

Meeting Minutes – February 21, 2024

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

1. Reports:

- President: Amber G. –
 - Current Membership status: 129 Members. Doug is all caught up with new members and renewals and has sent all the welcome letters out.
 - Reminder to please provide reports to the President the Monday before the board meeting.
 - Board Meetings – 3rd Wednesday of each month.
 - Student Membership – Interest from Aston, Penn State Student. Can we pay for local membership, as well?
 - Any feedback from Thaddeus Stevens?
 - Thank you, Lauren, for updating Star Chapter. Did anyone have any issues getting in?
 - Any board member that is interested in attending Facility Fusion can receive 20% off the full event registration. Did Marci and Emily register?
 - Emily is still interested in attending and will register and request reimbursement. Will send reimbursement template to Emily for reimbursement.
 - Seeking Jobs in the FM Market on February 21st.
 - Jerry reached out and due to work commitments, he's afraid he won't be able

to fulfill the duties of the role of President for next FY. Julie asked if Amber K. would consider stepping into this role in the interim. She'll get back to the board after some time to consider this. Amber K. mentioned that if she would take this role, she'd need some help on the communication committee and Jolene mentioned she could assist. Amber K., Julie and Jerry to get together to discuss in more detail offline.

- Past President: Julie –
 - Transition plan is forthcoming and planning of Annual meeting is underway, more details coming in March.
 - World FM Day is coming in May, Julie will be coming back to the board next month with some ideas for possibly the May meeting.
- VP/ Certification: Jerry –
 - See Attached
 - Julie mentioned that they are offering some SFP scholarships and Julie and Jerry will discuss some ideas about possibly generating some more interest in this.
- 2nd VP/Golf Tourney: Amber –
 - See Attached
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Motion made to approve Treasurer's Report – Julie, Jolene 2nd – motion approved
- Strategic Planning: Chris/Lesley –
 - No Report
- Membership: Doug A. –
 - See Attached
 - Chris mentioned he couldn't access the IFMA website for component reports. Lauren suggested reaching out to components@ifma.org to request access and they'll provide the access. If Chris was trying to access Star Chapter, he'll need to use the membership committee sign in.
- Scholarship / Future FM – Priscilla/Bruce Wiest –
 - March meeting for IFMA National – Amber G. will send details of that meeting to Bruce and Priscilla.
- Government Affairs Advocacy: Kurt Twiford –
 - Working on developing materials for April meeting on the 17th, "Day on the Hill."
- Communications: Lauren/Amber –
 - See Attached
- Events/ Programs: Emily
 - See Attached
 - Motion made to approve the discounted rate of \$25 since the March event will be virtual by Jolene, Amber G. 2nd, motion approved.
 - **Subcommittee**
 - Annual Meeting



- Golf Outing
2. Meeting – New business
 - Nothing reported.

Next scheduled Board Meeting:

Wednesday, March 20th



Credentials Committee/ VP

January 2023

VP:

- Board position discussion

Credentials:

No updates.

Submitted by: Jerry Bowers



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Golf Outing Committee / 2nd VP Report February 2024

Accomplishments for Current Period

- Worked with Lauren L. to transition communications / webmaster duties
- Followed up with Josh Yunginger from Restoration Relief to see if they have made a decision yet on committing to the title sponsorship for the golf outing in August

Planned Activities for Next Period

- Continue working with Lauren to transition duties as Communications Committee Chair
- Conduct 2024 golf outing sponsorship outreach, with the help of the Programs Committee
- Work with the Programs Committee to send post-event surveys after each monthly meeting

Issues and Concerns

- Focus on FM engagement in the golf outing and other events
- Would like to discuss the possibility of a website redesign to update to Star Chapter's newest layout (next fiscal year?)

Submitted by: Amber Knauss



IFMA™ Central Pennsylvania Chapter
International Facility Management Association

**Secretary Report –
Month ending January 2024**

Current Activities for this Period

1. Attended monthly meeting and posted minutes using the procedures Lauren created for us to our website.

Planned activities for Next Period

1. Continue reviewing Star Chapter to better familiarize myself with how things work.
2. Attend Communication meeting with Lauren and Amber.
3. Publish board meeting minutes.

Submitted by Jolene Fink



Prepared for
February 21, 2024 Board Meeting

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

02/2024

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Josh Jonas – Sika Corporation [One of the JONAS BROTHERS – NOT!]
 - Doug Aldinger – SitelogIQ

Current Activity Status

- New Member / Member Breakfasts:
 - The next membership breakfast is scheduled for:
 - Wednesday, March 13, 2024. **Round the Clock Diner, York**
 - **CONFIRMED BY THE BOARD. We seek board input on:**
 - It has been suggested that Facilities Managers are booked early in the mornings. Would better representation result hold the event at 4:00 – 6:00 as a drop-in? **Better in the morning at 7:30 for most, but change-up on venue and time will be initiated as follows:**
 - **In September or October make another first thing in the morning**
 - The recommended venues are:
 - Capitol Diner, Harrisburg
 - West Shore Diner
 - **September-October breakfast - Lyndon or Park City Diner, Lancaster**
 - **In June or July make 4:00 coffee in Harrisburg**
- Student Engagement
 - Thaddeus Stephens College of Technology – New Contact – Valerie Hatfield
 - **Action Required: Determine types of engagement. IFMA has an open-door:**
 - Free Student Membership in IFMA – Central PA
 - Having Facilities Managers come in and talk to the students about opportunities in facilities.
 - Idea to discuss – Mentorships

- Idea to discuss – part time job in facility maintenance – this would be dependent on the ultimate employer.
- **Potentially a virtual interaction.**
- Commitment from FMs to speak to students.
- Alternate: a membership committee person speaks about the benefits of professional membership.
- Student Memberships: See ad hoc board update via email 01.31.2024
 - How many free student memberships are available. – **Undefined by National**
 - **January 15th - 31st Free Student Memberships, must be full time student.**
 - The student memberships are \$10.00 annually with the fee assessed to the local chapter, however National was temporarily offering free student memberships, which I believe is expired.
 - Networking Group [for students] is \$55.00 annually, but each chapter has its own price. This group has access to the Communities and Councils.

Planned Activities for Next Period

- 03.07.2024 Face-to-Face Committee Meeting – Capitol Diner @ 7:00 – unconfirmed.
 - Close loop on Member Breakfasts:
 - In addition to the actions noted above, personal contacts by email or phone calls will be made to the new / renewing members of the past three months. – Dick / Doug
 - Budget for 2024 – Open item:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes
 - **Current Budget**

\$750	MEMBERSHIP	2023-2024
3610	Name Tags	\$ 50.00
3620	New Member Meal Expenses	\$ 500.00
3630	Prizes	\$ 100.00
3640	Snacks/Misc	\$ 100.00

- **Badges are available from Star Chapter – can be printed off.**
 - **Use the printed ones available from Star Chapter in lieu of embossed badges.**
 - **Responsibility for printing undefined.**

Pending Actions

- Chris will look-up information on: **Chris reported that he no longer has access to the database. Help needed.**

- Expiring Members
 - Follow-up messages to new and renewing members were drafted and circulated to the board. Are up-to-date.
- 10.19.2023 Golf Outing: The Good/ Bad/ Ugly – participate in 2023 debrief / 2024 planning session.
 - No follow-up seen on this meeting.
 - 08.05.2024 Charles N Claar Memorial Scholarship – Country Club of Harrisburg
 - Promotion of Golf Outing per John Self’s email 10.19.2023.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Dick has a couple of Facilities’ Managers who will be connecting with the Chapter.

Issues and Concerns

- Creating a proper value statement – Josh will draft.
- 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? – Status?
- 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

Communications Committee

February 2024

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Attended Programs meeting
- Attended Communications meeting. Will be working with Amber and Jolene to train them on webmaster duties.

Planned Activities for Next Period

- Continue website updates
- Review, edit and update current website content
- Communications Committee meeting – work with Amber and Jolene to train them on webmaster duties.

Issues and Concerns

Miscellaneous

- I will not be renewing my membership which expires in March 2024
- I created how-to documents for some common webmaster functions. Those are stored on the Google Drive.

Submitted by: Lauren Leipziger



Program Committee Monthly Report

February 2024

Accomplishments for Current Period

- Met as a formal committee 2-13-24 – monthly meeting

Current Activity Status

- February 21 – Hays: Virtual presentation on the FM job market, seeking jobs in the FM industry and advice on maneuvering thru the current process and trends. - Zoom
- March 27 – lack of interest in bus trip to NFMT so we have scheduled Alana Dunoff to provide a virtual version of her cancelled November event.
 - Confirm \$25 non-member fee is acceptable.
- April – Day on the Hill
- April 25 Happy Hour – location TBD
- May – Adriana to confirm Sahd Metal Recycling tour (Columbia, PA)
- Restoration Relief – possible golf outing presenting sponsor – August or October
- Sustainability September
- October 23 - Tour of Armstrong

Planned Activities

- Next meeting set for February 12
- Event ideas:
 - Tour of CRDC York – Emily has emailed the plant manager
 - Tour of JST – Scoop and Jerry toured, NDA required
 - Turkey Hill
 - Tour of New Holland
 - Sustainability September – possible in-person panel event

Submitted by: Emily Starr, 2/13/24