

Meeting Minutes – April 17, 2024

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Julie McGill-Kopp	
President	Amber Gratkowski	
Vice President	Vacant	
2 nd Vice President	Amber Knauss	
Secretary	Jolene Fink (absent)	
Treasurer	Marci Carder	
COMMITTEES		
Communications	Amber Knauss	Jolene Fink
Credentials	Vacant	
Membership	Doug Aldinger	Richard Michaelian
Strategic Planning	Chris Coller (absent)	Lesley Groff
Scholarship	Priscilla St. Jacques-Glusko	Bruce Wiest
Advocacy/Government Affairs	Kurt Twiford	Tom Koontz
Programs	Emily Starr	Adriana Townsend, Debra Massott
Subcommittee: Golf Outing	John Selfe (absent)	Amber Knauss
Subcommittee: Annual Business Meeting	Julie McGill-Kopp	

1. Executive Reports:

- President: Amber G. –
 - Board Meetings – 3rd Wednesday of each month.
 - IFMA Awards of Excellence, submittals are due and judged by June 27th. Board agreed that there isn't enough bandwidth at this time to submit this year.
 - Jim Runshaw – 1st VP –.
- Past President: Julie –
 - Board approved a candy giveaway for World FM Day, 80 bars at \$4.00
 - Julie will lead May 15th monthly meeting in Amber G.'s absence.
 - June 18th is our annual meeting at Spooky Nook. Julie will coordinate agenda for the meeting.
 - Board approved nominees for Next year board Julie to coordinate with Jolene on posting ballot
 - Next year's executive board - approved ballot for election. Note: Will need results back by June 7
 - President James Runshaw
 - 1st VP : Emily Starr (she said she would maintain Monthly Program planning role next year in addition to VP)
 - 2nd VP : Doug Aldinger (Doug may not want to advance to president but will hold the seat and serve until we find others that may be interested Josh Jonas will lead Membership)

- Secretary/Co-Chair Communications Committee with Amber Knauss – Jolene Fink
- Treasurer - Marcie Carder
- Past President - Amber Gratkowski
- Julie to work with Thaddeus Stevens for setting up IFMA members to collaborate with school and evaluate program and support on site connections
- See Attached
- VP/ Certification: Vacant –
 - No Report Submitted
- 2nd VP/Golf Tourney: Amber –
 - Amber must step away from her board position in June. She shared that a new rep with McClure will get more involved on board – Amber is willing to help with communications and will help with succession planning too.
 - Amber reviewed information about the Golf Tourney - August 5th first Monday in August – Harrisburg County club – consider changing venue if board.
 - Mike Dobson is interesting in supporting Golf team and has reached out to John selfie and Amber K and will be included in their efforts.
 - Organizing list for who to reach out to in past – sponsor title sponsor \$3000.00 will send updated sponsorship form – emailed out saved the date will start regular email blast
 - Post on world Fm day and received information on the May event will post on website
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Board approved Treasurer's Report
- 2. Committee Reports**
 - Strategic Planning: Chris/Lesley –
 - No Report
 - Membership: Doug A. –
 - See Attached
 - Scholarship / Future FM – Priscilla/Bruce Wiest –
 - No Report
 - Government Affairs Advocacy: Kurt Twiford –
 - No Report
 - Communications: Jolene/Amber –
 - Updates made at the request of the membership.
 - Outreach Committee: Priscilla
 - See Attached
 - Events/ Programs: Emily
 - See Attached
 - **Subcommittee**



- Annual Meeting

3. Meeting – New business

Next scheduled Board Meeting:

Wednesday, May 15th



Board/Committee Position- Past President, Nominations, Annual meeting

April 2024

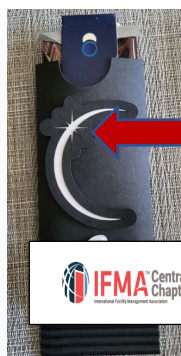
Accomplishments for Current Period Past President :

As promised from last meeting discussion website for digital card and recognition – can add our Central PA logo to card

[Online Group Cards and Employee Recognition | Kudoboard](#)

May 8 – WORLD FM DAY

Discuss IFMA Central PA Giveaway – at May and June Meetings Aprox \$4.00 x 80 = \$320



Logo and Note –

World FM day May 8 2024

Thanks for keeping our Facilities

Healthy, Safe, and Productive

Hershey bar in sleeve

World FM Day Webinar - May 8 The Truth About Autonomous Buildings

Join FM:Systems and IFMA as we explore how building technology has evolved to get us to this point, the potential risks of “leaping before you look” and what organizations can do to mitigate those vulnerabilities. [Register now](#)

June Meeting

Looked into options for June Business – change of IFMA leadership and Business Year in review Meeting

Grandview is out – the only time they could do tasting room reservation is 6:30 – 9 PM

Researching these additional options – get feedback from Board

1. **Spooky nook – 4 pm June 19 is available – they have meeting space rental available, catering available and Atrium bar that we can have outdoor backyard games and also offer a scavenger team building hunt.
I will have pricing to share at meeting on Wed.**
2. **Members First – use meeting room –acquire caterer and include tour – since this repeat event - was a request of members**

Nominations

- **Set up breakfast meeting for May 1 - with James Runshaw to dial up as President 24-25**
- **Hope to have Nomination recommendation for board on Wed – still working to receive some feedback from potential nominees.**

Issues and Concerns- succession planning – late changes to future leadership – will need existing board to support with transitions and help new leaders the best we can.

Submitted by: Julie McGill-Kopp



IFMATM Central Pennsylvania Chapter
International Facility Management Association

**Secretary Report –
Month ending March 2024**

Current Activities for this Period

1. Attended monthly meeting and posted minutes.
2. Uploaded latest member list to website.

Planned activities for Next Period

1. Continue reviewing Star Chapter to better familiarize myself with how things work.
2. Publish board meeting minute taken by Julie.

Submitted by Jolene Fink

April 2024 Treasurer's Report

Prepared for
May 15, 2024 Board Meeting

Beginning Balance Checking Account *5910	4/1/2024		\$71,010.68
<u>Deposits</u>			
	9-Apr	\$ 7.90	
	17-Apr	\$ 14.11	Program Registraton for 4/25 Event
	19-Apr	\$ 14.11	Program Registraton for 4/25 Event
	22-Apr	\$ 28.22	Program Registrations (2) for 4/25 Event
	24-Apr	\$ 18.95	Program Registration for 5/15 Event
	25-Apr	\$ 1,400.00	Dues for March 2024
	25-Apr	\$ 18.95	Program Registration for 5/15 Event
	26-Apr	\$ 18.95	Program Registration for 5/15 Event
	29-Apr	\$ 18.95	Program Registration for 5/15 Event
	30-Apr	\$ 0.62	Interest
TOTAL DEPOSITS		\$ 1,540.76	
<u>Expenditures</u>			
	2-Apr	\$ (23.90)	Star Chapter - updated pricing in effect**
	5-Apr	\$ (169.49)	Reoccurring Monthly Website Fee
			Zoom Subscription
	11-Apr	\$ (174.22)	Reoccurring Annual Fee
			Check # 1281
	17-Apr	\$ (85.86)	Reimbursement to Doug for Breakfast 4/13 and Event Meeting with Thaddeus Stevens College
			Star Chapter
			Reoccurring Monthly Website Fee
TOTAL EXPENDITURES		\$ (453.47)	
Checking Account Closing Balance	4/30/2024		\$72,097.97
Beginning Balance Scholarship Fund Savings Account *7278	4/1/2024		\$1,415.96
<u>Deposits</u>			
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	4/30/2024		\$1,415.96
Certificate of Deposit *68-1 Beginning Balance	4/1/2024		\$ 9,869.76
S&T Bank (1.99% Interest Rate)	12-Apr	\$ 16.65	CD Interest
Matures on 9/13/25		\$ 16.65	
Certificate of Deposit Closing Balance	4/30/2024		\$ 9,886.41
Certificate of Deposit *32-1 Beginning Balance	4/1/2024		\$ 10,425.79
S&T Bank (4.2% Interest Rate)		\$ -	
Matures on 3/15/25		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	4/30/2024		\$ 10,425.79
Total Unobligated Assets	4/30/2024		\$93,826.13

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Board/Committee Position- Past President, Community Outreach

April 2024

Accomplishments for Current Period

**COMMUNITY OUTREACH : Scheduled CPFood Bank for September 26, 2024. 1-4 pm
Provided to the secretary and media to post. Still waiting for Habitat to get back to me. Will
resend request.**

FUTURE activities:

- Implement and update goals as directed per the Strategic Plan with the board.
- Help facilitate future meetings and reach out to members for committee activity
- Connecting with Habitat for Humanity local group, pending response

Issues and Concerns- none

Submitted by: Priscilla St.Jacques-Glusko



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

04/2024

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Josh Jonas – Sika Corporation [One of the JONAS BROTHERS – NOT!]
 - Doug Aldinger – SitelogIQ

Current Activity Status

- New Member / Member Breakfasts:
 - It has been suggested that Facilities Managers are booked early in the mornings. Would better representation result hold the event at 4:00 – 6:00 as a drop-in? **Better in the morning at 7:30 for most, but change-up on venue and time will be initiated as follows:**
 - **In June or July make 4:00 coffee in Harrisburg**
 - **Plan and schedule the next membership meeting.**
 - **In September or October make another *first thing* in the morning**
 - The recommended venues are:
 - Capitol Diner, Harrisburg
 - West Shore Diner
 - **September-October breakfast** - Lyndon or Park City Diner, Lancaster
- Student Engagement
 - Thaddeus Stephens College of Technology – Meeting Summary 04.03.2024:
 - Participants:
 - Valerie Hatfield – Director of Workforce Development
 - Amy Welsh - Workforce Development Manager
 - Josh Jonas – IFMA Chapter Representative [Sika]
 - Doug Aldinger – IFMA Chapter Representative [SitelogIQ]
 - Highlights of Discussions:
 - Valerie and Amy - *were very energized after our meeting and shared the opportunities with Mr. Draper, Instructor of Carpentry Technology.*
 - Specific Program Interaction: Facilities Maintenance Technician [FMT] program, a unique and exclusive training program offering in the region.
 - What IFMA is being asked:
 - Review the FMT documents and provide feedback to the College

- explore an FMT to Facility Manager pathway.
 - Recommend the kind of credentials needed for FMTs i.e. CFM and FMP.
 - Employer visits, if applicable
 - More opportunities exist
 - What has been offered by the College:
 - workforce data and a resource for the IFMA on:
 - pay
 - demand for FMs
 - highlight the partnership with our marketing dept at TSCT
 - Timeline:
 - initiation of the IFMA student chapter in July
 - Action Required: Commitment from FMs to engage with the college and students.
 - The Chapter needs a Stevens' Champion, an FM who has particular interest in developing helping Stevens with the FMT program and students.
- Student Memberships: See ad hoc board update via email 01.31.2024
- - How many free student memberships are available. – Undefined by National
 - January 15th - 31st *Free Student Memberships, must be full time student.*
 - The student memberships are \$10.00 annually with the fee assessed to the local chapter, however National was temporarily offering free student memberships, which I believe is expired.
 - Networking Group [for students] is \$55.00 annually, but each chapter has its own price. This group has access to the Communities and Councils.

Planned Activities for Next Period

- 04.15.2024 Face-to-Face Committee Meeting – Capitol Diner @ 7:00.
 - Discussions on Membership Committee Chairperson transition.
 - Review and discussions on Thaddeus Stevens College of Technology.
 - Close loop on Member Breakfasts:
 - In addition to the actions noted above, personal contacts by email or phone calls will be made to the new / renewing members of the past three months. – Dick / Doug
 - Budget for 2024 – Open item:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes

- **Current Budget**

\$750	MEMBERSHIP	2023-2024
3610	Name Tags	\$ 50.00
3620	New Member Meal Expenses	\$ 500.00
3630	Prizes	\$ 100.00
3640	Snacks/Misc	\$ 100.00

- **Badges are available from Star Chapter – can be printed off.**
 - **Use the printed ones available from Star Chapter in lieu of embossed badges.**
 - **Responsibility for printing undefined.**

Pending Actions

- Chris will look-up information on: **Chris must be updated on the new chapter log-in.**
 - Expiring Members
 - Follow-up messages to new and renewing members were drafted and circulated to the board. Are up-to-date.
- 10.19.2023 Golf Outing: The Good/ Bad/ Ugly – participate in 2023 debrief / 2024 planning session.
 - No follow-up seen on this meeting.
 - 08.05.2024 Charles N Claar Memorial Scholarship – Country Club of Harrisburg
 - Promotion of Golf Outing per John Self’s email 10.19.2023.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Dick has a couple of Facilities’ Managers who will be connecting with the Chapter.

Issues and Concerns

- **Creating a proper value statement – Josh has drafted value proposition. After committee review, the DRAFT value proposition will be distributed for board review.**
- **Incentives for bringing new members i.e., gift cards.**
- Make contacts personal.
- Follow up categories:
 - Potential Members
 - New Members
 - Retaining Members

Miscellaneous

- Potential Meeting Focus: *Invite-a-Friend*, Straight Networking Event, Venue type: Tröegs

- Golf Outing: give it a recruiting focus.

Submitted by:

Doug Aldinger, PE, LEED AP | Senior Development Engineer | 717.940.0058



Program Committee Monthly Report

April 2024

Accomplishments for Current Period

- Met as a formal committee 4/9/24 – monthly meeting

Current Activity Status

- April 25 – Happy Hour – Bearded Goat Brewery in Harrisburg – 10 registered (5 guests)
- May 15 – Sahd Metal Recycling tour (Columbia, PA)
- October 23 - Tour of Armstrong

Planned Activities

- Next committee meeting set for May 14
- Event ideas:
 - Tours: CRDC York, JST, Sysco, Penn Waste Recycling, PA State Archives, Hershey Park behind the scenes, Members First
 - Sustainability September – possible in-person panel event
 - Open up strategic planning to members? Someone from corporate to facilitate? November?
 - Social events
- Suggestion for holiday party venue: Lancaster Silverball (at Clipper Stadium)

Submitted by: Emily Starr, 4/15/24