



Board of Director's Meeting – September 2019

Location:	PA Turnpike Building if in person	Conference Phone No.:	Toll ----- +1-415-655-0003 Access code: 641933009
	See call in code you you cannot make it in person		
Meeting Date:	September 10, 2019	Start Time:	7:45 a.m.
Attendees	Chris C-In Person; Lauren L-In Person; Amber G-In Person; Priscilla-In Person; Kristan T-On Call; Rob M-On Call; Kurt T-On Call; Matt R-On Call; Matt W-On Call; Jack E-On Call		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order at 7:45am. Welcome & Opening Remarks – Chris Coller
2	Officer Reports: • President – Chris Coller. (Term Expires 6/30/20)– Please see below. - New website is live, accepting credit cards and accepting registrations. If there is any errors or corrections needed to new website please reach out to Chris or Lauren for the changes to be made. 4 guests have signed up and are paid for on the website. - Board members who have access to the back office of the website, I encourage you to take advantage of the training opportunities provided - We have set a date for the holiday gathering which will be 12/11/2019 at the Tattered Flag microbrewery and distillery – we have a room from 4-8PM - Congratulations to Lauren who is going to be a representative on the inaugural Education Congress at WWP and she will be speaking on Chapter Leadership at WWP as well - Lauren is working on the November Meeting - Priscilla is working on details for the January meeting at PA American Water - New Member Breakfast is scheduled for 9/25/2019 at the turnpike building - Populate Committees – move towards not having committees of one – I still am behind on recruiting phone calls - I believe the next vacancies we should work hard on filling would be Programs and Professional Development and partnership - Board Members who attend WWP – does the chapter reimburse their registration fee? Priscilla made a motion to approve this; Lauren L 2nd. All were in favor. Registration reimbursement approved. • 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/20) • 2nd Vice President's Report – Matt Reis (Term Expires 6/30/20) • Secretary's Report – Kristan T. (Term Expires 6/30/20)-Please see attached report. Kristan asked that Rob and Matt be sworn in at next meeting. Rob has conflicts with meetings. Sworn in at October board meeting. • Treasurer's Report for July – Rob M. (Term Expires 6/30/20)-Please see attached report. Rob M brought up the CD we have. We will vote on this at next board meeting. Priscilla made a motion to approve Treasurer's report. Matt R 2nd. All were in favor. Treasurer's Report Approved.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Past President – Lauren L. (June 2020)-Please see attached report.
3	Committee Reports: • Advocacy – Kurt T. - (Term Expires 6/30/20)-National Advocacy Day in DC is September 17th-18th. Kurt cannot make it this year. Chris C offered to help recruit someone to attend. • Credentials – Amber G. (Term Expires 6/30/20)-IFMA to launch credential in 4th quarter 2019. • Community Outreach – Vacant-Lauren L. will send a card to Jim G. on behalf of the IFMA CPA Members. He had his heart transplant. He is doing well. • Professional Development – Vacant • Membership – Jack Elridge - (Term Expires 6/30/20)-Please see attached report. New member breakfast. Will be held at the Turnpike. Lauren L. has the room and will order the food. • Publicity – Kristan T. (Term Expires 6/30/20)-Please see attached report. Report given at Secretary's minutes. • Sponsorship/Partnership – Chris Collier (interim) (Term Expires 6/30/20)-No updated report. • Strategic Planning - Jolene F. (Term Expires 6/30/19)-No updated report. Lauren L. to reach out to Jolene on Strategic Planning update. • Sustainability – Matt W. (Term Expires 6/30/19)-Priscilla to make signs for the program. 50 lunches were ordered. • Golf Committee – John S./Randy G. (Term Expires 6/30/19)-Please see attached report. • Scholarship and Awards Committee – Vacant. (Term Expires 6/30/19) • Webmaster – Lauren L.-Please see attached report.
4	Old Business: Jack E. discussed having a membership drive.
5	New Business: • Next Meeting – September 18th 2019 – Hershey Medical Center
6	Next Board Meeting: October 8, 2019 @ Turnpike Bldg. Board Meeting Schedule for remainder of this Board's Term: - November 12th - December 10th - January 14th - February 11th - March 10th - April 7th - May 12th - June 9th
7	Motion to adjourn meeting-Lauren L. Priscilla 2nd. Meeting adjourned at 8:21am.

SECRETARY REPORT

SEPTEMBER 2019

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. August meeting minutes approved on 8-15-19 and added to the website on 8-16-19 by Lauren L.

Current Activity Status

- Continue to update members by email on news and upcoming events. Attend monthly board meeting and take notes.

Planned Activities for Next Period

- Continue to update members by email on news and upcoming events. Attend monthly board meetings and take notes.

Issues and Concerns

- Not at this time.

Misc.

- N/A

Submitted By: Kristan Trusky

PUBLICITY REPORT

SEPTEMBER 2019

Accomplishments for Current Period

- Continue to update social media accounts (LinkedIn, Facebook and Twitter). Updated sites with pictures from programs. Send out emails to updated members on news and upcoming programs.

Current Activity Status

- Continue to update accounts. Remind IFMA members to send any pictures, updates or articles pertaining to our organization to myself so that I can update our accounts. Send out emails to members on news and upcoming programs.

Planned Activities for Next Period

- Continue to update accounts and send emails to members.

Issues and Concerns

- None currently.

Misc.

- N/A

Submitted By: Kristan Trusky

IFMA 2018 GOLF TOURNAMENT INCOME FROM PAY PAL

<u>NAME</u>	<u>AMOUNT</u>
Trane	\$ 1,260.00
Orbit Technologies	\$ 446.36
Joseph Emrich	\$ 446.36
Shaw Contract	\$ 242.45
Key painting	\$ 485.20
Certa Pro Painters	\$ 873.60
H&H	\$ 1,000.00
Benjamin Roberts	\$ 340.00
Chem Aqua	\$ 1,240.00
Nexgen	\$ 600.00
Haller	\$ 510.00
Ralph Jones	\$ 1,300.00
BJ Terroni Co.	\$ 250.00
Tanner of Pennsylvania	\$ 490.00
HB McClure	\$ 1,600.00
Lobar	\$ 460.00
Spectra	\$ 710.00
GR Sponaugle	\$ 515.00
Get Clean Team	\$ 242.45
Cheryl Micka with Patcraft	\$ 242.45
Hewitt	\$ 130.00
St.Jacques-Glusko	\$ 250.00
Heim Company	\$ 250.00
McClure Company	\$ 460.00
Conexus	\$ 130.00

IFMA 2018 GOLF TOURNAMENT INCOME FROM PAY PAL

Conexus	\$ 600.00
Modernfold	\$ 560.00
cash (raffle, 50/50)	\$ 1,130.00
check day of payment	\$ 260.00
AAF International (K. Trusky)	\$ 231.45
Fabiola Nava	\$ 23.97

GROSS INCOME PAID \$ 17,279.29

EXPENSES

Golf Balls	\$ (450.00)
Cash for Raffle	\$ (250.00)
Harrisburg Country Club	\$ (11,448.68)
Golf Signs	\$ (245.50)
TOTAL EXPENSES	\$ (12,394.18)

NET INCOME \$ 4,885.11

payment method

paypal

paypal

paypal

paypal

paypal

paypal

check

check

check

check

check

check

check

check

check

check

check

check

paypal

paypal

check

check

check

check

check

IFMA 2018 GOLF TOURNAMENT INCOME FROM PAY PAL

check

check

cash

check

paypal

paypal food only

OPERATING BUDGET FY2019-20
IFMA Central PA Chapter
11-Sep-19

INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance					\$ 3,545.74	
1010	MEMBERSHIP (100 Mems@175 per)	\$ 17,500.00	\$ 3,375.00	\$ 14,125.00	100%		
1020	Chapter Sponsorship Donations	\$ 2,000.00		\$ 2,000.00	19%		
1030	Certification Income	\$ -		\$ -	0%		
1040	Programs Income	\$ 2,000.00	\$ 160.00	\$ 1,840.00	8%		
1050							
1060	Community Outreach Donations	\$ -		\$ -	#DIV/0!		
1060	Program Sponsorship Donations	\$ -		\$ -	#DIV/0!		
1060	Interest and Miscellaneous Income	\$ 35.00	\$ 10.74	\$ 24.26	#DIV/0!		
1060	Chapter CD Liquidation	\$ -		\$ -	31%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 3,545.74	\$ 17,989.26	16%		
EXPENSES:							
8,532	ADMINISTRATIVE EXPENSE						\$ (134.00)
2110	Insurance	\$ 150.00	\$ -	\$ 150.00	0%		
2120	Recertification Costs	\$ -	\$ -	\$ -	0%		
2130	Board Meeting Refreshments	\$ -	\$ -	\$ -	0%		
2131	Strategic Planning Meeting Expenses	\$ -	\$ -	\$ -	0%		
2140	Post office box rental fee	\$ 82.00	\$ 134.00	\$ (52.00)	163%		
2150	Facility Fusion Travel and Lodging, conference Expenses (1 Attendee)	\$ 1,800.00		\$ 1,800.00	0%		
2151	Facility Fusion Conference Fees (2 Attendee)	\$ -		\$ -	#DIV/0!		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -		\$ -	#DIV/0!		
2161	World Workplace Officer Conference, travel and lodging Fees (1 officer and FM of the year)	\$ 6,000.00		\$ 6,000.00	0%		
2162	World Workplace Officer's Room Expense (2 Attendee)	\$ -		\$ -	#DIV/0!		
2163	World Workplace Other Expenses	\$ 500.00		\$ 500.00	0%		
2165		\$ -		\$ -	#DIV/0!		
2170	Chapter of the Year Award Submission Consultant	\$ -		\$ -	0%		
2180	Miscellaneous Bank, Document Imaging & Other Charges	\$ -		\$ -	#DIV/0!		
2181	Chapter CD Purchases	\$ -		\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ -		\$ -			\$ (780.85)
\$0	COMMUNICATIONS EXPENSE						
2210	Advertising	\$ -	\$ -	\$ -	#DIV/0!		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ -	\$ 780.85	\$ (780.85)	#DIV/0!		
2232	Web design and maintenance fees	\$ -		\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -		\$ -			
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						\$ (451.74)
3110	Programs - Facility Rental	\$ -		\$ -			
3111	Program meals	\$ 5,000.00	\$ 451.74	\$ 4,548.26	9%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -			
3113	Program supplies	\$ 150.00		\$ 150.00			
3114	Day on the Hill	\$ 300.00		\$ 300.00			
3114	Program gifts	\$ -		\$ -			
3120	Sustainability Program	\$ 300.00		\$ 300.00			
3121		\$ -		\$ -			
3122					#DIV/0!		
\$4,300	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 1,000.00		\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -		\$ -			
3203	CFM Annual Review Class/FM Essentials	\$ -		\$ -			
3204	Meals	\$ 100.00		\$ 100.00	0%		
3205	Congratulations gift	\$ 200.00		\$ 200.00	0%		
3206	IFMA CFM/FM Essentials Trainer Certification costs	\$ 3,000.00		\$ 3,000.00			\$0.00
\$1,000	CHARTER DONATION EXPENSE						
3310	IFMA Foundation	\$ -		\$ -	#DIV/0!		
3320	Donation Fund	\$ -		\$ -	#DIV/0!		
3330	Community Outreach	\$ 1,000.00		\$ 1,000.00	0%		

\$ 20.00	Withdrawal
\$ 20.00	Withdrawal
\$ 20.00	Withdrawal
\$ 20.00	Withdrawal
\$ 20.00	Withdrawal

Expenditures

\$ (250.00)	Golf tournament cash raffles
\$ (1,448.66)	Hershey Country Club
\$ (250.00)	Sam's Club and Costco

Accounts Closing Balance

31-Aug-19

\$ 9,449.86

Certificate of Deposit Closing Balance

30-Aug-19

\$ 9,449.86

Total Unobligated Assets

31-Aug-19

\$ 51,426.10



PAST PRESIDENT/WEBMASTER REPORT

SEPTEMBER 2019

Accomplishments for Current Period

- Website is up and running. Working on familiarizing myself with the platform.
-

Current Activity Status

- Continuing to learn how to best utilize the functions available on our new website.
-

Planned Activities for Next Period

- Start working with Jolene on furthering our progress on the Strategic Plan
-

Issues and Concerns

- Our November meeting host is not able to do the meeting. Looking for suggestions on a place and speaker for that month's meeting.

Misc.

- I will be the rep for Small Chapter on the Inaugural Education Congress. The first conference call is in a few weeks and the first meeting will take place at WWP next month.
- I will also be speaking about chapter leadership at WWP in October.

Submitted by Lauren Leipziger, MBA, CFM



MEMBERSHIP REPORT

MONTHLY REPORT

SEPTEMBER 2019

Accomplishments for Current Period

- Preparing to put new practices in place for next meeting.
- Brainstorming

Current Activity Status

1.

Issues and Concerns

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Ideas

- Each meeting will have at least one designated greeter to welcome members and guests, direct to signing in and offer name tags.
- One membership committee member will take time at beginning of meeting/during meeting to welcome Guests, introduce themselves and be available for questions.
- Visitor information will be logged for follow up calls/emails.
- Use of website sign up info used for meeting attendance monitoring
- Template fill being accomplished for web autoresponder
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Submitted by Jack Eldridge, Membership Chair