

Meeting Agenda –April 16, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Amber Gratkowski	
President	James Runshaw	
Vice President	Vacant	
2 nd Vice President	Doug Aldinger	
Secretary	Jolene Fink (absent)	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff	
Membership	Richard Michaelian	Shelly Matter
Strategic Planning	Chris Coller	Lesley Groff
Scholarship	Julie McGill-Kopp	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford	
Programs	Debra Massott	Shelly Matter/Priscilla St. Jacques-Glusko/Nate Ulrich
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Nate Ulrich	Tom Hewitt
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

1. Executive Board Reports:

- President: Jim R. – attending Facility Fusion. Discussed upcoming day on the hill meeting and introductions. Agree to continue into President for next year, will send bio to Jolene for voting. Approved agenda for annual meeting, will work with Priscilla on details
 - No Report
- Past President: Amber G. – not in attendance, no report
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP - Doug – not in attendance , no report
 - No Report
- Secretary: Jolene – provided report, reviewed
 - See Attached
 - Priscilla will take meeting minutes for us in Jolene’s absence.
- Treasurer: Marci – provided report, reviewed,
 - See Attached

2. Committee Reports:

- Communications: Jolene – report attached, reviewed.
 - See Attached

- Credentials: Lesley – **noted below**
 - Jolene posted a fall FMP class with Alana leading the class. A save the date was sent was posted on the website.
 - Membership: Dick/Shelly/Doug-**pursuing a few new members**
 - No Report
 - Strategic Planning: Chris/Lesley – **no report**
 - No Report
 - Scholarship / Future FM –Julie –**Julie has received and sent out scholarship information to the board, amounts were varied due to non attendance by winners at WWP, Julie will iron out how monies are held by national. Evaluations will be sent to Julie for review and she will ask for help if needed. She also asked if anyone else on the board is interested in reviewing the evaluations.**
Thaddeus Stevens- working with a team to do an in-person panel discussion in early June with students and engaging with FM's. Several board members will be attending as well as offering to chapter to see if anyone would attend.
 - Government Affairs Advocacy: Kurt Twiford – **Day on the Hill with Jeff Johnson and Rep Perry Discussed the agenda and the introductions. Looks like a great program and hope we get many in attendance.**
 - See Attached- **Reviewed the attached info from Kurt.**
 - Programs: Scoop/
 - See Attached Report - **Reviewed and discussed all the great programs coming up, both in person and virtual! Great job Scoop on you investment in the chapter and continual education. Pivoting on September as no response on PHFA. Proposing tour of sustainable new facility in MT JOY. Also pending response from Mark Swank on Healthcare facilities in November. Still working on Tour with HERCO.**
 - **Subcommittee**
 - Annual Meeting – See attached proposed agenda **reviewed**
 - Golf Outing – See attached program report **reviewed** Save the Date sent out, committee seems to have everything under control and meeting bi -weekly First goal is sponsors from last year, targeted calls by committee, and follow up.
 - Community Outreach – Priscilla **Will schedule another food bank activity in the fall.**
 - No Report
3. **New business- Potential officers for next year, please provide bios etc to Jolene for ballot.**
Pres- Jim, 1st VP- Scoop, 2nd VP- Nate, Sec-Jolene, Treas- Marcie
Committees- Scholarship, Julie; Membership- Shelly; Programs- Scoop and team;
Community Outreach- TBD, ; Advocacy- Kurt and Adriana?

Next scheduled board meeting:

Wednesday, May 21st at 9AM



Secretary Report/Communications Committee

Month ending March 2025

Current Activities for this Period

1. Imported new member list to Star Chapter every other week
2. Working with Star Chapter on the redesign of our site. I received approval from Jim R. and Marcie to spend \$599 one-time redesign fee. New website refresh may be live the first full week of May barring any delays. This should be seamless to us as it's done in the background. When the date is known, Jolene will let everyone know.
3. Worked with Scoop to post several upcoming meetings.
4. Posted the fall FMP class and sent out a save the date to the folks who participated in the credential meeting a few months ago.

Planned activities for Next Period

1. Import Member List to Star Chapter
2. Work with program committee to update website on upcoming events
3. Attend strategic meetings for board members
4. Finalize our website refresh.

Issues/Concerns

Submitted by Jolene Fink



March 2025 Treasurer's Report

Prepared for
April 16, 2025 Board Meeting

Beginning Balance Checking Account *5910 3/1/2025 \$62,348.53

Deposits

12-Mar	\$	18.95	1 Event Registration for March
28-Mar	\$	18.95	1 Event Registration for March
31-Mar	\$	0.52	Interest
TOTAL DEPOSITS	\$	38.42	

Expenditures

4-Mar	\$	(19.95)	Star Chapter - updated pricing in effect**
7-Mar	\$	(599.00)	Reoccurring Monthly Website Fee
7-Mar	\$	(598.90)	Star Chapter - updating website
11-Mar	\$	(341.39)	Star Chapter - updating website...
20-Mar	\$	(346.65)	Check# 1297 to Chris Collier
21-Mar	\$	(55.10)	Reimbursement for 2 year PO box renewal and printing for November meeting
			Check# 1299 to Debra Massott
			Reimbursement for event 2/26
			Check# 1298 to Priscilla St. Jacques
			Reimbursement for name tags for December event
TOTAL EXPENDITURES	\$	(1,960.99)	

Checking Account Closing Balance 3/31/2025 \$60,425.96

Beginning Balance Scholarship Fund Savings Account *7278 3/1/2025 \$2,216.09

Deposits

3/31	\$	0.05	Interest
TOTAL DEPOSITS	\$	0.05	

Expenditures

TOTAL EXPENDITURES	\$	-
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Scholarship Fund Closing Balance 3/31/2025 \$2,216.14

Certificate of Deposit *11-1 Beginning Balance 3/1/2025 \$ 10,097.75

****NEW CD IN PLACE OF 1.99% APR - penalty was \$95.14****

S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25	\$	-	

Certificate of Deposit Closing Balance 3/31/2025 \$ 10,097.75

Certificate of Deposit *32-1 Beginning Balance 3/1/2025 \$ 10,633.71

S&T Bank (4.2% Interest Rate)	14-Mar	\$	208.60	CD Interest
Matures on 3/15/25		\$	208.60	

**renewed on 3/15/2024

Certificate of Deposit Closing Balance 3/31/2025 \$ 10,842.31

Paypal Beginning Balance 3/1/2025 \$ 2,941.30

\$ -

****does not include transactions direct from checking above****

Paypal Closing Balance 3/31/2025 \$ 2,941.30

Total Unobligated Assets 3/31/2025 \$86,523.46

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 3/31/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	12000	9000	
Total Membership Revenue	21000	12000	9000	
Meetings and Programs				
Registration Revenue	600	565.5	34.5	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	565.5	34.5	
Golf Event				
Registration Fees (8/5/2024 Outing)	11000	19792.61	-8792.61	
Registration Fees (8/4/2025 Outing)				
Sponsorships (8/4/2025 Outing)	15000		15000	
Total Golf Event Revenue	26000	19792.61	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	445.97	254.03	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000		10000	
Total Administrative and Other	10700	445.97	10254.03	
Total Revenue	58700	32804.08	25895.92	
EXPENSES				NOTES
Membership				
Postage	0	341.39	-341.39	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	2040.33	959.67	-10.18 -40.72 639.72
Other	0		0	
Total Membership Expense	3000	2381.72	618.28	132.95 1595.4
Meetings and Programs				
Food / Beverage	3000	1468.05	1531.95	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500	100	1400	
Other	0	55.1	-55.1	
Total Meetings and Program Expense	4500	1623.15	2876.85	
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	
Total Golf Event Expense	18000	22816.02	-4816.02	
Educational				
Food and Beverage	3000		3000	
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	
Other	0		0	
Total Educational Expense	8000	0	8000	
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		5000	
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	5384.78	4615.22	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	10000	10299.28	-299.28	
Accounting and Legal	0		0	
Other (Zoom)	200		200	
Total Administrative Expense	25200	15684.06	9515.94	
Total Expense	58700	42504.95	16195.05	
NET INCOME (LOSS)	0	-9700.87	9700.87	

Date Written/Mailed	Amount	To
5/31 Check	0	Check# 1284 - VOIDED
12/9 Check	-291.32	Check# 1295 to Priscilla Glusko Reimbursement for food and drinks for 12/4 Event at Collusion York, PA



Programs Committee Monthly Report for Board Meeting – April 2025

Accomplishments for Current Period

- Met as a formal committee 4/6/2025 – monthly virtual meeting to include the Golf Committee

Current Activity Status (Definite Events)

- April 22, 2025 – Day on the Hill
 - Location – PHEAA (1130am-130pm)
 - Jeff Johnson, IFMA's Director of Government Affairs will give an update on IFMA's initiatives both in DC, and internationally
 - Congressman Scott Perry will brief us on his initiatives of interest to IFMA in his role as Chairman of the Transportation and Infrastructure Subcommittee on Economic Development, Public Buildings, and Emergency Management; IFMA has worked with Chairman Perry on several bills and we want to thank Chairman Perry for his work
 - Kurt suggested reaching out to related associations (BOMA, commercial real estate professionals, economic development entities, AIA)
 - Scoop has reached out to Sue Gundermann/Kennedy Wilson Properties, Heather Kreiger/Lee & Associates, Art Campbell/Campbell Commercial Real Estate
- May 6, 2025 -- Lancaster Stormers game hosted by Wohlsen in their Skybox
 - Timeline:
 - 6-645pm: networking, food, and beverage (food and beverage paid for by Wohlsen)
 - 645pm: first pitch
- May 21, 2025 – Joint event with PA-AFAA
 - Location – York County Municipal Building at Pleasant Valley Road (12-2pm)
 - Fire code presentation on the life safety updates in the code book (systems like fire alarms and sprinkler systems)
- June 18, 2025 – Annual Meeting
 - Location -- Duke's Riverside in Wormleysburg (430-730pm)
 - Priscilla has sent Jim an agenda to approve
- August 4, 2025 – Golf Outing
 - Sponsorship packages are set and registration link is live on the website
 - The committee is in the process of reaching out to last year's sponsors with first option of sponsorship opportunities; deadline for this was 4/15/25 and then they'll open it up to past sponsors, membership base, and on social media
 - It is going well with Amber

Future Activities (Events in the Works)

- Events/tours in the works for the rest of 2025:
 - July – looking at doing a happy hour at Hemauer Brewing where we'll "create" an IFMA beer
 - July—looking into doing an early morning tour of Hersheypark behind the scenes
 - September – Sustainability September
 - LEED presentation and tour with Murray Associates and PHFA OR
 - Tour of JURA building in Mount Joy focusing on their sustainable systems
 - October – tossing around some ideas
 - Oktoberfest happy hour at Hemauer Brewing Co to "release" an IFMA beer
 - Shooting for a regular event if possible as well
 - November – Presentation on "How Infection Control Isn't Just for Hospitals/Healthcare Facilities"
 - December – Holiday event in conjunction with Community Outreach donation

Issues and Concerns/Possible Solutions and Opportunities – N/A

Submitted by: Debra "Scoop" Massott, 4/15/25



SCHOLARSHIP – APRIL REPORT

Discussion notes

Funding for Scholarships :

Each scholarship is \$4250

The foundation informed us we have a **\$1,280.58 credit** from last year that can be applied to this year scholarship.

Marcie informed us \$10,000 is allocated in this year's budget for scholarships.

$\$4250 \times 2 = \8500

$\$10,000 - \$8500 = \$1500 \text{ balance} + \$1280 \text{ credit} = \$2780$

$\$4250 - \$2780 = \$1470 \text{ deficit to consider for third scholarship}$

*I move that we increase this year's scholarship budget by **\$1470.00** to provide a third foundation scholarship.*

See attached forms

These forms need submitted by June 2nd

Current Activity Status

Connected with Rachel – and asked to be included in evaluators review. She is now including me in future correspondence.



Rachel Biundo

Executive Director

rachel.biundo@ifma.org | www.ifmafoundation.org

800 Gessner Rd., Suite 725 | Houston, Texas 77024-4257 USA

+1 281 974-5620

Foundation Scholarship Schedule:

- Tuesday, April 15 - Application closes 11:59 PM PST.
- Friday, April 18 - Applicants sent to evaluators for review.
- Monday, May 9 - ALL evaluations are submitted through Kaleidoscope.
- Tuesday, May 16 - Sponsors receive an applicant list with scores.
- **Monday, June 2 - Final date for signed sponsor forms**
- Tuesday, June 6 - All sponsors receive access to the Kaleidoscope application files and the scores of each applicant.
- Tuesday, June 17 - IFMA Foundation Scholarship Committee Selection Meeting
- **Monday, June 30 - Payments Due for Scholarships**
- Tuesday, July 1 - Announcement of IFMA Foundation Scholarship Awardees



SCHOLARSHIP – APRIL REPORT

Planned Activities for Next Period

- Applicant evaluations
- Submit scholarship forms

Issues and Concerns

-

Ideas

- Work with Programs to develop a future event at Thaddeus Stevens – reach out to the IFMA graduating member

Submitted by: Julie McGill-Kopp



2025 SCHOLARSHIP SPONSOR FORM

Sponsoring Organization/Company: _____

Please check one or more of the sponsor options

☐ **SOLE SCHOLARSHIP SPONSOR FOR DEGREE SEEKING STUDENT OPTION:**

The total minimum scholarship sponsorship donation is \$4,250 which includes:

\$1,500 **academic scholarship**, deposited in students' accounts after their attendance at World Workplace.

\$2,500 IFMA **World Workplace Student Experience Scholarship** which covers expenses for student's required trip to IFMA World Workplace and activities during the conference.

\$250 **administrative fee** to help offset the IFMA Foundation's administrative costs associated with managing all aspects of the scholarship process for students and sponsors.

There is no maximum limit to the **academic scholarship** amount should the sponsor wish to increase the amount of that portion of the award.

Scholarship sponsorships are expected to be **paid in full by June 30th**. The Foundation will only award scholarships for fully paid sponsorships.

☐ **JOINT SCHOLARSHIP SPONSOR FOR DEGREE SEEKING STUDENT OPTION:**

Two or more organizations agree to fulfill the minimum full scholarship commitment of \$4,250, to be determined by each organization.

The same scholarship amounts apply as described above.

Please Complete the Following Information:

Please check what criteria your degree seeking scholarship will focus on:

☐ Local area student ☐ Area of study ☐ Year in school ☐ Female ☐ Profession

Sponsoring Organization (s): _____

Name of Scholarship for Marketing Materials: _____

Number of Scholarships Sponsored: _____

Academic Scholarship Amount Per Student: \$1,500 x # of students_____ = \$_____ (Total)

World Workplace Student Experience: \$2,500 x # of students_____ = \$_____ (Total)

Foundation Administrative Fee: \$250 x # of students_____ = \$_____ (Total)

Total Financial Commitment (Academic total plus World Workplace total): \$_____ (Grand Total)

Please Provide Contact Information for Your Scholarship:

VERY IMPORTANT: We will send all communications throughout the scholarship application, selection and award process as well as leading up to and during World Workplace to the individual you indicate below. Please have this person check spam filters frequently to ensure they do not miss critical information from the Foundation.

Primary Contact Name:		Contact Phone #:	
Company Address:	City/State	Zip Code	
Email:			

Signature

Date

Title

Please Select Your Preferred Method of Payment

_____ Check

Please make checks to: IFMA Foundation

Place in memo: 2025 Scholarship

Please send check to: IFMA Foundation, c/o Rachel Biundo
800 Gessner Road, Suite 725
Houston, TX 77024-4257

Online Payment Methods:

1. _____ Through my component's unique QR code and giving form through *Givebutter*.



2. _____ Through the Scholarship *Givebutter* form online at: <https://givebutter.com/pPY889>
Please list the scholarship name in the note section.

The IFMA Foundation is a 501(c)3 nonprofit organization and your sponsorship is tax-deductible as allowable by IRS regulations.

Please send completed forms and direct questions, comments, or concerns to foundation@ifma.org or Rachel Biundo at rachel.biundo@ifma.org.



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Please check one or more of the sponsor options

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Email:			

Signature

Date

Title

Please Select Your Preferred Method of Payment

_____ Check

Please make checks to: IFMA Foundation

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