



Board of Director's Meeting – December 10, 2020

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	December 9, 2020	Start Time:	7:30 a.m.
Attendees	Chris Coller; Kristan Trusky; Rob McFadden; Jack Elridge		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order by Chris C at 7:36am. Welcome & Opening Remarks – Chris Coller
2	Officer Reports: President – Chris Coller. (Term Expires 6/30/21) - FM forum – every other month slot beginning in January 20th - Atlantic Regional Coalition of IMFA Best Practices – Meeting in 1st quarter of 2021-Lauren and Chris. - Tuition grants discussion - Lancaster Waste Management Presentation - International approved a 75% credit on local dues through 9/30/2020 – coupon is IFMA75 - We as a Board should try to fill our board over the next eight months following the strategic plan suggesting that the Executive Board Positions be point persons for certain committees President: Membership and Audit; VP Condensing all Events - golf , monthly meetings, advocacy, and annual meeting. 2nd VP Communications (external) and Credential; Secretary – Website and Publicity; Treasurer: Partnerships and Audit; Past President Awards and Strategic Planning 1st Vice President's Report – . Priscilla St. Jacques-Glusko (Term Expires 6/30/21)-No updated report. 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21)-No updated report. Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/21)-See attached report. Kristan T turned over Publicity Committee to Cassidy Flaherty. Kristan T worked with Cassidy on the transition. Sent her the Publicity form for monthly update and shared all social media outlets along with passwords (LinkedIn, Facebook and Twitter). Cassidy will make a Instagram account for IFMA CPA. Chris will share all sites in his updates and emails. Lauren to add to webpage. Treasurer's Report for July – Rob M. (Term Expires 6/30/21)-See attached report. Did not have a forum for Treasurer's report to be approved. Chris sent it out in email on 12-17-20 and approved on 12-18-20. Past President (Webmaster Report) – Lauren Leipzinger-No updated report.
3	Committee Reports: Advocacy – Kurt T. - (Term Expires 6/30/21)-No updated report. Credentials – Amber G. (Term Expires 6/30/20)-No updated report. <u>Community Outreach - Vacant</u> <u>Professional Development – Vacant</u> Membership – Jack Elridge. - (Term Expires 6/30/21)-No updated report. Breakfast for new members to start up again in Jan 2021. Kristan T suggested virtual meetings for the time being every 3 months. Publicity – Cassidy Flaherty. (Term Expires 6/30/21)-No updated report.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Sponsorship/Partnership – Chris Collier (interim) (Term Expires 6/30/21)-No updated report. • Strategic Planning – Lauren L. (Term Expires 6/30/21)-No updated report. • Sustainability – Matt Wardecker (Term Expires 6/30/21)-No updated report. • Golf Committee – John S./Randy G. (Term Expires 6/30/21)-No updated report. • Scholarship and Awards Committee – Doug Enoch. (Term Expires 6/30/21)-No updated report. • Webmaster – Lauren L. -No updated report.
4	Old Business: • Fill in our committees priority one
5	New Business: Kristan T suggested making our yearly CPA Food Bank donation. Chris C confirmed we are not allowed to make said donation. Chris C will send out an email to have members make personal donations directly if they would like.
6	Next Board Meeting: January 14thth via Zoom
	Chris C made a motion to adjourn meeting at 8:07am.

SECRETARY REPORT

DECEMBER 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. November's meeting minutes approved on 12-8-20 and added to the website on 12-8-20 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

IFMA
Central Pennsylvania Chapter

Nov-20
Thursday December 9, 2020

Beginning Balance Checking and Money Market Accounts November 1, 2020

\$62,375.24

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,343.75	IFMA DUES
\$	-	IFMA DUES
\$	-	
\$	-	Merchant ID
\$	0.49	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 1,344.24

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (100.00)

Accounts Closing Balance 11/30/2020

\$63,619.48

Certificates of Deposit Beginning Balance

\$ 9,499.17

Integrity Bank	1.20%	Int	11/12/2020	\$	3.59
				\$	3.59

Certificates of Deposit Closing Balance 11/30/2020

\$ 9,502.76

Total Unobligated Assets 11/30/2020

\$ 73,122.24

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
10-Dec-20

INCOME-1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%	\$ 7,771.05	
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 7,768.75	\$ 7,338.82	51%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030		\$ -	\$ -	\$ -	#DIV/0!		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -	#DIV/0!		
1051		\$ -	\$ -	\$ -	#DIV/0!		
1060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 2.30	\$ 32.70	7%		
1091	Chapter OD Liquidation	\$ -	\$ -	\$ -			
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 19,142.57	\$ 7,771.05	\$ 11,371.52	41%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
\$ 8,584	ADMINISTRATIVE EXPENSE						\$ (148.00)
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	\$ 148.00	\$ (14.00)	110%		
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 (2 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	\$ -	\$ -	\$ -	#DIV/0!		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -			\$ (644.00)
\$ 3,435	COMMUNICATIONS EXPENSE						
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	\$ 644.00	\$ 2,356.00	21%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -			\$0.00
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						
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		\$ -	\$ -	\$ -	#DIV/0!		
\$ 4,300	CERTIFICATION EXPENSE						
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						
3310	IFMA Foundation	\$ -	\$ -	\$ -	#DIV/0!		
3320	Donation Fund	\$ -	\$ -	\$ -	#DIV/0!		

