

Meeting Agenda –August 21, 2024

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Amber Gratkowski (absent)	
President	James Runshaw	
Vice President	Emily Starr	
2 nd Vice President	Doug Aldinger	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff (absent)	
Membership	Joe Jonas (absent)	Richard Michaelian (absent)
Strategic Planning	Chris Coller (absent)	Lesley Groff (absent)
Scholarship	Bruce Wiest (absent)	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford	
Programs	Adriana Townsend (absent)	Debra Massott (absent)
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	John Selfe (absent)	
Subcommittee: Annual Business Meeting	Amber Gratkowski (absent)	

1. Executive Board Reports:

- President: Jim R. –
 - See Attached
- Past President: Amber G. –
 - No Report
- VP: Emily -
 - Emily wanted to remind the board of 5 free base memberships that are available but must be given away by November 1st. She has an idea for a new member that had previously expressed interest in helping with postings on social media. Emily will reach out to her.
 - We discussed soliciting attendees at our upcoming meetings about the free memberships available. Jim will discuss and share at our meeting at Four Seasons.
- 2nd VP - Doug –
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Golf Outing Income/Expenses will hopefully be reported next month,

waiting on a few expenses from John.

- Monthly Treasurer's report was approved by board members
- Vote on budget for the next FY – See Attached
 - The budget for next FY was approved by the board members
- Marci will check with IFMA National to see if there is some type of benchmarking on what a healthy savings account looks like for a chapter.

2. Committee Reports:

- Communications: Jolene -
 - See Secretary Report Attached
 - Still looking for someone with marketing experience to assist with posting and making them look good like Amber K. used to create
 - Thanks to Adrianna for taking and posting pictures on LinkedIn of the golf tournament.
 - Priscilla will reach out to Star Chapter to see if she can find out how the website went down with our agreement with them (and go daddy.) She'll update us at the next meeting.
- Credentials: Lesley -
 - The executive board agreed to host an FMP credentials series of virtual instructor-led workshops starting in September. This is cost neutral to the chapter, but we will have to collect attendee's registration fees via the website and order supplies from IFMA National and pay the Instructor, Alana Dunoff from fees collected from registrations, in turn Alana will donate at least \$500 to the chapter.
 - As of Tuesday, 8/20 6 people have signed up and all have paid by credit card.
- Membership/Thaddeus Stevens Liaison: Joe Jonas/Doug/Julie -
 - No Report
 - The board would like to request this committee start reaching out to our members whose membership is expiring as a courtesy and reminder.
- Strategic Planning: Chris/Lesley -
 - No Report
- Scholarship / Future FM – Priscilla/Bruce Wiest -
 - Two scholarships for \$5K have been sponsored by our chapter through the IFMA Foundation and will be awarded at World Workplace. One of these will be named the Charles N. Claar Scholarship and the 2nd is the Lesley Groff, Excellence in FM scholarship. The executive board approved using PayPal to send the funds since we were late with our submissions.
 - The Scholarship Committee recommended to award scholarships to Nneka Ubi, attending UNC at Charlotte for their master's in construction and facilities management and the second scholarship is being awarded to Lbilola Ogundare, attending the University of Kansas for their doctorate in civil engineering.
 - Jolene sent an email to both recipients on behalf of the chapter

congratulating them and has heard back from both who said they hope to catch up with our board members at World Workplace.

- Jolene heard from Christina Gonzalez who mentioned that we had \$4K still in the bank with the IFMA Foundation for the recipients who were unable to make it to World Workplace. The board agreed to create another scholarship with this \$4K and the scholarship committee recommended awarding it to Sesay Maqsood, who's attending Temple University for their Bachelor's in Facilities Management. Christina will reach out to this awardee as well.
 - Jolene sent an email to Sesay as well congratulating him on being chosen for this scholarship.
 - Government Affairs Advocacy: Kurt Twiford –
 - No Report
 - Programs: Adriana/Emily/Scoop-
 - No Report
 - November we are touring the Giant Center
 - **Subcommittee**
 - Annual Meeting
 - Golf Outing
 - Community Outreach – Priscilla –
 - PA Food Bank scheduled for September 26th 1 – 4PM, so far 4 people are signed up.
 - Mike Dodson lost his job and therefore can't assist on this committee
 - Habitat for Humanity opportunity and Priscilla will be reaching out to see if we can get something scheduled.
- 3. New business**
- Feedback on Golf Tournament for Programs Committee
 - Need to find a new chairperson
 - Would like to see it take place in May, June or September next year
 - Schedule for early morning to avoid the heat
 - Have more water
 - Provide more details on what the players package included
 - Include signs or a packet for players
 - World Workplace Reminders:
 - Jim Runshaw and Marci Carder are attending on behalf of the chapter.
 - Just a reminder not to miss the House of Delegates meeting on Tuesday, Scholarship Award Practice session and IFMA Foundation Gala to present the scholarships. We normally take the scholarship winners out to dinner (or at least invite them) to attend the chapter dinner that normally takes place while at World Workplace for those attending from our chapter.
 - Meeting Adjourned at 10:08AM

Next scheduled board meeting:

Wednesday, September 18th at 9AM



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Board/Committee Position- President

August 2024

- **Recertification**
 - Sent August 2 to the components team – Special thanks to Marcie for all her hard work getting the financials organized ready for submission
- **Annual Gold Outing a success**
 - Thanks to all that had a hand in making this another successful event – John Selfe for organizing and Adriana Townsend for taking the pictures and putting them on LinkedIn, I believe this helped with our Social Media presence and getting views to our page.
- **Scholarships**
 - Due to the success of the Golf Outing the chapter has provided 3 scholarships this year.
- **Programming**
 - Our programming team has been diligently worked on planning events for the fall, I encourage members invite prospective members to attend.
- **Work Workplace –**
 - Members from our chapter attending are:
 - Marcie Carder (Professional), Jeff Gleason (Associate), James Runshaw (Professional), Yanjun Shi (Professional), Amy DeVore (Associate), Lesley Groff (IFMA Fellow) and Julie McGill-Kopp (Professional).
 - This is nice mix of Professional and Associate Members.
 - We will be presenting our Scholarships to, Nneka Ubi (master's degree in construction and Facilities Management), Ibilola Ogundare (Doctoral Degree in Civil Engineering).



Secretary Report/Communications Committee

Month ending July 2024

Current Activities for this Period

1. Imported new member list to Star Chapter
2. Attended Golf Outing to help with registration
3. Worked with IFMA Foundation to sponsor scholarships.
4. Created a meeting on Star Chapter to allow for registrations for the FMP class we are hosting.

Planned activities for Next Period

1. Import Member List to Star Chapter
2. Work with program committee to update website on upcoming events
- 3.

I'm still looking for someone with some marketing experience to assist with social media posts as I cannot create posts as great as Amber K. did.

Submitted by Jolene Fink



July 2024 Treasurer's Report

Prepared for
August 21, 2024 Board Meeting

Beginning Balance Checking Account *5910	7/1/2024		\$72,853.99
<u>Deposits</u>			
	7/10	\$ 2,000.00	Check Deposit - Golf Outing Sponsorship
	10-Jul	\$ 500.00	Check Deposit - Golf Outing Sponsorship
	11-Jul	\$ 3,046.42	Website - Golf Outing Sponsorships
	12-Jul	\$ 966.70	Website - Golf Outing Sponsorships
	16-Jul	\$ 500.00	Check Deposit - Golf Outing Sponsorship
	22-Jul	\$ 386.20	Website - Golf Outing Sponsorships
	24-Jul	\$ 241.48	Website - Golf Outing Sponsorships
	26-Jul	\$ 4,820.00	Check Deposit - Golf Outing Sponsorship
	29-Jul	\$ 1,925.00	Membership Fees
	31-Jul	\$ 0.70	Interest
TOTAL DEPOSITS		\$ 14,386.50	
<u>Expenditures</u>			
	2-Jul	\$ (19.95)	Star Chapter - updated pricing in effect**
	17-Jul	\$ (85.86)	Reoccurring Monthly Website Fee
	23-Jul	\$ (1,107.24)	Star Chapter
	7/30	\$ (1,002.95)	Reoccurring Monthly Website Fee
			Check# 1286 - Julie McGill-Kopp
			Reimbursement for Annual Meeting (food and drinks) at Spooky Nook on 6/18
			Paypal to Marcie Carder
			Reimbursement for World Workplace - registration and plane ticket
TOTAL EXPENDITURES		\$ (2,216.00)	
Checking Account Closing Balance	7/31/2024		\$85,024.49
Beginning Balance Scholarship Fund Savings Account *7278	7/1/2024		\$1,415.99
<u>Deposits</u>			
		\$ -	Interest
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
		\$ -	
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	7/31/2024		\$1,415.99
Certificate of Deposit *68-1 Beginning Balance	7/1/2024		\$ 9,919.25
S&T Bank (1.99% Interest Rate)	12-Jul	\$ 16.19	CD Interest
Matures on 9/13/25		\$ 16.19	
Certificate of Deposit Closing Balance	7/31/2024		\$ 9,935.44
Certificate of Deposit *32-1 Beginning Balance	7/1/2024		\$ 10,425.79
S&T Bank (4.2% Interest Rate)		\$ -	
Matures on 3/15/25		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	7/31/2024		\$ 10,425.79
Paypal Beginning Balance	7/1/2024		\$ 2,359.14
	7/9	\$ 543.26	Ken Elder Payment for Golf Outing
		\$ 543.26	(16.74 in fees)
Paypal Closing Balance			\$ 2,902.40
Total Unobligated Assets	7/31/2024		\$109,704.11

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2024 - June 30, 2025

Enter in gray cells only

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000		21000	
Total Membership Revenue	21000	0	21000	
Meetings and Programs				
Registration Revenue	600		600	Meetings do not include cost of speakers for educational purposes
Sponsorships	0		0	
Exhibitor Revenue	0		0	
Other	0		0	
Total Meetings and Programs Revenue	600	0	600	
Golf Event				
Registration Fees	11000		11000	
Sponsorships	15000		15000	
Total Golf Event Revenue	26000	0	26000	
Educational				
Registration Fees	400		400	Educational events include additional fees for speakers and facility rental
Sponsorships	0		0	
Total Educational Revenue	400	0	400	
Publication				
Newsletter Advertising	0		0	
Membership Directory Advertising	0		0	
Mailing List	0		0	
Web-site Advertising	0		0	
Total Publication Revenue	0	0	0	
Administrative and Other				
Interest / Dividends	700		700	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue	0		0	
Total Administrative and Other	700	0	700	
Total Revenue	48700	0	48700	

EXPENSES:				
Membership				
Postage	0		0	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000		3000	
Other	0		0	
Total Membership Expense	3000	0	3000	
Meetings and Programs				
Food / Beverage	3000		3000	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500		1500	
Other	0		0	
Total Meetings and Program Expense	4500	0	4500	
Golf Events				
Food and Beverage	6000		6000	
Course Fees	8000		8000	
Other	4000		4000	
Total Golf Event Expense	18000	0	18000	
Educational				
Food and Beverage	3000		3000	
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	
Other	0		0	
Total Educational Expense	8000	0	8000	
Publication				
Printing and Postage	0		0	
Other	0		0	
Total Publication Expense	0	0	0	
Administrative				
Management Fees (Non-Employee)	0		0	
Donations / Gifts	5000		5000	
Travel and IFMA Conference Expenses (Facility F	10000		10000	Includes cost of Registration, Travel to and from location, Hotel during dates of Conference & Conference sponsored meals that are not included in Registration - i.e. Gala at World Workplace to present scholarship winner(s)
Scholarships	10000		10000	
Accounting and Legal	0		0	
Other (Zoom)	200		200	
Total Administrative Expense	25200	0	25200	
Total Expense	58700	0	58700	
NET INCOME (LOSS)	-10000	0	-10000	