

Meeting Minutes – August 2023 CPA

Board Meeting:

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

Agenda: August 16th

- President report
 - Amber G made a motion to approve posted meeting minutes from July's board meeting, and Kurt second the motion.
 - Current Membership status: 126 Members
 - New members: Last month - Josh Mixell (sales@fullblastpressurewashing.com) Did Doug or Rich reach out to them to personally welcome the new member. Update on template email. This month: (new)Tanner Adams tadam2@acehardware.com (renew) Josh Glotfelty jglotfelty@paturnpike.com (renew) Gene Johnson gjohnsto@paturnpike.com
 - IFMA HQ is offering a free student membership to each chapter, Doug reached out to Thaddeus Stevens to see if they have any interest in posting this opportunity for us.
 - IFMA HQ is offering 5 memberships to each chapter and must be used by October 31st. Amber G. will reach out to IFMA HQ to see if that includes a chapter membership or if we'll have to cover that part of the membership. (A/I – Amber G.) Lauren suggested that as a chapter we should put some standards together on how we award these free memberships, so we have a guideline of how to award them going forward.
 - Welcome letter sent out to members 6/26/23. Any responses or questions in email account? Nothing received.
 - Board Meetings – 3rd Wednesday of each month. Will be held in Teams. Should have been added to everyone's calendar. Board meetings will be in Microsoft Teams.



- Amber Knauss working on recertification. Due August 31st Amber may need signatures, but she'll reach out if need be.
- Reminder to please provide reports to the President the Monday before the board meeting.
- World Workplace 8 attendees: Amber Gratkowski, Jerry Bowers, Lauren Leipziger, Jolene Fink, Matt Crocker, Yanjun Shi, Mike George, Randy Groff – unknown if others will be in attendance.
- Was Lynn reimbursed for annual meeting expenses? Yes she was.
- Scholarships Awarded – Sierra Rothlisberger (\$2750, Leslie Groff Award) Ms. Almutawa (\$2750 Charles N. Claar) Zara Abbasi (\$2750 Charles N. Claar) Have we heard back from any of them? Anyone attending WWP?
- Sierra cannot attend, but Zara does plan on attending and we'll need to be present at the IFMA foundation event to present the scholarship to Zara. Amber seeing if we can still add on the event as Lauren was the only one registered for that event at this time.
- September 20th event – Phoenix Contact -Sustainability Efforts
- Committee Descriptions will be posted to the website by Lauren. (A/I – Lauren)
- Golf outing raised over \$5K for scholarship fund. 76 golfers – Huge thanks to Amber and John! See 2nd VP report for details. Amber is requesting additional help for next year as it's too much for one person, she mentioned that Matt Brenner from ServiceFirst would be a great addition as he volunteered at the event at the registration table.
- May 2024 event changed to October 2023 event – PTC Pollinator Gardens
- Reports
 - Past President Report:
 - no report
 - Secretary:
 - See attached report.
 - VP Report and Certification Committee:
 - Lauren will help Jerry find the location to locate the chapter members and credentials earned. – see attached report for more information.
 - See attached report for more details.
 - 2nd VP:
 - See attached report for more details.
 - Treasurer:
 - The bank card was updated, and Kurt mentioned we may be able to get better rates on certificates so Marci will check into this for our next meeting. (A/I – Marci)
 - Strategic Planning:
 - No updates
 - Membership:
 - Coffee dates have been added to calendar and dates finalized and September 13th and December 13th were approved dates for new member breakfasts, Amber made a motion to approve these dates and Priscilla second that motion. The dates will be

added to the calendar by Lauren (**A/I – Lauren.**)

- Scholarship / Future FM
 - Priscilla and Bruce are discussing getting a hybrid scholarship together for high school students, encouraging them to get into FM.
- Government Affairs Advocacy:
 - Kurt met with Scott Perry. Advocacy Day in October, Kurt planning on attending as well as Jim from County of York. Lauren, Lesley, Kurt working to get professional program together for FMs. Kurt needs help with someone to take over committee.
- Communication Committee
 - Save the dates sent out. Lauren suggested using forwarded for when emails come in they get directed to the right committees. Mentioned sending out surveys to see what we need to do to get people more involved and attend programs.
 - See attached report for more details.
- Events/ Programs:
 - Update membership breakfast on calendars, Kurt, Lesley, and Lauren to meet for FM professionals meeting. Lauren to send out survey.
 - See attached report for more details.
- Subcommittees:
 - Annual Meeting
 - Golf Outing – see 2nd VP Report on Golf Outing Results

New business

Next scheduled Board Meeting:

Wednesday, September 20th



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Credentials Committee/ VP

July 2023

- SFP Component Giveaway
 - Post SFP Component Giveaway on social media asap and send out email to all members. Suggested email:
 - Become a Sustainability Expert by receiving your credential on us!
The Central PA IFMA Chapter is giving away one SFP Credential Program to one of our members. This credential will help you meet your organizations mission to meet their sustainable goals. After receiving, you will have 12 months to complete your credential. Deadline is January 27th. Please email and explain why you want to receive this credential and what sustainability means to you? Emails can be sent to julie.mcgill-kopp@baesystems.com
 - Awarded to Randy Groff – Currently working on completing the credential.
- Social media blast or newsletter to highlight the different credentials available through IFMA – Possible instructor led trainings for CFM

VP:

- Substituted for Amber Gratkowski at the PSU Harrisburg event
- Signed up for World Workplace
- Amber Knauss working on recertification.
- Would like to discuss succession planning / transitioning to new committees and board positions.
 - The goal being to have pass down notes and status of the committee for the incumbent.

Submitted by: Jerry Bowers



Secretary Report – August 2023

Current Activities for this Period

1. Attended July's board meeting and submitted meeting minutes for publication on website.
2. Attended the Communication Committee meeting – good productive meeting.
3. Attended the July Meeting at PSU – Harrisburg Campus – great program.
4. Assisted with golf tournament registration, great turn out! THANKS AMBER K. for making this another awesome event!

Planned activities for Next Period

1. Publish August board meeting minutes.
2. Attend monthly Communications committee mtg.

Submitted by Jolene Fink

July 2023 Treasurer's Report

Prepared for
August 16, 2023 Board Meeting

Beginning Balance Checking Account *5910 July 1, 2023 \$66,548.78

Deposits

3-Jul	\$	19.10	Star Chapter - Meeting Registration Fees
7-Jul	\$	969.70	Star Chapter - Golf Outing Registration Fees
13-Jul	\$	19.10	Star Chapter - Meeting Registration Fees
14-Jul	\$	625.35	Star Chapter - Golf Outing Registration Fees
17-Jul	\$	19.10	Star Chapter - Meeting Registration Fees
19-Jul	\$	970.09	Paypal Deposit
19-Jul	\$	19.10	Star Chapter - Meeting Registration Fees
21-Jul	\$	1,750.00	Int Fac Mgmt Dom
27-Jul	\$	7,410.00	Deposit - Golf Outing Batch
28-Jul	\$	271.30	Star Chapter - Golf Outing Registration Fees
31-Jul	\$	484.70	Star Chapter - Golf Outing Registration Fees
31-Jul	\$	0.58	Interest
TOTAL DEPOSITS		\$ 12,558.12	

Expenditures

5-Jul	\$	(9.95)	Full Steam SV9T
17-Jul	\$	(85.00)	Facility Fusion Expenses
			Star Chapter - Monthly Website Fee
18-Jul	\$	(493.69)	Check# 1268 - Amber Knauss
20-Jul	\$	(275.00)	July Meeting - Panara Lunch - Reimbursement
21-Jul	\$	(1,560.40)	Check# 1256 - Katy Trefry
			Headshots at Oct. 2022 Event
24-Jul	\$	(1,250.00)	Check# 1255 - Jolene Fink
			World Work Place - Reimbursement
			Paypal - ThreadZ
24-Jul	\$	(867.66)	Golf Outing Cooler Expense
31-Jul	\$	(1,908.61)	Check# 1270 - Universal Creative Concepts
			Golf Outing Golf Balls - Invoice# 83965
			Check# 1257 - Jerry Bowers
			World Work Place - Reimbursement
TOTAL EXPENDITURES		\$ (6,450.31)	

Checking Account Closing Balance 7/31/2023 \$72,656.59

Beginning Balance Scholarship Fund Savings Account *7278 July 1, 2023 \$1,415.85

Deposits

	\$	-
TOTAL DEPOSITS	\$	-

Expenditures

	\$	-
TOTAL EXPENDITURES	\$	-

Scholarship Fund Closing Balance 7/31/2023 \$1,415.85

Certificate of Deposit *68-1 Beginning Balance July 1, 2023 \$ 9,723.83

S&T Bank (1.99% Interest Rate)	12-Jul	\$	15.87	CD Interest
Matures on 9/13/25		\$	15.87	

Certificate of Deposit Closing Balance 7/31/2023 \$ 9,739.70

Certificate of Deposit *32-1 Beginning Balance July 1, 2023 \$ 10,000.00

S&T Bank (4.2% Interest Rate)		\$	-
Matures on 3/15/24		\$	-

Certificate of Deposit Closing Balance 7/31/2023 \$ 10,000.00

Total Unobligated Assets 7/31/2023 \$93,812.14

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

OPERATING BUDGET FY2023-24 DRAFT
IFMA Central PA Chapter

						SUB TOTALS INCOME	SUB TOTALS EXPENDED
						\$	
INCOME:1000							
1000	Beginning Balance (Checking Account)	\$ 63,870.83	\$ 63,870.83	\$ -	100%		
1010	Membership Revenue (115 members @ \$175)	\$ 21,000.00		\$ 21,000.00	0%		
1020	Chapter Sponsorship Donations	\$ -		\$ -			
1040	Programs Income	\$ 1,000.00		\$ 1,000.00	0%		
1060	Community Outreach Donations	\$ -		\$ -			
1061	Program Sponsorship Donations	\$ -		\$ -			
1090	Interest and Miscellaneous Income	\$ 20.00		\$ 20.00	0%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -			
1092	Carry Forward Surplus from FY22-23 Operating Budget		\$ -	\$ -			
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 22,020.00	\$ -	\$ 22,020.00	0%		
EXPENSES:							
\$ 18,920	ADMINISTRATIVE EXPENSE						\$ -
2110	Insurance	\$ -		\$ -			
2120	Recertification Costs	\$ -		\$ -			
2130	Board Meeting Refreshments	\$ -		\$ -			
2131	Strategic Planning Meeting Expenses	\$ 500.00		\$ 500.00	0%		
2140	Post Office Box Rental Fee	\$ 200.00		\$ 200.00	0%		
2150	Facility Fusion Travel and Lodging Expenses (2 Attendees)	\$ 5,000.00		\$ 5,000.00	0%		
2151	Facility Fusion Conference Registration Fees (2 Attendees)	\$ 2,000.00		\$ 2,000.00	0%		
2160	World Workplace Travel & Lodging Expenses (3 Attendees)	\$ 7,500.00		\$ 7,500.00	0%		
2161	World Workplace Conference Registration Fees (3 Attendees)	\$ 3,000.00		\$ 3,000.00	0%		
2162	World Workplace Other Expenses	\$ 500.00		\$ 500.00	0%		
2170	Chapter of the Year Award Submission Consultant	\$ -		\$ -			
2180	Miscellaneous Bank, Document Imaging & Other Charges	\$ -		\$ -			
2181	Chapter CD Purchases	\$ -		\$ -			
2190	Computer Equipment and Software Purchase (Zoom)	\$ 220.00		\$ 220.00	0%		
\$1,500	COMMUNICATIONS EXPENSE						\$ -
2210	Advertising	\$ -					
2211	PFMA Trade Show Booth Expense	\$ -					
2220	Prizes	\$ -					
2230	Annual Website Fee	\$ 200.00		\$ 200.00	0%		
2231	Web Hosting Expenses	\$ 1,300.00		\$ 1,300.00	0%		
2232	Web Design and Maintenance Fees	\$ -					
\$ 16,800	EDUCATIONAL PROGRAM EXPENSE						\$ -
3110	Program Facility Rentals	\$ 5,000.00		\$ 5,000.00	0%		
3111	Program Meals	\$ 6,000.00		\$ 6,000.00	0%		
3112	Program Supplies	\$ 300.00		\$ 300.00	0%		
3113	Program Gifts	\$ 200.00		\$ 200.00	0%		
3114	NFMT & Day on the Hill Bus Trip	\$ 5,300.00		\$ 5,300.00	0%		
3115	Program Speaker Fees & Travel	\$ 4,000.00		\$ 4,000.00	0%		
\$1,150	CERTIFICATION EXPENSE						\$ -
3201	Supplies	\$ 50.00		\$ 50.00	0%		
3202	Speaker Fees & Travel	\$ -		\$ -			
3203	CFM Annual Review Class/FM Essentials	\$ -		\$ -			
3204	Meals	\$ -		\$ -			
3205	Congratulations Gifts	\$ 100.00		\$ 100.00	0%		
3206	IFMA CFM/FM Certification Costs	\$ 1,000.00		\$ 1,000.00	0%		
\$350	CHAPTER DONATION EXPENSE						\$ -
3310	IFMA Foundation	\$ 350.00					
3320	Donation Fund	\$ -					
3330	Community Outreach (Donation Match)	\$ -		\$ -	#DIV/0!		

create speaker fees line item

\$750	MEMBERSHIP						\$ -
3610	Name Tags	\$ 50.00		\$ 50.00	0%		
3620	New Member Meal Expenses	\$ 500.00		\$ 500.00	0%		
3630	Prizes	\$ 100.00		\$ 100.00	0%		
3640	Snacks/Misc	\$ 100.00		\$ 100.00	0%		
	TOTAL OPERATING BUDGET EXPENSES	\$ 43,470.00	\$ -	\$ 43,470.00	0%		\$ -
			ACTUAL				
	EVENT RECONCILIATION	BUDGET	Income	Expenses	%	Income	Expended
\$ -	Scholarship Golf Tournament					0.00	0.00
4010	Tournament Sponsorship and Registration Revenue	\$ 35,000.00			0%		
4011	Tournament Cash Revenue	\$ 1,500.00			0%		
4015	Scholarship Fund Donations	\$ -					
4020	Tournament Expenses	\$ 20,000.00			0%		
4040	IFMA Foundation Scholarship	\$ 6,000.00			0%		
4041	IFMA Foundation Scholarship Travel and Hotel Expense	\$ 4,000.00			0%		
			\$ -	\$ -			
\$ -	Membership Event	BUDGET	Income	Expenses		0.00	0.00
4110	Sponsorships	\$ -					
4111	Other Income	\$ -					
4120	Membership Event - Facility Rental	\$ 250.00			0%		
4121	Membership Event - Meals	\$ 500.00			0%		
4122	Membership Event - Gifts	\$ 250.00			0%		
4123	Membership Event - Supplies	\$ 50.00			0%		
4124	Membership Event - Advertising	\$ -					
4125	Membership Drive	\$ 250.00			0%		
			\$ -	\$ -			
\$ -	Annual Meeting	BUDGET	Income	Expenses		0.00	0.00
4210	Guest Registrations	\$ -					
4220	Meals and Site Rental	\$ 2,000.00			0%		
4231	Awards	\$ -					
4232	Supplies	\$ 100.00			0%		
4250	Member Gifts	\$ 400.00					
4260	FM of the Year World Workplace Registration Fees	\$ -					
4261	FM of the Year World Workplace Travel and Lodging Expenses	\$ -					
			\$ -	\$ -			
	Subtotal Fundraisers	\$ 36,500.00	\$ -	\$ -	\$ -		\$ -
	TOTAL PROJECTED INCOME (Less Begin Balance)	\$ 58,520.00				\$0.00	\$0.00
RECONCILIATION:							
	TOTAL PROJECTED EXPENSES	\$ 77,270.00					
	EXPENSES GREATER THAN INCOME	\$ 18,750.00					
				FY INCOME	FY EXPENDITURES	FY BALANCE	CK BAL
				\$ -	\$0.00	\$ -	\$ 63,870.83
				Reported Income	Reported Expended		
				\$ -	\$0.00		

BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 58,520.00	\$ -	0.00%
EXPENSE	\$ 77,270.00	\$ -	0.00%

NOTE: As of June 30, 2023 the chapter currently has the following as emergency / reserve funds:

- 2 CD's totaling \$ as of June 30, 2023
- \$ extra in checking account #



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Communications Committee

August 2023

Accomplishments for Current Period

- Attended IFMA/StarChapter webinar on 7/19
 - See below for screenshots/ideas from webinar
- Uploaded Board meeting minutes
- Updated meeting information
 - Added September and October
 - Added “save the date” for November
- Asked committee leaders to review committee descriptions on website – will update website next week

Planned Activities for Next Period

- Continue website updates
- Start to review, edit and update current website content
- Communications Committee meeting

Issues and Concerns

- Permission to utilize ifmaofcentralpa.org emails for communications
 - Website and email reply-to (can use forwarders)
 - Cuts down on flagging

Miscellaneous

- Per 7/19 StarChapter training: Will be able to tie into Quick Books starting summer 2023

Submitted by: Lauren Leipziger

Click to save a picture to your desktop.

In-Person Attendance Declining?

WHY AREN'T THEY COMING?



- Same core group coming to meetings
- Remote or hybrid workforce impacting convenience
- Don't assume, ask
 - Survey
 - Event registration questions

WHAT IS PROHIBITING YOU FROM ATTENDING IN-PERSON EVENTS?

We'd like to increase our in-person event attendance in order to have a more diverse group of people to create better networking opportunities for our members. Please share some insight as to why you have had challenges attending some of our recent in-person events.

Why are you not able to attend in-person events?

Click all that apply

- ☐ Location
- ☐ Time of Meeting
- ☐ Comfortability
- ☐ Prior Obligations
- ☐ Work
- ☐ Other

Please provide any additional information that may be helpful as we plan our next in-person event.

In-Person Attendance Declining?



Could survey membership about (lack of) attendance

Click to save a picture to your desktop.

Out of the Box Ideas

TRY THINGS AND KEEP DOING WHAT WORKS



**In-Person
Watch Parties**

1



**Sponsored In-Person
Exclusive Experiences**

2



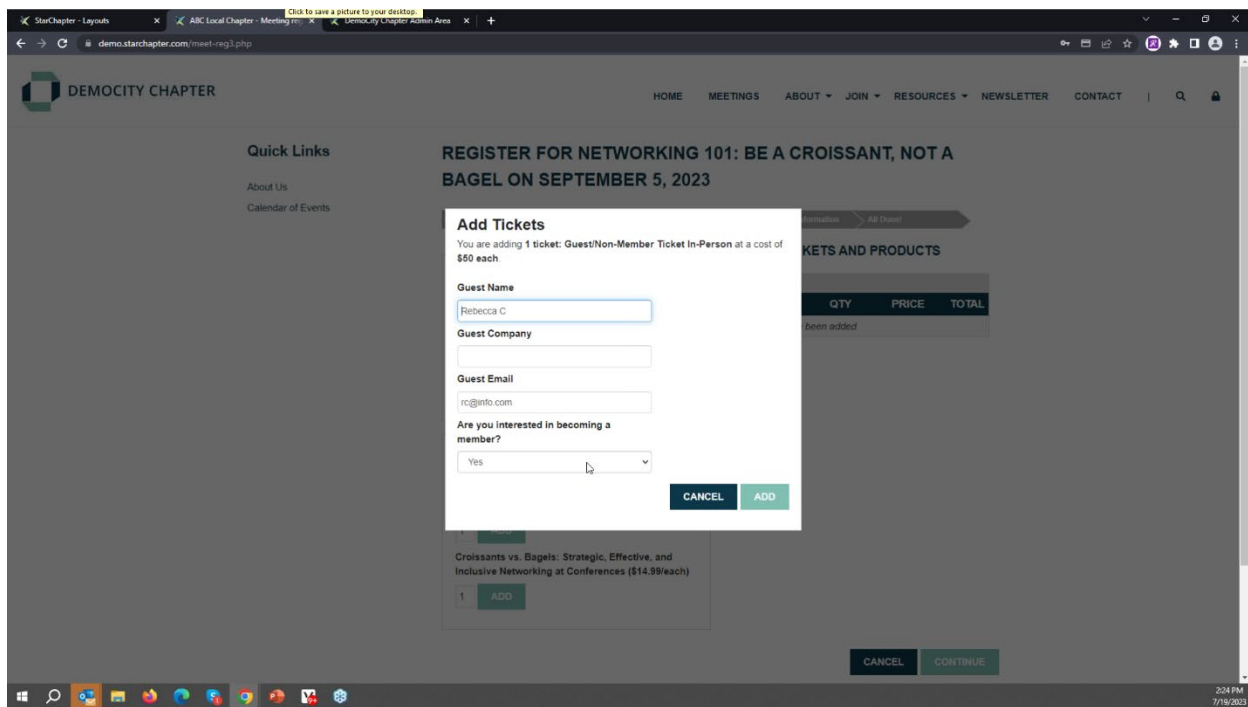
**Attendance Based
Rewards**

3

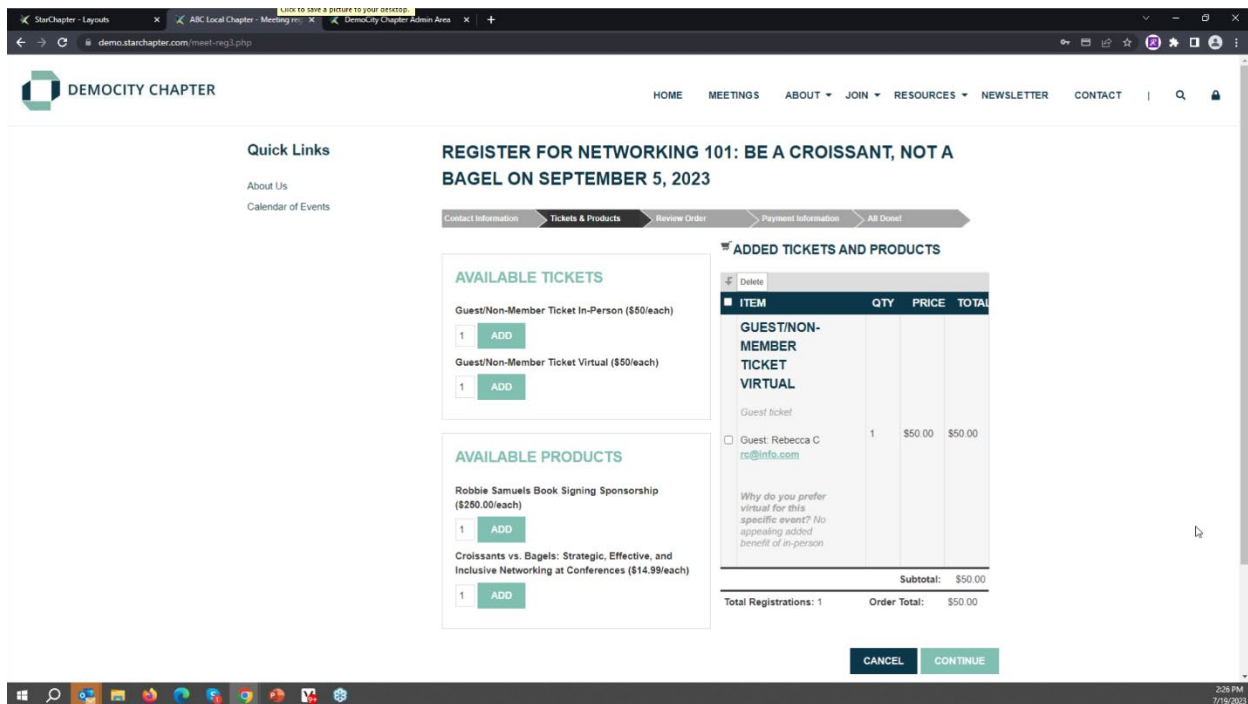
Out of the Box Ideas



Could do exclusive experiences for members



Can add a question to guest tickets asking if they'd like to become a member



Can add chapter sponsorship opportunities as "available products" that people can choose when they register for events



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

08/2023

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Melissa Nunez – Key Painting
 - Doug Aldinger – SitelogIQ

Current Activity Status

- The following dates have been offered for consideration of New Member / Member Breakfasts:
 - The following are proposed dates for the next membership breakfasts:
 - SEP, Wednesday the 13th – **Board approval needed, email push, and posting of event needed. Would recommend Lancaster location.**
 - DEC, Wednesday the 13th - OPT date depending on how we feel about Christmas, but may be nice.
 - The recommended venues would be Harrisburg Area, Lancaster Area, and York Area
 - Capitol Diner, Harrisburg – venue for the June breakfast
 - Lyndon or Park City Diner, Lancaster
 - Round the Clock Diner, York
 - Board recommendations on other venues

Planned Activities for Next Period

- 08.22.2023 Face-to-Face Committee Meeting – Capitol Diner @ 7:00
 - Close loop on Member Breakfasts
 - Budget for 2023-2024 – Open item:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes
 - Assignments and schedule

Pending Actions

- Chris will look-up information on:
 - Expiring Members

- Follow-up messages to new and renewing members were drafted and circulated to the board. Good feedback was received. The messages will be used.
- 08.01.2023 Golf Outing: Collateral was obtained from the Chapter and National on IFMA membership. Melissa and Scoop were stationed at a hole to engage with golfers about joining the Chapter. Priscilla joined the engagement party. Approximately, 4-5 persons were approached about membership.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Penn State Health
 - Hershey Company – reengage.
 - Tim Leah
 - Gannett-Fleming
 - Blue Shield – Scott Sturgess
 - Commonwealth Facilities

Issues and Concerns

- Creating a proper value statement
- Incentives for bringing new members i.e., gift cards.
- Make contacts personal.
- Follow up categories:
 - Potential Members
 - New Members
 - Retaining Members

Miscellaneous

- Remember the days when we had IFMA Nametags? – Leslie stated “on-order”
- 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



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Program Committee Monthly Report

August 2023

Accomplishments for Current Period

- Committee virtually met on August 3, 2023

Current Activity Status

- August – Golf Outing – Great Job to the team!
 - Amber will be completing a
- September – Penn State Harrisburg Tour
 - Current published event
 - Posted and accepting registration.
- October – Government affairs committee – DC trip
 - Current published event
 - Posted for more information to see Kurt
- October – Will explore a professional only networking/benchmarking kick off session
 - Possibly review doing this quarterly – will review suggestion with the committee and report to the team.
- November – ½ day session on personal / professional strategic planning
 - Location set – HIVE E-town
 - Caterer next to arrange.
 - Alana scheduled
- December – community outreach event – annual community toy drive.

Planned Activities for Next Period

- Committee meets the first Thursday of each month.

Issues and Concerns

- **Need to find a new Chair for the Committee starting in June.**
- **Membership committee – breakfasts not on upcoming calendar.**

Submitted by: Lesley Groff 08/14/23



Board/Committee Position- Past President, Community Outreach

August 2023

Accomplishments for Current Period from July meeting minutes:

SCHOLARSHIP: Lauren will provide some feedback to the IFMA foundation regarding the scoring process for applicants lacking guidelines on how to score, so it was subjective.

o Amber K. will add the two PA scholarship recipients to the email invite and reach out to them to find out if they can attend our golf outing next month.

Current Activity Status

Have not been able to meet since June

Planned Activities for Next Period

SEPTEMBER meeting at Central Pa Food Bank- 15 can sign up and attend 4 hour session. Looking for QTR code for monetary donations from Food Bank as well.

- Revitalize Scholarship and Marketing of program- reviewed the ACE mentor program (Architecture/Construction/Engineering) with Bruce Weist. Also discussed with Doug Tilley who was active with ACE mentor program. Incorporating similar language in our scholarship. Would like to propose a way to incorporate high school level into Scholarship. Review with board members for next year at future meeting.
- 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
- Connected with Jim Hixenbaugh for potential service project with Tiny Homes for Veterans in Harrisburg.

Issues and Concerns

- none

Miscellaneous

Submitted by: Priscilla St.Jacques-Glusko



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Golf Outing Committee / 2nd VP Report August 2023

Accomplishments for Current Period

- Held our annual golf outing on August 7, 2023 at Harrisburg Country Club
 - 76 golfers in attendance, plus volunteers and sponsors
 - Posted photos and sponsor thank you message on LinkedIn and Facebook
 - Financial summary attached
 - Looking for volunteers to join the golf committee for 2024!
- Amber K. is currently working on chapter recertification (due on August 31, 2023) and will coordinate with Marcie and Amber G. on final submission
- Amber K. continues to work with Lauren L. on communications, including social media postings and email blasts for upcoming events / chapter updates
 - Posted free student IFMA membership announcement

Planned Activities for Next Period

- Continue assisting Lauren with social media posts and website updates
 - Create graphics and post September events (Food Bank Volunteer Opportunity & Sustainability September at Phoenix Contact)
- Recruit for 2024 golf outing committee
- Send a post-event survey to golf outing participants?

Issues and Concerns

- Focus on FM engagement in the golf outing and other events – survey members?

Submitted by: Amber Knauss



2023 Scholarship Golf Tournament Income Summary

Sponsorships & Golfer Registration Revenue	\$	21,601.49
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Cash Revenue

Pot of Gold 50/50	\$	105.00
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Mulligans/Player Package (Cash)	\$	660.00
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Total Cash Revenue	\$	765.00
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Total Tournament Revenue	\$	22,366.49
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2023 Scholarship Golf Tournament Expense Summary

Country Club of Harrisburg Expenses (Food, Drink & Golf)

Cocktail Party Food & Beverages	\$	1,942.60
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Beverage Cart/Stations Open Bar	\$	2,138.95
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Service & Gratuity Charges	\$	1,034.04
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Beverage Cart Attendants	\$	300.00
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Facility Rental Fee	\$	500.00
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Golfer Fee (Greens & Cart)	\$	7,600.00
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CCH Gift Certificates	\$	750.00
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Total Country Club of Harrisburg Expenses	\$	14,265.59
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Other Expenses

Sponsor Signage	\$	278.46
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Black & Bleu Gift Card for Grand Prize Drawing	\$	100.00
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Golfer Gift - Golf Balls	\$	867.66
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Golfer Gift - Coolers	\$	1,250.00
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Total Other Expenses	\$	2,496.12
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Total Tournament Expenses	\$	16,761.71
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Total Profit to Scholarship Fund	\$	5,604.78
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