NEW MEMBER WELCOME

WELCOME FROM OUR CHAPTER SPONSORS

Prepared by Richard Neuman
Dear New Member,

Welcome to IFMA Long Island Chapter.

Our Chapter is a diverse group of professionals that meet to network and share best practices.
- Facility management professionals share ideas and proven solutions to facility problems.
- Associate members provide services and products that address facility needs.

Monthly chapter meetings are designed to be both enjoyable and educational. The topics range from core competencies for Certified Facility Managers to tours of the coolest buildings on Long Island.

We have seen tremendous growth over the years and more Facilities Professionals are becoming part of this great chapter. This is important because the chapter was established to be a support system and resource for them.

It is important that we recognize our Associate Members and the key role they play in our chapter. They provide many of the needed products and services to help us as professionals succeed in our different industries. They also provide many different aspects to our industries that Facilities Professionals may not recognize. Together, Facilities Professionals and Associate Members make our chapter vibrant.

We encourage you to volunteer and become part of a committee. Be involved! Be a Sponsor! You will grow as a professional or associate member through your involvement in the IFMA Long Island Chapter.

Sincerely,

Richard Neuman, President – Board of Directors
Kevin Gilbert – Membership Committee
Arthur Katz – Membership Committee
Dan Simon – Membership Committee

IFMA Long Island Chapter
PO Box 143
Old Bethpage, NY 11804
(516) 654-IFMA
## CONTACTS – ADMINISTRATION AND BOARD OF DIRECTORS 2017/2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Administrator</td>
<td>Barbara Ann Cast</td>
<td>(516) 654-IFMA</td>
<td><a href="mailto:events@ifmali.org">events@ifmali.org</a></td>
</tr>
<tr>
<td>President</td>
<td>Richard Neuman JLL</td>
<td>(212) 812-5916</td>
<td><a href="mailto:richard.neuman@am.jll.com">richard.neuman@am.jll.com</a></td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Joseph Sanda West-Rac</td>
<td>(631) 294-8854</td>
<td><a href="mailto:joes@west-rac.com">joes@west-rac.com</a></td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Scott Brown Huntington Paving</td>
<td>(631) 423-3251</td>
<td><a href="mailto:scott1230@me.com">scott1230@me.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Jennifer Hermann-Carballeira Altice USA</td>
<td>(516) 790-2477</td>
<td><a href="mailto:jennifer.herrmann@AlticeUSA.com">jennifer.herrmann@AlticeUSA.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Mark Davis Brookhaven National Lab</td>
<td>(631) 344-2165</td>
<td><a href="mailto:mdavis@bnl.gov">mdavis@bnl.gov</a></td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Stephen Kitchener Altice USA</td>
<td>(516) 378-9011</td>
<td><a href="mailto:steve.kitchener@alticeusa.com">steve.kitchener@alticeusa.com</a></td>
</tr>
</tbody>
</table>
## Committees – Take Action, Get Involved

### Education & Programs
Plans and implements our monthly chapter programs and addresses the educational needs of our professional members through monthly presentations. The committee identifies timely topics, secures knowledgeable speakers or panellists, chooses appropriate locations and hosts the meetings.

John Maiolo, Chair - jmaiolo@tandus.com (516) 967-0017

### Communications
This committee is responsible for the information about chapter activities and members. In addition, this committee explores exposure opportunities for the chapter through the media. Provides communication to membership for educational opportunities, chapter programs, events and member information which supports and enhances the chapter’s strategies. Maintains the chapter’s website.

Richard Neuman, Chair – richard.neuman@am.jll.com (212) 812-5916

### Golf Outing
The Annual Golf Outing is a special event coordinated by this group of dedicated members who work to promote the organization through our Annual Outing. The Golf Outing is a day of networking for our members and guests. If you would like to help put on events like our Annual Golf Outing, this committee is for you.

### Hospitality
Joining a new organization should be an enjoyable experience so that’s why we have Hospitality. They will help you acclimate at our monthly chapter meeting and introduce you to chapter leaders and your fellow members. New members are encouraged to contact Millie and coordinate their first chapter meeting visit with her.

Millie Amsterdam, Chair - supermil@aol.com (917) 577-3091

### Membership
Services the needs of new and existing members by introducing them to Chapter services through personal contact and by hosting New Member events. The committee works towards enhancing member experiences by encouraging participation and welcoming members at events.

Arthur Katz, Co-Chair – akatz@knockoutpest.com (516) 489-7817
Kevin Gilbert, Committee Member – kevin@gilbertinternational.net (212) 628-5305
Dan Simon, Signwave – dan@signwaveli.com (631) 761-9292
## Scholarship

The Scholarship Committee has awarded scholarships to students in the construction and engineering programs at SUNY Farmingdale. These scholarships assist in enhancing leadership opportunities within our Chapter and promote professional growth.

Jennifer Hermann-Carballeira, Chair – jennifer.herrmann@AlticeUSA.com (516) 790-2477

## Special Events & Fundraising

The Special Events committee is responsible for planning, promoting and execution of Chapter social gatherings including the Annual Holiday Party, the Summer Blast with USGBC-LI events and other activities. Members of these committees are fun, energetic and always looking for ways to provide an upbeat experience at all Chapter events.

Jennifer Hermann-Carballeira, Chair – jennifer.herrmann@AlticeUSA.com (516) 790-2477

## Sponsorship

The Sponsorship Committee works with the associate members to obtain sponsorships that help fund the educational programs and special events offered throughout the year. Vendors are encouraged to participate.

Scott Brown, Chair - scott1230@me.com (631) 423-3251
**KEY DATES & SOCIAL FUNCTIONS FOR 2018**

Dates are tentative. Please check [www.ifmali.org](http://www.ifmali.org) for updated information.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tr>
<td>Holiday Party</td>
<td>Jan 4, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>January 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>FMP Course (2 months)</td>
<td>Check IFMALI.org</td>
<td>USGBC, 150 Motor Parkway, Hauppauge</td>
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<td>Monthly Chapter Meeting</td>
<td>Feb 8, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>February 2018 Board Meeting</td>
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<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Monthly Chapter Meeting</td>
<td>Mar 1, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>March 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<tr>
<td>CFM Study Group (4 months)</td>
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<td>Location Varies</td>
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<td>Monthly Chapter Meeting</td>
<td>April 5, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Monthly Chapter Meeting</td>
<td>May 3, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>May 2018 Board Meeting</td>
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<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Vendor Showcase / Monthly Chapter Meeting</td>
<td>June 7, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>June 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>July 2018 Board Meeting</td>
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<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Summer Blast</td>
<td>July 31, 2018</td>
<td>Long Island Ducks, Central Islip</td>
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<td>August 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Sept 2018 Board Meeting</td>
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<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Annual Golf Outing</td>
<td>Sept 24, 2018</td>
<td>Mill Pond Country Club, Medford</td>
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<td>Monthly Chapter Meeting</td>
<td>Oct 4, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>Oct 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
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<td>Monthly Chapter Meeting</td>
<td>Nov 1, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>Nov 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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<td>Monthly Chapter Meeting</td>
<td>Dec 6, 2018</td>
<td>Holiday Inn, Sunnyside Blvd. Plainview</td>
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<td>Dec 2018 Board Meeting</td>
<td>Check IFMALI.org</td>
<td>Altice USA, 1111 Stewart Avenue, Bethpage</td>
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</table>
NEW MEMBER WELCOME KIT

MONTHLY CHAPTER MEETINGS & FEES

Our monthly meetings are where Facility Managers and Associate Members network, get educated and eat good food. Each meeting hosts a topic of interest to all members. Don’t miss our Associate Member 15-Seconds of Fame and raffle/wine/dinner for two giveaway.

6:00 PM Networking
6:45 PM Buffet Dinner
7:00 PM Chapter Business & The Facility Therapist
7:30 PM Monthly Presenter

<table>
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<tr>
<td>Facility Manager – Member</td>
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<td>Associate/Student – Member</td>
<td>$40</td>
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<tr>
<td>Guest/Non-Member</td>
<td>$50</td>
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Joining a new organization and attending your first meetings should be an enjoyable and productive experience. So that’s why we have Millie Amsterdam to help you acclimate at our monthly chapter meetings.

As our Hospitality Chairwoman, Millie will help introduce you to chapter leaders and your fellow members.

Let Millie know you when you are coming!

Contact Millie at (917) 577-3091 or supermil@aol.com
NEW MEMBER WELCOME KIT

WEB SITE

Our website URL is http://www.ifmali.org

Check out the site for the latest chapter event dates; committee info, sponsorship, job bank and general chapter info.

WEB SITE MEMBERS ONLY LOGIN

Login to Your Website Profile

Our chapter’s website comes with tools that allow for:

- Customized profile page to share your bio, photo, and info
- Vendor Member Resource Guide (coming next week)
- Up to date detail of chapter events
- Processing payments for chapter meetings
- Communicating using newsletter, email, and calendar
- Facility related articles including new blog, Twitter, LinkedIn, Facebook & Google+
**How to View and Login to the IFMA-LI Website**

Please take the time to explore the new site at www.ifmali.org.

Members are able to login using their primary email address (bob@email.com), Member ID (12345) or Username (abc123)

To set your new password, choose Forgot Username/Password to change your password

Once you login, you will have access to member-only information, the ability to update your member profile, register for meetings, and much more…

**How to Add Your Firm to the Member Service Provider Guide on the IFMA-LI Website:**

1. Log in to your account by pressing Login button located in the upper left section under the heading MEMBER LOGIN AREA. Then log into your account.
2. In the left-hand column choose MEMBER INFORMATION EDITOR
3. Scroll down to BUSINESS INFORMATION & RESOURCE GUIDE box
4. Fill in COMPANY NAME, and BUSINESS WEBSITE ADDRESS
5. In MEMBER ELEVATOR PITCH – RESOURCE GUIDE, fill in your elevator pitch. This description will appear in the Member Resource Guide (This is not your personal bio which appears in your member directory profile)
6. Select SAVE

**STEP 3: Select the Appropriate Business Category**

1. Scroll down to the bottom of the page to the GROUPS box and select EDIT
2. Scroll through the list of categories that best describes your firm's services.
3. Select the <GROUP NAME> ASSIGN next to the appropriate category
4. Just below the category you selected, click the corresponding <GROUP NAME – ASSOCIATE MEMBER> ASSIGN button directly under the category you chose.
5. Click Finish
6. That's it

If none of the categories in the list match your firm, please send an email to events@ifmali.org with your suggested category to add.
IFMA-LI ON SOCIAL MEDIA

Facebook: https://www.facebook.com/ifmalongisland/
LinkedIn: https://www.linkedin.com/company/11012509
Twitter: https://twitter.com/IFMALongIsland
Google+: https://plus.google.com/b/100749770645177900571/100749770645177900571?hl=en

ASSOCIATE MEMBER 15-SECONDS OF FAME

To foster trust and relationship building, we encourage our members to mingle at our monthly chapter events. However, the Long Island Chapter of IFMA prohibits aggressive selling of member’s services or any other tactics that might put its members in an uncomfortable or awkward position. Members and guests who violate this rule will be asked to leave the meeting.

But wait, you joined IFMA to network, right? Of course we understand! That's why we created the Associate Member 15-Seconds of Fame. Each Associate Member in good standing has an opportunity to stand up at dinner and briefly pitch their service to a captive audience of Facility Managers and Associate Members. This allows you to gain notoriety to all who are present. And if someone is interested in pursuing a business relationship for your service, they will certainly reach out to you. Guests do not have an opportunity to address the meeting.

These simple rules are why the Long Island Chapter of IFMA maintains one of the highest ratios of Facility Manager attendance in the IFMA organization.

ASSOCIATE MEMBER ONLY - MONTHLY NETWORKING BREAKFAST

Join your fellow Associate Members for a spirited exchange of leads and ideas. Check the website for dates, times and location.
NEW MEMBER WELCOME KIT

ASSOCIATE MEMBER SHOWCASE / MINI TRADE SHOW (ANNUAL)

Each June Chapter meeting, our Vendor Members and Sponsors set up tables to showcase their company services and products. It’s a great opportunity for our entire membership to mingle and learn more about the services our valued Associate members provide our facility managers.

Space is limited so tables are available on a first come, first served basis.

BUSINESS ETIQUETTE POLICY

The Long Island Chapter of IFMA Board of Directors and Membership Committee believes that networking provides significant business value to not only our Professional Members, but Associate Members as well. It is our chapter’s goal to create inviting, fun and informational events to bring associate and professional members together for mutual gain.

The following guidelines should be followed when attending IFMA sponsored events so that You and the Chapter will benefit greatly:

- Please utilize the many resources that the Long Island Chapter of IFMA has to offer, but do so in an appropriate manner.
- Introduce yourself freely to other members of the association whether they are Professional Members or Associate Members. Anyone can be a great professional resource for you (and you for them!) regardless of his/her title.
- Networking is a two way street. Professional Members should be receptive to Associate Members. Members can gain information from associate members and vice-versa.
- The Long Island Chapter of IFMA prohibits aggressive selling of Associate Member’s services or any other tactics that might put its members in an uncomfortable or awkward position. Those who violate the policy will be asked to leave. See Associate Member 15-Seconds of Fame section of this document for additional information.
- We ask that Associate Members engage with Professionals through meetings and events. Access to the membership directory is a benefit of membership but utilize wisely in your efforts to promote your company.
- Long Island Chapter of IFMA encourages guests at our events; expectations should be set that this is a membership group and that our guests should respect the guidelines set forth.
- Feel free as an Associate Member to greet guests at events. This is a great opportunity for guests to witness the warm and friendly environment.
- If you are speaking at an event, please make sure you present your products and services in a general format, not a sales pitch.
- All cell phones should be silenced (or on vibrate) during programs. If possible, please return calls after the speaker and/or presentation has concluded.
- Avoid having excessive side conversations during the program so that other attendees can effectively hear the speaker’s material.
NEW MEMBER WELCOME KIT

- All members are encouraged to update their profile on the website database. This is a great resource to all members.
- All members have access to the membership database. Please do not use these to do blast email marketing. We look to all members to utilize this resource with professionalism and discretion. Do not abuse this privilege.

CFM / FMP Instructor Led Exam Prep Courses

We offer Certified Facility Manager (CFM) and Facility Management Professional (FMP) Training and Exam Prep courses taught by IFMA-LI chapter members who are approved IFMA instructors. Please check the website for class dates and times.

Facility Manager Bahamas Trip for Two Giveaway

Exclusively for our Facility Managers, each year we raffle a trip for two to the Bahamas.

To be eligible, all you have to do is attend our monthly meetings. Each meeting entitles you to one raffle ticket. At the end of our annual cycle which culminates at our June Vendor Showcase, one lucky ticket will be drawn. The prize is valued at $1,200 and funded by our Platinum and Gold Sponsors.

Golf Outing & Awards Dinner (Annual)

Our September Golf Outing is our most popular event. Join us for a great day of golf, or just join us for dinner.
HOLIDAY PARTY (ANNUAL)

Join us for our annual Winter Holiday Party in January.

JOB BANK

The job bank at ifmali.org is a free service to help Facilities Managers find employment. If you have a posting for a Long Island Facility Manager, please submit your posting on the website Job Bank Link or send an email to events@ifmali.org and it will be posted to the site.

NEW MEMBER BREAKFAST (SEMI-ANNUAL)

Held twice annually, this meeting is an opportunity for new members to meet and greet with chapter leaders to learn about IFMA Long Island Chapter and to gain the most from your membership. Please consult the website www.ifmali.org for upcoming dates. Or watch your email for e-blasts.
SCHOLARSHIP – SUNY FARMINGDALE

Scholarships are made available to undergraduate and graduate degree students who are currently enrolled in a Facilities Management or Engineering program at SUNY Farmingdale.

The scholarship is funded through the generosity of members like you.

SPONSORSHIP

Sponsorship is critical to our chapter. It not only helps keep fees low, but also funds our scholarships. Check out www.ifmali.org/sponsors.php

<table>
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<th>Types of Sponsorships</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
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<td></td>
<td>Bronze</td>
<td>Golf Outing</td>
<td>Bahamas Trip</td>
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<td></td>
<td>Holiday Party</td>
<td>Monthly Program Sponsor</td>
<td>Dinner for Two</td>
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<tr>
<td></td>
<td>Wine Sponsor</td>
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SUMMER BLAST WITH US GREEN BUILDING COUNCIL LI (ANNUAL)

While we don’t have a formal chapter meeting during the summer months, we’re still active with our annual July Summer Blast. Joining with our colleagues from USGBC-LI makes for a great evening of networking, dancing and great food.
Feel free to reach out to our chapter administrator or any board member to help assist you.