

Meeting Agenda –January 15, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Amber Gratkowski - absent	
President	James Runshaw	
Vice President	Vacant	
2 nd Vice President	Doug Aldinger - absent	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff - absent	
Membership	Richard Michaelian - absent	Shelly Matter
Strategic Planning	Chris Coller - absent	Lesley Groff
Scholarship	Julie McGill-Kopp	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford	
Programs	Debra Massott	Shelly Matter, Nate Urich
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Tom Hewitt	Adam Warner
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

1. Executive Board Reports:

- President: Jim R. –
 - Jim is going to register for Facility Fusion.
- Past President: Amber G. –
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP - Doug –
 - Doug has been participating in the strategy sessions.
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Motion made to approve report, so approved.

2. Committee Reports:

- Communications: Jolene -
 - See Attached
- Credentials: Lesley –
 - Alana emailed Jolene and would love to host another FMP course through our

chapter next year. Is this something our chapter would be interested in hosting again.

- Board approved and Jolene will reach out to Alana to get this moving forward.
- **Membership: Dick/Shelly**
 - Jeff Goodrich from Spectra asked Jim R. if there was such a thing as a corporate membership, and Jim shared that it's not an option.
 - Jim R. stated he talked to Adam from PSEA who hopes to join soon.
 - Shelly shared that she recruited Adam Warner from Leer Electric, and he's very interested in helping with the golf committee
 - Shelly and Dick would like to send out a blast email to local FM's to join our chapter and list benefits
- **Strategic Planning: Chris/Lesley –**
 - No Report
- **Scholarship / Future FM – Priscilla/Julie**
 - February 13th at Thaddeus Stevens for a site visit with Jim, Marcie and Julie.
 - Julie to do more research about Student Chapter's along with Priscilla.
- **Government Affairs Advocacy: Kurt Twiford –**
 - See Attached
- **Programs: Scoop/Shelly/Nate**
 - See Attached Report
 - Do we want to join next month's meeting from AEE, it's a software tool so it's sort of a sales pitch, but it's free. Jolene will email the details.
 - **Subcommittee**
 - **Annual Meeting** – Priscilla and Julie will handle this since Amber hasn't been participating. We are looking at possibly having it at Duke's Riverside. Priscilla will follow-up with us next meeting.
 - **Golf Outing:** - Tom Hewitt and Adam from Leer and Amber K. for support Asking Amber about heading up the golf tournament training for this year and get a number and short proposal for end of January. She's willing to pitch in for this. Scoop will reach out and ask her for her price by the end of the month. This can't wait until the next strategic meeting to decide on.
- **Community Outreach – Priscilla**
 - We raised \$80 in cash at the holiday event and the chapter will be matching it. made a motion to round the donation amount up \$40 for a total of \$200 donation, Priscilla second that motion.

3. **New business**

- Shelly and Julie suggested Jim speak about joining committees as we need help on all our committees as it's a great way to get involved. Jim said he'll begin incorporating this during the housekeeping prior to monthly meetings.
- Priscilla said she'd be interested in sending out an email after meetings to see if anyone is interested in joining a committee and our ability to answer questions.
- Try and relocate the JOIN NOW on our local chapter website to make it more prominent.
- IFMA Pins – Lesley – absent so we'll defer this until next meeting.
- Jolene will be sending out future meeting invites since we continue having issues with Jim's invites.



- Motion made to adjourn by Jim and second by Marcie at 10:07 AM.

Next scheduled board meeting:

Wednesday, February 19th at 9AM



Secretary Report/Communications Committee

Month ending December 2024

Current Activities for this Period

1. Imported new member list to Star Chapter every other week
2. We received the sample contract from IFMA National for the chapter admin position. Will review and hold a discussion next month at our Strategic Planning meeting.
3. Posted several upcoming meetings.
4. Worked with a few new members to help them sign in on Star Chapter website.

Planned activities for Next Period

1. Import Member List to Star Chapter
2. Work with program committee to update website on upcoming events
3. Attend strategic meetings for board members

Issues/Concerns

Submitted by Jolene Fink



December 2024 Treasurer's Report

Prepared for
January 15, 2024 Board Meeting

Beginning Balance Checking Account *5910 12/1/2024 \$60,629.06

Deposits

5-Dec	\$	18.95	1 Event Registration for November
19-Dec	\$	1,000.00	Membership Dues
31-Dec	\$	0.53	Interest
TOTAL DEPOSITS	\$	1,019.48	

Expenditures

3-Dec	\$	(19.95)	Star Chapter - updated pricing in effect**
10-Dec	\$	(535.50)	Reoccurring Monthly Website Fee
17-Dec	\$	(102.82)	Check# 1294 to Enterprise
31-Dec	\$	(585.90)	Lunch payment for 11/1/2024 meeting at Enterprise Mobility
			Star Chapter
			Reoccurring Monthly Website Fee
			Check# 1293 to Debra Massott
			Reimbursement for food for 11/20 Event at Giant Center
TOTAL EXPENDITURES	\$	(1,244.17)	

Checking Account Closing Balance	12/31/2024	\$60,404.37
---	-------------------	--------------------

Beginning Balance Scholarship Fund Savings Account *7278 12/1/2024 \$2,216.03

Deposits

31-Dec	\$	0.06	Interest
TOTAL DEPOSITS	\$	0.06	

Expenditures

TOTAL EXPENDITURES	\$	-
---------------------------	-----------	----------

Scholarship Fund Closing Balance	12/31/2024	\$2,216.09
---	-------------------	-------------------

Certificate of Deposit *11-1 Beginning Balance 12/1/2024 \$ 9,865.72

****NEW CD IN PLACE OF 1.99% APR - penalty was \$95.14****

S&T Bank (4.69% Interest Rate)		CD Interest
Matures on 2/28/25	\$	-

Certificate of Deposit Closing Balance	12/31/2024	\$ 9,865.72
---	-------------------	-------------------------

Certificate of Deposit *32-1 Beginning Balance 12/1/2024 \$ 10,633.71

S&T Bank (4.2% Interest Rate)		CD Interest
Matures on 3/15/25	\$	-

**renewed on 3/15/2024

Certificate of Deposit Closing Balance	12/31/2024	\$ 10,633.71
---	-------------------	--------------------------

Paypal Beginning Balance 12/1/2024 \$ 2,941.30

\$	-
-----------	----------

does not include transactions direct from checking above

Paypal Closing Balance	12/31/2024	\$ 2,941.30
-------------------------------	-------------------	-------------------------

Total Unobligated Assets	12/31/2024	\$86,061.19
---------------------------------	-------------------	--------------------

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2024 - June 30, 2025

Budget Tally to date thru 12/31/2024

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	9250	11750	
Total Membership Revenue	21000	9250	11750	
Meetings and Programs				
Registration Revenue	600	493.5	106.5	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	493.5	106.5	
Golf Event				
Registration Fees	11000	19792.61	-8792.61	
Sponsorships	15000		15000	
Total Golf Event Revenue	26000	19792.61	6207.39	
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	3.79	696.21	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000		10000	
Total Administrative and Other	10700	3.79	10696.21	
Total Revenue	58700	29539.9	29160.1	
EXPENSES				NOTES
Membership				
Postage	0		0	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	596.89	2403.11	
Other	0		0	
Total Membership Expense	3000	596.89	2403.11	
Meetings and Programs				
Food / Beverage	3000	1121.4	1878.6	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	1121.4	3378.6	
Golf Events				
Food and Beverage	6000	9622.32	-3622.32	combined total = 21,372.32
Course Fees	8000	11750	-3750	
Other	4000	1148.32	2851.68	
Total Golf Event Expense	18000	22520.64	-4520.64	
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 Fusion & World Workplace - 2 board members for each)	10000	5384.78	4615.22	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	10299.28	-299.28	
Accounting and Legal	0		0	
Other (Zoom)	200		200	
Total Administrative Expense	25200	15684.06	9515.94	
Total Expense	58700	39922.99	18777.01	
NET INCOME (LOSS)	0	-10383.09	10383.09	



Programs Committee Monthly Report
January 2025

Accomplishments for Current Period

- Met as a formal committee 1/8/2025 – monthly virtual meeting
- Adam Warner from Leer Electric has joined the Programs Committee as the co-lead of the Golf Outing Committee
 - Shelly Matter recruited Adam and is pushing hard to find another person to co-lead with Adam

Current Activity Status

- January 16 – ACT 129 Energy Efficiency Programs and Status Update -- joint event with CPAEE (Central PA Association of Energy Engineers) at Schaedler-Yesco (in-person and virtual)
- February 20 – Virtual Webinar: Unlock Your Facility Management Potential with FM Credentials (presented by IFMA National)
- February 26 – adding a Happy Hour/Networking event from 5-7pm at Hemauer Brewing Co. in Mechanicsburg
- March 20 – Tour of PA Museum Archives

Future Activities

- Events/tours in the works for the rest of 2025:
 - April –panel with FMs from different industries/types of buildings
 - Will be sending out a survey to current IFMA FMs for ideas for topics/questions
 - Avoid Facility Fusion dates (4/29-5/1/25)
 - April or May – potential for Day on the Hill event
 - Kurt Twiford is looking into this
 - May –presentation on “How Infection Control Isn’t Just for Hospitals/Healthcare Facilities” at Penn State Health headquarters at 100 Crystal A Drive in Hershey
 - looking to invite PSHFE, AMFP, and/or IFMA Healthcare Council Members
 - June – annual meeting
 - Priscilla is taking the lead on this with Julie’s help
 - July – looking at doing a happy hour/networking event since July is a heavy vacation time with many people away
 - Likely a Harrisburg or West Shore location
 - Looking into the possibility of a Senators baseball game in an inside air-conditioned suite
 - August – golf tournament (Golf Committee)
 - Where are we at with paying Amber Knauss for some administrative tasks, specifically handling the golf outing this year and training Adam Warner, the new golf outing co-chair
 - September – Sustainability September
 - Tour of a one-of-a-kind LEED building with Murray Associates Architects/Donna Dubbs
 - Avoid World Workplace dates (9/17-9/19/25)
 - October – Tour of Penn National Insurance Building – Renovations/Revitalization of an Iconic, Landmark Building in Downtown Harrisburg
 - Shooting for late October date for this
 - November – working on some ideas that focus on winter months and the impact that has on FMs

Issues and Concerns/Possible Solutions and Opportunities

- Nothing on our local website about joining IFMA

Submitted by: Debra “Scoop” Massott, 1/13/25



SCHOLARSHIP – FM FUTURE

Discussion notes

Current Activity Status

- Reviewed Scholarship timeline from IFMA website

Scholarship applications – January 15 to April 2025

Jan 15 begin applications

- Deadline to submit application is 11:59 PM, April ?
- **Each section of the application is given a total possible number of points. Judges will review the responses to each question and score each response. Judging is done by representatives from each of the scholarship sponsoring organizations, board of trustees, and facility management professionals**
- Minimum of three judges will review at least four student scholarship applications. The scores will be tallied up and divided by 3 to determine the final score. At least three judges will review the application and an average will be taken from the three scores.
Example: Judge A score + judge B score + Judge C = Total judge score ÷ 3 = final score

Eligibility requirements for applicants:

- Must be enrolled at an accredited institution for a Facility Management or related field. "Degree" (Associate, Bachelor, and Graduate) is determined by your institution at the time of application submission
- Must have a minimum grade point average (GPA) of 3.2 in FM or related courses. For international students, equivalent documentation of academic achievement level equivalent to a 4.0 GPA. Click [International Grade Equivalencies](#) as a basis to determine eligibility.
- Applicants awarded a scholarship are required to attend IFMA's World Workplace Conference and Exhibition in Minneapolis, MN. – September 17 – 19, 2025 and participate in the IFMA Foundation activities.
- Working students are encouraged to apply.



SCHOLARSHIP – FM FUTURE

Current Activity Status

Scholarship review with other IFMA participants– Q2

Planned Activities for Next Period

- Re-engaged with Thadeus Stevens
- Set up time to meet at Thadeus on a Friday in February – any other members interested in joining me with this re-connect.

Hello Julie,

Happy 2025. Amy and I would like to engage with IFMA this year. We appreciate you reaching out.

As for the scholarships, our college uses a system called Scholarship Universe, overseen by our advancement office. I will share this with them and find out next steps on how to get your opportunities in front of our students.

We would be happy to connect in person on an upcoming Friday. Let us know which dates you have in mind, and we can coordinate on our end. I think some of the initial ideas we had are still attainable, such as

- *curriculum review of our Facilities Maintenance Training program,*
- *connections to internships and job opportunities,*
- *a student IFMA chapter*
- *training/pathways for the Facilities Manager position.*

Thank you again for reaching out!

Val

Valerie Hatfield

Director of Workforce and Economic Development

717-391-3514 | stevenscollege.edu

Issues and Concerns

-



SCHOLARSHIP – FM FUTURE

Ideas
•

Submitted by: Julie McGill-Kopp



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Advocacy Committee Report

January 2025

Committee Members:

- Kurt Twiford, Chair

Current Activity Status

- No committee meeting
- Representative Scott Perry included two House Resolutions (HR) that were included in a bill signed by President Biden on January 6, 2025. Both HR's were initiatives of IFMA and the advocacy of Jeff Johnson, IFMA's head of government affairs, helped emphasize the importance of the topics to Representative Perry, who is Chair of the Subcommittee on Economic Development, Public Buildings, and Emergency Management. See the attached email for Representative Perry's office.

Planned Activities for Next Period

- Review pending PA legislation for current committee topics
- Promote the report from IFMA Advocacy (DC) to generate interest in the committee and secure a few more committee members
- Follow up with IFMA to secure resources to track any local legislation
- Plan 2025 Day on the Hill

Pending Actions

- None

Issues and Concerns

- Developing a true committee to plan for spring 2025 Day on the Hill
- Continuity for current chair

Submitted by: Kurt A. Twiford



[ABOUT SCOTT](#) | [SERVING YOU](#) | [NEWSROOM](#) | [ISSUES & LEGISLATION](#) | [10TH DISTRICT](#) | [CONTACT](#)



USE IT OR SELL IT: Chairman Scott Perry's Bills Reforming Federal Buildings Usage and Management Signed Into Law

Washington, D.C. – Today, U.S. Representative Scott Perry (PA-10) announced the enactment of two of his bills that will greatly reduce waste in the federal government. Both the [*Utilizing Space Efficiently and Improving Technologies \(USE IT\) Act of 2023 \(H.R. 6276\)*](#), and the [*FASTA Reform Act of 2023 \(H.R. 6277\)*](#), were included in S. 4367, signed by the President on January 6, 2025.

As Chairman of the Subcommittee on Economic Development, Public Buildings, and Emergency Management, Congressman Perry oversaw the federal government's management of all public buildings. He's been consistent in his fight to reduce waste and improve efficiency in the federal government, and made these bills his subcommittee priorities in the 118th Congress. The USE IT Act requires the federal government to use 60% of the capacity of federal buildings or sell them, and the FASTA Reform Act strengthens the authority of the Public Buildings Reform Board to increase the number of federal properties to be sold or redeveloped.

"American Taxpayers have been forced to pay \$2 billion a year for office space - almost half the size of Disney World - that D.C. bureaucrats refuse to use," said Rep. Perry. "The federal government has been grasping onto more than 11,000 acres of old, unused buildings, and won't force its employees into the offices paid for by the American People. It's over time we end this waste of hardworking Americans' tax dollars and sell these unused public spaces. I'm proud and relieved to see these two bills become law."

The Government Services Agency manages about 1,500 buildings, equating to more than 500 million square feet of office space. According to a [study by the Government Accountability Office \(GAO\)](#), 17 of the 24 agencies reviewed used 25 percent or less of their headquarters office space. The GAO reported that of the highest performing quarter of the 24 federal agencies, no agency used more than 49 percent of its headquarters. Rep. Perry's bills will ensure that Americans don't pay for federal buildings that sit idle and empty.

To watch Rep. Perry's remarks on the USE IT Act of 2023, before the Rules Committee, click [here](#). To read the full text of H.R. 6276, click [here](#). To watch Rep. Perry's remarks on the FASTA Reform Act of 2023 on the House floor, click [here](#). To read the full text of H.R. 6277, click [here](#).

Join Me On:



Office Locations

Washington, DC Office

2160 Rayburn House
Office Building
Washington, DC 20515
Phone: 202-225-5836
Fax: 771-200-5802

**Cumberland County
Office**

4999 Louise Drive
Suite 205
Mechanicsburg, PA
17055
Phone: 717-550-6565

Dauphin County Office

800 Corporate Circle
Suite 202
Harrisburg, PA 17110
Phone: 717-603-4980
Fax: 771-200-5802

York County Office

2501 Catherine Street
Suite 11
York, PA 17408
Phone: 717-893-7868
Fax: 771-200-5802

[Share on Facebook](#) | [Share on Twitter](#) | [Permalink](#)

Sign Up for the Member's Newsletter: [Subscribe](#)
Unsubscribe to the Member's Newsletter: [Unsubscribe](#)
Please do not reply to this email. The mailbox is unattended.
To share your thoughts please visit my webpage - <https://perry.house.gov>