

# THE DOWNLOAD

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## calendar BIFMA EVENTS

BIFMA (the Business and Institutional Furniture Manufacturer's Association) had scheduled the following list of meetings and events at press time. Additional events will be scheduled, so continue to watch for meeting notices on the Internet at [www.bifma.org](http://www.bifma.org).

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July 17, 2001  
Government Affairs Committee, 1-4 p.m.  
NAM Headquarters, Washington, DC

July 24 & 25, 2001  
File/ Storage Working Group, 9am - 5pm  
BIFMA Headquarters, Grand Rapids MI

July 26, 2001  
RTA Subcommittee, 9:00 a.m. - 5:00 p.m.  
BIFMA Headquarters, Grand Rapids MI

August 8 & 9, 2001  
Building Code Subcommittee  
BIFMA Headquarters, Grand Rapids MI

August 15 & 16, 2001  
Panel Standard Working Group  
9:00 a.m. - 5:00 p.m. August 15, 2001  
8:30 a.m. - 3:00 p.m. August 16, 2001  
Crowne Plaza, Grand Rapids, MI

August 22 & 23, 2001  
Ergonomics Subcommittee  
Best Western/Midway, Grand Rapids MI

August 28 & 29, 2001  
Chair Standard Working Group  
9:00 a.m. - 5:00 p.m. August 28, 2001  
8:30 a.m. - 4:30 p.m. August 29, 2001  
Best Western/Midway, Grand Rapids MI

September 13, 2001 - 10:30 to 11:30 am  
BIFMA Forum on Ergonomics Guideline  
at IDEX/NeoCon Canada, Toronto ON

September 19, 2001  
Statistical Information Committee, 11-4  
BIFMA Headquarters, Grand Rapids MI

October 11 & 12, 2001  
Product Liability Seminar, Chicago IL

October 31 or November 1, 2001  
BIFMA Forum on Ergonomics Guideline  
at NeoCon New York

November 29 or 30, 2001  
BIFMA Forum on Ergonomics Guideline  
at NeoCon West, Los Angeles CA

February 28 - March 2, 2002  
Annual Management Conference  
Coral Gables, Florida

## BIFMA Ergonomics Guideline to the Rescue!

The U. S. Government couldn't do it... the Human Factors and Ergonomics Society is still working on it... so what's a person to do?

In the interim, BIFMA's guideline for furniture intended for computer use applies the measurable principles and design requirements of the International Organization for Standardization (ISO). Issued in January of 2001, the BIFMA Ergonomics Guideline, "BIFMA G1 - 2001, Ergonomics Guideline for VDT (Visual Display Terminal) Furniture Used in Office Work Spaces", will be made available at forums across North America in the next year.

The first association forum will be held in Toronto, Ontario during IDEX/NeoCon Canada this September. Member company specialists and corporate ergonomists who volunteered their time to BIFMA for a year and a half to write the guideline will serve as panelists and explain the guideline, which may be ordered at <http://www.bifma.org/secure/orderform.html>. A reference document entitled "Ultimate Test For Fit", is available for download free of charge at: <http://www.bifma.org/standards/pdf/files/Ultest.pdf>. A \$35 fee will be charged for the forum and participants will receive a free copy of the guideline. Registration should be made through BIFMA International at <http://www.bifma.org>.

**BIFMAN**

Association Forum Schedule:

### "Ergonomics Guideline Explained"

- *September 13, 2001*: IDEX/NeoCon Canada - The National Trade Centre at Exhibition Place, Toronto, ON, Canada
- *October 31 or November 1*: NeoCon New York - Jacob Javits Convention Center, New York NY.
- *November 29 or 30*: NeoCon West - Los Angeles, CA
- *April 10 or 11*: NeoCon South in Atlanta, Georgia

# E-Business/E-Commerce Predictions

By Thomas Faranda

I have created seven very bold predictions for electronic commerce.

1. 75% of the year 2000 B2B marketplaces will disappear by 2003. It will be the same scenario as the great personal computer manufacturing shakeout of the 1980's.

2. A maximum of 20 companies will control the B2B E-Commerce segment by 2003.

Possible selections include Oracle, Ariba, VerticalNet and CommerceOne. These major "mega-sites" will do everything--provide technology applications, auctions, and they will aggregate the marketplaces.

3. Vertical and horizontal market makers will lose transaction fees as these become commodities and will have to generate cash by providing fee-based services from logistics, fulfillment, data sales on buying and selling patterns, and other services.

4. Brick-and-mortar firms will be forced by suppliers to allow competitors to participate on their exchanges.

5. Buyers and sellers internal procurement systems will be capable of linking to one another directly or through web-based marketplaces by 2003. Further, software companies with supply-chain management applications will flourish as they will enable customer speed and convenience. Remember the Faranda Maxim, "Speed, Time and Convenience are the currencies of the future."

Use these predictions to develop your E-Business/E-Commerce delivery system and make your firm a force for the future.

*Thomas Faranda was BIFMA's keynote speaker in Puerto Rico. He is a CEO who speaks and consults on growth and profit. He resides at 9790 N. Invergordon Rd. in Paradise Valley (Phoenix), Arizona 85253 and can be reached at (480) 443-1593, tomfaranda@aol.com, or www.tomfaranda.com.*



*Tom Faranda Speaking with Principle's Craig Johnson*

6. Sites with the most liquidity and cash flow and with the best technology, alliances and content will take control of their respective markets. Others will simply die.

7. Full service sites will take over and provide multiple transactional models--auctions, exchanges, catalogues and RFQ's (requests for quotations).

## 2002 BIFMA Management Conference in Coral Gables, Florida

The 2002 Conference theme will be "Developing Leadership in Unstable Times" and may address such topics as How to Handle an Economic

Downturn, Coping with Labor Shortages, Successful Succession Planning, Dealing with PR Nightmares, and International Opportunities and

Pitfalls. The Conference will be held at the Biltmore Hotel in Coral Gables, Florida on February 28 – March 2, 2002.

# DEVELOPING LEADERSHIP IN UNSTABLE TIMES

CORAL GABLES, FLORIDA



## BIFMA

**MANAGEMENT CONFERENCE 2002  
THURSDAY FEBRUARY 28 - SATURDAY MARCH 2**

# BIFMA Releases Revised DRI-WEFA Industry Forecast

Office furniture shipments declined by just over 1% during the first quarter of 2001 as compared to the first quarter of 2000, as the industry worked off an accumulated order backlog. Incoming orders declined by nearly 9% during the same period.

The organization that provides BIFMA's forecasting service, DRI-WEFA, now predicts continued negative order and shipment growth through the balance of 2001. The DRI-WEFA outlook for office furniture orders and shipments has deteriorated from last quarter's forecast for two

primary reasons:

- a change in the shape of DRI-WEFA's macro-economic outlook from a "V" to a "U"-shaped slowdown; and
- a reduction in the expectation for profits recovery later this year and into 2002.

DRI-WEFA now predicts shipments to decline by 4.4%, to \$12.7 billion in 2001, and show a modest increase of 1.8%, to \$12.9 billion in 2002. Weaker corporate profits, moderating office construction, and slower employment growth will all contribute to the decline in 2001.

2002 shipments will be boosted by an anticipated recovery in both corporate profits and service-sector employment, but restrained by a drop in new construction spending.

DRI-WEFA is an economic consulting organization formed in May of 2001 by the merger of DRI, a unit of McGraw-Hill, and WEFA, a unit of Thomson Corp. DRI was formerly known as Data Resources Inc. and WEFA was previously known as Wharton Econometric Forecasting Associates.

## Engineering Committee Leadership Change / Thank You Jim Williams!

At the annual Engineering Committee meeting in Dallas (April 19, 2001), Jim Williams of Knoll, Inc. announced that he was presiding over his last official meeting.

After more than 10 years as the Engineering Committee chairman, Jim handed over the reins to Randy Ruster of Herman Miller, Inc. Jim officially retired from Knoll, Inc. at the end of May 2001. Many of the BIFMA Standards have been developed with Jim Williams serving on the subcommittees. He is a veteran of 32 years in the office furniture industry. We were fortunate to have a leader with such dedication and experience.

We expect to see Jim at a few other BIFMA functions as he settles into retirement. Many times, his long experience has served to move our technical subcommittees forward in their standard development work. Our commit-

tees will miss his contributions greatly. At the meeting in Dallas, he was awarded a certificate of appreciation for his years of service to BIFMA. We

wish Jim and his lovely wife, Marsha, all the best in retirement.



*Left to right: Tom Reardon, Executive Director of BIFMA, Randy Ruster of Herman Miller, Inc. (incoming chair of BIFMA's Engineering Committee), Jim Williams of Knoll, Inc. and Dick Driscoll, Technical Services Manager of BIFMA.*

# Third Product Liability Seminar Planned

BIFMA is planning another Seminar on Product Liability for the fall of 2001. The association has put on two previous Product Liability seminars and each was well attended. Product Liability concerns are not unique to our industry. The United States is the world leader in lawsuits. The lack of Federal legislation on Product Liability results in each of

the 50 states having a unique set of statutes governing the handling of claims and the litigation of cases. These seminars give our industry a forum to share experiences and sharpen our defense skills.

The location will be the Chicago area and the dates are set for October 11 & 12, 2001. The seminar features presentations from individu-

als with experience as Engineering Expert Witnesses, information on labeling of products, and attorneys conducting a mock trial. If you are interested in attending, contact Dick Driscoll (rdriscoll@bifma.org) or register online at [http://www.bifma.org/resources/stand\\_mtg.php3](http://www.bifma.org/resources/stand_mtg.php3) on the BIFMA website.

# BIFMA Announces New Board Directors

BIFMA International announced the election of several new Directors during their annual membership meeting on June 20, 2001.

Mike Dunlap, Vice President of Suspa, Inc. based in Grand Rapids, Michigan; Bill Rubino, President & CEO of JOFCO International; and P. Daniel Miller, President of Kimball Office Group, both based in Jasper, Indiana were introduced as

new Directors for the office furniture trade association. Dan Miller fills a Board seat vacated by Kay Tew, VP & General Manager of Girsberger. Mr. Dunlap and Mr. Rubino each begin their own three-year term as Directors.

It was also announced that Gerry Evenstad, Chairman & CEO of Nevers Industries, Minneapolis, Minnesota was elected as BIFMA's

vice-president/president-elect for a one year term.

Established in 1973, BIFMA International is a not-for-profit trade association of furniture manufacturers and suppliers addressing issues of common concern. The association's membership of more than 260 companies represents over 80% of the value of North American shipments of office furniture.

# Membership Renewal

June 1st marks the beginning of BIFMA's fiscal year and presents every member company the opportunity to reconfirm their commitment to the BIFMA organization and the industry. On May 31 membership renewal packages were sent to all Member Representatives. Included in the package were several items that should be reviewed at least annually.

As your company considers the value derived from affiliation with the association, it is important to ensure that you're maximizing that value. This is the perfect time to review and update several items:

- a listing of individuals within your company currently on BIFMA communication lists for various committees and informational mailings;

- contact information, including mailing addresses, phone numbers and e-mail addresses;
- your firm's listing as it appears in the Membership Directory; and
- information regarding tradenames used by your company.

In this competitive environment it is imperative that your people have the tools they need to perform effectively. Please take some time and ensure you're maximizing your investment in the trade association. Is everyone who needs the information receiving it? If you're only receiving some information, but are interested in other issues you read about in the newsletter, contact your company's Member Representative and ask to be included on other committees. This is

your organization and it works best when everyone is involved.

## New Members

### Suppliers:

- Honeywell International - Morristown, New Jersey
- Integral Designs - New York, New York

### Service:

- Fidelity Management - Boston, Massachusetts
- ACT Laboratories - Wixom, Michigan

### International:

- Interstuhl Buromobel - Mebstetton, Germany

# REACH FOR HIGHER GOALS IN FACILITY MANAGEMENT

## KANSAS CITY, HERE WE COME!

IFMA's World Workplace 2001 Conference & Expo  
September 23-25, 2001  
Kansas City Convention Center  
Kansas City, Mo., USA

Join us in Kansas City, and discover new ways to reach higher facility management goals.

**THE CONFERENCE** Learn the latest on current FM topics so you can manage to be your best! We'll have more than 80 educational sessions, along with knowledgeable and uplifting keynote speakers.

**THE EXPO** The Expo features more than 200 of the leading facility management product and service providers creating the most diverse and comprehensive tradeshow for the FM industry.

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Register at [www.worldworkplace.org](http://www.worldworkplace.org).  
Be sure to check out our "Complete Package Deal" described on the registration form.  
Call 713-623-4362 for additional registration information.



**IFMA**  
**WORLD WORKPLACE**

*The Complete Package for FM and Workplace Solutions*

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## CALENDAR of industry events

Updated regularly on BIFMA's Internet Site: [www.bifma.org](http://www.bifma.org)

**August 1, 2001 - International Ergonomics Association's Computer-Aided Ergonomics and Safety Conference - Maui, Hawaii; Internet: <http://www.ergonet.net/caes2001.html>**

**August 2 - 5, 2001 - AWFS Woodworking Machinery and Furniture Supply Fair. Anaheim, California. Web Address: <http://www.woodworkingfair.org>**

**Sept. 11-14, 2001 - Office Furniture China 2001 - Shanghai, China; Internet: [www.mfsinoexpo.com/furniture](http://www.mfsinoexpo.com/furniture)**

**September 13-14, 2001 - IIDEX/NeoCon Canada - The National Trade Centre at Exhibition Place, Toronto, ON, Canada; Internet: [www.iidexneoconcanada.com](http://www.iidexneoconcanada.com)**

**September 19 - 21, 2001 - Hardwood Plywood & Veneer Association's Annual Fall Conference, Amway Grand Plaza Hotel, Grand Rapids, Michigan; Internet: <http://www.hpva.org>**

**September 21 - 23, 2001 - Machinery & Services Xpo, Miami Beach Conv Center, Miami, FL. Contact Face 2 Face Media, LLC; Phone 312-467-7072**

**September 23-25, 2001 - World Workplace 2001 - Kansas City Convention Center, Kansas City, MO, USA; Contact: IFMA; 713-623-4362; Telephone: 800-677-6278; Internet: [www.worldworkplace.org](http://www.worldworkplace.org)**

**September 26 - 28 2001 International Conference & Product Showcase. Cobb Galleria, Atlanta, Georgia; Internet: <http://www.certifiedwood.org>**

**Oct. 2-4, 2001 - WorkPlace '01 - London (biannual); Internet: [www.workplace-event.co.uk](http://www.workplace-event.co.uk)**

**Oct. 8-12, 2001 - Human Factors and Ergonomics Society Annual Meeting - Minneapolis/St. Paul, MN; Internet: <http://hfes.org>**

**October 18-25, 2001 - International Home Furnishings Market - High Point, NC**

**October 31-November 1, 2001 - NeoCon New York - Jacob K. Javits Convention Center, New York NY; Internet [www.merchandisemart.com](http://www.merchandisemart.com)**

**November 8-9, 2001 - Midwest Industrial Woodworking ExpoSM - Grand Rapids, MI; Internet: [www.tsiwoodworkingshows.com](http://www.tsiwoodworkingshows.com).**

**Nov. 16-17, 2001, Industrial Strength Woodworking Expo & Conference, sponsored by Custom Woodworking Business and Wood & Wood Products magazines, Portland, OR.**

**Nov. 20 - 23, 2001 - International Furniture Fair Tokyo (IFFT) 2001 - Tokyo Big Sight, Japan; Email: [info@idafij.or.jp](mailto:info@idafij.or.jp); Internet: <http://idafij.com>**

**November 29-30, 2001, NeoCon West 2001 - Los Angeles, CA; Contact: Merchandise Mart Properties, Inc. ; Telephone: 312.527.7600; Internet: [www.neoconwest.com](http://www.neoconwest.com)**

**November 30 & December 1, 2001 - Florida Woodworking & Furniture Supply Show®; Orlando, FL; Internet: [www.tsiwoodworkingshows.com](http://www.tsiwoodworkingshows.com).**

**Dec. 11-13, 2001, National Ergonomics Conference & Exposition - Las Vegas NV; Telephone: 800.222.2596**

**February 15 & 16, 2002- Carolinas Industrial Woodworking ExpoSM, Greensboro Coliseum Complex, Greensboro, NC; Internet: [www.tsiwoodworkingshows.com](http://www.tsiwoodworkingshows.com).**

**February 28-March 2, 2002 - BIFMA International's Annual Management Conference - Coral Gables, Florida; Telephone: 616.285.3963; Email: [email@bifma.org](mailto:email@bifma.org); Internet: [www.bifma.org](http://www.bifma.org)**

**February 28 to March 5, 2002 - International Office Furniture Trade Show, OFITEC 2002 - Madrid, Spain; Internet: [www.ofitec.ifema.es](http://www.ofitec.ifema.es)**

**April 10-11, 2002 - NeoCon South - Atlanta, GA; Contact: Merchandise Mart Properties, Inc.; Telephone: 312.527.7598; Internet: [www.merchandisemart.com](http://www.merchandisemart.com)**

**May 21-23, 2002 - General Services Administration's National Product Expo - San Diego, CA; Contact: National Furniture Center; Internet: [www.nfc.fss.gsa.gov](http://www.nfc.fss.gsa.gov)**

In Review is published quarterly by BIFMA International to provide a brief update of committee and association activities.

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