



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Board of Director's Meeting – December 2019

Location:	PA Turnpike Building if in person Please use Webex if you cannot make in person	WEBEX CODE	Pricilla has emailed everyone a link to use WEBEX
Meeting Date:	December 10, 2019	Start Time:	7:30 a.m.
Attendees	Chris, Priscilla, Matt W. Rob M, Amber, Lauren, Jack		

Topics

No.	Topic Discussion
1	Opening – Chris called meeting to order at 7:32am Welcome & Opening Remarks – Chris Collier
2	Officer Reports: President – Chris Collier. (Term Expires 6/30/20) - We have set a date for the holiday gathering which will be 12/11/2019 at the Tattered Flag microbrewery and distillery – we have a room from 4-8PM - Priscilla is working on details for the January meeting at PA American Water - Matt Reis has resigned from the 2nd VP positions - Recertification language will be sent to the board later this month, we need to vote on some language to adopt to be up to date with our chapter recertification - Partner program – emailing associates this week to solicit partners - Golf funds increased - Discussion of the scholarship award amount - Chris asked for nominations for 2nd VP Positions 1st Vice President's Report – . Priscilla St. Jacques-Glusko (Term Expires 6/30/20) - January event is confirmed - Attend Lehigh Valley event – Net Zero Building 2nd Vice President's Report – VACANT- (Term Expires 6/30/20) Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/20) – Cannot be here today Treasurer's Report for July – Rob M. (Term Expires 6/30/20) - IFMA had additional questions for recertification. Rob and Chris responded to all questions. - Priscilla made motion to approve report, Jack 2nd, all approved Past President (Webmaster Report) – Lauren I - Trying to connect with Jolene for last years strategic plan - Making updates to the web site - Feb meeting has potential to change topics. Waiting to hear back from Haller
3	Committee Reports: Advocacy – Kurt T. - (Term Expires 6/30/20) - Working on Day on the Hill date Credentials – Amber G. (Term Expires 6/30/20) – No Report Community Outreach - Vacant Professional Development – Vacant



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No.	Topic Discussion
	• Membership – Jack Elridge. - (Term Expires 6/30/20) ○ New Member breakfast 1.22.20 at Café Fresco's ○ Jack forwarded info to Chris and Lauren for web site • Publicity – Kristen T. (Term Expires 6/30/20) • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/20) ○ Chris emailed partners from last year; however not everyone received the email. • Strategic Planning - Jolene F. (Term Expires 6/30/19) ○ See past president • Sustainability – Matt Wardecker (Term Expires 6/30/19) ○ None • Golf Committee – John S./Randy G. (Term Expires 6/30/19) ○ Additional checks were found and sent to Rob M. ○ About \$3,000 • Scholarship and Awards Committee – Nancy O'Halloran and Doug Enoch. (Term Expires 6/30/19) ○ Nancy and Doug to oversee process this year ○ Approved the amount of \$6,000. \$3,000 to 1st place \$2,000 to 2nd place and \$1,000 to third place. • Webmaster – Lauren L. ○ See past president report
4	Old Business:
5	New Business: • Next Meeting – Holiday Gathering at the Tattered Flag – 12/11/2019 4PM-7PM • Next Board Meeting is 1/14/2019
6	Next Board Meeting: November 12 , 2019 @ Turnpike Bldg. - Board Meeting Schedule for remainder of this Board's Term - February 11th - March 10th - April 7th - May 12th - June 9th
7	Matt W made motion to close the meeting, Lauren 2nd all approved

SECRETARY REPORT

DECEMBER 2019

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. October meeting minutes approved on 12-2-19 and added to the website on 12-9-19 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

SUB TOTALS INCOME	SUB TOTALS EXPENDED
\$ 9,276.18	

12/11/2019

3330	Community Outreach	\$	1,000.00	\$	1,000.00	0%
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IFMA
Central Pennsylvania Chapter

Nov-19
Tuesday December 10, 2019

Beginning Balance Checking and Money Market Accounts November 1, 2019

\$45,572.07

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,875.00	IFMA DUES
\$	40.00	Mechamrt ID
\$	-	
\$	5.07	Checking interest
\$	-	

TOTAL DEPOSITS

\$ 1,920.07

Expenditures

\$	(20.23)	Star Chapter
\$	(85.00)	Star Chapter
\$	(1,209.12)	Chris Collier Spooky Nook
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (1,314.35)

Accounts Closing Balance

30-Nov-19

\$46,177.79

Certificates of Deposit Beginning Balance

\$ 9,456.89

Integrity Bank	1.20%	Int	11/12/2019	\$	3.57
				\$	3.57

Certificates of Deposit Closing Balance 11/31/2019

\$ 9,460.46

Total Unobligated Assets 11/31/2019

\$ 55,638.25

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

PUBLICITY REPORT

DECEMBER 2019

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



MEMBERSHIP REPORT

MONTHLY REPORT

DECEMBER 2019

Accomplishments for Current Period	
• Discussed New Member Breakfast format and location options • New Member Breakfast Wednesday Jan 22 at 7:30 at Café Fresco's • Continue connecting with renewals and new members • Following up with previous meeting visitors	
Current Activity Status	
1. Working on Spring New Member drive ideas	
Issues and Concerns	
• None	
Ideas	
• New Member Drive event 3-4/20	

Submitted by Jack Eldridge, Membership Chair



PAST PRESIDENT/WEBMASTER REPORT

DECEMBER 2019

Accomplishments for Current Period

- Website is up and running. Working on familiarizing myself with the platform.
-

Current Activity Status

- Continuing to learn how to best utilize the functions available on our new website.
-

Planned Activities for Next Period

- Start working with Jolene on furthering our progress on the Strategic Plan
- Finalize the February Meeting at Haller. Reached out to Kurt Meckley about possibly changing the program topic to something that might draw a bigger group.

Issues and Concerns

-

Misc.

- Spoke with Nancy O'Halloran. She and Doug Enoch are going to co-chair the Scholarship Committee with the intent of Doug fully taking it over next year. They would like the board to discuss/vote on scholarship amounts. They are working on revising last years scholarship letter and have asked me to publicize it on our website, which I will do after our discussion.

Submitted by Lauren Leipziger, MBA, CFM



CREDENTIAL REPORT

DECEMBER 2019

Accomplishments for Current Period

- 7/12/17- First meeting
- 8/4/17 – Survey Sent

Current Activity Status

- Class scheduled for January 19 -CFM Review Course
- Three people have expressed interest in taking the CFM Review Course. Vinny Spagna, Jolene Fink, Lauren Leipzinger. We need 6 attendees for the class to be held.
- 7 people signed up for CFM Review Course on January 19.
- Class held January 19. Received positive feedback from everyone that took the class. They felt more confident to take the test after the class after attending the class.
- I was selected to participate in developing the new CFM test. Work has begun to develop new questions.
- Four IFMA members from PTC received credentials – 1 CFM, 3 SFP
- ProFM- New credential, board is majority past IFMA members. Similar to CFM test but has books to study 5 competencies. Still in early stages, looking for instructors.
- Pens ordered
- Jolene Fink received CFM.
- Received Pens. Will handout to new credential at next meeting.
- Working with Lesley to set up CFM Review Training Course
- New CFM test reviewed – Final walk through of testing for participants were 7/28, verified answer keys. Hoping to have more information about the new test this week.
- No updates

Planned Activities for Next Period

- Ideas on ways to promote members to receive credentials.

Issues and Concerns

- 7/12/17 - Discuss expectations of IFMA Certification Committee Chairman Responsibilities

Submitted by Amber Gratkowski, ProFM, CFM, SFP

SUSTAINABILITY REPORT

DEC 2019

WS

Accomplishments for Current Period

- No Changes

Current Activity Status

- Planning for Next September

Planned Activities for Next Period

- None.

Issues and Concerns

- Continued encouragement to organization for sustainable practices at Monthly meetings recycling programs etc. in addition to organization practices. Encourage carpooling to meetings
- Start Developing strategic objectives for IFMA sustainability

Misc.

- Need to engage more members to committee

Submitted By: Matt Wardecker