company, you can proactively develop projections that will be very beneficial in planning for facilities expansion and contraction.

2011 Calendar of Events

**February 10, 2011**
**Business Lunch Program**
Location: Renaissance Hotel
Date: Thursday, February 10, 2011
Time: 11:00 AM - 1:00 PM

**February 23, 2011**
**Emerging Leaders Winter Social**
Location: AgileOFIS
7110 Old Katy Rd, Suite 150
Date: Thursday, February 10, 2011
Time: 5:30 PM - 7:30 PM

**March 10, 2011**
**Business Lunch Program**
Location: Renaissance Hotel
Date: Thursday, March 10, 2011
Time: 11:30 AM - 1:00 PM

**April 12, 2011**
**Social**
Location: St. Arnold’s Brewery
Date: Tuesday, April 12, 2011
Time: TBA

**April 18, 2011**
**Annual Golf Tournament**
Location: Tour 18
Date: April 18, 2011
Time: TBA

**May 12, 2011**
**Business Lunch Program**
Location: Renaissance Hotel
Date: Thursday, May 12, 2011
Time: 11:30 AM - 1:00 PM

**June 9, 2011**
**Business Lunch Program**
Location: Junior League
Date: Thursday, June 9, 2011
Time: 11:00 AM - 1:00 PM

**July 14, 2011**
**Social**
Location: TBA
Date: TBA
Time: TBA

**August 11, 2011**
**Business Lunch Program**
Location: Junior League
Date: Thursday, August 11, 2011
Time: 11:30 AM - 1:00 PM

**September 8, 2011**
**Business Lunch Program**
Location: TBA
Date: Thursday, September 8, 2011
Time: 11:00 AM - 1:00 PM

**October, 2011**
**WWP Social**
Location: TBA
Date: TBA
Time: TBA

**November 10, 2011**
**Business Lunch Program**
Location: Junior League
Date: Thursday, November 17, 2011
Time: 11:30 AM - 1:00 PM
Facility Management Information

If you are connected to the Internet and are viewing this on your computer, click on the links below. These links may be beneficial to you and your associates. If you have a favorite FM link, please email it to infobob@swbell.net.

Government
City of Houston
City of Houston Helpful Links
Harris Co Appraisal District
Texas OnLine
Houston Traffic Map
Survive Disaster

Professional Organizations
AIA
AIA Houston
IFMA
Houston Chapter of IFMA
BOMA
CORENET

Facility Sites
Building Products
IFMA BUYER’s Directory
72 Hours
FMJ
Facility City
Today’s Facility Manager (TFM)

Building Codes & Ordinances
The Houston Area Survey
Houston Architecture
Houston Preservation Alliance
Houston Mod
Rice Design Alliance
Weather Forecast
Rice Building Institute
Houston Geographic Info

Harris County
Harris County Fire Code
Harris County Fire Marshall
Harris County Flood Control District

Flood Plains & Stormwater
TSARP
Houston Storm Water Program

Accessibility Links
Texas Licensing & Regulation
TDLR Elimination of Arch Barriers
TDLR - TAS
TDLR - Project Registration
ADA & ABA Guidelines
ADA Standards

Sustainability & Green Design
Green Building Council
USGBC - Houston Chapter
Whole Building Design Guide
Buildings Technology Center
National Renewable Energy Laboratory
Energy Efficiency & Renewable Energy
EcoGeek
CLEAN
GreenBiz
Green Guide
Build Carbon Neutral
Texas Solar Energy Society

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Ruby
Commercial Resource Installation
CORT Furniture
Graebel Houston Movers
Houston Installation Services, Inc.
PJS Janitorial
Texan Floors
The Mohawk Group
The Ofis
Vanguard Environments, Inc.
Executive Committee

President: Donna Anderson, Smart Financial Credit Union
Vice President: Bill Livingston, Resource Studios, Inc.
President-Elect: Sheri Knesek, Mace Macro, Ltd. working w/ Invesco
Treasurer: Renee McNiel, Corporate Move Consulting, Inc.
Secretary: Kathy Edwards, Corporate Floors
Chapter Liaison: David Ricke, Sterling Bank
Past President: Herman Kluge, Amegy Bank

Committee Chairs

Associate Committee:
Stu Jardine, Trim Electric
John Carey, Graebel Houston Movers, Inc.

Community Relations:
Melissa Miller, Houston installation Services, Inc./Millicare
Sunny Sullivan, PJS of Houston

Events:
Kathy Edwards, Corporate Floors
Stacy Dobbs, Texan Floor Service Ltd

InfoClick Team (Newsletter & Website):
Bob Brandt, Chelsea Place Design, Inc.
Steve Moskowitz, ConocoPhillips Company

Marketing & Communications:
Al Brooks, A C Brooks Consulting

Membership:
Craig Dudley, KBR
Renee McNiel, PMP, Corporate Move Consulting, Inc.

Professional Development:
Rick Collins, Commercial Resource Installation
Corinne Maddox, The Maddox Group, Inc.

Programs:
Herman Kluge, Amegy Bank
Donna Koks, MIT

Social:
Kim McFarlane, ie Smart Systems
Jim McKay, JCS Ltd

Emerging Leaders:
Kim McFarlane, ie Smart Systems
Craig Battle, United Way

Editor’s Box

The IFMA Connection is published bimonthly by the Houston Chapter of IFMA. Articles, suggestions and ideas are welcome. Please, direct any inquiries or comments to the editors.

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Houston Chapter of IFMA

The Houston Chapter of IFMA (International Facility Management Association) is a professional organization that supports education and advancement of facility managers. We give back to the community in time, scholarships and other philanthropic events.
24TH ANNUAL GOLF TOURNAMENT
benefitting the Doug Underwood Scholarship Fund
Monday, April 18, 2011
Tour 18 | Humble, TX

PAYMENT INFORMATION

Total Payment: $_____  
Check (Payable to Houston Chapter of IFMA)
Mail payment to: Logan Wright, Houston Chapter of IFMA, PO Box 59, Bellaire, Texas 77402
Credit Card: □ Visa □ MasterCard □ American Express
Card #: ___________________________  
Name on Card: ________________________
Expiration Date: __/___/___  
Signature: ____________________________

Raffle/Silent Auction Item Donations (please give complete description with value)

Must fax completed form to Logan Wright at 713.839.1453.  
All forms must be received by April 8, 2011 to be included.

Contact Information Events Committee Co-chairs
Kathy Edwards | 281.226.8086 or kedwards@corporatefloors.com
Stacy Dobbs | 713.956.9966 or sdobbs@corporatefloors.com
The 24th Annual Golf Tournament
Benefitting the Doug Underwood Scholarship Fund

Date: Monday, April 18, 2011
Location: Tour 18
3102 FM 1960 East
Humble, Texas 77338
Tour18golf.com | 281.540.1818

Registration/lunch: 12:00pm – 1:15pm
Putting contest/range: 12:00pm – 1:15pm
Shotgun start: 1:30pm
Dinner/Awards: 6:15pm
Format: Scramble with Automatic 2 Putt Rule

Fees:
- Single Golfer - $150
- Foursome - $600

REGISTRATION
(Green fees, cart, practice balls, picnic lunch, dinner & tournament rewards included)

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SPONSOR ITEMS
Name as you want it to appear on signage

- Men’s Longest Drive - $100
- Straightest Drive - $100
- Closest to the pin front (9) - $100
- Closest to the pin back (9) - $100
- 1st Place Prize Award - $400
- 3rd Place Prize Award - $200
- Beverage Cart #1 - $750
- Beverage Cart #2 - $750
- Beverage Cart #3 - $750
- Women’s Longest Drive - $100
- Tee Box Sponsor (18) - $200
- Green Sponsor Flag (18) - $200
- Driving Range Sponsor - $200
- 2nd Place Prize Award - $300
- Golf Ball Sponsor - TBD
- Player Shirts - TBD
- Putting Contest - $100
- Beverage Cart #2 - $750
- Beverage Cart #3 - $750

INDIVIDUAL TICKETS - MEALS

- Lunch per person - $15 x ____ = $
- Dinner per person - $25 x ____ = $

- Putting Contest - $100