



a publication of the Richmond Chapter of the International Facility Management Association

December 2013 Issue

THE PRESIDENT'S MESSAGE...



To Bid or Not to Bid.....That is the Question

For you Facility Managers out there, when it comes time to hiring an architect, engineer or contractor, wouldn't you just prefer to give the work to one of your old standbys? When I say "give" I mean get a quote as if you are bidding the services, but then award to that entity?

Let's talk about why you'd want to and can.....or shouldn't.....or can't. As a Facility Manager you are most likely outsourcing all kinds of services whether they are for a construction contractor, contract services such as janitorial/landscaping, or professional design services. Chances are good

that you typically bid all or most, but you may also have blanket contracts in place whereby you may simply award some work to a vendor already under contract. Before I go on I realize that design professionals typically do not prefer to have the term "bid" used when owners solicit cost proposals from them. So with that said, I will be using "bid" throughout this article, but with no disrespect to the many fine design folks in our chapter and area. It will allow me to be more succinct. I may also use vendor or supplier interchangeably, again for speed purposes.

So why would you simply want to give the work to someone you know, like and have had positive experiences with? If I were a baseball hitter that pitch would look like a beach ball coming in. First of all you could get going right then and not delay in going through the process of bidding. Secondly, you could use a firm that knew your business and so the learning curve would be less or non-existent. Third you would know that the quality of the work would be top quality with minimal re-work and construction schedules not delayed. Last, it is assumed that their fee would be if not the lowest, then certainly reasonable for the work desired. Government agencies typically won't go this route unless it is an emergency or specialty work with very limited vendor choices. Other companies such as Dominion are generally required to get at least three proposals for services (or materials), yet still have some leeway if it is an emergency, time constrained situation or specialty service/item with limited vendors to perform. Then you have some privately owned companies that can flat use whomever they want, and they do, but it is assumed that good costs, schedules, or quality are a given. Is it a given that all Facility Managers would opt for this scenario most/all of the time if they could? Why shouldn't an owner go the route above? For starters, unless there is a pre-negotiated cost schedule in place, there are no cost controls for the owner other than his or her knowledge of what the work should cost. Unless it was an emergency, one would

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M E E T I N G

December 2013 Meeting

Date: Tuesday, December 10, 2013

Time: 6:00 pm

Place: Markel Corporation

Program: Holiday Social

Cost: Members \$35 Guests \$45
Spouses \$40

RSVP: By Thursday December 5, 2013

Next Board Meeting:

Date: January 7, 2014

Time: 4:30 p.m.

Place: Markel Bldg. 4600 Cox Road

Next Membership Meeting:

Date: January 14, 2014

Time: 5:30 p.m.

2012/13 OFFICERS

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AROUND THE CHAPTER

by Bud Vye, Retired CFM

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Golf Tournament

Tim Hume, CFM
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Nice turnout at COTU for the November meeting, even though we were missing a few regulars. Among that group was **Tim Hume**, our Golf Tournament Chair, who had just had surgery to have both knees replaced the previous day. Although he's already well into his rehab, he's hobbling around at home, and if you should want to send him a "get well" card it should go to 15181 Breedens Rd., Doswell, 23047. Some have been sending him food, for which he is very appreciative.

Also rehabbing, but already back at work at Markel after surgery on her right hand, is Sponsorship Chair **Elizabeth McKinney**. Best wishes for quick recoveries to both Tim and Elizabeth!

No surgery, but a scheduling conflict, for **Bob Borchers**, as he was at the John Paul Jones Arena for the UVA-VCU basketball game in his night job role as Event Staff Supervisor. Had to be something like that, as Bob is one of our most regular attendees at meetings despite having to travel further than any of our members in order to get to them. As mentioned in the Meeting Report, the Squirrels' **Parney Parnell** was also at the JPJ that night, which prevented him from being with us at the COTU.

We did have a few in attendance that we hadn't seen for a while, including Past Presidents **Glenn Custis** and **Chip Buehler**, plus **Mark Friedrich**, who is now working at a contracting firm with whom he has a family connection. Good to have you all with us! Hope you can make it back again, without such a long absence between appearances.

Another Chapter Past President in the news, as Commonwealth Architects' **Bob Mills** gets some ink in the debate over the river side project formerly called Echo Harbor and whether the view of the river should be preserved by making the property parkland, or whether the compromise project should go forward as permitted by current zoning. Bob is a proponent of the latter and, as former Chair of the Richmond Planning Commission while the Downtown Master Plan was being developed, is highly qualified to have his opinion listened to.

Not at the meeting, but it was good to see Open Plan Systems' **Dave Green** back at church, as he is making good progress rehabbing from his stroke. You might recall that I had mentioned that it was Dave's suggestion that we meet at Open Plan's facility that resulted in our meeting there back in September. Unfortunately, he wasn't able to be with us, as he had had a stroke before we got the meeting scheduled. In any case, he's up and around, and out of the rehab facility, although not back at work yet.

After months of playing it close to the vest about his preferred **site for the new baseball stadium**, Mayor Jones finally announces his plan for the site in Shockoe Bottom. Since he had been mentioning "Economic Development" more frequently as the announcement got closer, it wasn't a great surprise. Although I had responded to the survey with a preference for the Boulevard site (along with most of the fans who come from the suburbs), I have to con-

MEMBERSHIP CORNER

By Julie Mutcher , Membership Committee Chair

Welcome to our newest members !

Kenneth W. Brammer

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On behalf of the Chapter Board, “Thank You” to the following for renewing/rejoining this month.

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I have been extremely fortunate for 6 of the past 8 years to have the support of my employer in my career development, which included funding for an annual trip to World Workplace, as well as my membership in IFMA. For a CFM, attendance at World Workplace is singly the easiest and most cost-effective manner to obtain all the continuing education credits required to maintain the credential, which must be renewed every three years. Unfortunately, the past two years have proven different, as my company, similar to most, underwent drastic overhead spending and travel cutbacks, thus eliminating the benefit of attendance in 2012 and 2013. Imagine my dismay! However, I am completely cognizant of the fact that most of our chapter members have not had this benefit from their employers, so I consider myself to be extremely lucky to have had this opportunity in past years. Once you attend, you realize the value of attendance, in networking with others in similar careers, the wide range of specialized educational benefits, and in gaining worldwide industry contacts with cutting edge technology that is currently being made available to our profession. Not to mention, it's just a whole lot of fun.

I had originally put my name in the hat for the raffle of the two expense-paid registrations. Congratulations to Stu Hanckel and Harvey Jones who won! I had then resigned myself to sitting another one out, until an email from Maureen Roskoski arrived announcing that, at the very last minute, our illustrious leader Jim Mallon could unfortunately not attend, and his paid registration was up for grabs! (Sorry, Jim!) I think it took me about 6 minutes to respond to Maureen from the time she sent the email. I then quickly obtained approval from my company to cover my now minimal travel expenses for a two-day, one night trip to Philly, to hopefully jam as much World Workplace as possible into under two days. 6am Wednesday Amtrak reservation - check. Hotel reservation at Home2 Suites directly across the street from the Convention Center – check! (which was unbelievable as the other conference hotels had been sold out for a month!) I was incredibly on my way to World Workplace 2013, Philadelphia.



After making my travel arrangements, the first thing on the list is to begin to sift through what seems like endless educational session offerings, and pick what appears most relevant to my current position, as well as most interesting. It's always tough to pick when there is more than one session that you want to attend at the same time – and this year was no exception! In addition to being a member of the Richmond Chapter, I have been a member of the Corporate Real Estate Council (CREC). The CREC actually had a single room reserved and two days of educational session offerings. I picked a couple of CREC sessions that sounded interesting, as well as another session that was directly relevant to what I've been spending a great deal of my time doing lately - office moves.

I arrived at the convention center on Wednesday just after lunch. Unfortunately, I missed the opening keynote, which is usually very inspirational and sets the tone for the conference. This year was a panel discussion with a group of CEO's from well-known companies such as ISS, ABM, ARAMARK, and several others, on the current state and future of FM. If there were a 4am train from Richmond to Philly, I would have been on it!

After dropping my bags at the hotel, I made a beeline for the convention center, signed in, and received my name badge, which said "Jim Mallon". Two minutes later, thanks to the wonderful IFMA staff on site, my badge was fixed and I was once again Amy Owens. I picked up my conference tote, attached the appropriate ribbons (CFM and CREC) to my badge, and headed in to the Expo. The Expo is always a bit overwhelming. So many vendors, such a large place, so many people. Do I start at one end and weave up and down the aisles and check it all out, or do I pick a handful of exhibitors that I must see, and haphazardly wander around while in between? Due to my limited time, I elected to do the latter.

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First stop – Facility Engineering Associates to say hello to Maureen, who had been working hard all week teaching the SFP class. I spent the next couple of hours wandering the floor, collecting “chachkies” and chatting up numerous exhibitors. I didn’t forget to hit the ISS booth and grab a free beer, either! After a quick pit stop at my hotel room, I forged on to the IFMA Credentials Reception at the Marriott, which is a very nice recognition reception for new and continuing CFM’s, SFP’s, and FMP’s. The credentials team always puts out a nice spread of food and drinks, and recognizes the newly credentialed via a massively-sized slide-show. They even had Superhero cutouts for picture-taking for each credential.



Directly after the Credentials Reception, everyone filtered out to queue up for the buses to the Welcome Reception, which was at the Franklin Institute. The Welcome Reception is always a grand event. The entire museum was turned into a huge party arena. Food and drinks, a band, dancing, and all set amongst the exhibits of the Institute. The band and dance floor were towered over by a giant statue of Ben Franklin, who set the appropriate ambiance for the evening. By the time the Welcome Reception wound down and I found my way back to a bus returning to the hotel, I was thoroughly exhausted and my hotel room was a welcome sight.



The next morning was the first day of educational sessions, which began at 8am. The first session I attended was a CREC one. Standing out from the crowd of FM’s in the room were numerous individuals wearing burgundy berets, which appeared to be multiplying. I later found out that the CREC board was giving the berets out to new members who signed up for the council at World Workplace. The berets were certainly all the buzz of the conference!

Between educational sessions, coffee and snacks are provided to attendees, while providing time for networking with other mostly professional members. I have met such a wide range of FM professionals over the years at World Workplace, and this year proved no different. It’s always interesting to hear from other FM’s with a completely different FM experience from my own. I chatted for a long while with a gentleman from Nantucket who had expertise in sustainability, but specifically sustainability implementation in historic buildings/landmarks, which presents itself as a unique challenge from the sustainability implementation that I see in regular corporate office buildings. Interesting!

After a full day of completely worthwhile and interesting educational sessions, I made my way back to the hotel to pick up my bag, and grabbed a white-knuckle cab ride to Amtrak’s 30th Street Station. Unfortunately, most of the five-hour train ride home was spent sleeping, as opposed to my ambitious plan to actually get some work done.

Thank You Richmond IFMA, and Thank You, Jim Mallon, for the wonderful opportunity!



IFMA PARTNERS WITH HANOVER HABITAT FOR HUMANITY

SATURDAY, NOVEMBER 2, 2013

Through our generous donation this year from the proceeds of the annual golf tournament, our Chapter was able to partner with HHH by volunteering on Saturday, November 2 to work on one of their homes.

Habitat for Humanity builds houses and so much more. A Habitat build site is where hanging a door opens a world of opportunity, where laying a foundation can transform a neighborhood, where installing a window offers a clearer vision of the future, and where renovating a home can renew a community.

On Project Day a group of volunteers met at the Beaverdam home under construction for Kendra Gilpin and her son. She has lived in Hanover County for 26 years and she works as a receptionist at Bon Secours. Throughout the day we helped install exterior light fixtures, build a railing for the front porch, paint trim for the interior of the home and much more. The home should be complete and ready for her to move in by Christmas. This is HHH's 47th homeowner.

Thanks to all the volunteers that worked that day and to Andrea from Sophisticated Soirees for providing our lunches.



Jim Mallon
Mark Friedrich
Ranny Robertson
Connie Hom
Julia Southworth
Don Goz
Julie Mutcher
Stephen Pancham
Monica Pancham
Kevin Riley
Tom Wood
Tim Hume
Barbe Shaffer





cede that since neither Henrico nor Chesterfield seems willing to contribute anything to the project, their residents don't really have much say in the matter. Now the discussion seems to turn to the Slave Market site and a Slave Museum. Tho the opposition is quite strident, it seems to me the quickest way to some progress toward something meaningful in recognizing the history of that area would be to move forward with the project as the Mayor proposes.

Although also long discussed, it seems to be less controversial, and the merging of the American Civil War Center at Tredegar with the **Museum of the Confederacy** (now way down in the shadow of the MCV hospital) appears to make good sense. Not sure how easy a time they will have raising the \$30 million, but they claim \$20 million has already been committed, for the new 30,000 sq.ft. structure at Tredegar, which will double the size of the building that is there already. When completed, the existing museum next to MCV will be closed (the White House of the Confederacy next door will remain open, as will the Appomattox Museum). Both Museum's current presidents will stay on as co-executives and U of R's President Ed Ayers will be Board Chair.

Another project that seemingly took forever, but actually was only 15 years, is now up and running, as the 57,000 sq. ft., \$22 million, **Colonial Heights Courthouse** is moved into and holds its first day of proceedings. The main sticking point was apparently a third courtroom, but that eventually got resolved and now Circuit, General District, and Juvenile Domestic all have their own court rooms and clerks offices. Having just gone through campaigns to raise the Meals Taxes in Henrico and Chesterfield, its interesting to note that Colonial Heights paid for this facility by issuing 20 year general obligation bonds, which will be paid off by raising the city's current 10% meals tax to 11%, and increasing the personal property tax rate by 4 cents.

Having just met at our 2nd **Craft Brewery**, I have to note that we've got three more now open that we haven't yet met at ---- Strangeways on Dabney Rd. (across from Loveland Beer Distributors), Lickinghole Creek (in Goochland county, west on Rt. 6 from Goochland CH and then left toward the river), and Isley Brewing Co. at 1715 Summit Ave. in Scotts Addition, not far from the Bowtie Theater. And if you've not been back to Hardywood since we met there almost two years ago, you'll find that they have added on the building next door (formerly occupied by Plan 9 Records) and set up a 2nd bar, plus spending half a million for a bottling line so that now they have expanded their distribution into the Arlington area as handled by Brown Distributing.

Also expanding (for a change) is the **Postal Service**, who has just signed a contract to handle Sunday deliveries for Amazon, a service which goes into effect immediately, but only in the L.A. and metro New York City markets.

And **Dominion Packaging**, who is investing \$45 million to renovate and expand the 317,000 sq.ft former Mazda Distribution center on Audubon Drive down near the Airport, while planning to continue to operate at their current 236,000 sq. ft. building in Broad Rock Industrial Park south of the river.

And **Burger Bach** (they pronounce it Batch), the tasty (and pricey) burger restaurant that has been very popular in their initial location across the parking lot from Ellwood Thompson's, has opened a 2nd location on Old Brick Rd. in West Broad Village just down the street from where we met at ACAC in July. I know that one of our Chapter firms did the build out for them, since I first heard about it at one of our meetings, but who it was escapes me. I'll let you know next month, and in the mean time check out one of their burgers from either location. Free range, grass fed, New Zealand beef, and very tasty, with a selection of the local craft brews to wash it down with.

Going in the other direction, we've got a number of **bank branches closing** across the state. Union First



*To All of Our Members
from Your Entire Board*

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Market's acquisition of Christiansburg based Stellar One, is resulting in the closing of 13, which are within a couple of miles of a branch of the other bank. Two of these closures (both recently opened) are in the Richmond area, at Patterson & Libbie and 11450 Robious Rd. and are scheduled to be vacated in May.

And **MeadWestvaco** is divesting some huge tracts of forest land (mostly in South Carolina and West Virginia, although 125,000 acres are in VA) as it no longer sees the need to own their own trees to provide the pulp for their paperboard manufacturing operations.

A number of the air lines are squeezing another seat into the rows in Coach and Economy class on the big planes so that a lot of those seats are down to 17" in width. 18" was always the minimum width in bleacher style seating, so 17" is really tight. (Most of the movie theaters give you 25") And the big planes where they are doing this are the ones used for the longer, international flights. Better bring a shoe horn with you if you are going on one of these flights in case you have any seat mates who are on the heavy side, since they may need your help in getting in or out of their seats.

Starbucks buys a tea company by the name of **Teavana**, and is beginning to roll out upscale Tea Bars, with the first of them now open in Manhattan's Upper East Side and in Seattle. CEO Howard Schultz says to expect 1,000 such outlets in the next five years, so it looks like he's not kidding. Given how successful Starbucks has been in developing demand for an overpriced cup of coffee, don't put it past them to make a success out of this venture.

And a cruel joke is played on the VCU basketball team, as the pundits vote them 10th in the nation. The players must have been hearing that noise to set themselves up for a fall at the hands of Florida State (picked in one pre-season poll to be 9th in the ACC). Lesson to be learned --- pre-season and early season polls are meaningless and just good for conversation. Let's wait until February before we start taking the polls seriously. VCU has a good team, but I'm not sure they belong in the top 10 (or 25). And maybe Florida State will prove to be better than 9th in the ACC.

NOVEMBER MEETING REPORT

by Bud Vye, Retired CFM

The onset of a windy cold front didn't seem to keep anyone away as 61 found their way to the **Center of the Universe (COTU)** Craft Brewery for our Chapter meeting on the 12th. Although named after Ashland's claim, and with an Ashland address, the brewery is not really in Ashland, but just across I-95 from the Bass Pro store, where we met back in March of '09. If you missed the meeting, and want to check it out, get off of I-95 at the Lewistown exit, go just a few yards to the east and turn south onto the access road that runs along the east side of the Interstate. South about a mile, just past the KOA campground, where the road turns left, and there you are, on the right.



Through the front room, with a small bar in the corner to the left, to the room in the back where we were meeting. Not that big a room, and we had it pretty well filled. Immediately noticed **Nutzy**, and asked if **Parney** was also here, but no, he had made the trip to Charlottesville to see the VCU-UVA basketball game at the John Paul Jones Arena. Checking in with our registration table I was issued my two green poker chips, each good for a draft, and headed over to redeem the first, from the selection of several India Pale Ales (IPA's) and specialty brews they were offering. Lots of socializing and networking taking place, with Nutzy seemingly everywhere in such a confined area. After a while I look up and see him above us on a ledge, and before long jumping down to join us again. Fortunately, he's unhurt, as someone comments "He really is a Flying Squirrel"!

Eventually, President **Jim Mallon** gets the attention of the assemblage, with Nutzy at his side, and calls upon **Karen Frebert** for a brief announcement about upcoming programs, particularly the upcoming Christmas Party, which again will be at Market on 12/10. Next to be called upon is Past President **Tom Wood**, whose **Servicemaster** is a Gold Sponsor for the Chapter, and the main sponsor of this meeting. Tom in turn introduced **Paxton Whitmore** who delivered a brief pitch for the firm, urging us to call upon them should we need any cleaning services anywhere in the region. Next, Jim recognized the **Flying Squirrels**, our other sponsor for the evening, who were represented by two of Parney's henchmen in addition to Nutzy. They promptly announced that they had two door prizes to award, and conducted a drawing to determine the winners, who turned out to be **Greg Beliveau** of Kloke Moving with a 4 Pack of Squirrels tickets for a game of his choice, and **Denise Sullivan** of Sign System Solutions with a gift pack of Squirrels merchandise.

Business concluded, Jim introduced **Tom Porter**, our host from COTU, who welcomed us on behalf of the brewery's owners, Chris & Phil Ray. Some may have heard that Chris Ray, a former major league baseball pitcher, enlisted his brother to join him in his post-baseball investment of starting a craft brewery. They looked around the Ashland area and found this building that had formerly been occupied by the Herald Progress newspaper (and later by a disreputable tenant, whose name and activity I wasn't able to catch). Taking almost a year to get set up and brewing, they opened the building a year ago this week and have been steadily growing ever since. Since Hardywood pioneered the current wave of craft breweries and was responsible for getting the law changed so that such breweries could sell product for on-premises consumption without having to sell food, COTU was spared having to go through the "tasting only" phase and could sell by the drink right from their opening. Currently they are open 6 days a week, closed only on Mondays.



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Tom was one of the key men on the team put together by the Rays, coming up from Florida to join them and be involved in building up a brewery right from the beginning.



With that for a preamble, Tom introduced another of the key members of the founding team, brewmaster **Mike Killilea**, who had come down from Boston to be involved in establishing a new brewery, and who walked in from the brewing area holding a baseball bat in one hand. Tom broke us up into two groups for a tour, and I went with Mike's. He proceeded to give us a short course in Brewing 101, which I thought was very interesting, having consumed plenty of malt beverage in my long career, but never having brewed any. He quickly covered the steps involved as they brew three basic types of IPA's, plus a number of special

or seasonal brews, such as Oktoberfest, fruited, or wheat beers. They use Ashland water from the North Anna River and currently have nine tanks, the smaller ones holding 30 barrels, the larger ones 60. (One barrel = 31 gallons). Depending on what they are brewing, a tank can take from 18 days to 6 weeks from start to finish, and can have an alcohol content of from 4 to 9% depending on how much sugar is in the recipe for that particular batch. As is Hardywood and the other area craft breweries that are springing up, COTU is using the portable canning operator, that I had reported on several months ago, to come around when they have a tank that is ready, so none of them have yet installed a canning line of their own. They are also doing a limited amount of bottling, but it is a primitive hand operation, filling and capping 4 bottles at a time.

All questions answered, and with Mike still holding his baseball bat, we concluded the tour and went back into the room where we had met. This time Nutzy was gone, the VCU-UVA game from Charlottesville was being projected up on the wall and a number of us tried another flavor of the COTU brews as we watched the game until halftime. Big THANK YOU's to COTU for having us; to **Tom & Mike** for showing us through; to **Tom Wood & Servicemaster** for being our Gold Sponsor; and to **Parney** (in absentia) and the **Flying Squirrels** for sponsoring, sending Nutzy, and providing two nice door prizes. All in all, a very enjoyable and educational meeting. (and the brews are not bad!)



Bring a Prospective Member to a Meeting

Please be advised that the Board has an established policy for anyone who would like to bring a prospective member to a meeting. If you let the Membership Committee place the RSVP for the prospective member, there will not be a guest fee charged for that attendee.

Again, the RSVP must be placed by the membership Chair, Julie Mutcher, jmutcher830@gmail.com. Guests are always welcome but member prospects will help us grow.

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think that cost of service should be important as a general rule. In time it is possible for the cost to slowly rise as a vendor realizes there is no competition for the service he is providing. It is also possible that the vendor learns that his services are costing him more than he is billing or are worth more in any case. Another reason is that some vendors can get too much work (no such thing!!!) and the end quality of their effort suffers to the chagrin of the owner because they have the C team performing instead of the A team.

If you are a state or local government agency and simply have to bid all work, then end of discussion. If you are a privately held company and can do what you want, again end of story. If you are in between these two with mostly bid work, but some capability to sole source award, then here are some thoughts on how and when to use your best and favorite or at least try to. If you have an emergency such as a roof blowing off, have one or two known good roofing contractors that you can ask your boss to use right now. That's a pretty easy call. If you have an impossible year end date to meet with not much time left to do it, see if your company policy allows you to sole source award. If the work is real similar to something just (or recently) completed by a vendor who did an outstanding job that everyone noticed, see if you can use them again. Check with the vendor to see if he will hold his rates for the remaining work. Check with your boss and your purchasing group to see if that is an option. If the work is in the same building or campus perhaps you can get permission to have your Purchasing department write a change order to the existing contract, again assuming rates or costs are confirmed to be held by the vendor.

Naturally there is a cost point where all companies realize it is to their benefit to bid, but to that point there are some real advantages to going sole source. I alluded to blanket contracts earlier, and this is simply a bid or negotiated set of hourly labor rates and % material markup that can be invoked at any time. This method certainly allows for a quicker response to project management and with the built in negotiated costs. A discussion for another day is higher dollar work negotiated with a preferred vendor with protections in the agreement to protect both parties financially.

Changing tracks on you, our chapter had a strong turnout on November 2 to assist Hanover Habitat for Humanity in the construction of a new home. It was a big switch from a year ago where we built and raised all four framed walls into place. However all the tasks we did moved the project forward and will make for another very happy family. Thanks to all that came out to work, and also thanks to Sophisticated Soirees for donating a wonderful lunch to us.



The Richmond Chapter of the International Facility Management Association

DECEMBER HOLIDAY SOCIAL December 10, 2013

Join us for our annual holiday get together.

Enjoy great food and drink and pause to reflect on the fellowship we share as IFMA members.

Special presentation to our Charitable Recipients
Rebuilding Together Richmond
&
Hanover Habitat for Humanity

Thanks to our 2013 Annual Sponsors

PLATINUM



Always within Reach, from the Blue Ridge to the Beach.



GOLD



SILVER



Where:
MARKEL
CORPORATION

4501 Highwoods Parkway
Glen Allen, VA 23060
Parking: Parking Lot

Time:
6:00 – 8:00 PM

RSVP by:
Thursday, December 5, 2013
Simply e-mail Barbe Shaffer at
ifmarichva@gmail.com
or register on our website at
www.ifmarichmond.org
and pay by PAYPAL

COST:

Members: \$35.00
Member Spouse: \$40
Non-Members: \$45

Registrations are required. An additional \$5 will be charged at registration if you have not registered prior to the event.

Credit card payments accepted at the door.

Be sure to include your guests name and company

No Shows will be billed

December Social

MARKEL CORPORATION

4501 Highwoods Parkway
Glen Allen, VA 23060

**Tuesday December 10th
6:00 PM**



www.ifmarichmond.org