



**IFMA-HR HELPS LOCAL SHELTER AT CHRISTMAS**

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The Hampton Roads chapter of IFMA gathered for their annual Christmas Party on December 21st at the Norfolk Women's Club. They were once again joined by members of the local ASHRAE chapter.

During the evening raffle tickets were sold which raised enough money to donate a \$500 check to the Samaritan House which had been selected by the outreach committee to benefit from this annual event.

Cindee Ellison, Development Director was on hand to receive the donation and shared the mission and outlined some of the programs and ways that donations such as these help at Christmas time.

Samaritan House, founded in 1984, is a non-profit organization that provides programs for victims of domestic violence and homeless families. They are committed to fostering personal safety, self-sufficiency and personal growth in adults and their children through freedom from domestic abuse and homelessness.

Annually they answer about 7,000 crisis line calls. For more information or to make a contribution you can look them up at [www.samaritanhouseva.org](http://www.samaritanhouseva.org).



Cindee Ellison receives \$500 check for the Samaritan House from President Pete Burke

Before the evening was over Ms. Ellison had more checks, cash, and commitments from a few attendees to volunteer as mentors for children. It was obvious that she had touched many hearts and the generosity of the group was self-evident.

The outreach committee chair, Holly Nugent, will be working in 2006 to identify opportunities for community service and fundraising to organizations such as Samaritan House. If you think you may be interested in participating on this committee, please contact Holly at Harris Connect Inc. or email her at; [hnugent@harrisconnect.com](mailto:hnugent@harrisconnect.com).

*Thanks to our  
2006 Sponsors*



MISSING SOMETHING?

Do you feel like something's been missing from your IFMA membership? Did you renew your membership but don't know why?

Maybe you need look no further than the mirror. Last year saw many opportunities to hear timely topics from industry experts at monthly luncheons, tour interesting facilities and see first hand how peers were handling their workloads; network with other facility managers as well as suppliers and service providers.

Scan some of the photos from last years programs, if you don't see yourself in any of them you may come to know the answer to the question, missing something?

The good news is that you may find it this year simply by getting involved, attend the monthly functions, volunteer to serve on the board or a committee and get something more than just a receipt when you pay your dues this year.



JANUARY 2006

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MARCH 2006

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APRIL 2006

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SCHEDULE OF EVENTS

- 01/10 Board Meeting
- 01/17 Chapter Meeting:  
@ Hampton Roads Convention Center—Tour  
Time: 11:30-1:00
- 2/14 Board Meeting
- 2/21 Chapter Meeting  
@ Chesapeake Conf Center  
Program: Ergonomics and Interior Design  
Time: 11:30-1:00
- 3/14 Board Meeting
- 3/12 Chapter Meeting  
@ Life Net—Norfolk Facility Tour  
Time: 11:30-1:00
- 04/10 Board Meeting
- 04/17 Chapter Meeting:  
@ Chesapeake Conf Center  
Program: Disaster Planning  
Time: 11:30-1:00

Planning for the Unexpected . . . Is Your Facility Prepared?

MEMBERSHIP NEWS

As a facility manager, you understand your organization's dependence on critical systems like electrical and central cooling systems. And, you probably have a well-documented contingency plan in place for emergencies such as fires or electrical outages, but do you have formal strategy to deal with a cooling outage?

Creating or updating a contingency plan helps you minimize the financial risk to your facility if normal chilled water service is disrupted. How? By making it possible to quickly and easily utilize temporary cooling when it's needed.

Where do you begin? The first step is to evaluate your facility's cooling system and identify potential sources of failure. Remember that the goal is to minimize downtime and reduce the risk of financial loss to your facility due to the loss of comfort chilled water. Next, document basic facts about your facility like critical HVAC system information and components of your current chilled water system. This information will help you analyze possible failure scenarios and identify potential temporary cooling needs. This process establishes the required cooling and specific equipment needed to maintain cooling in critical areas.

You may need to make facility modifications to prepare your system for temporary cooling. This allows for faster installation in the event of an emergency. It also lets you manage the expense in a proactive manner. Finally, the Cooling Contingency Plan is drafted. Once your organization's staff approves the plan, it is important to label equipment that is covered in the plan. This will make plan deployment much easier. For more information about how to develop a Cooling Contingency Plan, contact Damuth Trane at 558-0200.

As the national IFMA chapter celebrates 25 years we take pride in our 14th year with 83 members, 67% facility managers and 33% associate members. If you know of anyone who would benefit from membership or may be interested in any of the programs offered throughout the year, please invite them to accompany you to our next meeting!

Additionally we would like to also recognize and thank all members who participate on various committees. We invite other members to join us and participate on some of the open committee positions. You can also sign up for committee involvement at any of our meetings. All individuals interested please contact any Officers or Board member. Contact information is listed on page 4 of this News letter.

Is Your Resume Lost in the Great Internet Void?

With the advent of email and online job services, job hunting suddenly became much easier. Or did it? Sometimes it's hard to know if your resume is actually reaching someone's desk—or is lost somewhere in the great void of cyberspace. If you want to be sure that your resume is being seen by a real person who can offer you a real job, here are three rules to get stronger response.

1) Use the Right Key Words

More than ever, resumes are stored in a database and queried for key words to indicate candidate match. If you aren't using the right words to describe your employment experiences, then your resume might be rejected before it's ever seen. Review key words your resume uses to: Describe your dream job. Do your qualifications match the job description? Look closely at areas listing your technical skills, job responsibilities and core competencies. Attract your desired industry. Are you using industry buzzwords? In other words, does your resume talk their talk?

2) Use the Correct Electronic Version

If your resume can't be opened as an attachment, then it can't be seen. Because of the threat of computer viruses many companies only accept resumes through their own online forms which ask you to cut and paste (rather than attach) your resume. Make sure you are sending your resume in a format that will work for the employer. If a resume attachment is requested: Save your resume as a Word document (.doc or .rtf). This is the standard most companies use, and it should retain the formatting that you used for your resume. But just in case they use a different word processing program than yours, you should still avoid using too many fancy formatting options, such as columns, boxes and tables.

3) Differentiate Your Resume from the Crowd

There are dozens of fast food restaurants that sell hamburgers and fries. How do you choose which one you want? Chances are, one of those restaurants has a differentiating edge, something that you like better than all the others. The job market is the same way; it's flooded with choices, so you have to make your resume stand out from all the competition. The best way to differentiate your resume from others is with accomplishments. And those accomplishments really stand out when: They are measurable. Can you define how much you accomplished in dollars saved, contracts won, or percent changed? How can you help them save time, save money, increase their profit margin, improve sales, or increase revenue?

While the Internet is still a great tool for job seekers to connect quickly with employers, take steps to insure your resume won't get lost in the void. Before you send your resume off to the Great Cyber Beyond, use these three tips to make sure your resume gets the attention it deserves!

**Buying Office Furniture?** Here are a few helpful hints to make sure you're getting the best value for your company:

**Ask Questions:**

- What services are offered?
- Can they meet your job specifications? (Timeframe, budget, job size)
- What financing options are available?
- Is there a warranty?

**Take A Tour:**

- Visit a dealer's installation. Talk to their existing clients for feedback. Listen to them!
- Meet the people who will work on your project, sales staff, designer, installer etc.
- Do you feel comfortable and confident working with this person?

**Check References:**

- How happy are past customers with both the products and service?
- Have they developed long term relationships?
- Would they use this dealer again?
- How is service and response after the sale? As fast as it was during the sell process?
- Don't just ask for references...get them and Call Them!

**Other Factors to Consider:**

- Is the dealership professional and easy to work with?
- Are your needs more important than theirs?
- Are all business practices in writing? i.e. pricing, warranties, job specifications etc.

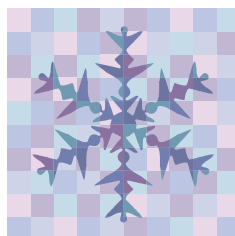
This month's sponsor tips brought to you by **Workplace Solutions.**



**PRESIDENT'S CORNER**

The annual holiday gathering was a terrific way to end a fantastic year for the Hampton Roads Chapter of IFMA. 2005 was by far the strongest year the Chapter has had particularly in the areas of educational successes and vendor sponsorship. Several of our membership received the coveted CFM designation and one received the FMP designation. Vendor participation at meetings has increased dramatically and sponsorship numbers are at an all time high. Our membership numbers continue to increase monthly which is the best news we could ask for and I foresee fantastic opportunities in 2006 for all of these accomplishments to be surpassed. The Hampton Roads Chapter has one of the finest groups of dedicated Board members ever assembled and as terrific as 2005 was, just hold on as the Board has a plate of great and exciting events planned for 2006.

*Pete Burke, President, HR Chapter IFMA*



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