



IFMA Board Meeting August 24, 2021

Attendees: Priscilla, Cassidy, Lauren, Amber G, Amber K, Jack, Kristan and Julie

Open meeting: Meeting called to order by Priscilla at 8:12am.

Board Oversight on Committees:

We discussed having a board Member sitting on each Committee so reporting is easier and inclusive to what the board is doing. The following is the list of board positions and which committees the group has assigned to each position. This will go into effect after the new board is put in place.

1. President: Membership & a newly created Audit
 2. VP: Events which is now all inclusive of Golf, Sustainability, Advocacy, Program, and Annual Meeting
 3. 2nd VP: Communications (outward) & Credential
 4. Secretary: Web & Publicity
 5. Treasurer: Partnership & newly created Audit committee
 6. President: Awards & Strategic Planning
-
- Advocacy – **Kurt T.** – No update.
 - Credentials – vacant
 - Community Outreach - Vacant
 - Professional Development – Vacant
 - Membership – **Jack Elridge** - See update attached. Next week is a scheduled membership meeting. Jack shared how he has the IFMA link to his signature. Jack shared by emailing the board members. New member breakfast for Oct. Jack to work on a date, time and location.
 - Publicity and Social Media – **Cassidy Flaherty** – Another vendor reached out to her to do a program and also become a member. Priscilla and Cassidy to work on that. Member spotlight hasn't been updated yet. Suggestion is for Priscilla to do the first one and introduce herself. Priscilla suggested looking at Philadelphia's Chapter on LinkedIn and get some ideas from their account.

- Sponsorship/Partnership – Vacant
- Strategic Planning – **Chris Coller**. (Term Expires 6/30/22) – No updated report.
- Sustainability – **Vacant**
- Golf Committee – **John S/Randy G** – No updated report.
- Scholarship and Awards Committee – **Doug Enoch** – No updated report.
- Web Master – Lauren – No updated report.

Programs

September- invite to IFMA Lehigh Valley (UV Sanitation)

October-

November 17- on line with Cheryl Duvall, Gensle

December

January

February

March

April

May

Other discussions:

Amber K- Treasurer Report – Please see updated report. Profit from the golf outing so far is \$8,800.00. 100 golfers signed up and 97 showed up. Price did go up from previous years by about \$10.00 per golfer and food increased. Priscilla noted a thank you to John S and team for another successful golf tournament. Treasurer's report-working with Rob and update the report next month. Fix PayPal account from business to personal so we aren't charged a fee. Kristan made a motion to approve the report. Priscilla 2nd. All in favor. Approved. Jack asked how much our Star Chapter fee is and if we could upgrade it may be beneficial.

Audit and recertification

Kurt T- Advocacy

John S- GOLF

Jack E- Membership

Kristan T- Secretary

Lauren: Below are a few component leader updates I wanted to provide at yesterday's meeting.

- World Workplace – October 26-28th in Orlando – Currently have \$6,000.00 budgeted toward WWP. Kristan showed interest in going.
 - House of Delegates meeting – hybrid event on Monday, October 25th from 2:30-4PM
- IFMA has hired a new Component Liaison that will start August 23rd. I don't know what their territory will be.
- Reminder about the three new membership benefits that launched last month. One-pager linked [here](#).
- The Young Professionals group as a short [survey](#) they would like filled out by August 31st. They have also done a short [video podcast](#) on what the YP program is doing. If you know anyone interested in being part of the YP program, please email ifma.yp@gmail.com
- If you have any announcements for the milestones and achievements for your chapter that you would like to be included in the Insider email, please send submissions to Content Editor Sheila Kiley at skiley@multiview.com

Priscilla-Upcoming programs will still be virtual for now.

Jack-suggestion that new members coming in be assigned to a committee. Also suggested putting our information in the CBJ.

Priscilla adjourned meeting at 8:53am.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

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IFMATM Central Pennsylvania Chapter

International Facility Management Association

OPERATING BUDGET FY2021 - 2022
IFMA Central PA Chapter
13-Aug-21

INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -		\$ 2,979.83	
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 2,979.29	\$ 12,128.28	100%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	20%		
1030		\$ -	\$ -	\$ -	0%		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -			
1051		\$ -	\$ -	\$ -	#DIV/0!		
1060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 0.54	\$ 34.46	#DIV/0!		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -	2%		
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ 2,979.83	\$ 16,162.74	16%		
EXPENSES:							
\$ 8,584	ADMINISTRATIVE EXPENSE						\$ -
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	\$ 134.00	\$ -	\$ 134.00	0%		
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 (1 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	\$ -	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	#DIV/0!		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
\$3,435	COMMUNICATIONS EXPENSE						\$104.95
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ 3,000.00	\$ (104.95)	\$ 3,104.95	-3%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -			
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						\$0.00
3110	Programs - Facility Rental	\$ -	\$ -	\$ -			
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%		
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%		

\$450 MEMBERSHIP									
3610	Name Tags	\$ 50.00	\$ -	\$ 50.00					\$0.00
3620	New Member Meal Expenses	\$ 100.00	\$ -	\$ 100.00					0%
3630	Prizes	\$ -	\$ -	\$ -					0%
3640	Snacks/Misc	\$ 300.00	\$ -	\$ 300.00					0%
3650	Retention Expenses	\$ -	\$ -	\$ -					0%
TOTAL OPERATING BUDGET EXPENSES		\$ 23,519.00	\$ (104.95)	\$ 23,623.95					0%
EVENT RECONCILIATION									
Scholarship Tournament		BUDGET		ACTUAL		%		Income	
3,287.70	Scholarship Tournament								
4010	Tournament Sponsorship and Registration Revenue	\$ 16,000.00	\$ 3,687.70			23%		3,287.70	-400.00
4011	Tournament Cash Revenue	\$ -							
4015	Scholarship Fund Donations	\$ -							
4020	Tournament Expenses	\$ 12,000.00	\$ (400.00)			-3%			
4030	HACC Donation	\$ -				0%			
4040	Foundation Scholarship	\$ 4,000.00	\$ -			0%			
4041	Foundation Scholarship Travel and Hotel Expense	\$ -							
Membership Event		BUDGET		Income		Expenses		#DIV/0!	
4110	Sponsorships	\$ -	\$ -					0.00	0.00
4111	Other Income	\$ -	\$ -						
4120	Membership event - facility	\$ 250.00	\$ -						
4121	Membership event - meals	\$ 750.00	\$ -						
4122	Membership event - gifts (including gift IFMA Membership)	\$ 500.00	\$ -						
4123	Membership event - supplies	\$ 100.00	\$ -						
4124	Membership event - advertising	\$ 300.00	\$ -						
4125	Membership Drive	\$ 500.00	\$ -						
Annual Meeting		BUDGET		Income		Expenses		%	
4210	Sponsorships and Guest Registrations	\$ -	\$ -					0.00	0.00
4220	Meals and Site Rental	\$ 1,500.00	\$ -						
4231	Awards	\$ 200.00	\$ -						
4232	Supplies	\$ 50.00	\$ -						
4240	Sponsor Gifts	\$ -	\$ -						
4250	Member Gifts	\$ -	\$ -						
4260	FM of the Year World Workplace Registration Fees	\$ -	\$ -						
4261	FM of the Year World Workplace Travel and Lodging Expenses	\$ -	\$ -						
Sub Total Fund Raisers		\$ 16,000.00	\$ 3,687.70	\$ (400.00)	\$ 3,287.70				
TOTAL PROJECTED INCOME (less Begin Balance)		\$ 43,669.00							
RECONCILIATION:									
TOTAL PROJECTED EXPENSES		\$ 43,669.00							
EXPENSES GREATER THAN INCOME		\$ -							

FT INCOME	6,667.53	FY EXPENDITURES	6,372.48	CK BAL	14,898.91
Reported Income	6,667.53	Reported Expended	-		

CLAAR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 43,669.00	\$ 6,667.53	15.27%
EXPENSE	\$ 43,669.00	\$ 295.05	0.68%



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Jul-21
August 24, 2021

Beginning Balance Checking and Money Market Accounts July 1, 2021

\$67,088.45

Deposits

\$	-	
\$	-	
\$	-	
\$	1,350.00	IFMA DUES
\$	1,629.69	IFMA DUES
\$	2,358.33	Paypal transfer golf tournament
\$	1,329.37	Paypal transfer golf tournament
\$	0.54	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 6,667.93

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	(4.95)	Full Stream SV9T
\$	(400.00)	Golf Tournament
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (504.95)

Accounts Closing Balance 07/30/2021

\$73,251.43

Certificates of Deposit Beginning Balance

\$ 9,527.34

Integrity Bank	1.20%	Int	7/12/2021	\$	3.49
				\$	3.49

Certificates of Deposit Closing Balance 07/30/2021

\$ 9,530.83

Total Unobligated Assets 07/30/2021

\$ 82,782.26

Respectfully Submitted,

Amber Knauss
Chapter Treasurer

SECRETARY REPORT

AUGUST 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. July's meeting minutes approved on 7-28-21 and added to the website on 8-26-21 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

MEMBERSHIP REPORT

AUGUST 2021

Accomplishments for Current Period

- Continue to Welcome and Thank new members and renewing members respectively.
- Forming prospecting list

Current Activity Status

- Meeting with committee to prepare for social aspects for members.
- Working on STAR Chapter to set up mailing templates for membership.

Planned Activities for Next Period

- Prepare for social aspects for members.
- Planning for member breakfast in September-October
- Working on Membership Drive options for 2021.
- Follow up Golf outing

Issues and Concerns

- Not at this time.

Misc.

- Initial conversation with joining members re-committee involvement

Submitted By: Jack Eldridge