

Meeting Minutes –August 20, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Vacant	
President	James Runshaw	
1 st Vice President	Debra Massott (absent)	
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 (absent)	Shelly Matter/Priscilla St. Jacques-Glusko/Nate Ulrich
Community Outreach	Priscilla St. Jacques-Glusko (absent)	
Subcommittee: Golf Outing	Nate Urich, Adam Warner	Tom Hewitt, Josh Y.
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp
Members at Large	Bryan Glatfelter	

- **Executive Board Reports:**

- President: Jim R. –
 - Jim shared his sentiments on how well the golf tournament went as he was a participant this year.
 - Jim will be attending World Workplace this year.
 - Matt Shields from Lancaster City School District would like to use one of the free memberships. Jolene was able to work with Components to add Matt as a free member.
- Past President: Vacant Position
- 1st VP: Scoop -
 - No Report
- 2nd VP - Nate -
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –

- See Attached
- Treasurer's report was approved.
- All certification documentation was sent to IFMA National, they had some questions, and we are waiting for a response.
- CD up for renewal at the end of the month and the renewal is same interest rate, so we are letting it renew.
- **Committee Reports:**
 - Communications: Jolene –
 - See Secretary Report
 - Our Go Daddy domain was renewed by Chris Collier until July 2030. We will likely move the management of this to Star Chapter at that point.
 - Credentials: Lesley –
 - FMP Virtual Course with Alana is on schedule. Thanks to Marcie for working with Alana on payment options for the students joining from Thomas Jefferson.
 - Membership: Kevin/Shelly
 - See Attached Report
 - Shelly mentioned Kevin is doing a great job handling this committee and these monthly updates are great!
 - Strategic Planning: Chris/Lesley –
 - No Report
 - Scholarship / Future FM – Priscilla/Julie –
 - See attached report
 - 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 has been in contact with them, and they are all attending and looking forward to meeting Julie and Jim!
 - Julie made a motion to take the scholarship recipients to supper, Marcie 2nd the motion. Motion was approved.
 - Discussion on Thaddeus Stevens upcoming event and partnering with them to conduct quarterly visits prior to a career fair that they have scheduled for October 14th. They may also look at getting their students signed up with student memberships. Lots going on with 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
 - Meeting was held on 8/19 to review lessons learned from this year's event. The pricing will go up next year. Thank you notes will go out in October and they'll continue researching some other items.



- Golf Tournament is on 8/3/2026 at Hershey Country Club.
 - Community Outreach
- **New business:**
 - REMINDER: 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 –
 - The board agreed to keep the PO box open, and we'll do some research on whether we are required to keep this as a chapter.
 - Jim requested we revisit this topic next month after some research is done.
 - REMINDER: Propose cancel Zoom – will renew 4/4/2026 – Savings of \$169.49.

Next scheduled board meeting is Wednesday, September 17th at 9AM



Secretary Report/Communications Committee

Month ending July 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Worked with Scoop to post several upcoming meetings.
3. Worked with a few members on sign-ins.

Planned activities for Next Period

1. Work with program committee to update website on upcoming events
2. Continue cleaning up website.

Issues/Concerns

Submitted by Jolene Fink

July 2025 Treasurer's Report

Prepared for
August 20, 2025 Board Meeting

Beginning Balance Checking Account *5910	7/1/2025		\$67,298.92
<u>Deposits</u>			
	2-Jul	\$ 57.65	3 event registrations
	7-Jul	\$ 831.65	GOLF OUTING registration
	7-Jul	\$ 541.40	GOLF OUTING registration
	9-Jul	\$ 541.40	GOLF OUTING registration
	10-Jul	\$ 500.35	GOLF OUTING registration & refund
	16-Jul	\$ 750.00	GOLF OUTING registration - CHECK deposit
	15-Jul	\$ 75.80	4 event registrations
	21-Jul	\$ 782.88	GOLF OUTING registration
	21-Jul	\$ 144.72	GOLF OUTING registration
	23-Jul	\$ 3,187.08	GOLF OUTING registration
	25-Jul	\$ 38.30	2 event registrations
	28-Jul	\$ 700.00	GOLF OUTING registration - CHECK deposit
	7/30	\$ 376.52	GOLF OUTING registration
	7/31	\$ 1,215.18	GOLF OUTING registration
	7/31	\$ 0.60	Interest
TOTAL DEPOSITS		\$ 9,743.53	
<u>Expenditures</u>			
	2-Jul	\$ (49.90)	Star Chapter - updated pricing in effect**
	24-Jul	\$ (1,000.00)	Reoccurring Monthly Website Fee
	31-Jul	\$ (800.00)	Refunded amount overpaid for Breakfast vs. Lunch Sponsor
			Golf Outing Registration
			Check# 1305 to Enterprise Holdings
			payment for 16 Sheetz gift cards for golf outing at \$50 each
TOTAL EXPENDITURES		\$ (1,849.90)	
Checking Account Closing Balance	7/31/2025		\$75,192.55
Beginning Balance Scholarship Fund Savings Account *7278	7/1/2025		\$2,216.20
<u>Deposits</u>			
TOTAL DEPOSITS		\$ -	Interest
<u>Expenditures</u>			
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	7/31/2025		\$2,216.20
Certificate of Deposit *11-1 Beginning Balance	7/1/2025		\$ 10,097.75
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25		\$ -	
Certificate of Deposit Closing Balance	7/31/2025		\$ 10,097.75
Certificate of Deposit *32-1 Beginning Balance	7/1/2025		\$ 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	7/31/2025		\$ 10,842.31
Paypal Beginning Balance	7/1/2025		\$ 2,941.30
		\$ -	
does not include transactions direct from checking above			
Paypal Closing Balance	7/31/2025		\$ 2,941.30
Total Unobligated Assets	7/31/2025		\$101,290.11

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2025 - June 30, 2026

Budget Tally to date thru

7/31/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	17000	\$0.00	\$17,000.00	
Total Membership Revenue	17000	\$0.00	\$17,000.00	
Meetings and Programs				
Registration Revenue	600	\$190.70	\$409.30	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	\$190.70	\$409.30	
Golf Event				
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$8,552.26	\$17,447.74	
Raffle (day of collected)	0	\$0.00	\$0.00	**updated 7/31/25 after the change in reconciliation - will add \$ for next years budgeting**
Total Golf Event Revenue	26000	\$8,552.26	\$17,447.74	
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	\$0.60	\$699.40	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2
Total Administrative and Other	20700	\$0.60	\$20,699.40	
Total Revenue	64700	\$8,743.56	\$55,956.44	
EXPENSES				NOTES
Membership				
Postage	200	\$0.00	\$200.00	renews in March 2026**
Printing	0	\$0.00	\$0.00	
Supplies	0		0	
Web-site Development and Maintenance	3000	\$49.90	\$2,950.10	
Other	0		0	
Total Membership Expense	3200	\$49.90	\$3,150.10	
Meetings and Programs				
Food / Beverage	3000	\$0.00	\$3,000.00	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500	\$0.00	\$1,500.00	
Other	0		0	
Total Meetings and Program Expense	4500	\$0.00	\$4,500.00	
Golf Events				
Food and Beverage	8000	\$0.00	\$8,000.00	
Course Fees	11000	\$0.00	\$11,000.00	
Other	4000	\$800.00	\$3,200.00	
Total Golf Event Expense	23000	\$800.00	\$22,200.00	
Educational				
Food and Beverage	3000	\$0.00	\$3,000.00	Annual Meeting Food and Beverage** Added to Meetings and programs for Reconciliation Worksheet
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	Deposit for Annual Meeting Added to Meetings and programs for Reconciliation Worksheet
Other	0		0	
Total Educational Expense	8000	\$0.00	\$8,000.00	
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	\$0.00	\$5,000.00	PA Food Bank (collected + doubled 2/4/2025)
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	\$0.00	\$10,000.00	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 2026	12000	\$0.00	\$12,000.00	
Accounting and Legal	0		0	
Other (Zoom)		\$0.00	\$0.00	RENEWS 4/4/26
Total Administrative Expense	27000	0	27000	
Total Expense	65700	849.9	64850.1	
NET INCOME (LOSS)	-1000	\$7,893.66	-\$8,893.66	

Income

[illegible]



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

08/2025

- Committee Members Update:
 - Kevin Zumbrum
 - Shelly Matter
 - Dick Michaelian
 - Doug Aldinger
 - Suzanne Leopold **NEW COMMITTEE MEMBER**
 - **Joined IFMA 4/2025**
- Current Reporting: Updated 8/19/2025
 - Total Members: 113 (Last month 110)
 - 3 New members joined in past 30 days
 - 3 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.
 - 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 joined 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



SCHOLARSHIP – AUGUST REPORT

Current Activity Status

Julie reached out to each recipient – congratulated them, informed Golf outing participants, and shared that our Chapter attendees will be connecting with them at WWP.

Recipients of this Years Scholarships

	Ashely	Jubilee	ashelyjubilee@gmail.com	51	San Francisco Chapter	1829 N 17th St	Philadelphia	Pennsylvania	Se
Lesley Groff Scholarship	Sarah	Roebuck	blessingsbestowed7777@gmail.com	52	Central PA	4938 Rosehill Street	Philadelphia	Pennsylvania	Se
Charles Claar	A'Janae	Bonner	ajanae.1819@gmail.com	64	Central PA	421 North Scenic Road	Harrisburg	Pennsylvania	Se
Charles Claar	Bernard	Nasoenzi	gethold@gmail.com	81		163 Parkwood Drive	Kingston	Rhode Island	Se

Planned Activities for World Work Place



We are excited to celebrate your support of this year's scholarship recipients and want to highlight several opportunities where you'll be able to connect with your student(s):

- Scholarship Reception**
Tuesday, September 16

You and your Chapter President should have already received an invitation to this special evening recognizing our sponsors and students. If you have not received an invitation, please contact us so that we can send you one immediately.

- IgniteFM Student Challenge Presentations –**
Wednesday, September 17 at 2:45 p.m.

This is a unique opportunity to see students showcase their ideas and innovation.

- Scholarship Awards Ceremony**
Thursday, September 18 at 8:00 a.m.

Rehearsal will begin promptly at 7:00 a.m. We ask that you please reply to this message with the name of the individual from your organization who will join your student on stage for the award presentation.

We are truly grateful for your commitment to supporting the next generation of leaders. Please let us know who from your organization will be joining your student on stage, and don't hesitate to reach out if you have any questions about these events.



SCHOLARSHIP – AUGUST REPORT

Planned Activities for World Work Place
With gratitude, Brad Fuglsang Program Support Specialist International Facility Management Association
Question for board?
Do we have approval to have a Chapter sponsored dinner with our recipients at WWP if time permits/
Ideas
• Programs is planning another Thaddeus Stevens Event -Thanks Scoop and Marcie for leading this.

Submitted by: Julie McGill-Kopp

IFMA CPA 2025 WW Attendees as of 8/20/2025

Membershi	First Name	Last Name	Designatio	Company	Job Title	Email	Address1	Address2	City	State/Provi	Zip	Work Phone	Cell	IFMA Join Date	IFMA Paid Thru Date
Associate	Amy	DeVore			General M	adevore@c	3 Werner Way		Lebanon	NJ	8833		5705846947	07/24/2018	07/31/2025
Profession	Bryan	Glatfelter	CFM,FMP	Ephrata Na	Senior Facil	bglatfelter@	31 E. Main St.		Ephrata	PA	17522	7177334181	ext. 50196	04/04/2013	03/31/2026
Profession	James	Runshaw		County of Y	Director of	jdrunshaw@	28 East Market St		York		17401			04/27/2022	04/30/2026
Associate	Jeff	Gleason				jgleason@c-s	group.com							11/29/2023	07/31/2025
Profession	Julie	McGill-Kopp		BAE System	Facilities En	julie.mcgill-	1100 Bairs Road		York	PA	1.74E+08	(717) 2258498		09/21/2015	09/30/2025
IFMA Fello	Lesley	Groff	CFM, IFMA	Icahn Enter	Director of	Groff3@att	602 Glenwood Drive		Ephrata	PA	17522	7175038901	4843323887	02/20/1997	10/31/2025
Profession	Randy	Groff	CFM	Four Seaso	Director Of	randyg@fsj	400 Wabas PO Box 788		Ephrata	PA	17522	7177212795	7176299949	06/20/2002	08/31/2026