



The Facilitator

March 2005

Make sure you take advantage of the FREE FM Audio Seminars provided monthly. It takes about two hours of your day once a month and is a great opportunity to network with your fellow IFMA members and share tips and tricks on the presentation topic.

Information on upcoming seminars is available on the IFMA web site. Just look on the calendar and don't forget to sign up online.

P.S. It's FREE!!

Kansas City Chapter of International Facility Management Association

IFMA LEADERSHIP CONFERENCE RECAP

Several of our members were able to attend the IFMA Leadership Conference, which was held in Houston on January 28-29.

There was an inspirational key-note on leadership, and special sessions on Communications, Professional Development, and a Financial Workshop for those involved in chapter financial matters. Teena Shouse also spoke at the lunch meeting, saying that these conferences offer an opportunity to learn new things and walk away with great ideas. She specifically recognized Debbie Deason's attendance, noting that Debbie is a person "young in her career, not missing a moment of this conference, anxiously taking it all in and generating new idea after new idea."



Brittany Gamble stated that she came home with a notebook of ideas about how to be a better leader and motivator, and how to invigorate and build our membership. Debbie Deason was excited about the financial piece, and learning such things as the reporting requirements, and the liabilities assumed when sponsoring different types of activities. Both were energized and excited about what can be accomplished in the upcoming year within the Kansas City IFMA Chapter.

Brittany's husband was also able to join her for a long weekend, where they saw some of the most recent BNIM projects, and visited NASA mission control, where some personal contacts paid off with a back-of-house tour. Ask Brittany about flying (or maybe I should say crashing and burning?) the shuttle!

The Facilitator will keep you informed about upcoming conferences and educational opportunities. We hope these comments from the last one will make you want to attend future conferences and get more excited and involved with your chapter.



Dave Brady, Matt Dawson, and Linda Beverly

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March Program Preview—Tour of Garmin

By Mark Stubbolo

The March 15th program meeting will be held at the new Garmin International campus at 1200 East 151st Street in Olathe, Kansas. Garmin is a leading manufacturer of navigation, communication, and information devices -- most of which are enabled with Global Positioning System (GPS) technology, which helps users see where they are, where they have been, and where they are going. The company's products serve aviation, marine, outdoor recreation, automotive, mobile office, wireless and OEM sensor applications. Garmin's new 550,000 square foot campus is a combination of office, warehouse, and engineering lab facilities for its 1,000 employees.

Lunch will be served at 11:30 with a presentation about the new campus. After lunch, we will break into groups to tour the facility. Garmin employees, as well as representatives of the Architectural and General Contracting firms that designed and built the campus, will be on hand to answer your questions. This should prove to be an incredibly interesting tour, with an insider's look at one of the world's leading edge technology companies, so don't miss it!

Date: March 15, 2005 **Time:** 11:30 a.m.—1:00 p.m.
Location: 1200 East 151st Street
 Olathe, Kansas 66062
Cost: Online payment - \$15 members; \$20 non-members
 At the door - \$20 members; \$25 non-members
 Please register no later than 6 p.m. Sunday, 3/13, to avoid the \$5 late fee.
Parking: You can enter the campus from either 151st or Ridgeview. Please park in the North parking lot or the parking tower. Enter the lobby from the north of the office tower.

Educational Opportunities

By Matt Knopke
 Education Committee



IFMA FM Edge Audio Seminar Series Presents . . . Mega Merger Mania

Date: March 31, 2005 **Time:** 11:45 a.m.—1:00 p.m.
Cost: FREE, byol (bring your own lunch)
Location: BNIM Architects, Historic Power & Light Building, 106 W. 14th Street, Conference Room on 29th Floor (free parking on garage roof NW corner of the building; "Reserved" roof spaces are for guests)

In November of 2001, Conoco and Phillips announced a "merger of equals" that was destined to create the largest refinery in the United States and the seventh largest privately-held energy company in the world. While the merger was creating a very large company, the leaders also set a very aggressive goal of having the merger approved in under a year and the new organization completely in place within eight months of approval. Explore the processes and systems that the global facilities management team invented to manage this merger and the lessons they learned from the experience.

Speakers: Stephen Moskowitz, CFM, Director, Houston & West Coast Facilities, ConocoPhillips

Audio Seminar Credits:
 .15 CEUs
 1 CFM Maintenance Point

February Program Review—Roundtable Discussions

By Alan Bram

On February 15th a roundtable program was held at the Jewish Community Campus featuring three important topics: Records storage; Life Safety and Firestops; and Challenges and Changes in the HVAC Industry.

Ken Mickey of Underground Vaults and Storage talked about why one should use a commercial records storage center and how to select a vendor. He stressed repeatedly the importance of making an on-site visit to any storage center you are considering. You should check out the construction of the building or underground facility. Are there environmental controls to protect your records? Is there adequate security for your records? Is smoking allowed? Are the employees responsive to your needs and will the company provide references? Most record centers provide the following services: storage and bar coding; retrieval of materials; destruction services; courier services; unit pricing vs. volume pricing; and permanent removal fees. You should expect to pay for services used, but the fees should be known and understood in advance. Your vendor sales staff is your consultants. Use them to maximize the storage resources.



Dennis Keffer, of Hilti, Inc., talked about life safety as it relates to fire. There are building fire codes that affect all buildings, and address firewalls, fire separation and rules about wall penetrations. Dennis

pointed out that the loss of life at the MGM Grand Hotel fire in Las Vegas in 1980 was due to a first floor fire that was contained on the first floor, but that sent smoke and gases to the upper floors where the deaths occurred. There are three areas of fire protection: detection, suppression and containment. In planning a building, the architects should note the areas where fire-stopping products must be used to contain the fire, smoke and gases. If the fire can effectively be compartmentalized, the injuries and loss of life will be kept to a minimum.

Jim Noe of ePlus Environmental Solutions talked about new emerging trends and changes in the heating, ventilating and air conditioning industry. New filtering materials are being developed to keep the air handlers and air supply ducts clear of dirt, debris and mold. A high MERV value (11-14) will filter out many contaminants, and a synthetic filter material will not grow or spread molds. The key to a safe environment is not to defer the preventive maintenance. This will also keep the operating costs low. One study showed that the cost of deferred maintenance is the square of preventive maintenance. As an example, a \$100 maintenance item, if deferred to breakdown, can cost \$10,000 (the square of \$100) when you include lost personnel and production time. A critical issue facing the industry is a looming vacuum of skilled and experienced maintenance professionals. In the next five years, there is a predicted exodus of 40% to 70% of trained maintenance personnel. Rising energy costs will also impact the future.



CFMs Know—Do You?

What is the greatest potential pitfall in acquiring property today?

- A. Inadvertently accepting environmental contamination liability.
- B. Not obtaining the clear title to the property.
- C. Stringent zoning restrictions.
- D. Tax liability.

The answer can be found on page 12.

FOCUS FEATURE

This article was copied from Bankrate.com. Although it has nothing to do with Facilities Management, maybe it will help the busy FM's out there with the dreaded income tax filing that can interfere with our early spring playtime!

Getting the Most from Tax Software

By [Kay Bell](#) • Bankrate.com

Got 13½ hours to work on your tax return? That's what the Internal Revenue Service estimates it will take the average taxpayer to complete Form 1040.

Sure, that includes the time it takes to pull together records, learn about the form, decipher tax laws, copy the return and send it in. But even discounting these ancillary duties, the agency figures it still will take more than six hours just to complete its most popular income tax form. If you have additional schedules or tax credits to file, you might be measuring your tax time by the calendar instead of the clock.

Don't want to spend that much time with your 1040? Then tax-preparation software may be the answer. These packages promise time as well as cash savings. And some tax-prep devotees contend they can even save your sanity during tax season.

If you decide this year to join the millions who do taxes on a PC instead of paper, here are some ways to make the process go more smoothly.

Determine your needs

Not too long ago, there were only a few choices when it came to doing your taxes by computer. But nowadays, a new tax-prep package seems to appear daily between Jan. 1 and April 15. That means you must do some homework before you pick a program.

First, evaluate your personal situation. Are your taxes relatively simple or do you have

a lot of considerations, such as a freelance job on the side, that could add to or cut your tax bill and filing requirements? Not exactly sure? Then look for a program with lots of explanations that walk you through the process step by step.

If, however, you're an old hand at tax filing but want the software calculators that double-check your math, look for a package that lets you easily skip over sections.

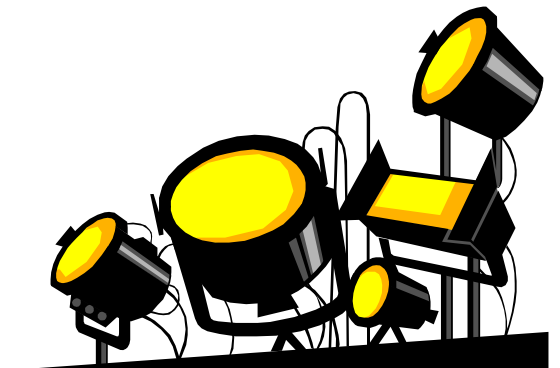
And don't forget the technical requirements. Make sure your computer can handle the software: it has enough memory, the proper operating system, etc. Nothing's more frustrating than getting a product home and finding out you can't use it.

Comparison shop

Once you've decided what you need from a tax-prep package, shop around. Don't waste any potential tax savings by overpaying upfront. Look not only at the software's base price, but also at any costs for options and upgrades.

Do you have state forms to file? Are they included in the package or do they cost extra? Will the product let you complete more than one return, say the joint one you file with your wife and your son's 1040EZ? Does it support electronic filing? If so, is it free or is there a fee?

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PRESIDENT'S PODIUM

Hello All !!

Thank you! Thanks for checking up with your newsletter to see what's been going on with your Kansas City IFMA chapter. This month has been very busy for your Board Members. We recently met after work for a few hours and had what we called the "Executive Board Visioning Session 2005". It was a lot of fun and I think we generated a number of great ideas for this year. We each walked away with homework assignments, which will be discussed at our next board meeting. So, please stay tuned — you will be hearing more soon.

Thank you also to those who attended the last FM Edge seminar. The number of attendees participating in these seminars has been growing. If you have not yet taken the opportunity to attend one of these nationally broadcast seminars, please check to see if any of the upcoming topics might be of interest to you and try to join us. They are free of charge - just bring your own lunch and come expecting to learn something new.



Also, at our last Program Meeting, I stole the podium for a few minutes to let everyone know of some new volunteer opportunities. If you are wishing to become more involved in an organization that not only strives to better your profession, but also provides you new friendships, knowledge, education and fun, please consider some of the opportunities below. Please keep in mind that there are volunteer opportunities for everyone—even those with very busy schedules.

Membership Committee - Jim Wilkinson is Chair, and Professional Development Committee - Linda DeTienne is Chair. These committees are growing and are very active. One of our chapter's goals this year is to reach out to our members to better understand what they wish to gain from their IFMA membership. Through the Professional Development Committee, KCIFMA will do all it can to be of unsurpassable benefit to its members. If you enjoy meeting new people who

wish to better themselves professionally; if you enjoy eating lunch at various restaurants around town (paid for by KCIFMA); or if you wish to mentor a member wishing to become a CFM or if you are a CFM and would enjoy being a mentor to someone wishing to better themselves in their FM career, please consider contacting me, Jim Wilkinson or Linda DeTienne.

Programs Committee - Teresa Reicherter and Sandy Hicks are current co-chairs. This committee is responsible for planning, organizing and hosting our monthly program meetings throughout the year. If you have driven by a new construction project and would love to see the finished building, its site, interior or workplace function, you should contact the program committee. Or, if you have ideas for educational tours, educational opportunities or know of places which could host our chapter's meetings or educational seminars, this committee would love for you to become involved. This committee has many opportunities for members wanting to grow their leadership or planning skills. Members will often lead, co-lead or provide assistance to a program or two a year.

FUN(d) Committee - Peggy Hopkins is our new Fun(d) Committee Chair. This is a brand new committee seeking committee members who like to have fun. This year, our Chapter wants to "Fun-it-up" a bit. If you like golfing, putt-putt, planning games, scavenger hunts, or happy hours, or have other ideas about having fun (and maybe helping IFMA raise a bit of money doing so), this committee may be your calling.

Communications Committee - Betty Klein is Chair. This committee is seeking volunteers who enjoy surfing the internet or who may consider themselves part-time online shoppers. Or, if you are able to provide color printing of approximately 50-75 copies of one to two page color hand-outs per month, this committee would greatly appreciate your help. Our website has been completely redesigned, and we are seeking (even part-time) internet users to provide critique. There are also

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INTERNATIONAL NEWS

Core Competency Classes Scheduled at Spring, Fall Symposiums

IFMA's core competency classes are scheduled for May 13-16 in New Orleans, and for Oct. 21-23 in Philadelphia. The fall symposium kicks off just before World Workplace 2005. Spring classes include:

- The Business of FM (four days)
- Human and Environment Factors Competency (two days)
- Real Estate Competency (two days)
- Planning and Project Management Competency (two days)
- Quality Assessment and Innovation Competency (two days)
- Leadership and Management Competency (two days)
- CFM Exam Review Course
- For more information, contact Ronna Winchester at 1-713 623-4362, ext. 115.

March Management Summit Targets Seasoned FMs

Earn CEU and CFM maintenance points while learning about innovative solutions to the ever-changing real estate landscape, Corporate real estate trends, shared-services concepts and market updates at this year's Management Summit, March 10-12 in Orlando, Florida. New to this year's event are executive-level tracks designed specifically for the development needs of more-experienced FM practitioners. IFMA's Management Summit also focuses on cutting-edge management topics including Sarbanes-Oxley, Balanced Scorecard, strategic thinking, managing during change, project management and finance. All education tracks examine leadership and management issues from strategic and holistic viewpoints.

Register at www.ifma.org/management_summit. Contact Marla Wunderlich at 1-713 623-4362, ext. 111 or marla.wunderlich@ifma.org if you have any questions.

IFMA Competency Courses Available Online

IFMA is committed to leading and sustaining the facility management profession by providing a variety of professional development and educational opportunities. IFMA's online education courses feature modules developed from the nine facility management competencies and the performance skills. These online self-study courses are designed to fit your schedule. Interactive multimedia content is available anytime. Online modules enable anytime, anywhere remote learning in all areas related to the world of FM. A personalized learning portal allows for convenient access to course materials, discussion areas, FM experts, resources and your educational records. Members also will have access to hundreds of commercially produced online courses as well. In addition, all IFMA self-study course modules are approved for Continuing Education Units (CEU) as well as credit towards the Facility Management Professional (FMP) credential. Affordably priced as low as \$99, all courses are designed into modules equaling approximately one-to-three hours of interactive content. Four courses are online now! The Online Learning Portal is currently offering two competency courses, with additional options available soon.

FM Finance: (five part course) Price per module for IFMA Members \$99 (U.S.); non-members \$139 (U.S.)

FM Technology; Real Estate; and Quality Assessment and Innovation (four part courses) Price per module for IFMA Members \$123.75 (U.S.); non-members \$173.75 (U.S.).

Visit www.ifma.org/profdev/self_study.cfm for more information and to register for an online self-study course today. If you have additional questions, e-mail onlinehelp@ifma.org.

REPRINTED FROM THE IFMA NEWS AUGUST 2004

Making a Case for World Workplace

Budgets are tight and your time is valuable, so you may think it's more difficult than ever to get away for a three-day conference. You may even feel guilty about asking. However, those are two very good arguments to help make your case for attending World

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Workplace.

With more than 100 speakers teaching more than 70 educational sessions, and an expo floor packed with exhibitors offering a myriad of workplace solutions, you can't afford to miss this opportunity to learn how to maximize your limited budget and make the best use of your time. At the end of the conference, you will return to your organization with new ideas, innovative techniques, enhanced knowledge and a list of valuable contacts.

World Workplace is the only industry conference and expo focused entirely on education. Educational sessions are presented by top industry experts and provide cutting-edge training, discussions on current hot topics, and forecasting discussions. The conference also provides CFM maintenance points to maintain the IFMA CFM and continuing educational units (CEUs) to maintain other certifications with partnering associations.

The expo is unique in that you can immediately supplement information learned from the sessions with practical tools available on the expo floor. World Workplace offers an opportunity to review the latest products in a hands-on way. Explain that there will be many opportunities to review materials or services, and that this will help you make the right procurement choices for your company.

World Workplace, with its many other participating and partnering associations provides an excellent venue to learn and network with colleagues in FM or related fields.

When you approach the management of your company for approval to attend, you stand a better chance if you communicate the VALUE of the World Workplace experience. Find the sessions that will help you improve your job performance and benefit your organization. Also show the descriptions of these sessions from the brochure and note the credentials of the session leaders. Explain that these will be best practices from around the world.

Talk about the special Sunday session, Industry & Interest Day, as an opportunity to learn about your specific industry. Offer to conduct a workshop for your department upon your return to share the knowledge gained.

Finally, explain that you will not be going just to enhance your individual job performance, but you will gather knowledge relevant for others in your group. Remind your management that the knowledge and experiences gained at World Workplace extend beyond the benefit to the attendee and then demonstrate those benefits by sharing.

That's what World Workplace is all about, and I hope to see you there.



We continue to make enhancements to the website. Although the changes this month may not be very dramatic to the user, the back side of the registration process has been improved to facilitate check-in at events. Just a note here - we are unable to accept credit cards at the door. If you wish to pay by credit card, please pay on-line.

For the future - keep watching for GREAT visual changes! Your Board of Directors approved an updated look at the last board meeting, and we're all VERY excited about this improved communication forum.

Your comments, criticisms, etc. are always welcome. Email us at info@kcifma.com

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Be sure that as you evaluate the costs of different packages, you examine comparable options.

Start at the beginning

You've loaded the perfect program onto your PC and are ready to knock out that pesky return. Stop! Read the introduction.

Even if you're an experienced filer and have used the same program in past tax years, companies invariably tweak their products. They also usually offer tips on ways to more easily maneuver the new features. By taking a few minutes to familiarize yourself with the program, you'll likely save yourself some frustration later in the process.

Find the help link

As you're learning about your new software, locate the "Help" link. We're not talking the "tax tip" button, but rather the link that will take you to technical assistance staff. A sudden error message is never welcome, especially not when you're on line 29 of some detailed tax schedule.

Most software programs offer both online and phone support for specific problems, as well as a basic troubleshooting guide as part of the package. Know how you can get to this help before you need it.

Run the final form check

You're done! Not quite. Before you print out or e-file your return, run the review option. This feature is included on most packages. On some, it's automatic as soon as you fill in the last line of the last form.

Keep in mind, however, that what a software program flags may not necessarily be an error. Many times the reviews also point out reminders or suggestions related to certain entries. Run the review, consider whether the suggestions will help (or even apply to) you and correct any legitimate

mistakes. You'll be glad you, rather than the tax examiner, caught them.

Save your work

When you're finished, don't be in a hurry to shut down the software. Save your return as a file on your PC, a printed copy or both. You'll want this confirmation in case the IRS doesn't get your return, or worse, has some questions about it. Most of us should keep our [tax records](#) for at least three years; hang onto them for six if you may have underreported income. That's how long the IRS has to take a closer look at your filings.

Check out other options

Finally, consider the possibility that you may not need to buy tax software at all. The [Free File Alliance](#), a joint IRS and tax software company program, makes online tax preparation and e-filing free to millions of filers. Taxpayers who met various criteria -- ranging from income earned to state of residence to military service -- filed for free.

This year's version of Free File went online Jan. 18, with links to participating software companies where filers can enter some basic information to help narrow their choices. If this online return preparation and filing appeals to you -- and you qualify for the free program -- you'll definitely save some bucks as well as time.

If you don't qualify for the free program, you still may be able to get a deal by [filing online for a fee](#). You don't have to purchase the software; simply go to the software company's Internet site and pay a fee to use the tax program. Your tax return then is filed electronically and your tax data is stored at the vendor's site.

But don't simply accept the first free (or discounted) tax-filing program you find. Even though you're not buying the software, you still need to make sure it fits your tax needs.

Quick Pix



Learning about fire-stopping at the February meeting



Paying attention



Chapter members enjoying lunch



Teena Shouse and a fellow Conference attendee enjoy a delicious dinner



Brittany, Debbie at IFMA Headquarters with Pat Belt, Vice Chair of Wichita Chapter



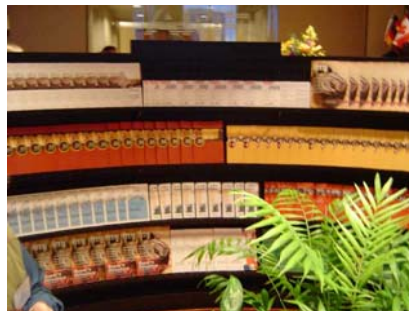
Brittany Gamble and Debbie Deason with some Baton Rouge members at the Leadership Conference



Linda Beverly



IFMA Tour & Reception at Conference



Printed materials displayed at IFMA Headquarters



2005 Commercial Real Estate Management EXPO

WHERE: The Union Station Sprint Festival Plaza at Union Station, 30 W. Pershing Road.

WHEN: Tuesday, April 12th, 2005 – 3:30pm – 7:00pm.

WHY: To learn about the latest in Building Technology and Services.

SPONSORS: The Building Owners and Managers Association of Metropolitan Kansas City (BOMA) and the Kansas City Chapters of the Certified Commercial Investment Members (CCIM), International Facility Management Association (IFMA), and the Institute of Real Estate Management (IREM) are sponsoring this event.

AUDIENCE: All members of the four organizations will be invited to attend. In addition, related industry organization members will be invited. Attendees will include Property Managers, Facility Managers, Maintenance Engineers, Leasing Agents, Architects, and Building Owners.

PARKING: Free parking is available in the West Yards of Union Station. Valet and short term parking is available in front of Union Station at your own expense.

THEME: The theme this year is Tropical Paradise! Wear your Aloha shirts!

FOOD AND BEVERAGE: Hors D'oeuvres will be provided at no charge to EXPO attendees. In addition, attendees will receive two drink tickets for the Beer/Wine/Beverage bars also located in the exhibit area

WINNERS: Everyone's a winner at the EXPO. In addition to exhibitor prizes and give away items, the EXPO will have a game and drawing for cash prizes. Drawings will begin at 4:00pm and winners will be drawn every half hour. The grand prize will be drawn at 7:00pm and will be for \$500 (half a grand). You MUST be present to win the Grand Prize! Make arrangements to stay late and party with your friends.

BEST BOOTH PRIZE: EXPO visitors will have a chance to vote in the "Best Booth" competition. The winner will be judged on their overall appeal and theme related décor.

NUMBER OF EXHIBITORS: We sold out last year! This year the exhibit area has been increased. We expect over 100 vendors!

ADDITIONAL INFORMATION:

Dave Grosdeck (816) 822-3377

Dawn Devine (816) 407-7908

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opportunities for photographers to provide shots from meetings and events.

We also have an opening on our Executive Board for the position of Assistant Treasurer. Debbie Deason is our Treasurer. If you are someone who enjoys money, handling money, spending money, collecting money, we are looking for someone who could provide our Treasurer with support throughout the year. This position would also provide training for someone who may consider taking the role of Treasurer in the future.

As you can see, there are currently a number of opportunities for members with a variety of different interests and a variety of different time allowances. If you would like to become involved in making your KC IFMA Chapter be all it can to continue to provide you and other FM professionals the very best in educational opportunities, better your profession and have fun, please contact me or any KC IFMA Board member. We very much look forward to working with you soon. Thank you! Thank you very much !!



*Brittany Gamble,
Chapter President*

Upcoming Half Day Seminar on April 7th!

Office Acoustics: Practical Keys to Productive and Private Workspace

Sound is energy. It is measurable and predictable. By understanding how sound works and designing space to effectively control it, we can provide pleasant, productive and private environments. In this seminar, we will discuss several practical keys to an acoustically sound office and look at the different components that make it work. We will also touch on Federal legislation that mandates levels of oral privacy in the healthcare and financial

fields.

First Hour

Program Title: Be Specific About Speech Privacy. This program is a beginner to intermediate program on acoustics, speech privacy, sound masking, and industry standards for acoustics.

AIA CEU: 1 Credit

Presenter: Russ Cooper

Second Hour

Program Title: Acoustical Ceiling Systems

A discussion on the properties and performance characteristics of Acoustical Ceiling Systems, and the six factors to be examined when selecting an acoustical ceiling panel - Sound Control, Fire Resistance, Abuse Resistance, Moisture Control, Aesthetics and Sustainability.

AIA CEU: 1 Credit

Presenter: Dave Hunt

Third Hour

Program Title: HIPAA & Oral Privacy

This program is a beginner to intermediate program on oral privacy and the Federal Mandate HIPAA (Health Insurance Portability and Accountability Act of 1996) that requires healthcare providers and facilities to limit the disclosure of personal health information in written, electronic, and oral forms.

AIA CEU: 1 Credit

Presenter: Russ Cooper

Presenters:

Russ Cooper is President of SpectraSource, Inc., a Kansas-based firm specializing in noise related issues in commercial offices. SpectraSource has provided services ranging from productivity issues in high density workstation environments, to insuring confidential speech privacy in highly sensitive areas. SpectraSource has worked with some of the largest companies in America and has been involved in the design and implementation of over 7 million square feet of sound masking solutions.

Dave Hunt is the Architectural Services Representative for the North Central Region of USG Building Systems. He has worked for USG for over 25 years in various roles in manufacturing, administrative management, and sales with extensive experience in the company's acoustical ceiling products.

Details will be forthcoming.

**Kansas City Chapter
INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION CALENDAR**

(All dates and times are subject to change)

DATE SPONSOR	PROGRAM	LOCATION	TIME
Mar. 2 KC-IFMA	New Member Luncheon (Contact Jim Wilkinson at 913-227-0729 ext. 23 or jim@imageflooring.com)	Pierpont's Union Station 30 West Pershing Road Kansas City, MO	11:30 a.m.-1:00 p.m.
Mar. 15 KC-IFMA	Tour of Garmin Industries	1200 E. 151st Street Olathe, KS	11:30 a.m.-1:00 p.m.
Mar. 22, 23 & 24 FM Audio Seminar	Special Edition Audio Seminar Series—One Hour Sessions	BNIM 106 W. 14th Street, 29th Floor Kansas City, MO	11:45 a.m.-1:00 p.m.
Mar. 31 FM Audio Seminar	Mega Merger Mania	BNIM 106 W. 14th Street, 29th Floor Kansas City, MO	11:45 a.m.-1:00 p.m.
April 7 KC-IFMA	Seminar: Office Acoustics	TBD	8:00 a.m.-11:30 p.m.
Apr. 19 KC-IFMA	Securing "Your" Homeland in KC	TBD	11:30 a.m.-1:00 p.m.
May 17 KC-IFMA	Labor Relations	Church of the Resurrection	11:30 a.m.-1:00 p.m.
June 2	Golf Outing	TBD	Shotgun Start TBD

**Answer to CFMs Know—
Do You:**

A. Inadvertently accepting environmental contamination liability.

**Kansas City Chapter of
International Facility Management
Association**

The International Facility Management Association is a growing, fast-paced organization whose purpose is to strengthen and advance the knowledge base essential to leading the integration and optimization of the built environment worldwide. The Kansas City Chapter of IFMA is dedicated to carrying out this goal through the work of its members and the leadership of its Board of Directors.