



AGENDA - Board Agenda- May 18, 2023 11:30 AM – MEETING 11

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Priscilla St. Jacques-Glusko	
President	Julie McGill-Kopp	Lynn Desantis
Vice President	Amber Gratkowski	
2 nd Vice President	Jerry Bowers	
Secretary	Jolene Fink	
Treasurer	Amber Knauss	Marcie Carder, CFM
COMMITTEES		
Webmaster	Lauren Leipziger	Amber Knauss
Credentials	Amber Gratkowski	
Membership	Doug Aldinger	Richard Michaelian
Strategic Planning	Chris Collier	Lesley Groff
Scholarship	Priscilla St. Jacques-Glusko	Bruce Wiest
Advocacy/Government Affairs	Kurt Twiford	Tom Koontz
Programs	Lesley Groff	Debra Massott
Sub: Golf Outing	John Selfe	Amber Knauss
Sub: Annual Business Meeting	Lynn Desantis	Julie McGill-Kopp

Agenda/ Meeting 11

11.1 Executive Reports

- President Report
- Past President Report:
 - Community Outreach – Food bank Sept 13 - 2023
 - Scholarship update - Scholarship is in the review stage for applicants – Bruce – Lauren - Amber G are involved in review.
- VP Report and Certification
- 2nd VP
- Secretary Report
- Treasurer Report- Review and approve Treasurer's reports.
 - Next Year Budget discussion
 - 4.24 Amber Knauss' provided past year budget and actual to aid committees in developing the 23-24 budget.

11.2 Committee Reports

- Strategic Planning -
 - First Deadline will be April 22, which would be a list of Committee goals. Once you have established your committee goals, would you please email them to Chris, Priscilla, Julie and Amber G.
 - Second deadline 5.15.23 budgets
- Events/ Programs
 - Membership Breakfast June 7, 2023
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- Annual Meeting – June 21
 - brief discussion on treasurer and secretary reports required during meeting
 - Current count = 3 registered
- PSU Harrisburg – July 18 (recently added)
- Golf – Aug 7
- Webmaster
- Membership:
- Scholarship - is in the review stage for applicants
- Government Affairs Advocacy

Meeting 11 New business

- Other discussion
 - Committee succession planning
- Next scheduled Board Meeting: **TBD – nothing on the calendar to date**



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Presidents Report - May /2023

Current Activities for this Period

- 1) Continued reminder to - Please provide reports to the President the Monday before the board meeting.
- 2) Current Membership status : 121 Members- same as last month
- 3) Chapter Officer elections – Board reminder to place your vote.
Lauren issued email from: ifmacentralpaboard@gmail.com on May 8
With link to survey for voting for “23 – 24” slate by June 14th.
The following nominees were included in the survey.
 - President – Amber Gratkowski – FM for the turnpike
 - 1st VP Jerry Bowers – FM ABM Business & Industry
 - 2nd VP – Amber Knauss – Current treasurer – McClure Co
 - Treasurer – Marcie Carder, CFM – EHI (Amber will assist with transition during the year)
 - Secretary – Jolene Fink FM for PHEAA
- 4) The chapter acknowledged World FM Day 5.10 by giving attendees at the PSU event a small goody bag with a Thank you note. It was also posted on our social media and IFMA National sent out an email blast to members.

Planned activities for Next Period

Provided Membership committee the notice from National

- 5) National is offering components five (5) free base memberships. Central PA will need to determine if they are going to fund the Local chapter portion?

Deadline: A component leader must submit the names on the form provided to National by

October 31, 2023



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Credentials Committee/ VP

May 2023

- SFP Component Giveaway
 - Post SFP Component Giveaway on social media asap and send out email to all members. Suggested email:
 - Become a Sustainability Expert by receiving your credential on us!
The Central PA IFMA Chapter is giving away one SFP Credential Program to one of our members. This credential will help you meet your organizations mission to meet their sustainable goals. After receiving, you will have 12 months to complete your credential. Deadline is January 27th. Please email and explain why you want to receive this credential and what sustainability means to you? Emails can be sent to julie.mcgill-kopp@baesystems.com
 - Awarded to Randy Groff
- VP – Met with Lynn and Julie to discuss annual meeting on 4/18. Will be held at Hbg Golf Simulator in June.
- Met with Penn State Hbg on 5/14 for July event. Their catering will not be available, and we will need to get catering with Panera Bread, who is already an approved vendor with Penn State to cater. Waiting on final paperwork to be sent out. Amber and Lauren working on flyer and getting info posted.

Submitted by: Amber Gratkowski



Secretary Report – May 2023

Current Activities for this Period

1. Attended April's board meeting and submitted meeting minutes for publication on website.
2. Attended April's program event, it was a good one!

Planned activities for Next Period

1. Attend Annual meeting on June 21st.
2. Publish May's board meeting minutes.

Submitted by Jolene Fink

April 2023 Treasurer's Report

Prepared for
May 18, 2023 Board Meeting

Beginning Balance Checking Account *5910 April 1, 2023 **\$63,943.33**

Deposits

24-Apr	\$	14.25	Star Chapter - Meeting Registration Fees (PSU Tour)
24-Apr	\$	14.25	Star Chapter - Meeting Registration Fees (PSU Tour)
26-Apr	\$	4,025.00	IFMA Member Dues
27-Apr	\$	14.25	Star Chapter - Meeting Registration Fees (PSU Tour)
28-Apr	\$	14.25	Star Chapter - Meeting Registration Fees (PSU Tour)
28-Apr	\$	0.49	Checking Interest
TOTAL DEPOSITS		\$ 4,082.49	

Expenditures

4-Apr	\$	(9.95)	Full Steam SV9T
5-Apr	\$	(158.89)	PayPal Withdrawal for Chapter Zoom Account
17-Apr	\$	(85.00)	Star Chapter - Website
28-Apr	\$	(63.90)	Check #1233 - All About Brownies
			Food at October 2022 Meeting
TOTAL EXPENDITURES		\$ (317.74)	

Checking Account Closing Balance 4/30/2023 **\$67,708.08**

Savings Account *0666 CLOSED on 3/15/23 and FINAL BALANCE OF \$2,604.84 was TRANSFERRED TO NEW CD *32-1

Beginning Balance Scholarship Fund Savings Account *7278 April 1, 2023 **\$16,415.52**

Deposits

TOTAL DEPOSITS	\$	-	Interest
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Expenditures

TOTAL EXPENDITURES	\$	-
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Scholarship Fund Closing Balance 4/30/2023 **\$16,415.52**

Certificate of Deposit *68-1 Beginning Balance April 1, 2023 **\$ 9,675.32**

S&T Bank (1.99% Interest Rate)	12-Apr	\$	16.32	CD Interest
		\$	16.32	

Certificate of Deposit Closing Balance 4/30/2023 **\$ 9,691.64**

Certificate of Deposit *32-1 Beginning Balance April 1, 2023 **\$ 10,000.00**

S&T Bank (4.2% Interest Rate)	\$	-
	\$	-

Certificate of Deposit Closing Balance 4/30/2023 **\$ 10,000.00**

Total Unobligated Assets 4/30/2023 **\$103,815.24**

Respectfully Submitted,

Amber Knauss
IFMA Central PA Chapter Treasurer



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Membership Committee Report

05/2023

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Melissa Nunez – Key Painting – **New Member**
 - ~~Ken Elder – Lobar Associates~~ – **Ken notified me that he has decided not to renew.**
 - Doug Aldinger – SitelogIQ

Current Activity Status

- The following dates have been offered for consideration of New Member / Member Breakfasts:
 - We can start as early as February, since there's nothing to prepare, only picking the date, venue, and sending the notice. How about this:
 - Recover Effort – Chris will look back over the last 3 months to see if new members are predominantly from a certain area.
 - JUN, Wednesday the 7th
 - SEP, Wednesday the 13th
 - DEC, Wednesday the 13th - OPT date depending on how we feel about Christmas, but may be nice
 - The recommended venues would be Harrisburg Area, Lancaster Area, and York Area
 - Capitol Diner, Harrisburg – Coordinate with Chris' review.
 - Lyndon or Park City Diner, Lancaster
 - Round the Clock Diner, York
 - Board recommendations on other venues

Planned Activities for Next Period

- 05.25.2023 Face-to-Face Committee Meeting – Capitol Diner @ 7:00
 - Close loop on Member Breakfast
 - Budget for 2023-2024:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes
 - Assignments and schedule

Pending Actions

- Chris will look-up information on:
 - Expiring Members
 - Dick will send notes to these members.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Penn State Health
 - Hershey Company – reengage.
 - Tim Leah
 - Gannett-Fleming
 - Blue Shield – Scott Sturgess
 - Commonwealth Facilities

Issues and Concerns

- Creating a proper value statement
- Incentives for bringing new members i.e., gift cards.
- Make contacts personal.
- Follow up categories:
 - Potential Members
 - New Members
 - Retaining Members

Miscellaneous

- Remember the days when we had IFMA Nametags? – **Leslie stated on-order**
- Potential Meeting Focus: *Invite-a-Friend*, Straight Networking Event, Venue type: Tröegs
- Golf Outing: give it a recruiting focus.

Submitted by:

Doug Aldinger, PE, LEED AP | Senior Development Engineer | 717.940.0058



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Program Committee Monthly Report

May 2023

Accomplishments for Current Period

- Team met on May 4th to discuss Program Committee strategic plan.
- Program committee budget submitted to President 5/17/23

Current Activity Status

- June 21st – Annual meeting on target
- July – Penn State Harrisburg Tour
 - Need save the date on the website.
- August – Golf Outing
 - Amber to report.
 - Need save the date on the website.
 -

Planned Activities for Next Period

- Next meeting set for 1st Thursday in June.
- Strategic Plan will be provided by the end of the month.

Issues and Concerns

- Need to find a new Chair for the Committee starting in June.

Submitted by: Lesley Groff 05/17/23

Presented by: Scoop 5/18/23



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Communications Committee

May 2023

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Updated meeting information as needed

Planned Activities for Next Period

- Update website as needed

Issues and Concerns

Miscellaneous

- Got access to the IFMA Leader Portal for Jolene and Jerry
- Work on getting a google drop for information
- Mid-Atlantic Regional Meeting
 - Will be planning a multi-chapter training on etiquette and how FMs and associates can building relationships/maximize their membership without the hard sell

Submitted by: Lauren Leipziger