



Board of Director's Meeting – April 2020

Location:	Via Zoom	ZOOM CODE	Call in, number to follow
Meeting Date:	April 14, 2020	Start Time:	7:30 a.m.
Attendees	Chris Coller, Kristan Trusky, Lauren Leipzinger, Kurt Twiford, Julie McGill-Kopp; Priscilla St. Jacques-Glusko; John Selfe; Rob McFadden; Jack Elridge		

Topics

No.	Topic Discussion
1	Opening: IFMA CPA Board Meeting called to order by Chris Coller at 7:32am Welcome & Opening Remarks – Chris Coller
2	Officer Reports: • President – Chris Coller. (Term Expires 6/30/20) - Chapter Update – after our board meeting I will send the chapter membership an email to update them on where we are headed. - Monthly Meetings – I would make a tentative attempt to resume in July – depending where we are regarding openings etc - Board elections moved back to September? Chris will check the Bi-Laws and get back to us. If Bi-Laws allow for it approved by Board Members. Priscilla made a motion, Chris C. 2nd. All were in favor. Approved 4-14-20. - I would like to have Day on the Hill and The panel discussion in the fall. - Lauren has reached out in regards to a virtual presentation for end of April. Topic will be "Cleaning and Sanitizing Your Building". She will look into Zoom or WebEx. All agree to try and do virtual programs for the next few months. A possible follow up virtual meeting in May for a Question and Answer Forum. Chris C. will take the lead on questions asked. - Golf tournament – postpone to later in fall or take a one year hiatus. Rob M. will send an email on funds available to still offer a scholarship. Lauren L. to reach out to Nancy on the (3) applicants. (2) have been qualified. Kristan T. made a motion to suspend golf tournament until next year (2021). Jack E. 2nd. All were in favor. Approved on 4-14-20. - Move back out member ship Month - Scholarship for this year-Please see notes under "Golf Tournament". • 1st Vice President's Report – . Priscilla St. Jacques-Glusko (Term Expires 6/30/20) • 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21) • Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/20)–Please see attached report. • Treasurer's Report for July – Rob M. (Term Expires 6/30/20)–Please see attached report. March's Treasurer's Report-Chris made a motion to approve. John S. 2nd. All were in favor. Approved on 4-14-20. April's Treasurer's Report was approved via email. Kristan T. made a motion to approve. Julie 2nd. All were in favor. Approved on 4-14-20. • Past President (Webmaster Report) – Lauren Leipzinger
3	Committee Reports: • Advocacy – Kurt T. - (Term Expires 6/30/20) • Credentials – Amber G. (Term Expires 6/30/20) • <u>Community Outreach - Vacant</u> • <u>Professional Development – Vacant</u>



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Membership – Jack Elridge. - (Term Expires 6/30/20)–Jack E. asked if anyone had any ideas on lists of Non IFMA approved FM's. • Publicity – Kristan T. (Term Expires 6/30/20)–Please see attached report. • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/20) • Strategic Planning - Jolene F. (Term Expires 6/30/19) • Sustainability – Matt Wardecker (Term Expires 6/30/19) • Golf Committee – John S./Randy G. (Term Expires 6/30/19) • Scholarship and Awards Committee – Doug Enoch. (Term Expires 6/30/19) • Webmaster – Lauren L.
4	Old Business:
5	New Business: Julie suggested making a donation to the Food Bank.
6	Next Board Meeting: May 12th via Zoom - Board Meeting Schedule for remainder of this Board's Term - - June 9th
7	Chris C. Adjourned meeting at 8:00am.

SECRETARY REPORT

APRIL 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. March's meeting minutes approved on 3-25-20 and added to the website on 3-25-20 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

IFMA
Central Pennsylvania Chapter

Mar-20
 Tuesday April 14, 2020

Beginning Balance Checking and Money Market Accounts March 1, 2020

\$51,584.27

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,050.00	IFMA DUES
\$	20.00	Merchant ID
\$	1,000.00	Merchant ID
\$	4.78	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 2,074.78

Expenditures

\$	(20.89)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (105.89)

Accounts Closing Balance

31-Mar-20

\$53,553.16

Certificates of Deposit Beginning Balance

\$ 9,471.08

Integrity Bank	1.20%	Int	3/12/2020	\$	3.35
				\$	3.35

Certificates of Deposit Closing Balance 03/31/2020

\$ 9,474.43

Total Unobligated Assets 3/31/2020

\$ 63,027.59

Respectfully Submitted,

Rob McFadden
 Chapter Treasurer

OPERATING BUDGET FY2019-20
IFMA Central PA Chapter
14-Apr-20

		BLDG	CITY	BALANC	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
000	Beginning Balance	\$ 5,779.00	\$ 5,779.00	\$ -	100%	\$ 14,731.09	
010	MEMBERSHIP (100 Mems@175 per)	\$ 17,500.00	\$ 12,682.57	\$ 4,817.43	72%		
020	Chapter Sponsorship Donations	\$ 2,000.00	\$ 2,000.00	\$ -	100%		
030		\$ -	\$ -	\$ -			
040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
050		\$ -	\$ -	\$ -			
051	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
060	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
090	Interest and Miscellaneous Income	\$ 35.00	\$ 48.52	\$ (13.52)	#DIV/0!		
091	Chapter CD Liquidation	\$ -	\$ -	\$ -	139%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 14,731.09	\$ 6,803.91	68%		
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 (2 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	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	\$ -	\$ -	\$ -			
\$0	COMMUNICATIONS EXPENSE						\$ (1,921.19)
2210	* unknown expense from 12.1.19 - Advertising	\$ -	\$ 435.69	\$ (435.69)	#DIV/0!		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ -	\$ 1,485.50	\$ (1,485.50)	#DIV/0!		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -			
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						\$ (3,130.12)
3110	Programs - Facility Rental	\$ -	\$ -	\$ -			
3111	Program meals	\$ 5,000.00	\$ 3,130.12	\$ 1,869.88	63%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -			
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00			
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00			
3120	Program gifts	\$ -	\$ -	\$ -			
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00			
3122		\$ -	\$ -	\$ -			
\$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			
\$1,000	CHAPTER DONATION EXPENSE						\$0.00
3310	IFMA Foundation	\$ -	\$ -	\$ -	#DIV/0!		
3320	Donation Fund	\$ -	\$ -	\$ -	#DIV/0!		

3330	Community Outreach	\$ 1,000.00	\$ 1,000.00	0%
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			CK BAL
FY INCOME	\$ 35,360.38	FY EXPENDITURES	\$ 17,444.94
		FY BALANCE	
	(23,694.44)		\$ 11,665.94
Reported income		Reported Expended	
\$ 35,360.38		-\$23,694.44	

CLAIR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 41,182.00	\$ 35,360.38	85.86%
EXPENSE	\$ 39,662.00	\$ 23,694.44	59.71%

Trusky, Kristan

From: Trusky, Kristan
Sent: Tuesday, April 14, 2020 8:46 AM
To: 'Priscilla St.Jacques-Glusko'; McFadden, Robert; 'chris.collier@getcleanteam.com'; Julie McGill Kopp; lleipzig; Amber Gratkosky; Doug Enoch; Jack Eldridge; John Selfe; Kurt Twifoed; mwardecker@goarmstrong.com
Subject: RE: Board Meeting Agenda

Thanks everyone. April's Treasurer's Report Approved on 4-14-20.

Kristan Trusky
District Sales Manager-Central/Eastern PA & New Jersey
AAF Flanders
Cell: 484-666-1188
ktrusky@aafintl.com

From: Priscilla St.Jacques-Glusko [mailto:Priscilla.St.Jacques-Glusko@Haworth.com]
Sent: Tuesday, April 14, 2020 8:12 AM
To: Trusky, Kristan <ktrusky@aafintl.com>; McFadden, Robert <RMcFadden@psl.org>; 'chris.collier@getcleanteam.com' <chris.collier@getcleanteam.com>; Julie McGill Kopp <julie.mcgill-kopp@baesystems.com>; lleipzig <lleipzig@paturnpike.com>; Amber Gratkosky <agratkow@paturnpike.com>; Doug Enoch <dougenoch@comcast.net>; Jack Eldridge <JackE@rsensenig.com>; John Selfe <johnselfe@mcclureco.com>; Kurt Twifoed <ktwiford@conexus.biz>; mwardecker@goarmstrong.com
Subject: RE: Board Meeting Agenda

I second!

Priscilla St Jacques-Glusko
Sr Business Development Manager

D 717 343 9322

One Haworth Center, Holland, MI 49423-9576 USA
616 393 3000
haworth.com

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From: Trusky, Kristan <ktrusky@aafintl.com>

Sent: Tuesday, April 14, 2020 8:00 AM

To: McFadden, Robert <RMcFadden@psl.org>; 'chris.collier@getcleanteam.com' <chris.collier@getcleanteam.com>; Julie McGill Kopp <julie.mcgill-kopp@baesystems.com>; lleipzig <lleipzig@paturndike.com>; Priscilla St.Jacques-Glusko <Priscilla.St.Jacques-Glusko@Haworth.com>; Amber Gratkosky <agratkow@paturndike.com>; Doug Enoch <doug.enoch@comcast.net>; Jack Eldridge <jackf@rsensenig.com>; John Selfe <johnselfe@mccfureco.com>; Kurt Twifoed <ktwifoed@conexus.biz>; mwarderker@mgaarmstrong.com

Subject: RE: Board Meeting Agenda

And can we get a motion to approve April's Treasurer's Report?

I will make the motion to approve.....

Kristan Trusky

District Sales Manager-Central/Eastern PA & New Jersey

AAF Flanders

Cell: 484-666-1188

ktrusky@aafintl.com

From: McFadden, Robert [mailto:RMcFadden@psl.org]

Sent: Tuesday, April 14, 2020 7:27 AM

To: 'chris.collier@getcleanteam.com' <chris.collier@getcleanteam.com>; Julie McGill Kopp <julie.mcgill-kopp@baesystems.com>; Trusky, Kristan <ktrusky@aafintl.com>; lleipzig <lleipzig@paturndike.com>; Priscilla <Priscilla.St.Jacques-Glusko@Haworth.com>; Amber Gratkosky <agratkow@paturndike.com>; Doug Enoch <doug.enoch@comcast.net>; Jack Eldridge <jackf@rsensenig.com>; John Selfe <johnselfe@mccfureco.com>; Kurt Twifoed <ktwifoed@conexus.biz>; mwarderker@mgaarmstrong.com

Subject: RE: Board Meeting Agenda

Treasurer Report is attached.....

Rob McFadden, CFM, LEED Green Associate

Director of Maintenance

717 327 6504 cell

717 381 4902 office



THE LONG COMMUNITY
AT HIGHLAND

a PRESBYTERIAN SENIOR LIVING community

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From: chris.collier@getcleanteam.com [mailto:chris.collier@getcleanteam.com]

Sent: Monday, April 13, 2020 12:45 PM

To: Julie McGill Kopp; Kristen Trusky; lleipzig; Priscilla; McFadden, Robert; Amber Gratkosky; Doug Enoch; Jack Eldridge;

John Selfe; Kurt Twifoed; mwardecker@quarmstrong.com

Subject: [EXTERNAL] Board Meeting Agenda

All,

I have attached our agenda for tomorrow.

Hope everyone is healthy and safe

Here is the ZOOM link: <https://us04web.zoom.us/j/550839670?pwd=eXNXbkMwOXpISzQ5ODZuM2kxR2tTZz09>

Thanks

Chris

**CHRIS COLLER
CLEANTEAM
651 MARKET STREET
LEMOYNE, PA 17043**

**OFFICE: 717-763-7444
CELL: 717-319-9121
FAX: 717-975-3382**

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PUBLICITY REPORT

APRIL 2020

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