



IFMATM

International Facility Management Association

Central Pennsylvania Chapter

Board of Director's Meeting – February 11, 2021

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	February 11, 2020	Start Time:	7:30 a.m.
Attendees	Chris Coller; Kristan Trusky; Rob McFadden; Kurt Twiford; Lauren Leipzinger; Jack Elridge; Priscilla St. Jacques-Glusko		

Topics

No.	Topic Discussion
1	Opening: Meeting called to by Chris Coller at 7:33am. Welcome & Opening Remarks–Chris Coller
2	Officer Reports: President–Chris Coller. (Term Expires 6/30/21) - FM forum - March 24th - Monthly meeting 2/24 via zoom - Tom Hewitt has agreed to audit our books - Tuition grants discussion - Membership roster is updated, we now have 95 members - International approved a 75% credit on local dues through 9/30/2020 – coupon is IFMA75 - We as a Board should try to fill our 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. Lauren L to add Facility Fuson on website. Chris to reach out to Cassidy F to put Facility Fuson (April 21st–April 22nd on all social media accounts as well as Certifications and Monthly Programs. 2nd Vice President's Report –Julie McGill-Kopp (Term Expires 6/30/21)–No updated report. Secretary's Report–Kristan T. (Term Expires 6/30/21) –See updated report attached. Kristan T asked the board to review January's minutes for approval. She will send them out again. Treasurer's Report for July–Rob M. (Term Expires 6/30/21)–See updated reports attached. Chris C made a motion to approve. Kurt T. 2nd. All in favor. Treasurer's Report approved on 2-11-21. Past President (Webmaster Report)–Lauren Leipzinger–No updated report.
3	Committee Reports: Advocacy–Kurt T. - (Term Expires 6/30/21)–No updated report. Kristan suggested having "IFMA CPA Day on the Hill" as a virtual program in April or May. Kurt will work on a keynote speaker and a topic. Credentials–Amber G. (Term Expires 6/30/20)–No updated report. Community Outreach–Vacant Professional Development–Vacant Membership–Jack Elridge-(Term Expires 6/30/21)–See updated report attached. Jack will start virtual "New Member Breakfast". Send out Dunkin Donut gift card for the breakfast. Send them out via email gift card. Publicity–Cassidy Flaherty-(Term Expires 6/30/21)–No updated report.



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No.	Topic Discussion
	• Sponsorship/Partnership—Chris Coller (interim) (Term Expires 6/30/21)-No updated report. • Strategic Planning—Lauren Leipzinger (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 committee's priority one
5	New Business • Chris Coller suggested if an IFMA member recruits a new member they receive a year membership free or a free pass to WWP or Facility Fuson.
6	Next Board Meeting: March 11, 2021 Kristan made a motion to adjourn meeting. Priscilla 2nd. Meeting adjourned at 8:04am.

SECRETARY REPORT

FEBRUARY 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. January's meeting minutes approved on 2-15-21 and added to the website on 2-18-21 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

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
11-Feb-21

INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%	\$ 8,647.02	
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 8,643.75	\$ 6,463.82	57%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1040							
1050							
1051	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1060	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1061	Interest and Miscellaneous Income	\$ 35.00	\$ 3.27	\$ 31.73	#DIV/0!		
1090	Chapter CD Liquidation	\$ -	\$ -	\$ -	9%		
1091							
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ 8,647.02	\$ 10,495.55	45%		
EXPENSES:							
\$ 8,584	ADMINISTRATIVE EXPENSE				% Spent		\$ (347.00)
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%		
2160	Facility Fusion Conference Fees (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2161	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2162	Workplace Officer Conference, travel and lodging Fees (1 officer and FM of the year)	\$ 6,000.00	\$ 199.00	\$ 5,801.00	3%		
2163	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2165	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%		
2170							
2180	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	#DIV/0!		
2181	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	0%		
2190	Chapter CD Purchases	\$ -	\$ -	\$ -	#DIV/0!		
\$3,435	COMMUNICATIONS EXPENSE						(\$943.00)
2210	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
2211	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		
2220	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2230	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2231	Annual website fee	\$ -	\$ -	\$ -	0%		
2232	Web hosting expense	\$ 3,000.00	\$ 943.00	\$ 2,057.00	31%		
2233	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
\$ 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/CFM Essentials	\$ -	\$ -	\$ -			
3204	Meals	\$ 100.00	\$ -	\$ 100.00	0%		
3205	Congratulations gift	\$ 200.00	\$ -	\$ 200.00	0%		
3206	IFMA CFM/CFM 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	\$ -	\$ -	\$ 100.00					0%
3640	Snacks/Misc	\$ 300.00	\$ -	\$ 300.00					#DIV/0!
3650	Retention Expenses	\$ -	\$ -	\$ -					0%
TOTAL OPERATING BUDGET EXPENSES		\$ 23,519.00	\$ 1,290.00	\$ 22,229.00					5%
EVENT RECONCILIATION									
Scholarship Tournament		BUDGET	Income	Expenses	%	Income	Expended		
4010	Tournament Sponsorship and Registration Revenue	\$ 16,000.00	\$ -			0.00	0.00		
4011	Tournament Cash Revenue	\$ -							
4015	Scholarship Fund Donations	\$ -							#DIV/0!
4020	Tournament Expenses	\$ 12,000.00		\$ -		0%			0%
4030	HACC Donation	\$ -				0%			0%
4040	Foundation Scholarship	\$ 4,000.00		\$ -		0%			0%
4041	Foundation Scholarship Travel and Hotel Expense	\$ -							#DIV/0!
Membership Event		BUDGET	Income	Expenses		0.00	0.00		
4110	Sponsorships	\$ -	\$ -						
4111	Other Income	\$ -							#DIV/0!
4120	Membership event - facility	\$ 250.00		\$ -					
4121	Membership event - meals	\$ 750.00		\$ -					
4122	Membership event - gifts (including gift I/M/A Membership)	\$ 500.00		\$ -		0%			0%
4123	Membership event - supplies	\$ 100.00		\$ -		0%			0%
4124	Membership event - advertising	\$ 300.00		\$ -		0%			0%
4125	Membership Drive	\$ 500.00		\$ -					
Annual Meeting		BUDGET	Income	Expenses		0.00	0.00		
4210	Sponsorships and Guest Registrations	\$ -	\$ -						
4220	Meals and Site Rental	\$ 1,500.00		\$ -					0%
4231	Awards	\$ 200.00		\$ -					0%
4232	Supplies	\$ 50.00		\$ -					0%
4240	Sponsor Gifts	\$ -							0%
4250	Member Gifts	\$ -							0%
4260	FIM of the Year World Workplace Registration Fees	\$ -							#DIV/0!
4261	FIM of the Year World Workplace Travel and Lodging Expenses	\$ -							#DIV/0!
Sub Total Fund Raisers		\$ 16,000.00	\$ -	\$ -					
TOTAL PROJECTED INCOME (Less Begin Balance)		\$ 43,669.00				\$8,647.02	-\$1,290.00		
RECONCILIATION:									
TOTAL PROJECTED EXPENSES		\$ 43,669.00							
EXPENSES GREATER THAN INCOME		\$ -							

FY INCOME	FY EXPENDITURES	FY BALANCE	OK BAL
\$ 8,647.02	\$ (1,290.00)	\$ 7,357.02	\$ 16,883.45
Reported Income	Reported Expended		
\$ 8,647.02	-\$1,290.00		

CLAR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 43,669.00	\$ 8,647.02	19.80%
EXPENSE	\$ 43,669.00	\$ 1,290.00	2.95%

IFMA
Central Pennsylvania Chapter

Jan-21
Thursday February 11, 2021

Beginning Balance Checking and Money Market Accounts January 1, 2021

\$64,394.98

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	IFMA DUES
\$	-	
\$	-	
\$	-	Merchant ID
\$	0.47	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 0.47

Expenditures

\$	(114.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	(199.00)	WWP -
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (398.00)

Accounts Closing Balance 01/31/2021

\$63,997.45

Certificates of Deposit Beginning Balance

\$ 9,506.23

Integrity Bank	1.20%	Int	1/12/2021	\$ 3.59	
				\$ 3.59	

Certificates of Deposit Closing Balance 01/31/2021

\$ 9,509.82

Total Unobligated Assets 01/31/2021

\$ 73,507.27

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

MEMBERSHIP REPORT

FEBRUARY 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. - Working on Membership Drive options for 2021.
Issues and Concerns
Not at this time.
Misc.
N/A

Submitted By: Jack Eldridge