

Meeting Agenda –October 15, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Vacant	
President	James Runshaw	
1 st Vice President	Debra Massott (absent)	
2 nd Vice President	Nathan Urich	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff (absent)	Jolene Fink
Membership	Kevin Zumbrum (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)	Adrianna Townsend (absent)
Programs	Debra Massott	Shelly Matter/Priscilla St. Jacques-Glusko/Nate Ulrich
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Nate Urich, Adam Warner	Tom Hewitt, Josh Y.
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

- **Executive Board Reports:**

- President: Jim R.
 - Meeting called to order at 9:10AM on October 15, 2025.
 - No meeting last month due to World Workplace and other commitments
 - World Workplace was nice this year, maybe not as organized as the prior year and had a cocktail hour with our scholarship recipients. Great group of young people and had dinner Thursday evening with Ben for supper. Lola and Micka joined them for dinner as well. If you have intentions of going to World Workplace in Anaheim next year, you may want to make your hotel reservations early.
- Past President: Vacant Position
- 1st VP: Scoop -
 - See Attached
 - Our “chapter” beer has been selling well for them. Nate shared that we should thank them by maybe adding them to our Golf Tournament somehow. Great Membership event.
- 2nd VP - Nate -
 - Thanks to everyone for making it to the membership event and thanks to Marcie for running the trivia.
- Secretary: Jolene –

- See Attached
- Treasurer: Marci –
 - See Attached
 - We did receive the \$1000.00 donation from Alana for hosting the FMP sign-ups on our website. That was deposited into the Scholarship fund.
 - Treasurer’s report was approved by members.
- **Committee Reports:**
 - Communications: Jolene –
 - See Secretary Report
 - Credentials: Lesley –
 - No Report
 - Membership: Kevin/Shelly
 - No Report
 - Strategic Planning: Chris/Lesley –
 - No Report
 - Scholarship / Future FM – Priscilla/Julie –
 - Lesley Groff Scholarship – Sarah Roebuck
 - Charlie Claar – A’Janae Bonner
 - Charlie Claar – Bernard Nascenzi
 - Government Affairs Advocacy: Kurt Twiford –
 - No Report
 - Programs/Golf Outing/Annual Meeting/Community Outreach: Scoop/Priscilla/Nate
 - See Attached Report - ideas for educational programs: the impacts of new data centers, A/I, finding electrical providers (maybe partner with URA – Utility Rate Analyst to put on a program, but not a program on them in particular/selling.)
 - Annual Meeting
 - Golf Outing - Per this committee recommendations, if more committee members participated with the organization, we wouldn’t need to hire a consultant next year and Priscilla shared that we hired Amber to help us gain the knowledge of how things were handled in the past, and everyone agrees that we won’t need her next year. It was also discussed that getting sponsorships is everyone’s responsibility. We are still awaiting the “how to book.” Next committee meeting is November 4th, Priscilla would like to join.
 - Community Outreach – we held an event yesterday and had 12 participants at the PA Food Bank. It was a great turnout. We are looking at possibly collecting donations for York SPCA. Jim will get us a list of some items from their wish list.
- **New business:**
 - Open Item: Propose we cancel PO Box going forward and update address to current Board Role (where is this posted, who's checking it, where is it, who has the key???) will renew 8/31/2025 –
 - The board agreed to keep the PO box open, and Marci will do some research on whether we are required to keep this as a chapter.
 - Jim requested we revisit this topic next month after some research is done.



- Open Item: Propose we cancel Zoom – will renew 4/4/2026 – Savings of \$169.49.

Meeting Adjourned at 9:58AM.

Next scheduled board meeting is Wednesday, November 19th at 9AM



**1st Vice President & Programs Committee Monthly Reports
For Board Meeting on October 15, 2025**

1st Vice President Report

- Update on Advocacy Committee
 - The committee currently consists of Kurt and Adriana – they meet virtually monthly with Jeffrey Johnson (JJ), Executive Director of Government Affairs at IFMA
 - They are open to additional committee members to help them advocate for smart policy for the FM community
 - Working on having more of a presence at the PA state level with state legislators
 - In the process of identifying key legislators to set up some casual meet and greets in Harrisburg
 - IFMA's Advocacy Day on 10/21/25-10/22/25 in Washington DC has been cancelled due to the government shutdown
 - Adriana, her manager, and Armstrong's Director of Facilities were scheduled to attend
- Update on Programs Committee
 - See Programs Committee Report below

Programs Committee Report

Accomplishments for Current Period:

- September 11, 2025: Tour of JURA followed by happy hour at Mick's
 - Popular event; ended up having to cut off registration at 40 attendees
 - Dan P./Wohlsen did a phenomenal job with this event
- October 2, 2025: Thaddeus Stevens Real-World Advice FM Panel & Roundtables
 - Our second Real-World FM Panel with Thaddeus; now planning on holding these near the start of each of their sessions (once at the beginning of the year and once in early fall)
 - Shortened the length of the panel and added round tables during lunch
 - Need to figure out how to get more IFMA attendees at this event in the future
- October 7, 2025: Hemauer Brewing Happy Hour/Membership Drive
 - Successful event with approximately 30 attendees
 - People really enjoyed the trivia
- October 14, 2025: Volunteer at Central PA Food Bank

Upcoming Events:

- Friday, November 7, 2025: Risk Management to include Risk Financing and Risk Control
 - Only 2 people registered as of 10/14/25
 - Will push it on LinkedIn
 - Adding a virtual option next week if no improvement with registration

- December 2025:
 - Working on venue location
 - Looking at the first week in December
 - May combine something for our chapter's 35th anniversary in with it
 - Community outreach donation – looking to do something that people can give items, not necessarily money (possibly toy drive or items needed by local pet shelters)

Events for 2026:

- Members 1st - tour of building systems (roof, data room, etc.); this is definite, just need to settle on date
- BAE – mini tour and presentation (condensed version of Julie's presentation at World Workplace, "Collaborative Work Spaces in Industrial Environments"); waiting on a definitive answer from Julie
- PA State Police Academy – tour (through Wohlsen Construction); waiting on approval from Wohlsen upper management and PSP
- Thaddeus Stevens Real-World FM Panel events x2
- ACT 129 Energy Rebate Updates - joint meeting with CPAEE like this year; tentative date is 5/21/26
- Many other events in the works, mostly tours
- Looking into education presentations, specifically for January or February



Secretary Report/Communications Committee

Month ending September 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Worked with Scoop to email upcoming meetings.
3. Worked with a few members on sign-ins.
4. Helped Priscilla coordinate Food Bank Sign-Ups

Planned activities for Next Period

1. Work with program committee to update website with upcoming events
2. Continue cleaning up website.

Issues/Concerns

FYI: I'll be out of town 11/6-11/14.

Submitted by Jolene Fink



September 2025 Treasurer's Report

Prepared for
October 15, 2025 Board Meeting

Beginning Balance Checking Account *5910	9/1/2025		\$57,331.59
<u>Deposits</u>			
	4-Sep	\$ 18.95	1 event registration
	9-Sep	\$ 875.00	membership
	22-Sep	\$ 3,107.05	Transfer from PAYPAL Account
	29-Sep	\$ 3,100.00	membership
	30-Sep	\$ 0.51	Interest
TOTAL DEPOSITS		\$ 7,101.51	
<u>Expenditures</u>			
	3-Sep	\$ (49.90)	Star Chapter - updated pricing in effect**
			Reoccurring Monthly Website Fee
	17-Sep	\$ (282.59)	BILLPAY CK to Debra Massott - Reimbursement
			Event on 9/11/2025
	25-Sep	\$ (2,702.01)	BILLPAY CK to James Runshaw - Reimbursement
			Attendance to WWP 2025
	26-Sep	\$ (710.63)	CK# 1307 to Debra Massott - Reimbursement
			Event on 7/15/2025
TOTAL EXPENDITURES		\$ (3,745.13)	
Checking Account Closing Balance	9/30/2025		\$60,687.97
Beginning Balance Scholarship Fund Savings Account *7278	9/1/2025		\$2,216.20
<u>Deposits</u>			
	17-Sep	\$ 1,000.00	Donation from Alana for Course
			Interest
TOTAL DEPOSITS		\$ 1,000.00	
<u>Expenditures</u>			
		\$ -	
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	9/30/2025		\$3,216.20
Certificate of Deposit *11-1 Beginning Balance	9/1/2025		\$ 10,295.90
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25		\$ -	
Certificate of Deposit Closing Balance	9/30/2025		\$ 10,295.90
Certificate of Deposit *32-1 Beginning Balance	9/1/2025		\$ 10,842.31
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 3/15/26	14-Sep	\$ 216.23	
**renewed on 3/15/2024		\$ 216.23	
Certificate of Deposit Closing Balance	9/30/2025		\$ 11,058.54
Paypal Beginning Balance	9/1/2025		\$ 3,107.05
		\$ (3,107.05)	Transferred to Checking Account
		\$ (3,107.05)	
does not include transactions direct from checking above			
Paypal Closing Balance	9/30/2025		\$ -
Total Unobligated Assets	9/30/2025		\$85,258.61

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2025 - June 30, 2026

Budget Tally to date thru

9/30/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	17000	\$6,418.75	\$10,581.25	
Total Membership Revenue	17000	\$6,418.75	\$10,581.25	
Meetings and Programs				
Registration Revenue	600	\$418.90	\$181.10	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	\$418.90	\$181.10	
Golf Event				
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$9,253.12	\$16,746.88	
Raffle (day of collected)	0	\$2,095.75	-\$2,095.75	**updated 7/31/25 after the change in reconciliation - will add \$ for next years budgeting**
Total Golf Event Revenue	26000	\$9,253.12	\$14,651.13	
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	\$217.34	\$482.66	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2
Total Administrative and Other	20700	\$217.34	\$20,482.66	
Total Revenue	64700	\$16,308.11	\$46,296.14	
EXPENSES				NOTES
Membership				
Postage	200	\$0.00	\$200.00	renews in March 2026**
Printing	0	\$0.00	\$0.00	
Supplies	0		0	
Web-site Development and Maintenance	3000	\$1,517.51	\$1,482.49	
Other	0		0	
Total Membership Expense	3200	\$1,517.51	\$1,682.49	
Meetings and Programs				
Food / Beverage	3000	\$993.22	\$2,006.78	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500	\$0.00	\$1,500.00	
Other	0		0	
Total Meetings and Program Expense	4500	\$993.22	\$3,506.78	
Golf Events				
Food and Beverage	8000	\$0.00	\$8,000.00	
Course Fees	11000	\$19,859.54	-\$8,859.54	
Other	4000	\$2,798.66	\$1,201.34	
Total Golf Event Expense	23000	\$22,658.20	\$341.80	
Educational				
Food and Beverage	3000	\$0.00	\$3,000.00	Annual Meeting Food and Beverage**
Speaker Honorarium & Gifts	3500		3500	Added to Meetings and programs for Reconciliation Worksheet
Facility Rental	1500		1500	Deposit for Annual Meeting
Other	0		0	Added to Meetings and programs for Reconciliation Worksheet
Total Educational Expense	8000	\$0.00	\$8,000.00	
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	\$0.00	\$5,000.00	PA Food Bank (collected + doubled 2/4/2025)
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	\$2,702.01	\$7,297.99	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 for 2026	12000	\$0.00	\$12,000.00	
Accounting and Legal	0		0	
Other (Zoom)		\$18.00	-\$18.00	RENEWS 4/4/26
Total Administrative Expense	27000	2720.01	24279.99	
Total Expense	65700	27888.94	37811.06	
NET INCOME (LOSS)	-1000	-\$11,580.83	\$8,485.08	

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