



Board Meeting Minutes
January 19, 2023

Meeting called to order by Julie McGill Kopp at 11:34 AM, via Zoom.

Attendees: Priscilla St. Jacques Glusko, Julie McGill-Kopp, Amber Gratkowski, Amber Knauss, Lauren Leipziger, Lynn Desantis, Chris Coller, Kurt Twiford, Lesley Groff, Debra “Scoop” Massott

President’s announcements/updates:

- Julie reminded all board members to add their headshots to the IFMA Central PA membership portal so that each person’s photo shows up on the chapter website. Contact Lauren or Amber K. for assistance with this.
- In an effort to gain more engagement on the board and regain some of the former structure, Julie made a motion to appoint Jerry Bowers to fill the open role of 2nd Vice President and Jolene Fink to fill the role of Secretary for the balance of the term in Kristan Trusky’s absence. Motion seconded and approved.
- The group discussed restructuring of committees to maintain more efficient workflow and delegation of tasks. The committees should meet monthly, outside of board meetings. The committee chairs should then submit monthly reports several days prior to scheduled board meetings and attend board meetings, if possible.

Current state after vote – will continue to refine based on strategic plan:

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Priscilla St. Jacques-Glusko	
President	Julie McGill-Kopp	Lynn Desantis
Vice President	Amber Gratkowski	
2 nd Vice President	Jerry Bowers	
Secretary	Jolene Fink	
Treasurer	Amber Knauss	
COMMITTEES		
Communications	Lauren Leipziger	Amber Knauss
Credentials	Amber Gratkowski	
Membership	Doug Aldinger	Richard Michaelian
Strategic Planning	Chris Coller	Lesley Groff
Scholarship	Priscilla St. Jacques-Glusko	Bruce Wiest
Advocacy/Government Affairs	Kurt Twiford	Tom Koontz
Programs	Lesley Groff	Debra Massott
Subcommittee: Golf Outing	John Selfe	Amber Knauss

- Facility Fusion – Julie reached out to the Amber G, Amber K and Jerry to confirm if available and able to represent IFMA Central PA at Facility Fusion in April.
 - Amber G is unable to attend.
 - Amber K and Jerry B will plan to attend.
 - Julie made a motion to add a third participant (Lesley Groff) for Facility Fusion 2023 in April, funded by the chapter. Priscilla seconded the motion. Approved.

The board reviewed and approved all submitted reports.

- *Secretary*
 - Julie has been taking notes for the past few months in Kristan's absence. Lauren and/or Jolene will get caught up on posting past minutes and reports to the website. The board approved all past meeting minutes from September, October, and November 2022.
- *VP / Credentials – Amber Gratkowski*
 - Amber K and Lauren will work together to get the SFP giveaway opportunity sent out via membership email blast and social media. Set deadline for submissions to next week.
- *Programs – Lesley Groff*
 - Lesley made a motion to purchase name tags for members to use at events (approximately \$150). Motion seconded and approved.
 - Amber never heard back with a status update on Penn State Health Lancaster Medical Center tour; may fall through – but Lesley does have a program lined up for February 22 (virtual meeting).
- *Treasurer – Amber Knauss*
 - The group discussed that we are in a very healthy financial state and we will plan to use our extra funds to provide additional programming and benefits for our membership.
- *Strategic Planning – Lesley Groff*
 - Lesley to send out notes from Strategic Planning.
- *Membership – Doug Aldinger*
 - Doug not present on the Zoom call. All agreed to move forward with scheduling quarterly Member Breakfasts at various locations (focus on Harrisburg/Lancaster, since there is not much member base in York). Will work to get those set up and on the calendar ahead of time.
- *Past President / Scholarship – Priscilla St. Jacques-Glusko*
 - No updates. Priscilla and Bruce Wiest will continue to investigate avenues to promote our scholarship. Still need to discuss and develop details for the Lesley Groff Scholarship.
- *Advocacy/Government Affairs – Kurt Twiford*
 - Kurt will plan for advocacy day in April and work around our regular meeting day.
- *Webmaster (Communications) – Lauren Leipziger*
 - The group discussed updating this role/committee name to "Communications" to encompass more than just the website.
 - Lauren mentioned that she is involved in IFMA America's Advisory committee, and she will report back any useful information to the chapter.

Meeting adjourned at 12:55 PM. Next scheduled Board Meeting is **Thursday, February 16, at 11:30 AM.**
Submitted by: Amber Knauss, filling in for secretary



Past President's Report

January 2023

Accomplishments for Current Period

- Updated membership database in star chapter
- Communicated in December and January upcoming meetings
- Planned and scheduled January community service at CPFEB
- Checked emails to board and forwarded to respective members for follow up
- Participated in Strategic Planning meetings and activities

Current Activity Status

- Working on scholarship with Bruce Weist from Pyramid, who is on scholarship committee

Planned Activities for Next Period

- Schedule meeting with Bruce to discuss application format

Submitted by: Priscilla St. Jacques-Glusko



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Vice President / Credentials Committee Report

January 2023

Current Activity Status

- SFP Component Giveaway
 - Post SFP Component Giveaway on social media asap and send out email to all members. Suggested email:

Become a Sustainability Expert by receiving your credential on us!

The Central PA IFMA Chapter is giving away one SFP Credential Program to one of our members. This credential will help you meet your organizations mission to meet their sustainable goals. After receiving, you will have 12 months to complete your credential. Deadline is January 27th. Please email and explain why you want to receive this credential and what sustainability means to you? Emails can be sent to ifmacentralpaboard@gmail.com.

Submitted by: Amber Gratkowski



Webmaster Report

January 2023

Accomplishments for Current Period

- Website updates
- Meeting emails

Planned Activities for Next Period

- Continue to update website as needed
- Continue to send out meeting notices and emails as needed

Submitted by: Lauren Leipziger



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Membership Committee Report

January 2023

Accomplishments for Current Period

- Added Dick Michaelian – Verizon as new committee member

Current Activity Status

- The following dates have been offered for consideration of New Member / Member Breakfast:
 - Wednesday, February 8 or Wednesday, March 8
 - Wednesday, June 14
 - Wednesday, September 13
 - Wednesday, December 13 - optional date depending on how we feel about Christmas, but may be nice
- The recommended venues would be Harrisburg Area, Lancaster Area, and York Area:
 - Capitol Diner, Harrisburg
 - Lyndon or Park City Diner, Lancaster
 - Round the Clock Diner, York
 - Board recommendations on other venues

Planned Activities for Next Period

- Membership Committee meeting scheduled for Thursday, February 2, 2023 at 7:00 AM @ First Watch, Camp Hill

Submitted by: Doug Aldinger, PE, LEED AP

PROGRAMS

JULIE M	COMPLETE	JUNE 22	ANNUAL MEETING	VINEYARD AT HERSHEY	5 PM - 7:30 PM
NONE	COMPLETE	JULY	NONE		
AMBER KNAUS / JOHN SELFIE	COMPLETE	AUGUST 1	GOLF SCHOLARSHIP EVENT	HARRISBURG COUNTRY CLUB	11 - 6 PM
IFMA NATIONAL	COMPLETE	SEPTEMBER 14	VIRTUAL DAY ON THE HILL	VIRTUAL	11:30 - 2 PM
LAUREN L	COMPLETE	SEPTEMBER 21	SUSTAINABILITY SEPTEMBER PROGRAM PA TURNPIKE AND GREEN GOV COUNCIL	HARRISBURG TURNPIKE BLDG	11:30 - 2 PM
JULIE M	COMPLETE	OCTOBER 20	NASHVILLE HIGHLIGHTS / NEW MEMBER - NETWORKING / FELLOW AWARD RECIPIENT	COLUMBIA PA	5 PM - 7:30 PM
DOUG A	COMPLETE	NOVEMBER 16	JOHNSON CONTROLS - TOUR	SOUTH PA - NEW FREEDOM	4 - 6 PM
LESLEY G	COMPLETE	DECEMBER 7	STRATEGIC PLANNING - IMMEDIATE PRIORITY SUPPORT	TURNPIKE	8 AM - 4 PM
LESLEY G	COMPLETE	DECEMBER 14	UGI - PROGRAM AND TOUR	LANCASTER / DENVER PA	11:30 - 2
JULIE M / MATT CROCKER	PLANNED	JANUARY 18	VIRTUAL REAL ESTATE PORTFOLIO ANALYTICS AND STRATEGY DEVELOPMENT	VIRTUAL	12 - 1 PM
PRISCILLA S	PLANNED	JANUARY 25	COMMUNITY OUTREACH	Harrisburg - Central Pennsylvania Food Bank	1-4 PM
PRISCILLA S	PLANNED	JANUARY 25	NETWORKING	HARRISBURG - P.J. Whelihan's	4:30 PM - 6 PM
		FEBRUARY			
		MARCH			
		APRIL 11 - 13	FACILITY FUSION - WHO TO SEND FOR LDR TRAINING ?	San Francisco, CA	
KIRT D/ CHRIS C		APRIL ?	DAY ON THE HILL -	HARRISBURG - JUDICIAL CENTER	TBD
LAUREN L	PLANNED	MAY 12	TOUR BEAVER STADIUM PENNSTATE	STATE COLLEGE PA	10 AM - NOON
Executive Committee	TBD	JUNE	ANNUAL MEETING		



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Annual Meeting Update

January 2023

Accomplishments for Current Period

- Researched venue options.

Current Activity Status

- The Mill – Hershey
 - 3rd floor available 6/21 noon – 2:30
 - No rental fee but require \$2,000 minimum spend.
- Harvest @ The Hotel Hershey - \$650 rental fee + \$35-\$50/person food (30 x \$50 = \$1500)
- Stumpy's – Hershey \$15-\$40/person just for throwing, no food or beverage included
- Englewood – Hershey
 - Waiting for response
 - Temporarily closed – reopen in March

Planned Activities for Next Period

- Secure venue
- Create invitation/announcement

Issues and Concerns

- Cost/budget

Miscellaneous

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Submitted by: Lynn DeSantis



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Awards and Election/Committee Position

January 2023

Accomplishments for Current Period

- Working
- Does IFMA have guidelines/standards for us to follow?

Current Activity Status

- Establish nomination categories for awards.
 - Committee
 - Advocate
 - Associate
 - FM (traditionally won a WWP trip)
- Determine officer election process – just one candidate or rally to add more candidates.

Planned Activities for Next Period

- March – send email requesting nominations.
- End of April send ballots – Mid May send reminder.
- Deadline for nominations/elections June 1.

Issues and Concerns

- Stimulate participation.

Miscellaneous

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Submitted by: Lynn DeSantis

December 2022 Treasurer's Report

Prepared for
January 19, 2023 Board Meeting

Beginning Balance Checking Account *5910 December 1, 2022 **\$72,428.38**

Deposits

	2-Dec	\$	1,341.67	IFMA Member Dues
	19-Dec	\$	28.80	Star Chapter - Meeting Registration Fees
	30-Dec	\$	0.60	Checking Interest
TOTAL DEPOSITS		\$	1,371.07	

Expenditures

	2-Dec	\$	(9.95)	Full Steam SV9T
	13-Dec	\$	(499.72)	Check #1239 - Lauren Leipziger
	19-Dec	\$	(85.00)	Reimbursement for November Meeting Food (Panera)
TOTAL EXPENDITURES		\$	(594.67)	Star Chapter - Website

Checking Account Closing Balance 12/31/2022 **\$73,204.78**

Beginning Balance Savings Account *0666 December 1, 2022 **\$2,604.72**

Deposits

	30-Dec	\$	0.07	Savings Interest
TOTAL DEPOSITS		\$	0.07	

Expenditures

		\$	-	
TOTAL EXPENDITURES		\$	-	

Savings Account Closing Balance 12/31/2022 **\$2,604.79**

Beginning Balance Scholarship Fund Savings Account *7278 December 1, 2022 **\$16,414.70**

Deposits

	30-Dec	\$	0.41	Interest
TOTAL DEPOSITS		\$	0.41	

Expenditures

		\$	-	
TOTAL EXPENDITURES		\$	-	

Scholarship Fund Closing Balance 12/31/2022 **\$16,415.11**

Certificates of Deposit Beginning Balance **\$ 9,612.40**

S&T Bank (1.99% Interest Rate)	12-Dec	\$	15.69	CD Interest
		\$	15.69	

Certificates of Deposit Closing Balance 12/31/2022 **\$ 9,628.09**

Total Unobligated Assets 12/31/2022 **\$101,852.77**

Respectfully Submitted,

Amber Knauss
IFMA Central PA Chapter Treasurer