

Meeting Agenda –December 18, 2024

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

1. Executive Board Reports:

- President: Jim R. –
 - Jim shared that he's been in contact with one of our Scholarship recipients who interviewed him for a research paper she was working on. He will share the paper when he receives a copy of it.
- Past President: Amber G. –
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP - Doug –
 - See Attached
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - The recertification error IFMA National found last month was an error in their documentation, which means our yearly certification is complete.
 - Treasurer's Report was reviewed and approved.

2. Committee Reports:

- Communications: Jolene -
 - We finally received the sample agreement for the Chapter Administrator position from another chapter for discussion. It was shared with Jim who will mark it up for discussion next month.
 - See Attached
 - Credentials: Lesley -
 - Alana emailed Jolene and would love to host another FMP course through our chapter next year. Is this something our chapter would be interested in hosting again? We all agreed to proceed, Jolene will reach out to Alana. We also agreed to offer a free FMP course to a chapter member. Will discuss further in January.
 - Membership: Dick/Shelly/Doug
 - No Report
 - Strategic Planning: Chris/Lesley -
 - Chris will be reaching out this week with updated documents for review that will outline who each committee's champion is.
 - Scholarship / Future FM – Priscilla/Julie
 - No Report
 - Government Affairs Advocacy: Kurt Twiford –
 - No Report
 - Jim will reach out Kurt to pick a month to schedule the Day on the Hill for the spring, perhaps we just make it a local day on the hill if we run into scheduling issues with JJ. (A/I – Jim R.)
 - Programs: Scoop/
 - See Attached Report
 - **Subcommittee**
 - Annual Meeting – No Report
 - Golf Outing – We must decide in January when and where the event will be so planning can commence.
 - Community Outreach – Priscilla
 - No Report
3. **New business**
- Facility Fusion attendance discussion- tabled until January
 - IFMA Pins – Lesley – tabled until January

Next scheduled board meeting:

Wednesday, January 18th at 9AM



IFMATM Central Pennsylvania Chapter

International Facility Management Association

2nd Vice President

12/2024

Accomplishments for Current Period

- 12.11.2024: Facilitated a request from Priscilla to contact Associate Member prospect Beth Haines of Premier Environments.
 - Premier provides all furniture services, from initial greeting to beyond installation.
 - <https://www.premierenvironments.com/>
 - Premier is deciding the organizations to join.
 - 12/16/2-24 Follow-up

Current Activity Status

- Participating on Strategic Planning Committee being facilitated by Leslie Groff.

Planned Activities for Next Period

- Continue with the strategic planning.
- Continue to participate with any committee involvement needed.

Issues and Concerns

- Retention of existing members. Recruitment of new members.
- Contributing to raising value.

Miscellaneous

- Where the needs of the Chapter?

Submitted by:



Doug Aldinger, PE, LEED AP
Sr Development Engineer
M. 717.940.0058



Secretary Report/Communications Committee

Month ending November 2024

Current Activities for this Period

1. Imported new member list to Star Chapter every other week
2. Sent out a canned message to members whose membership is expiring in 30 days and membership that expired but it's still within the grace period using Star Chapter.
3. We received the sample contract from IFMA National for the chapter admin position. Will review and hold a discussion next month.
4. Posted several upcoming meetings and sent out meeting invite emails.
5. Worked with a few new members to help them sign in on Star Chapter website.

Planned activities for Next Period

1. Import Member List to Star Chapter
2. Work with program committee to update website on upcoming events

Issues/Concerns

Submitted by Jolene Fink



November 2024 Treasurer's Report

Prepared for
December 18, 2024 Board Meeting

Beginning Balance Checking Account *5910 11/1/2024 \$57,381.62

Deposits

8-Nov	\$	18.95	1 Event Registration for November
12-Nov	\$	56.85	3 Event Registrations for November
18-Nov	\$	18.95	1 Event Registration for November
22-Nov	\$	3,275.00	Membership Dues
	\$	0.46	Interest
TOTAL DEPOSITS	\$	3,370.21	

Expenditures

4-Nov	\$	(19.95)	Star Chapter - updated pricing in effect**
18-Nov	\$	(102.82)	Reoccurring Monthly Website Fee
			Star Chapter
			Reoccurring Monthly Website Fee
TOTAL EXPENDITURES	\$	(122.77)	

Checking Account Closing Balance 11/30/2024 \$60,629.06

Beginning Balance Scholarship Fund Savings Account *7278 11/1/2024 \$2,216.03

Deposits

TOTAL DEPOSITS \$ -

Expenditures

TOTAL EXPENDITURES \$ -

Scholarship Fund Closing Balance 11/30/2024 \$2,216.03

Certificate of Deposit *11-1 Beginning Balance 11/1/2024 \$ 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 11/30/2024 \$ 9,865.72

Certificate of Deposit *32-1 Beginning Balance 11/1/2024 \$ 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 11/30/2024 \$ 10,633.71

Paypal Beginning Balance 11/1/2024 \$ 2,941.30

\$ -

does not include transactions direct from checking above

Paypal Closing Balance 11/30/2024 \$ 2,941.30

Total Unobligated Assets 11/30/2024 \$86,285.82

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 11/30/2024

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	8250	12750	
Total Membership Revenue	21000	8250	12750	
Meetings and Programs				
Registration Revenue	600	474.55	125.45	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	474.55	125.45	
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		700	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000		10000	
Total Administrative and Other	10700	0	10700	
Total Revenue	58700	28517.16	30182.84	
EXPENSES				NOTES
Membership				
Postage	0		0	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	474.12	2525.88	
Other	0		0	
Total Membership Expense	3000	474.12	2525.88	
Meetings and Programs				
Food / Beverage	3000	585.9	2414.1	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	585.9	3914.1	
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	39264.72	19435.28	
NET INCOME (LOSS)	0	-10747.56	10747.56	



STRATEGIC PLANNING CHAIR

MONTHLY REPORT

Decmeber 2024

Accomplishments for Current Period

Executive Board has agreed to go forward with the established Roll Out for 2025 going forward – this this plane will be updated and distributed to the Board by COB Friday 12/20

Current Activity Status

1. Updating plan for distribution

Issues and Concerns

We are having difficulty getting everyone who needs to be involved together at one time

Ideas

.

Submitted by Chris Coller, Strategic Planning



**Credentials Committee Monthly Report
December 2024**

Current Activity Status

- Nothing to report. Will revisit training for 2025.

Issues and Concerns/Possible Solutions and Opportunities

- Committee members needed

Submitted by: Lesley Groff, 12/16/24



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Programs Committee Monthly Report December 2024

Accomplishments for Current Period

- Met as a formal committee 12/11/24 – monthly virtual meeting

Current Activity Status

- January 16 – ACT 129 Energy Efficiency Programs and Status Update -- joint event with CPAEE (Central PA Association of Energy Engineers) at Schaedler-Yesco
 - Checking with Doug Aldinger on the possibility of offering virtually in addition to in-person
- February 20 – Virtual Webinar: Unlock Your Facility Management Potential with FM Credentials (presented by IFMA National)
- March 20 – Tour of PA Museum Archives
 - This is going to be a phenomenal tour, but we may have to cap it at 20 people; I have given two suggestions on how to do 2 groups of 20 and am waiting on a response from my contact at the Archives

Future Activities

- Events/tours in the works for 2025:
 - April – potential for panel with FMs from a commercial building, a manufacturing facility, an education facility, and a healthcare facility (more details to come on this)
 - Avoid Facility Fusion dates (4/29-5/1/25)
 - April or May – potential for Day on the Hill event
 - Kurt Twiford is looking into this
 - May – potential for presentation on “How Infection Control Isn’t Just for Hospitals/Healthcare Facilities” at Penn State Health headquarters at 100 Crystal A Drive in Hershey; looking to invite/involve PSHFE and AMFP
 - Swapped events for April and May since PSHFE’s conference is in April
 - June – annual meeting
 - Priscilla is going to lead the charge 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
 - August – golf tournament (Golf Committee)
 - Someone on the Board had suggested paying Amber Knauss to do this; if this is what we want to do, how will compensation work, and who will talk to Amber K. about this?
 - Shelly Matter has two people she is reaching out to that she thinks might be interested in chairing/co-chairing this committee
 - September – Sustainability September
 - Checking into both options below:
 - Solar panels – Phoenix Contact
 - Green roofing systems – Houck
 - Avoid World Workplace dates (9/17-9/19/25)
 - October – Tour of Penn National Insurance Building – Renovations/Revitalization of an Iconic, Landmark Building in Downtown Harrisburg

Issues and Concerns/Possible Solutions and Opportunities

- N/A

Submitted by: Debra “Scoop” Massott, 12/16/24