

Meeting Minutes – January 17, 2024

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Julie McGill-Kopp	
President	Amber Gratkowski	
Vice President	Jerry Bowers (absent)	
2 nd Vice President	Amber Knauss	
Secretary	Jolene Fink	
Treasurer	Marci Carder	
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	Bruce Wiest (absent)
Advocacy/Government Affairs	Kurt Twiford	Tom Koontz (absent)
Programs	Emily Starr	Adriana Townsend, Debra Massott
Subcommittee: Golf Outing	John Selfe (absent)	Amber Knauss
Subcommittee: Annual Business Meeting	Julie McGill-Kopp	

Agenda/ January 2024

1. President report

- 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.
- IFMA is offering free student memberships again from January 15-31, 2024. Available to new or existing student members who are enrolled in a full-time program.
 - Will post on our website.
 - Julie will forward interns name to Doug and Amber to send along to IFMA National (A/I)
 - Doug will send an email to Thaddeus Stevens to see if anyone is interested in a free student membership. (A/I)
- IFMA National is running a promotion for board members to receive a discount to register for Facility Fusion for the full event registration.
 - Julie made a motion that if we don't have two board members interested in attending that we'd send committee chairperson to attend on behalf of the chapter (registration & travel expenses paid by chapter.) Amber G. second the motion. Motion carried.

- Emily is interested as a committee chair.
- Marci is interested and will check her calendar and report back.
- Active Pure Zoom call today at noon – 49 registered

2. Reports

- Past President Report: Julie –
 - Julie will work with Amber to begin planning the Annual Meeting
- Secretary: Jolene –
 - See attached.
- VP Report and Certification: Jerry –
 - See attached.
- 2nd VP Report – Amber
 - See attached.
 - Still looking for a Communication Committee Chairperson – will send an email out to solicit volunteers. Priscilla mentioned that some newer members seemed interested in serving on committees and Amber will mention in our meeting today.
- Treasurer Report- Marci
 - See attached.
 - Amber made a motion to approve Treasurer's report and Julie second the motion. Motion carried.
- Strategic Planning:
 - No report
- Membership – Doug
 - See attached
 - Star Chapter can print name tags on labels we can print directly from Star Chapter for our meetings. We do have \$50 in the budget for name tags so we can use that to purchase labels. Will the program committee print these for our meetings?
- Scholarship / Future FM - Bruce Wiest/Priscilla
 - No report
- Community Outreach – Priscilla
 - Jolene made a motion to match donations received for Veterans Outreach, the total for the check will be \$2,840. Amber second the motion, all in favor, motion carried. Check will be mailed.
- Government Affairs Advocacy: Kurt Twiford – Chris Collier support
 - No update
- Communication – Lauren/Amber K.
 - Lauren will change log in for committees on Star Chapter
- Events/ Programs - Emily
 - See attached

Subcommittee

- Annual Meeting – Julie to work on this.
- Golf Outing – Amber K. met with Josh for possible title sponsor.



Meeting - New business

- Nothing reported

Next scheduled Board Meeting: Wednesday, February 21st



Credentials Committee/ VP

December 2023

VP:

- No current updates.

Credentials:

Current activity – Engaging individuals from our member list to gauge who currently holds credentials / interest in obtaining certifications / answering any questions regarding certifications.

Following up on initial emails.

Submitted by: Jerry Bowers



IFMATM Central Pennsylvania Chapter

International Facility Management Association

2nd VP / Golf Outing Committee Report January 2024

Accomplishments for Current Period

- Attended holiday mixer at Duke's in December.
- Amber and Lauren L. had an initial discussion about training for some of the webmaster/communications duties, since Lauren will not be renewing her membership this year. Amber will handle communications until we recruit a new Communications Committee Chair.
- Met with Josh Yunginger from Restoration Relief – they are looking for ways to get more involved in the chapter and are considering title sponsorship (\$3,000) for the golf outing in August.

Planned Activities for Next Period

- Continue working with Lauren to transition duties on the Communications Committee.
- Begin reaching out to past golf outing sponsors for 2024 commitments. Now that we have more horsepower on the Programs Committee, they are willing to assist with golf sponsorship outreach.

Issues and Concerns

- Focus on FM engagement in the golf outing and other events – survey members?

Submitted by: Amber Knauss



IFMATM Central Pennsylvania Chapter
International Facility Management Association

**Secretary Report –
Month ending December 2023**

Current Activities for this Period

1. Attended monthly meeting and sent minutes to Lauren for posting.

Planned activities for Next Period

1. Work with Lauren and Amber to review how to post meeting minutes on website.
2. Publish board meeting minutes.

Submitted by Jolene Fink



December 2023 Treasurer's Report

Prepared for
January 17, 2024 Board Meeting

Beginning Balance Checking Account *5910 12/1/2023 \$64,067.87

Deposits

	19-Dec	\$	4,054.17	Membership Dues from November 2023
	29-Dec	\$	0.52	Interest
TOTAL DEPOSITS		\$	4,054.69	

Expenditures

	4-Dec	\$	(9.95)	Star Chapter
	18-Dec	\$	(85.86)	Reoccurring Monthly Website Fee
	22-Dec	\$	(323.74)	Star Chapter
	12/26	\$	(125.03)	Reoccurring Monthly Website Fee
				Check# 1280 - Priscilla Glusko
				Member Event at Dukes on 12/13/2023
				Check# 1279 - Doug Aldinger
				Member Breakfast on 12/13/2023
TOTAL EXPENDITURES		\$	(544.58)	

Checking Account Closing Balance	12/31/2023	\$67,577.98
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Beginning Balance Scholarship Fund Savings Account *7278 12/1/2023 \$1,415.85

Deposits

	\$	-
TOTAL DEPOSITS	\$	-

Expenditures

	\$	-
TOTAL EXPENDITURES	\$	-

Scholarship Fund Closing Balance	12/31/2023	\$1,415.85
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Certificate of Deposit *68-1 Beginning Balance 12/1/2023 \$ 9,772.59

S&T Bank (1.99% Interest Rate)	12-Dec	\$	16.01	CD Interest
Matures on 9/13/25		\$	16.01	

Certificate of Deposit Closing Balance	12/31/2023	\$ 9,788.60
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Certificate of Deposit *32-1 Beginning Balance 12/1/2023 \$ 10,211.83

S&T Bank (4.2% Interest Rate)	\$	-
Matures on 3/15/24	\$	-

Certificate of Deposit Closing Balance	12/31/2023	\$ 10,211.83
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Total Unobligated Assets	12/31/2023	\$88,994.26
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Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

01/2024

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.
 - **ACTION Required: Board confirmation needed. 12.20.2023 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?
 - The recommended venues are:
 - Capitol Diner, Harrisburg
 - West Shore Diner
 - Lyndon or Park City Diner, Lancaster
 - Round the Clock Diner, York
- Student Engagement
 - This has been an open item for Thaddeus Stephens Trade School
 - **Action Required:**
 - **How many free student memberships are available.**
 - **Commitment from FMs to speak to students**
 - **Alternate: a membership committee person speaks about the benefits of professional membership.**

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

Pending Actions

- Chris will look-up information on:
 - Expiring Members
 - Follow-up messages to new and renewing members were drafted and circulated to the board. Good feedback was received. The messages will be used.
- 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

January 2024

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Attended Programs meeting
- Attended Communications meeting. Will be working with Amber to train her on webmaster duties.
- Created how-to documents for some common webmaster functions. Those are stored on the Google Drive.

Planned Activities for Next Period

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

Issues and Concerns

- Need meeting information for February 2024 and beyond

Miscellaneous

- I will not be renewing my membership which expires in March 2024

Submitted by: Lauren Leipziger



Program Committee Monthly Report

January 2024

Accomplishments for Current Period

- Met as a formal committee 1-9-24 – monthly meeting

Current Activity Status

- January 17, 2024 – ActivePure presentation - Zoom
- February – Hays: Virtual presentation on the FM job market, seeking jobs in the FM industry and advice on maneuvering thru the current process and trends.
- March – Bus trip to NFMT in Baltimore
 - Survey has been sent to gauge interest
- April – Day on the Hill
 - Kurt planning
- Happy hour for early April
 - Funding? Drink tickets and appetizers?
- Sahd Metal – May or July
- Restoration Relief – possible golf outing presenting sponsor – August or October
- Sustainability September
- Tour of Armstrong – is October 23 (4th Wednesday) acceptable?

Planned Activities

- Next meeting set for February 13
- Event ideas:
 - Tour of CRDC York – Emily has emailed the plant manager
 - Tour of JST – Scoop and Jerry toured, NDA required
 - Reschedule Alana – personal growth
 - Turkey Hill

Other Items

- Access to Star Chapter

Submitted by: Emily Starr, 1/17/24

	Name	Last Name	Company	Email	Type	Description	Company	First Initial	Title
	Gregory Be	Bentzel	Reynolds R	gbentzel@r	Member	Member R	Reynolds R	G	B Director of Business Development
	Bob Cook	Cook	Walton & C	Bcook@wa	Member	Member R	Walton & C	B	C Fabrication Sales Manager
	Jolene L. Fi	Fink	PHEAA	jolene.fink	Member	Member R	PHEAA	Jo	Fi Senior Manager, Workplace Strategy
	Suzanne Fr	Fraday	BAE System	suzanne.fr	Member	Member R	BAE System	S	Fi Facility Planner Sr
10	Randy L. G	Groff	Four Seaso	randyg@fs	Member	Member R	Four Seaso	R	G Director Of Facilities And Energy
	Lesley Grof	Groff	UGI Utilitie	Groff3@at	Member	Member R	UGI Utilitie	L	G Sr. Supervisor of Buildings & Grounds
	Josh Mixel	Mixell	Full Blast P	sales@full	Member	Member R	Full Blast P	Jo	M Sales
	Dave Houcl	Houck	CertaPro P	dhouck@c	Member	Member R	CertaPro P	D	H Commercial Sales Manager
	Josh Jonas	Jonas	Samafil	jonas.josh	Member	Member R	Samafil	Jo	Jc Manufacture's Rep
	Kirk Jones	Jones	Potomac T	kjones@pc	Member	Member R	Potomac T	K	Jc Business Development Program Manager
50	Amber Kna	Knauss	McClure Cc	amberkna	Member	Member R	McClure Cc	A	K Marketing Coordinator
25	Lauren Lei	Leipzig	Pennsylvan	lleipzig@p	Member	Member R	Pennsylvan	L	L Engineering Project Specialist
	Michael Lo	Lora	Ruppert La	mlora@rup	Member	Member R	Ruppert La	M	L Business Development Manager
25	Debra Mas	Massott	G.R. Spona	debra.mas	Member	Member R	G.R. Spona	D	M Business Development Coordinator
20	Julie A. Mc	Mcgill-Kop	BAE System	julie.mcgill	Member	Member R	BAE System	J	M Facilities Engineer
20	Richard Mi	Michaelian	Relocation	rmichaelia	Member	Member R	Relocation	R	M Owner Consulting Business
	Troy Middl	Middlekaul	Sunbelt Re	troy.middl	Member	Member R	Sunbelt Re	T	M Sales rep
50	Anne Mille	Miller	Kinsley Cor	amiller@ki	Member	Member R	Kinsley Cor	A	M Business Development
	Ryan Null	Null	Horst Cons	rnull@hors	Member	Member R	Horst Cons	R	N Business Development Manager
20	Dan Przyw	Przywara	CORE Desig	dprzywara	Member	Member R	CORE Desig	D	P Director of Business Development
20	Larry E. Sa	Saylor	TKS Archite	lsaylor@tk	Member	Member R	TKS Archite	L	S Project Architect
100	Priscilla St.	St. Jacques	Glusko	pstglusko	Member	Member Registration	(Pr	S	Consultant
	Kurt A. Twi	Twiford	Conexus, Ir	ktwiford	Member	Member R	Conexus, Ir	K	T President/CEO
	Nathan Uri	Urich	Penn Natio	NUrich@pr	Member	Member R	Penn Natio	N	Urich
	Bruce Wies	Wiest	Pyramid Cc	bwiest@py	Member	Member R	Pyramid Cc	B	W Operations Manager/Senior Project Manager
	Josh Yungir	Yunginger	Restoratio	jyunginger	Member	Member R	Restoratio	Jo	Y Account Manager
2500	Marcie Carder		Enterprise Mobility		Member	Member	Enterprise		Facilities and Construction Manager