

Meeting Minutes –November 20, 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	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff	
Membership	Josh Jonas (absent)	Richard Michaelian
Strategic Planning	Chris Coller (absent)	Lesley Groff
Scholarship	Julie McGill-Kopp	Priscilla St. Jacques-Glusko (absent)
Advocacy/Government Affairs	Kurt Twiford	
Programs	Debra Massott	Shelly Matter (absent)
Community Outreach	Priscilla St. Jacques-Glusko (absent)	
Subcommittee: Golf Outing	Tom Hewitt	John Selfe
Subcommittee: Annual Business Meeting	Amber Gratkowski	

1. Executive Board Reports:

Meeting called to order at 9:11AM

- President: Jim R. –
 - Jim has some interest in attending Facility Fusion in the spring. Looking at \$2K/person with 3 nights, airfare, and registration. Lesley suggested we discuss at our meeting on Monday afternoon who the chapter will be sending.
 - Jim received an email from IFMA National stating there is an error in our yearly certification submittal. Marci will investigate this on Friday and report back to the board at our next meeting.
- Past President: Amber G.
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP: Doug –
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached

- Motion made to accept Treasurer's report for month ending October.

2. **Committee Reports:**

- Communications: Jolene -
 - See Secretary report attached
- Credentials: Lesley -
 - No Report
 - FMP class is ongoing, and Alana would be interested in doing another one of these in the future.
 - Lesley is still certified to teach a CFM class and typically the chapter pays for the materials and asks for a small investment from participants to make sure they show up to the class.
- Membership/Thaddeus Stevens Liaison: Doug/Julie/Dick Michaelian -
 - No Report
- Strategic Planning: Chris/Lesley -
 - See Attached
- Scholarship / Future FM - Priscilla/Bruce Wiest/Julie -
 - No Report
 - FYI - Bruce's membership expired 8/31/24 and as of yesterday he hasn't renewed his membership. Jolene reached out to Bruce, she's waiting to see if he'll be rejoining or not.
 - Julie will join the committee as she really enjoys working with the scholarship recipients.
- Government Affairs Advocacy: Kurt Twiford -
 - See Attached
- Programs: Scoop/Shelly Matter/Nathan Ulrich/Priscilla
 - See Attached Report
 - Lesley suggested that Scoop involve the council for Hospitals for the Infection Control meeting, Lesley suggested to reach out to council president.
 - Kurt mentioned to hold April or May as we normally have Day on the Hill one of these months. He'll let Scoop know before the next monthly meeting if he can find something interesting to present.
- Community Outreach - Priscilla
 - See Attached
- **Subcommittee**
 - Annual Meeting - No Report, we'll likely need someone to pick this up as Amber G. hasn't been active.
 - Golf Outing - No Report, Jolene will reach out to Tom to discuss his role in this committee. Mike Dodson is also interested in helping out.

3. **New business**

- Lesley made a motion to add a ticket type for first time attendees for our monthly meeting so the member can register them without having to pay the visitor fee of \$20. Motion was approved. Jolene will work on the change to Star Chapter registrations for meetings starting in January.



- Executive Board Strategic Meeting is scheduled via a Teams call on Monday, November 25th at 4 pm to review the reset plan that worked well back in 2022.

Meeting Adjourned at 9:58AM

Next scheduled board meeting:

Wednesday, December 18th at 9AM



Secretary Report/Communications Committee

Month ending October 2024

Current Activities for this Period

1. Imported new member list to Star Chapter
2. Attended Strategic Planning Meeting Kick-off
3. Attended the excellent meeting at Armstrong
4. Attended the Strategic Planning meeting on November 1st.
5. Reached out to Amber K. to discuss a paid offer to assist with program design, invites, and social media posts. She seems interested but was wondering what exactly we are expecting. I suggested she get back to us with an idea of what type of arrangement would work for her. Still waiting on a contact from IFMA National to provide a sample agreement.
6. Posted several upcoming meetings and applaud Scoop for taking over the program committee on such short notice. Thanks for stepping up also goes to her committee members!
7. 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

October 2024 Treasurer's Report

Prepared for
November 20, 2024 Board Meeting

Beginning Balance Checking Account *5910 10/1/2024 **\$80,804.36**

Deposits

4-Oct	\$	37.90	2 Event Registrations for October
7-Oct	\$	18.95	1 Event Registration for October
9-Oct	\$	18.95	1 Event Registration for October
11-Oct	\$	18.95	1 Event Registration for October
15-Oct	\$	37.90	2 Event Registrations for October
17-Oct	\$	37.90	2 Event Registrations for October
18-Oct	\$	500.00	Golf Registration Check Deposit
18-Oct	\$	18.95	1 Event Registration for October
21-Oct	\$	18.95	1 Event Registration for October
28-Oct	\$	57.25	3 Event Registrations for November
28-Oct	\$	18.95	1 Event Registration for November
30-Oct	\$	1,650.00	Membership Dues
30-Oct	\$	18.95	1 Event Registration for November
31-Oct	\$	0.58	Interest
TOTAL DEPOSITS		\$ 2,454.18	

Expenditures

2-Oct	\$	(19.95)	Star Chapter - updated pricing in effect**
12-Oct	\$	(251.25)	Reoccurring Monthly Website Fee
			DEBIT CARD
14-Oct	\$	(1,726.38)	Dinner at WWP for Scholarship Recipients & Attendees
			PAYPAL to Marcie Carder
16-Oct	\$	(21,372.32)	Reimbursement from WWP Expenses - #2
			CK# 1291 to Country Club of Harrisburg
17-Oct	\$	(102.82)	Food/Beverage/Golf Fees
			Star Chapter
29-Oct	\$	(2,404.20)	Reoccurring Monthly Website Fee
			CK# 1292 to James Runshaw
			Reimbursement from WWP Expenses
TOTAL EXPENDITURES		\$ (25,876.92)	

Checking Account Closing Balance 10/31/2024 **\$57,381.62**

Beginning Balance Scholarship Fund Savings Account *7278 10/1/2024 **\$2,216.03**

Deposits

TOTAL DEPOSITS **\$ -**

Expenditures

TOTAL EXPENDITURES **\$ -**

Scholarship Fund Closing Balance 10/31/2024 **\$2,216.03**

Certificate of Deposit *11-1 Beginning Balance 10/1/2024 **\$ 9,865.72**

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

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

\$ -

CD Interest

Certificate of Deposit Closing Balance 10/31/2024 **\$ 9,865.72**

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

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

\$ -

CD Interest

**renewed on 3/15/2024

Certificate of Deposit Closing Balance 10/31/2024 **\$ 10,633.71**

Paypal Beginning Balance 10/1/2024 **\$ 2,941.30**

\$ -

does not include transactions direct from checking above

Paypal Closing Balance **\$ 2,941.30**

Total Unobligated Assets 10/31/2024 \$83,038.38

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 10/31/2024

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	4975	16025	
Total Membership Revenue	21000	4975	16025	
Meetings and Programs				
Registration Revenue	600	379.8	220.2	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	379.8	220.2	
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	25147.41	33552.59	
EXPENSES				NOTES
Membership				
Postage	0		0	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	351.35	2648.65	
Other	0		0	
Total Membership Expense	3000	351.35	2648.65	
Meetings and Programs				
Food / Beverage	3000		3000	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	0	4500	
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	38556.05	20143.95	
NET INCOME (LOSS)	0	-13408.64	13408.64	



STRATEGIC PLANNING CHAIR

MONTHLY REPORT

November 2024

Accomplishments for Current Period

The executive board has had several meetings in person and via zoom and are currently in the process of finalizing the Strategic Plan going forward

Current Activity Status

1. Planning meeting of executive board next week

Issues and Concerns

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

Ideas

The committee, Chris Coller, Jolene Fink and Lesley Groff feel that the starting point should be the attached layout.

Submitted by Chris Coller, Strategic Planning

2025 Strategic Plan

I. **Shareholder Perspective –**

- a. Build a sustainable chapter.
 - i. Increase and retain members.
- b. Provide a vehicle for members to advance their careers.
 - i. Revisit available learning objectives with member needs
 - ii. Align programs to core competencies.
 - iii. Create a streamlined communication plan.
- c. Advance the FM Profession Regionally
 - i. Promote Regional FM events.
 - ii. Host an FM Day in PA

II. **Internal Prospective**

- a. Make Leadership positions attractive.
 - i. Develop plans to attract interest.
 - ii. Create a succession plan.
 - iii. **Revisit and redefine committees.**
- b. Deliver Exceptional to members.
 - i. Establish member retention program.
 - ii. Develop a retention program.

III. **Learning and growth**

- a. Foster a culture that encourages innovation, passion, challenge and meaning amongst members.
 - i. Provide events that encompass IMFA's core competencies.
 - ii. Recognize the achievements of our members.

IV. **Financial Perspective**

- a. Maintain Financial Health
 - i. Improve process to engage chapter partners.
 - ii. Improve processes for payment and registration.

COMMITTEE RESET

- I. PROGRAM COMMITTEE – Board Champion; First Vice President**
 - a. Champion –**
 - i. Create Goals for committee.**
 - 1. Find additional members.
 - 2. Monthly board meeting attendance – 1 person
 - 3. Monthly report 1 week prior to BOD meetings
 - 4. Committee Chair
 - ii. Create Budget**
 - 1. Monthly programs
 - 2. Membership Events
 - 3. Annual Meeting
 - 4. Golf Outing
 - iii. New Programming Initiatives**
 - 1. Establish templates.
 - 2. Engage all committees in programs.
 - 3. Succession plan annually
 - 4. Partner with other chapters
- II. COMMUNICATIONS COMMITTEE – Board Champion; Second Vice President**
 - a. Champion –**
 - i. Create Goals for committee.**
 - 1. Find additional members and chair.
 - 2. Monthly board meeting attendance – 1 person
 - 3. Monthly report 1 week prior to BOD meetings
 - 4. Create document standards.
 - 5. Committee create additional goals.
 - ii. Committee Chair**
 - b. Create Budget**
 - i. Star Chapter**
 - ii. Social media**
 - iii. Cost of new initiatives**
 - c. Create New Initiatives**
- III. MEMBERSHIP COMMITTEE – Board Champion – President**
 - a. Champion –**
 - i. Create Goals for the committee.**
 - 1. Find additional members and chair.
 - 2. Chapter Growth initiatives
 - 3. Chapter retention initiatives – mentor program?
 - 4. Monthly report 1 week prior to BOD meetings
 - 5. Create additional goals.
 - ii. Create a budget.**
 - 1. Membership contests and drives
 - 2. New membership breakfasts
 - iii. Create new initiatives.**
 - 1. Establish templates.
 - 2. Succession planning
 - 3. Partner with other chapters in region

IV. COMMUNITY OUTREACH- Board Champion – Secretary

a. Champion -

- i. Create Goals for the committee.**
 - 1. Find additional members and chair.**
 - 2. Monthly report 1 week prior to BOD meetings**
 - 3. Create additional goals.**
- ii. Create a budget.**
 - 1. Community outreach projects**
- iii. Create new initiatives.**
 - 1. Establish templates.**
 - 2. Succession planning**
 - 3. Partner with other chapters in region**

V. GOVERNMENT COMMITTEE – BOARD CHAMPION – First Vice President

a. Champion –

- i. Create Goals for the committee.**
 - 1. Find additional members and chair.**
 - 2. Monthly report 1 week prior to BOD meetings**
 - 3. Create additional goals.**
- ii. Create a budget.**
 - 1. Day on Hill**
 - 2. New initiatives**
- iii. Create new initiatives.**
 - 1. Engage all committees.**
 - 2. Establish templates.**
 - 3. Succession planning**
 - 4. Partner with other chapters in region**

VI. STRATEGIC PLANNING COMMITTEE – Board Champion – Past President

a. Champion – Chris Coller

- i. Create Goals for the committee.**
 - 1. Find additional members and chair.**
 - 2. Monthly report 1 week prior to BOD meetings**
 - 3. Create additional goals.**
- ii. Create a budget.**
 - 1. Strategic Planning meeting**
- iii. Create new initiatives.**
 - 1. Engage all committees.**
 - 2. Establish templates.**
 - 3. Partner with other chapters in region**

VII. AUDIT COMMITTEE – Board Champion – Treasurer

a. Champion – President

- i. Create Goals for the committee.**
 - 1. Find additional members and chair.**
 - 2. Needed for Chapter Recertification annually.**
 - 3. Monthly report 1-week prior May and June BOD meetings**
 - 4. Completions of audit by July 31st.**
- ii. Create a budget.**
 - 1. Strategic Planning meeting**
- iii. Create new initiatives.**

1. Establish templates.

DEADLINES GOING FORWARD

- 1. Committee goals sent to the President/President Elect and Past President by 1/31/25.**
- 2. Budget requests sent to the President/President Elect and Past President by 3/31/25.**
- 3. Progress Checks on the Quarter – end of June, September and December**



Programs Committee Monthly Report

November 2024

Accomplishments for Current Period

- Met as a formal committee 11/13/24 – monthly virtual meeting

Current Activity Status

- November 20 – Tour of Giant Center
- December 4 – IFMA Holiday event (plus donation with IFMA donation match to Central PA Food Bank) at Collusion Tap Works in York
- January 16 – ACT 129 Energy Efficiency Programs and Status Update -- joint event with CPAEE (Central PA Association of Energy Engineers) at Schaedler-Yesco
- February 20 – Virtual Webinar: Unlock Your Facility Management Potential with FM Credentials (presented by IFMA National)
- March 20 – Tour of PA Museum Archives

Future Activities

- Events/tours in the works for 2025:
 - April – 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
 - May – 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)
 - June – annual meeting (Past President)
 - July – looking at doing a happy hour/networking event since July is a heavy vacation time with many people away
 - August – golf tournament (Golf Committee)
- Other future event/tour ideas:
 - Sustainability September
 - Green roofing systems – Houck
 - Solar panels – Phoenix Contact
 - Members 1st
 - Penn Waste
 - CRDC York
 - JST
 - Restoration Relief

Issues and Concerns/Possible Solutions and Opportunities

- Emily Starr and Adriana Townsend have resigned from IFMA and all related positions and duties; their memberships expired at the end of October
- The Programs Committee now consists of Scoop, Nate Urich, Shelly Matter, and Priscilla.

Submitted by: Debra “Scoop” Massott, 11/19/24



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Advocacy Committee Report

November 2024

Accomplishments for Current Period

Committee Members:

- Kurt Twiford, Chair

Current Activity Status

- Kurt Twiford attended the November meeting of the IFMA Government Affairs Committee
- Jeff Johnson provided a presentation summarizing the year, and offering some insights into the recent election results (see attached).

Planned Activities for Next Period

- Review pending PA legislation for current committee topics
- Promote the report from IFMA Advocacy (DC) to generate interest in the committee and secure a few more committee members
- Follow up with IFMA to secure resources to track any local legislation

Pending Actions

- None

Issues and Concerns

- Developing a true committee to plan for spring 2025 Day on the Hill
- Continuity for current chair

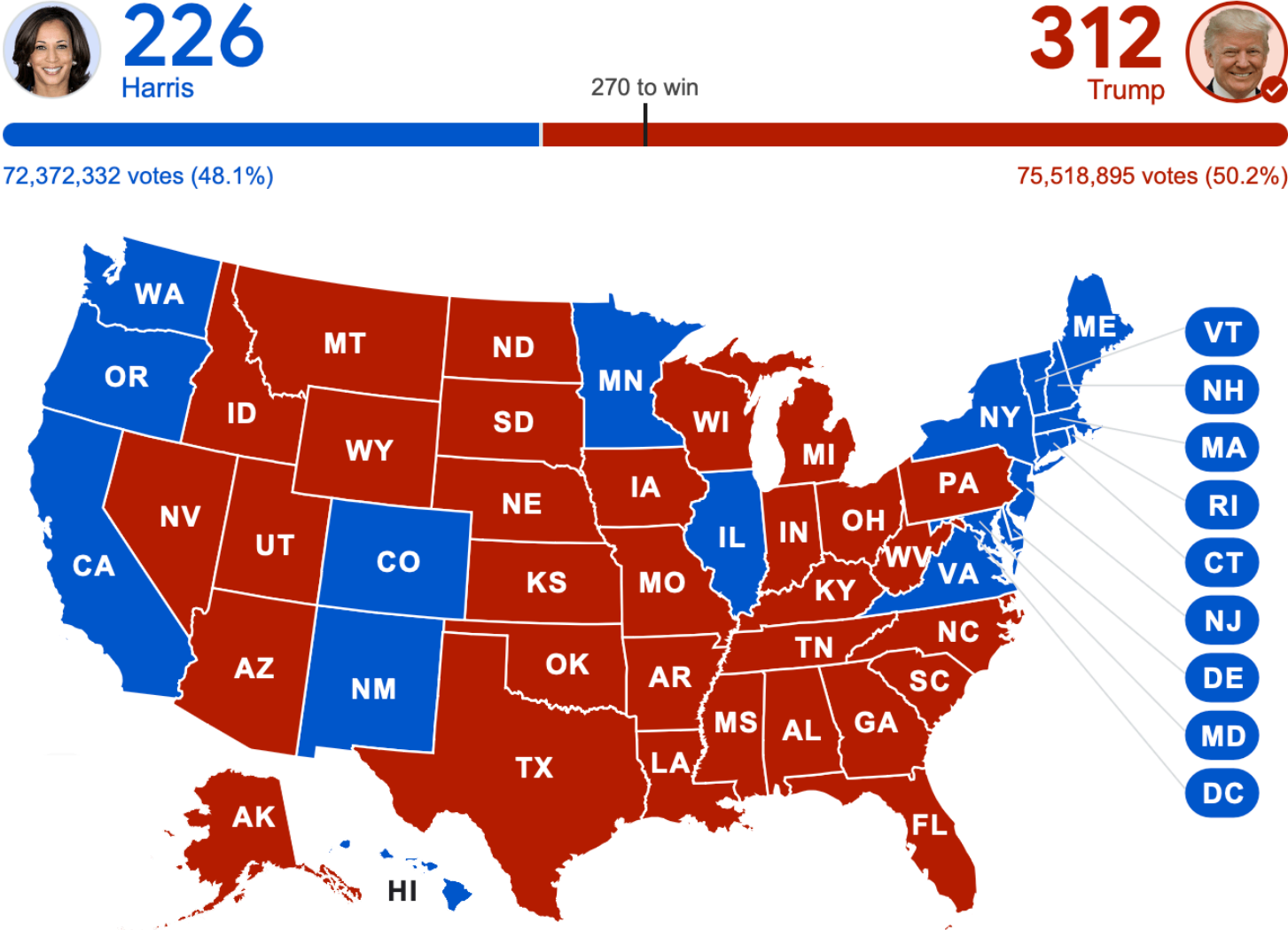
Submitted by: Kurt A. Twiford



2024 Election Recap



Presidential Race Results



- Trump wins all seven “swing” states, and popular vote
- Harris loses some of the 2020 Biden base vote, down in
- Trump overperforms in key demographics (i.e. Latino, Latino men)

U.S. Senate Results

47 DEM

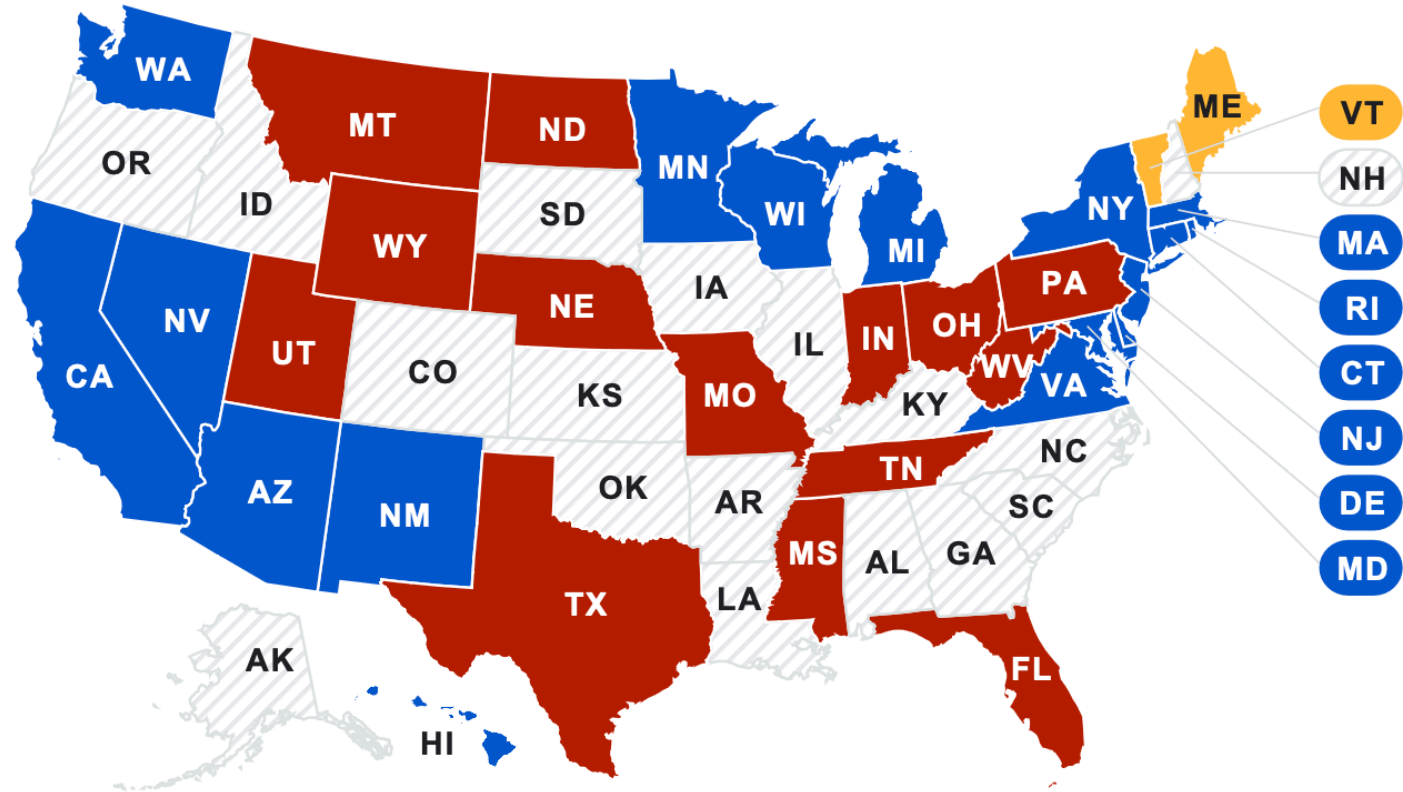
50 for majority

GOP 53

Lost 4 seats

Gained 4 seats

Includes others who caucus with the party



- Democrats had significantly more seats, in more competitive states this cycle
- Democrat Senate candidates win in states Harris lost – AZ, MI, NV, WI
- Republicans remain short of 60 vote legislative “filibuster” margin

207 DEM

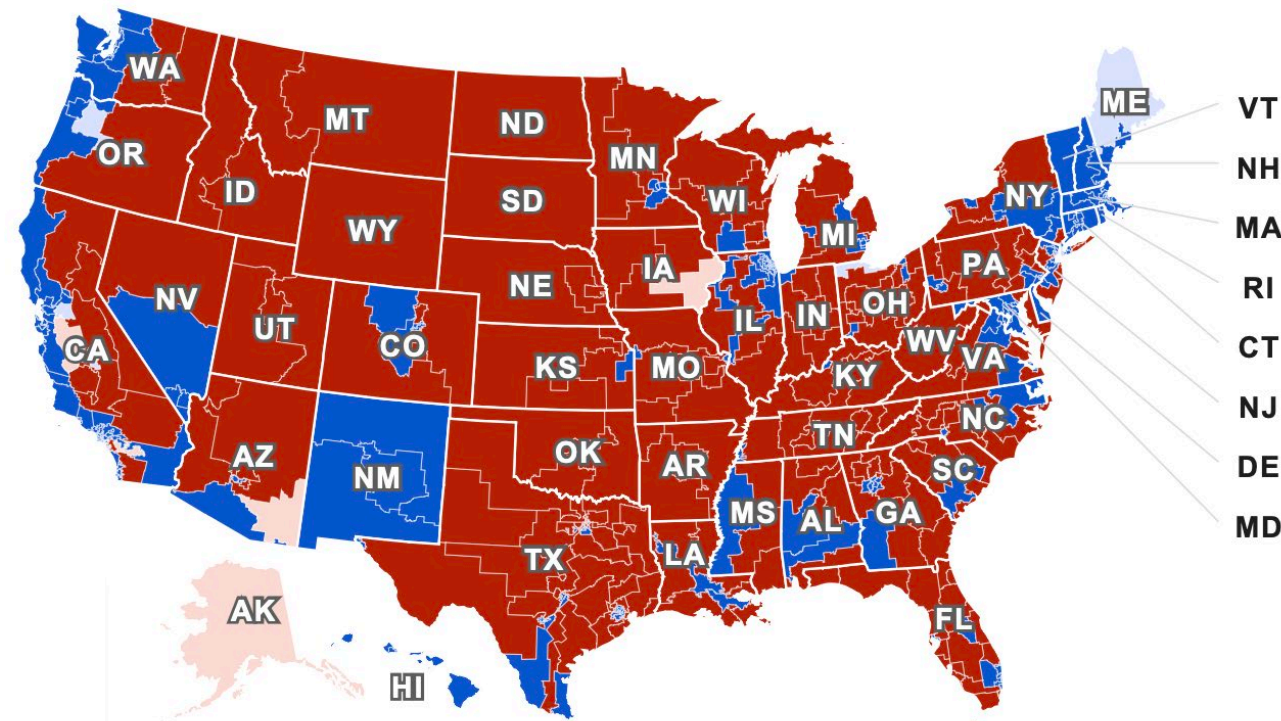
218 for majority

GOP 216

Lost 1 seat

Gained 1 seat

U.S. House Results



- With 12 races still outstanding, Republicans are projected to win the necessary 218 majority
- All tax related legislation must originate from the House – with major 2025 Tax Cuts and Jobs Act expiring Dec. 31, 2025, Republicans in a position to set new rates/deductions for individuals and businesses

House Transportation & Infrastructure Committee

Public Buildings Subcommittee Changes

Republican Subcommittee Roster

Subcommittee Chair – Scott Perry (PA) – Wins close re-election bid

- Garret Graves (LA) (Did not run – potential Cabinet appointment)
- Jenniffer González-Colón – (Did not run for re-election, now Puerto Rico Governor-Elect)
- Lori Chavez-DeRemer (OR) (Projected to lose re-election)

Democrat Subcommittee Roster

- Grace Napolitano (CA) retiring all others win re-election bids

Senate Environment and Public Works Committee

New Incoming Chair – Shelly Moore Capito (R-WV)

Retiring/Lost Race

- Tom Carper (D-DE) – *Retired, Current Full Committee Chair*
- Ben Cardin (D-MD)
- Markwayne Mullin (R-OK) – *Remains on Committee, may join Administration*

Subcommittee on T&I (Covering GSA and Public Buildings)

- Kevin Cramer (R-ND) – *Likely Incoming Subcommittee Chair*
- Mark Kelly (D-AZ) – *Ranking Subcommittee Member*

Senate Homeland Security Committee

Subcommittee on Government Operations and Border Management

Oversight of the management and efficiency of government agencies and operations, including assessing the federal workforce and federal employee issues

- Kristen Sinema (D-AZ) – **Current Chair, Retired**
- **Likely Incoming Subcommittee Chair** – James Lankford (R-OK)
- Ranking Subcommittee Member – Likely Richard Blumenthal (D-CT)

Key Trump Cabinet Appointments

- Susan Wiles, White House COS
- Senator Marco Rubio – Secretary of State
- Elon Musk and Vivek Ramaswamey to Department of Government Efficiency
- Fmr. Congressman Lee Zeldin – Environmental Protection Agency

Federal Agency Workforce Discussions

President-elect Trump and allies have discussed changes they would like to see across the federal workforce and agency.

Some of the proposed adjustments could be done without legislation

Executive order known as "**Schedule F**" — which could reassign tens of thousands of civil servants who serve in roles deemed to have some influence over policy as Schedule F employees, stripping away current employment protections/due process

Smaller and similarly focused federal agency mergers, which may include employee consolidation and/or relocation from current area, also likely to be considered

Federal real estate, buildings and portfolio alignment likely to receive continued attention

IMPACT ON IFMA PRIORITIES

- Introduce IFMA and FM
- Build Relationships with Decision Makers and Stakeholder
- Pass Federal Property Reform Legislation S.3880
- Pass the Airborne Act H.R. 9000
- Raise awareness about state of Commercial Real Estate
 - Support the Revitalizing Downtowns Act H.R. 419
- Join the High-Performance Buildings Congressional Caucus
- Use IFMA Chapter as a resource

Local Advocacy Update

- Post Election Good time for Outreach and Planning
- Tool Kit Available on IFMA.org
- Updating Advocacy Webpage
- Webinar on Local Advocacy
- Expanded Discussion During GA Meeting
- Many Events already scheduled or being planned
- US GA Team as a Resource

Next Meeting

- 2025 Meeting will take place on a Quarterly Basis – the 4th Wednesday of Each Month at 1:00 EST

Questions

- Questions

jjohnson@ifma.org



IFMA™ Central Pennsylvania Chapter
International Facility Management Association

Board/Committee Position- Past President, Community Outreach

October 2024

Accomplishments for Current Period

COMMUNITY OUTREACH : Participated in CPFood Bank for September 26, 2024. 1-4 pm Provided to the secretary and media to post. Planning Holiday gathering at location in York Pa, with indication of financial donations to CPFBank and match by IFMA chapter. Proposing Wednesday December 4.

Here is what he is proposing with Habitat for Humanity – waiting for call back from Habitat. Probably schedule in the spring. Would like board commitment to participate.

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