

Meeting Agenda –February 19, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Amber Gratkowski (absent)	
President	James Runshaw	
Vice President	Vacant	
2 nd Vice President	Doug Aldinger (absent)	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff (absent)	
Membership	Richard Michaelian (absent)	Shelly Matter (absent)
Strategic Planning	Chris Coller	Lesley Groff
Scholarship	Julie McGill-Kopp (absent)	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford (absent)	
Programs	Debra Massott	Shelly Matter
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Tom Hewitt	
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	
General Membership	Bryan Glatfelter – interested in joining a committee	

1. Executive Board Reports:

- President: Jim R. –
 - No Report
- Past President: Amber G. –
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP - Doug –
 - See Attached
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Treasurer's report was approved for month ending January 2025.

2. Committee Reports:

- Communications: Jolene -
 - See Attached

- Credentials: Lesley –
 - Jolene is working with Alana to get a new FMP class scheduled. We are polling our members and her contacts to see if a spring or summer class would be best to get on the schedule.
- Membership: Dick/Shelly/Doug
 - No Report
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie
 - Jim, Marcie and Julie met with Thaddeus Stevens last Friday, February 14th to review a new course offering which helps prepare students to join the workforce which could be a gateway to employment for our chapter FM's. This program is half day 6-month program. We may want to look at holding a meeting or networking event down there. Jim will share information with board and Scoop. Bryan shared that he's excited about this program and has hired students from Thaddeus Stevens, and they are extremely valuable.
- Government Affairs Advocacy: Kurt Twiford
 - No Report from Kurt
 - Jim R. shared that he met with JJ and Kurt to set something up to see if they can get Senator Perry to meet with some members to discuss what's important to us here in PA.
- Programs/Community Outreach: Scoop/Priscilla, Nate, Shelly
 - See Attached Report
 - **Subcommittee**
 - Annual Meeting – No Report
 - Golf Outing – See Attached Program Report, we are off to a great start

3. New business

- Review/Discuss proposals submitted by Amber Knauss to assist with the Golf Tournament as well as separate proposal for golf and chapter admin. (see attached)
 - Jim made a motion to move forward with the golf outing proposal only. All agreed to move forward with the agreement. Jim will sign as the representative of the Chapter and send it our way. Scoop will work with Amber to get it finalized and get Amber's participating started.
 - Tom reminded everyone that we make our money on sponsorships, not players, and that is something that we'd likely get from moving forward with Amber's proposal.

Next scheduled board meeting:

Wednesday, March 19th at 9AM



Secretary Report/Communications Committee

Month ending January 2025

Current Activities for this Period

1. Imported new member list to Star Chapter every other week
2. We received the sample contract from IFMA National for the chapter admin position. Will review and hold a discussion next month at our Strategic Planning meeting.
3. Worked with Scoop to post several upcoming meetings.

Planned activities for Next Period

1. Import Member List to Star Chapter
2. Work with program committee to update website on upcoming events
3. Attend strategic meetings for board members

Issues/Concerns

1. We need to finalize our plan for the Chapter Admin position.

Submitted by Jolene Fink



January 2025 Treasurer's Report

Prepared for
February 19, 2025 Board Meeting

Beginning Balance Checking Account *5910 1/1/2025 \$60,404.37

Deposits

8-Jan	\$	56.85	3 Event Registrations for January
24-Jan	\$	1,175.00	Membership Dues
31-Jan	\$	0.52	Interest
TOTAL DEPOSITS	\$	1,232.37	

Expenditures

3-Jan	\$	(19.95)	Star Chapter - updated pricing in effect**
17-Jan	\$	(102.82)	Reoccurring Monthly Website Fee
			Star Chapter
			Reoccurring Monthly Website Fee
TOTAL EXPENDITURES	\$	(122.77)	

Checking Account Closing Balance 1/31/2025 \$61,513.97

Beginning Balance Scholarship Fund Savings Account *7278 1/1/2025 \$2,216.09

Deposits

TOTAL DEPOSITS	\$	-	Interest
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Expenditures

TOTAL EXPENDITURES	\$	-
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Scholarship Fund Closing Balance 1/31/2025 \$2,216.09

Certificate of Deposit *11-1 Beginning Balance 1/1/2025 \$ 9,865.72

****NEW CD IN PLACE OF 1.99% APR - penalty was \$95.14****

S&T Bank (4.69% Interest Rate)			CD Interest
Matures on 2/28/25	\$	-	

Certificate of Deposit Closing Balance 1/31/2025 \$ 9,865.72

Certificate of Deposit *32-1 Beginning Balance 1/1/2025 \$ 10,633.71

S&T Bank (4.2% Interest Rate)			CD Interest
Matures on 3/15/25	\$	-	

**renewed on 3/15/2024

Certificate of Deposit Closing Balance 1/31/2025 \$ 10,633.71

Paypal Beginning Balance 1/1/2025 \$ 2,941.30

\$ -

does not include transactions direct from checking above

Paypal Closing Balance 1/31/2025 \$ 2,941.30

Total Unobligated Assets 1/31/2025 \$87,170.79

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2024 - June 30, 2025

Budget Tally to date thru

1/31/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	10425	10575	
Total Membership Revenue	21000	10425	10575	
Meetings and Programs				
Registration Revenue	600	550.35	49.65	Meetings do not include cost of speakers for educational purposes
Sponsorships	0		0	
Exhibitor Revenue	0		0	
Other	0		0	
Total Meetings and Programs Revenue	600	550.35	49.65	
Golf Event				
Registration Fees	11000	19792.61	-8792.61	
Sponsorships	15000		15000	
Total Golf Event Revenue	26000	19792.61	6207.39	
Educational				
Registration Fees	400		400	Educational events include additional fees for speakers and facility rental
Sponsorships	0		0	
Total Educational Revenue	400	0	400	
Publication				
Newsletter Advertising	0		0	
Membership Directory Advertising	0		0	
Mailing List	0		0	
Web-site Advertising	0		0	
Total Publication Revenue	0	0	0	
Administrative and Other				
Interest / Dividends	700	4.31	695.69	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000		10000	
Total Administrative and Other	10700	4.31	10695.69	
Total Revenue	58700	30772.27	27927.73	
EXPENSES				NOTES
Membership				
Postage	0		0	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	719.66	2280.34	
Other	0		0	
Total Membership Expense	3000	719.66	2280.34	
Meetings and Programs				
Food / Beverage	3000	1121.4	1878.6	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500		1500	
Other	0		0	
Total Meetings and Program Expense	4500	1121.4	3378.6	
Golf Events				
Food and Beverage	6000	9622.32	-3622.32	combined total = 21,372.32
Course Fees	8000	11750	-3750	
Other	4000	1148.32	2851.68	
Total Golf Event Expense	18000	22520.64	-4520.64	
Educational				
Food and Beverage	3000		3000	
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	
Other	0		0	
Total Educational Expense	8000	0	8000	
Publication				
Printing and Postage	0		0	
Other	0		0	
Total Publication Expense	0	0	0	
Administrative				
Management Fees (Non-Employee)	0		0	
Donations / Gifts	5000		5000	
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	5384.78	4615.22	Includes cost of Registration, Travel to and from location, Hotel during dates of Conference & Conference sponsored meals that are not included in Registration - i.e. Gala at World Workplace to present scholarship winner(s)
Scholarships	10000	10299.28	-299.28	
Accounting and Legal	0		0	
Other (Zoom)	200		200	
Total Administrative Expense	25200	15684.06	9515.94	
Total Expense	58700	40045.76	18654.24	
NET INCOME (LOSS)	0	-9273.49	9273.49	



**Programs Committee Monthly Report for Board Meeting
February 2025**

Accomplishments for Current Period

- Met as a formal committee 2/12/2025 – monthly virtual meeting
- Golf Committee is shaping up with Amber providing her expertise (if the Board approves one of her consulting proposals), Adam Warner/Leer Electric and Josh Yunginger/Restoration relief co-chairing; Tom Hewitt/PHEAA handling venue coordination and communication; plus Marcie Carder/Enterprise and Shelly Matter/Advanced DRI
 - First meeting tentatively scheduled for 2/24/25 if Board approves Amber's proposals

Current Activity Status

- February 20 – Virtual Webinar: Unlock Your Facility Management Potential with FM Credentials (presented by IFMA National)
- February 26 –Happy Hour/Networking event from 5-7pm at Hemauer Brewing Co. in Mechanicsburg
- March 20 – Tour of PA Museum Archives – CANCELLED due to both their FM and assistant FM leaving prior to March (in the process of figuring out whether to plan something else or just cancel)
- April 10, 2025 –panel with FMs from different industries/types of buildings
 - Still in the works but shaping up
- May 21, 2025 – joint event with PA-AFAA
 - Fire code presentation on the life safety updates in the code book (systems like fire alarms and sprinkler systems)
- June 18, 2025 – annual meeting at Duke's Riverside (private room upstairs)

Future Activities

- Events/tours in the works for the rest of 2025:
 - April or May – potential for Day on the Hill event
 - Need to ask Kurt Twiford where we stand on this
 - July – looking at doing a happy hour/networking event since July is a heavy vacation time with many people away
 - Likely a Harrisburg or West Shore location
 - Looking into the possibility of a Senators baseball game in an inside air-conditioned suite
 - August – golf tournament (Golf Committee)
 - Need Board approval on Amber's proposals
 - September – Sustainability September
 - Tour of a elite LEED building with Murray Associates Architects/Donna Dubbs (working on date and then good to go)
 - October – Tour of Penn National Insurance Building – Renovations/Revitalization of an Iconic, Landmark Building in Downtown Harrisburg
 - Shooting for late October date for this
 - November – presentation on "How Infection Control Isn't Just for Hospitals/Healthcare Facilities" at Penn State Health headquarters at 100 Crystal A Drive in Hershey (this was originally being planned for May)
 - looking to invite PSHFE, AMFP, and/or IFMA Healthcare Council Members
 - December – holiday event in conjunction with Community Outreach donation

Issues and Concerns/Possible Solutions and Opportunities

- Need Board approval for Amber Knauss's consulting proposal



IFMA™ Central Pennsylvania Chapter
International Facility Management Association

Board/Committee Position- Past President, Community Outreach

February 2025

Accomplishments for Current Period

COMMUNITY OUTREACH : Merged committee into Programs

: Scheduled the IFMA annual meeting, to be held at Dukes Riverside, June 18th 4:30-7:30. Provided deposit info to treasurer, will be working with Julie Kopp on agenda and menu selections. Provided date to Secretary for posting on website.

Here is what he is proposing with Habitat for Humanity – received information from Habitat, but dates were too soon. Circling back for day to participate in Habitat project. Concern with participation to be discussed at the board meeting.

FUTURE activities:

- 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
- **Coordinate with programs on future events and perhaps merge with programs committee**

Issues and Concerns- lack of participation by members and their organizations.

Submitted by: Priscilla St.Jacques-Glusko

Proposal for Consulting Services

Presented by **Amber Knauss**

aknauss15@gmail.com

(717) 418-9043

Presented to **IFMA Central PA Chapter**

February 10, 2025

Scope of Work:

The services to be provided will include, but are not limited to, the following tasks:

1. **Website Maintenance:**

Regular updates and maintenance of the IFMA Central PA website, ensuring content is current and relevant, and that any technical issues are addressed.

Note: This does not include a website redesign which would involve a significantly greater time commitment. If a complete redesign is requested, additional fees may apply.

2. **Social Media Posts:**

Creation and scheduling of posts to maintain an active and engaging presence across all appropriate social media channels for IFMA Central PA.

3. **Membership Email Blasts:**

Preparation and distribution of email communication to members, including newsletters, event updates, and other relevant announcements.

4. **Graphic Design:**

Design of graphics as needed for website, social media, and email communications, including promotional materials, banners, brochures and event graphics.

5. **Miscellaneous Administrative Tasks:**

Assistance with reasonable administrative tasks, including event coordination support, document preparation, and virtual attendance of monthly board meetings.

Note: If admin tasks require more time than this scope allows for, additional fees may apply.

6. **Golf Outing Support:**

Comprehensive training provided to 2025 Golf Outing Co-chairs and Programs Committee, including written event handbook (minimum 6-month commitment required).

Terms of Agreement:

This agreement will begin on March 1, 2025 and continue on a month-to-month basis until either party terminates the agreement with 30 days' written notice.

Consulting Fee & Payment Terms:

The consulting fee for these services will be **\$1,500/month**.

Initial invoice due upon receipt of signed proposal. Monthly invoices will be issued on the 15th of each month. Payment is due on the 1st of the following month.

Payment can be made via PayPal to aknauss15@gmail.com.

Acceptance:

To confirm acceptance of this proposal, please sign below and return a copy of this document. Please contact me if you have any questions or wish to discuss the details further.

Thank you for the opportunity to work with IFMA Central PA. I look forward to contributing to the continued success of the organization!

Respectfully submitted,

Amber Knauss

Consultant Signature:

Date:

IFMA Central PA, Authorized Representative Signature:

Date:

Proposal for Consulting Services - 2025 Golf Outing

Presented by **Amber Knauss**

aknauss15@gmail.com

(717) 418-9043

Presented to **IFMA Central PA Chapter**

February 10, 2025

Scope of Work:

The services to be provided will include, but are not limited to the following:

1. **Event Planning Support:**

- Assist with the coordination of event logistics.
- Provide guidance on event format, including team setup, registration process, and day-of activities.
- Support in identifying and engaging with vendors for event-related needs, such as giveaways and printed signage.
- Provide support in setting up and managing event registration.
- Help coordinate with members and sponsors to process registrations and deliverables like sponsor logos for signage, etc.
- Provide event-day coordination support as needed, such as directing volunteers and participants, and ensuring sponsor signage is in place.
- **All guidance and training will be documented in a written event handbook for future reference.**

2. **Marketing and Promotion:**

- Help develop and implement a strategic social media campaign across appropriate platforms to generate awareness about the event.
- Help design and distribute email blasts to IFMA Central PA membership, potential participants, and sponsors, including event details, registration instructions, and reminders.
- Assist with design of promotional materials, including event flyers, registration forms, and social media graphics, to support event visibility and registration efforts.
- Assist in creating promotional content to highlight sponsors, including logos, banners, and sponsor spotlights across all event marketing channels.

Terms of Agreement:

This agreement will begin on March 1, 2025 and end on August 31, 2025. This timeframe will allow for support across the above listed areas from start to finish of event planning and execution.

Consulting Fee & Payment Terms:

The consulting fee for these services will be **\$2,500**.

Initial invoice due upon receipt of signed proposal. 50% due within 30 days of project start. Remaining 50% due within 30 days of project closeout.

Please remit payment via PayPal to aknauss15@gmail.com.

Acceptance:

To confirm acceptance of this proposal, please sign below and return a copy of this document. Please contact me if you have any questions or wish to discuss the details further.

Thank you for the opportunity to contribute to the success of IFMA Central PA's Annual Golf Outing event!

Respectfully submitted,

Amber Knauss

Consultant Signature:

Date:

IFMA Central PA, Authorized Representative Signature:

Date:
