

Meeting Agenda –July 16, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Vacant	
President	James Runshaw	
1 st Vice President	Debra Massott	
2 nd Vice President	Nathan Urich	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff (absent)	Jolene Fink
Membership	Kevin Zumbrum	Shelly Matter
Strategic Planning	Chris Coller (absent)	Lesley Groff
Scholarship	Julie McGill-Kopp	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford (absent)	Adrianna Townsend
Programs	Debra Massott	Shelly Matter/Priscilla St. Jacques-Glusko/Nate Ulrich
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Nate Urich, Adam Warner	Tom Hewitt, Josh Y.
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

- **Executive Board Reports:**

- President: Jim R. –
 - No Report
- Past President: Vacant Position
- 1st VP: Scoop
 - No Report
- 2nd VP - Nate –
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached

- **Committee Reports:**

- Communications: Jolene –
 - See Secretary Report
- Credentials: Lesley –
 - FMP Class in September – Alana asked if our chapter would permit interested student set up a payment plan for the FMP class starting in September?

- We will need to generate an invoice for Thomas Jefferson students -10-12
 - Another 3 will sign-up as well
- Membership: Kevin/Shelly
 - Working on scheduling a committee meeting.
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie –
 - These three scholarship recipients were awarded scholarships on behalf of our chapter through the IFMA Foundation:
 - Lesley Groff Scholarship – Sarah Roebuck
 - Charlie Claar – A’Janae Bonner
 - Charlie Claar – Bernard Nascenzi
 - Julie – will you be reaching out to them?
- Government Affairs Advocacy: Kurt Twiford –
 - No Report
- Programs/Golf Outing/Annual Meeting/Community Outreach: Scoop/Priscilla/Nate
 - See Attached Report
 - Annual Meeting
 - Golf Outing
 - Community Outreach
- **New business:**
 - Propose we cancel PO Box going forward and update address to current Board Role (where is this posted, who’s checking it, where is it, who has the key???) will renew 8/31/2025
 - Propose approving 2 Board Members for WWP and 2 Board Members for Fusion as before for travel, registration and hotel stay during event OR do we want to approve to pay for just registration for all board attendees for WWP and Fusion?
 - Propose cancel Zoom – will renew 4/4/2026

Next scheduled board meeting is Wednesday, August 20th at 9AM



Secretary Report/Communications Committee

Month ending June 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Imported new member list to Star Chapter every other week
3. Worked with Scoop to post several upcoming meetings.
4. Worked with a few members on sign-ins.
5. Sent email to IFMA National with new board members/committee chairs.

Planned activities for Next Period

1. Attend Membership Committee Meetings to demo how to use the website to help keep the membership organized.
2. Import Member List to Star Chapter
3. Work with program committee to update website on upcoming events
4. Continue cleaning up website.

Issues/Concerns

Submitted by Jolene Fink



June 2025 Treasurer's Report

Prepared for
July 16, 2025 Board Meeting

Beginning Balance Checking Account *5910	6/1/2025		\$72,245.46
<u>Deposits</u>			
	2-Jun	\$ 1,692.72	GOLF OUTING registration
	2-Jun	\$ 241.48	GOLF OUTING registration
	4-Jun	\$ 77.00	event registrations
	5-Jun	\$ 18.95	event registration
	9-Jun	\$ 2,166.40	GOLF OUTING registration
	16-Jun	\$ 725.22	GOLF OUTING registration
	18-Jun	\$ 753.85	GOLF OUTING registration
	20-Jun	\$ 1,711.68	GOLF OUTING registration
	23-Jun	\$ 241.48	GOLF OUTING registration
	27-Jun	\$ 18.95	1 - event registration
	30-Jun	\$ 1,180.00	Membership Dues
	30-Jun	\$ 0.62	Interest
TOTAL DEPOSITS		\$ 8,828.35	
<u>Expenditures</u>			
	3-Jun	\$ (49.90)	Star Chapter - updated pricing in effect**
	20-Jun	\$ (1,566.38)	Reoccurring Monthly Website Fee
			Duke's - Annual Meeting minus deposit of \$100.00
	23-Jun	\$ (4,250.00)	IFMA Scholarship 1 of 3
	23-Jun	\$ (4,250.00)	IFMA Scholarship 2 of 3
	23-Jun	\$ (2,969.42)	IFMA Scholarship 3 of 3
			remaining balance from last years amount
	26-Jun	\$ (689.19)	Check# 1303 to Debra "Scoop" Massott
			Reimbursement for food on 6/4/2025 Meeting
TOTAL EXPENDITURES		\$ (13,774.89)	
Checking Account Closing Balance	6/30/2025		\$67,298.92
Beginning Balance Scholarship Fund Savings Account *7278	6/1/2025		\$2,216.14
<u>Deposits</u>			
	30-Jun	\$ 0.06	Interest
TOTAL DEPOSITS		\$ 0.06	
<u>Expenditures</u>			
		\$ -	
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	6/30/2025		\$2,216.20
Certificate of Deposit *11-1 Beginning Balance	6/1/2025		\$ 10,097.75
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25		\$ -	
Certificate of Deposit Closing Balance	6/30/2025		\$ 10,097.75
Certificate of Deposit *32-1 Beginning Balance	6/1/2025		\$ 10,842.31
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 3/15/26		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	6/30/2025		\$ 10,842.31
Paypal Beginning Balance	6/1/2025		\$ 2,941.30
		\$ -	
does not include transactions direct from checking above			
Paypal Closing Balance	6/30/2025		\$ 2,941.30
Total Unobligated Assets	6/30/2025		\$93,396.48

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 6/30/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	17815.42	3184.58	
Total Membership Revenue	21000	17815.42	3184.58	
Meetings and Programs				
Registration Revenue	600	851.35	-251.35	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	851.35	-251.35	
Golf Event				
Registration Fees (8/5/2024 Outing)	11000	19792.61	-8792.61	
Registration Fees (8/4/2025 Outing)		19060.41		
Sponsorships (8/4/2025 Outing)	15000		15000	
Total Golf Event Revenue	26000	38853.02	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	447.75	252.25	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000	26097.5	-16097.5	**paypal/savings/CD#1/CD#2
Total Administrative and Other	10700	26545.25	-15845.25	
Total Revenue	58700	84065.04	-6304.63	
EXPENSES				NOTES
Membership				
Postage	0	232	-232	1 year renewal reimbursed to Chris Collier 3/11/25
Printing	0	109.39	-109.39	
Supplies	0		0	
Web-site Development and Maintenance	3000	2160.08	839.92	-10.18 -40.72 639.72
Other	0		0	
Total Membership Expense	3000	2501.47	498.53	132.95 1595.4
Meetings and Programs				
Food / Beverage	3000	3209.4	-209.4	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500		1500	
Other	0	55.1	-55.1	
Total Meetings and Program Expense	4500	3264.5	1235.5	
Golf Events				
Food and Beverage	6000	9622.32	-3622.32	combined total = 21,372.32
Course Fees	8000	11750	-3750	
Other	4000	1443.7	2556.3	
2025 Event Expenses(prior to 6/30/2025)		2500		
Total Golf Event Expense	18000	25316.02	-4816.02	
Educational				
Food and Beverage	3000	1566.38	1433.62	Annual Meeting Food and Beverage**
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500	100	1400	Deposit for Annual Meeting
Other	0		0	
Total Educational Expense	8000	1666.38	6333.62	
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	200	4800	PA Food Bank (collected + doubled 2/4/2025)
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	7455.18	2544.82	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 for 2024	10000	10299.28	-299.28	
Scholarships for 2025		11469.42		
Accounting and Legal	0		0	
Other (Zoom)	200	169.49	30.51	4/4/2025 Zoom Renewal
Total Administrative Expense	25200	29593.37	7076.05	
Total Expense	58700	62341.74	10327.68	
NET INCOME (LOSS)	0	21723.3	-16632.31	

IFMA of Central PA - EIN#					Proposed 7/16/2025**		
Fiscal Year July 1, 2025 - June 30, 2026							
Enter in gray cells only							
INCOME STATEMENT				NOTES	FY25 ACTUAL SPEND	Notes	Proposed Change(s)
REVENUES:	BUDGET	ACTUAL	BALANCE				
Membership							
Membership Dues	17000		17000		17815.42		Propose reduction from \$21,000 to \$17,000 - for budgeting purposes, better to have a realistic number vs. a goal
Total Membership Revenue	17000	0	17000		17815.42		
Meetings and Programs							
Registration Revenue	600		600	Meetings do not include cost of speakers for educational purposes	851.35		
Sponsorships	0		0				
Exhibitor Revenue	0		0				
Other	0		0				
Total Meetings and Programs Revenue	600	0	600		851.35		
Golf Event							
Registration Fees	11000		11000				
Sponsorships	15000		15000				
Total Golf Event Revenue	26000	0	26000		19060.41	2025 Event as of 6/30/2025	
Educational							
Registration Fees	400		400	Educational events include additional fees for speakers and facility rental			
Sponsorships	0		0				
Total Educational Revenue	400	0	400		0		
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		0		
Administrative and Other							
Interest / Dividends	700		700		447.75		
Gain / (Loss) on Sales of Investments	0		0				
Other Revenue/Reserves	20000		20000		26097.5	Paypal/Savings/CD#1/CD#2	
Total Administrative and Other	20700	0	20700		26545.25		
Total Revenue	64700	0	64700		64272.43		
EXPENSES:							

Membership							
Postage	0		0		232	PO Box Annual Renewal 8/31/2025	Propose we cancel PO Box going forward and update address to current Board Role (where is this posted, who's checking it, where is it, who has the key???)
Printing	0		0		109.39		
Supplies	0		0				
Web-site Development and Maintenance	3000		3000		2160.08		
Other	0		0				
Total Membership Expense	3000	0	3000		2501.47		
Meetings and Programs							
Food / Beverage	3000		3000	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category	3209.4		
Speakers	0		0				
Facility Rental	1500		1500		0		
Other	0		0		55.1		
Total Meetings and Program Expense	4500	0	4500		3264.5		
Golf Events							
Food and Beverage	8000		8000		9622.32	2024 Event	Propose increase from \$6,000 to \$8,000 (2025 not covering liquor, only beer, wine and seltzers)
Course Fees	11000		11000		11750	2024 Event	Propose increase from \$8,000 to \$11,000 if not changing the course we use
Other	4000		4000		3943.7	2024 Event + Amber Fee of \$2,500 for 2025 Event	2025 Costs will be for Signs, golf balls and golf gloves - won't have amounts until after event**
Total Golf Event Expense	23000	0	23000		25316.02		
Educational							
Food and Beverage	3000		3000		1566.38	Annual Meeting Food & Beverage	
Speaker Honorarium & Gifts	3500		3500				
Facility Rental	1500		1500		100	Deposit for Venue for Annual Meeting	
Other	0		0				
Total Educational Expense	8000	0	8000		1666.38		
Publication							
Printing and Postage	0		0				
Other	0		0				
Total Publication Expense	0	0	0		0		
Administrative							
Management Fees (Non-Employee)	0		0				
Donations / Gifts	5000		5000		200	Central PA Food Bank - total including Matched Amount	

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)	7455.18	2 Attendees to WWP 1 Attendee to Facility Fusion	Propose approving 2 people for WWP and Fusion as before for travel, registration and hotel stay during event OR do we want to approve to pay for just registration for all board attendees for WWP and Fusion?
Scholarships	12000		12000		11469.42	2 full scholarships and 1 additional with remaining balance	Propose increase from \$10,000 to \$12,000 (2nd year to have a balance to do a 3rd scholarship with)
Accounting and Legal	0		0				
Other (Zoom)	0		0		169.49	Do we need to keep zoom? paid 4/4/25 via Paypal Automatically	Propose cancel Zoom - \$200 to \$0
Total Administrative Expense	27000	0	27000		19294.09		
Total Expense	65500	0	65500		52042.46		
NET INCOME (LOSS)	-800	0	-800		12229.97		



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Programs Committee Monthly Report for Board Meeting – July 2025

Accomplishments for Current Period

- Met as a formal committee 7/10/2025 – monthly virtual meeting to include the Golf Committee

Current Activity Status (Definite Events)

- July 15, 2025—Brew Creation/Networking Event
 - Location—Hemauer Brewing Co. in Mechanicsburg
 - Timeline: 5-630pm networking; 530-630pm beer creation; 630-7pm networking
 - We'll be working with the brewmaster to craft the flavor and name the beer
 - Beer release in October 2025 with the intent to tie it to a membership drive
- August 4, 2025 – Golf Outing
 - 92 golfers signed up as of 6/11/25
 - Still need the main sponsor, breakfast sponsor, and lunch sponsor
 - Should be good for volunteers for day of
 - The Golf Committee plans on making announcements at the 7/15/25 event regarding sponsorships and Marcie will have a QR code to make this easy
- Thursday, September 11, 2025 – Sustainability September and Happy Hour
 - Location—JURA in Mount Joy followed by happy hour across the street at Mick's All American
 - Timeline: 345pm arrival; 4-515pm tour; 515-630pm happy hour
 - Tour of JURA building in Mount Joy focusing on their sustainable systems
- Tuesday, October 7, 2025—Beer Release Membership Drive
 - Location—Hemauer Brewing Co. in Mechanicsburg
 - Trivia (IFMA and beer)
 - More details to come on this—getting membership committee involved with this
- Tuesday, October 14, 2025—Community Outreach Volunteer Opportunity
 - Location—Central PA Food Bank
 - Timeline: 830-11am (exact time needs confirmed)
- Friday, November 7, 2025—Risk Management
 - Location—Enterprise Mobility's offices in Harrisburg
 - Timeline: 11-1130a check-in, networking, lunch; 1130a-1230p chapter announcements, presentation, Q&A; 1230-1pm networking
 - Jeff Phillippi from EHD Insurance will be presenting on Risk Financing (including commercial insurance options and means to recover financially from a loss) and Risk Controls (including various aspects of minimizing the risk of accidents, regulatory compliance, and continued operations)

Future Activities (Events in the Works)

- Events/tours in the works for the rest of 2025:
 - Oct—Behind-the-scenes tour of Hersheypark
 - December – FM Panel at Thaddeus: Real World Advice for Aspiring FM Grads
 - December – Holiday event in conjunction with Community Outreach donation (exploring possibility of donating money raised to the Thaddeus FMT Program in the form of student IFMA memberships)
 - 2026—we have some good ideas in the works; if you have any suggestions for events next year, email Scoop; specifically looking for Jan/Feb events that would be in-person with virtual option or only virtual

Issues and Concerns/Possible Solutions and Opportunities

- 5 free professional memberships (by 10/31/25)



Membership Committee Report

07/2025

- Committee Members Update:
 - Kevin Zumbrum
 - Shelly Matter
 - Dick Michaelian
 - Doug Aldinger
- Current Reporting: Updated 7/14/2025
 - Total Members: 110 (Started the year at 104)
 - 4 New members joined in past 30 days
 - 1 membership expired
 - 7 memberships expiring within 30 days

Current Activity Status: New Membership and Retention

- New Membership Drive: October 7th Hemauer Brewing Company
 - Working on a LinkedIn post we can push to market to new prospective members.
 - Mentioning this event at July 15th, Golf outing and September events to promote our members to bring guests to the 10/7 event.
 - Email to our current members reminding them of the event and to encourage them to bring guests who may be interested in joining IFMA
 - Also working the list of non-members registered for events prior to this (including the golf outing) to introduce ourselves, talk about IFMA and our chapter and to hopefully help them get signed up if interested.
- Student Engagement
 - Thaddeus Stephens College of Technology –
 - Working on getting the \$10 student membership fees covered so we can offer a “free” membership to the graduating students of Thadd Steven 6 month programs to boost our Student Memberships
- **Our committee will be reaching out to these members to help our retention:**
 - **New Members:** We will reach out individually to the people who just join so they have a local member they can interact with and hopefully we’ll be able to encourage them to come to our events and start to participate in our chapter.
 - **Expired memberships:** we will also reach out to the members whose memberships just recently expired to see if we can get them to not only sign back up but to also get involved in our chapter and come to some of our events.

▪ **Goals and Future Plans**

- Increase our overall Membership numbers
 - ◆ Student, Professional, Associate etc.
- Increase our engagement and participation of our current members at our events
 - ◆ Want to get the Professional to Associate participation closer to 50/50 at our events.
- Retain the members we have and increase their involvement in our chapter
- Increase the number of CFM and FMP certifications at our local chapter.

Submitted by: Kevin Zumbrum