



AGENDA - Board Agenda- April 20, 2023 11:30 AM – MEETING 10

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	Marcie Carder
COMMITTEES		
Webmaster	Lauren Leipziger	Amber Knauss
Credentials	Amber Gratkowski	
Membership	Doug Aldinger - Unavailable	Richard Michaelian - Unavailable
Strategic Planning	Chris Collier - Unavailable	Lesley Groff
Scholarship	Priscilla St. Jacques-Glusko	Bruce Wiest - Unavailable
Advocacy/Government Affairs	Kurt Twiford - Unavailable	Tom Koontz - Unavailable
Programs	Lesley Groff	Debra Massott - Unavailable
Sub: Golf Outing	John Selfe - Unavailable	Amber Knauss
Sub: Annual Business Meeting	Lynn Desantis	Julie McGill-Kopp

Agenda/ Meeting 10

10.1 Executive Reports

- President Report
 - World FM Day - May 10 – Thank you to members and IFMA give away at May event
 - Share nominations for officer slate for CY “23-24” as nominated by Past President – President – and Executive Committee support member Lynn Desantis
After meeting - follow up with slate to confirm commitments and then prepare voting in May
 - Julie spoke to Jolene and Marcie who confirmed they are okay with filling these positions for a one-year term.
 - Lauren to update website for voting to take place prior to the Annual Meeting next month. She has things set up from last year, so it won’t take long. **(A/I – Lauren)**
 - Lesley mentioned that we used to give thank you gifts for the speakers so it might be nice to get a few items to have on hand for future give aways. Amber is working with a vendor for the golf outing give away so it would be a good time to place an order. Amber will send some ideas. **(A/I – Amber K.)**
 - See attached for additional information.
- Past President Report:
 - Community Outreach
 - Scholarship update – working with setting up the scholarships with IFMA National
 - Star Chapter issues with emails and Lauren and Priscilla will get together to discuss offline.
 - See attached for additional information.
- VP Report and Certification
 - Amber will get a list of who received a certification this year for us to hand out pen’s
 - See attached for additional information.

- 2nd VP - Facility Fusion feedback - # 1 take away, #1 best moment
- Secretary Report
 - See attached for additional information
- Treasurer Report- Review and approve Treasurer's reports.
 - Worked with Foundation to secure and send funding for Qty 3 -5K scholarships
 - Amber will send out the budget to the board. She'll send last years and this coming years template for planning. (**A/I – Amber.**)
 - Julie made a motion to approve the Treasurer's report and Jolene second that motion. The motion was approved by the board members.
 - See attached for additional information

10.2 Committee Reports

- Strategic Planning

REMINDER : First Deadline will be April 22, which would be a list of Committee goals. Once you have established your committee goals, would you please email them to Julie, Priscilla, Julie and Amber G.

 - The budget needs submitted prior to next month's board meeting so we can review and vote on the new budget before the annual meeting.
- Events/ Programs
 - Beaver Stadium – 13 registered to date – 9 members – 4 guests, cutoff date for registration is 4/30
 - Annual Meeting – see attached flyer for details. Lynn will be sending out a "save the date" flyer.
 - Golf Outing
 - See attached Program Planning Template
- Communication/Webmaster
 - Lauren shared her goals for the Communication Committee for the strategic plan, see attached for reference for other committees.
 - See attached for additional information
- Membership:
 - Breakfast June 7, 2023
 - No report this month
- Scholarship
 - See attached report for further information
- Government Affairs Advocacy
 - Event was great, everyone enjoyed it.
 - Advocacy day is in October 24-25th now to promote at World Workplace possibly budget for a bus to head down there.

Meeting 10 New business

- Other discussion
 - Facility Fusion – Jerry shared some feedback and reference how the Boston Chapter is handling membership and sponsors. Perhaps have a future meeting to discuss amongst our members.
 - Priscilla suggested we send out an email to the those who responded to the meeting at Penn State, and Julie mentioned they could look up the emails of those that registered to mention if anyone wants to car pool, reach out.
 - Julie made a motion to adjourn the meeting at 12:37PM and Priscilla second the motion. The motion was approved by the board members.
- Next scheduled Board Meeting: **Thursday May 17 - 11:30 AM**



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Presidents Report - April /2023

Current Activities for this Period

1) **Continued reminder to - Please provide reports to the President the Monday before the board meeting.**

2) Current Membership status : 121 Members- went up from 113 last month

3) Nomination team met and are proposing the following slate for "23 – 24"
Nominee's commitments / acceptance need to be confirmed prior to voting in May.

- **President – Amber Gratkowski – FM for the turnpike**
- **1st VP Jerry Bowers – FM ABM Business & Industry**
- **2nd VP – Amber Knauss – Current treasurer – McClure Co**
- **Treasurer – Marcie Carder, CFM – EHI (Amber will assist with transition during the year)**
- **Secretary – Jolene Fink FM for PHEAA**

4) April IFMA National Benefits - On Engage in website.

A) Academic Facilities Council presents

The New Inclusivity: Neurodiversity and Workplace Inclusion

April 25 | 3 PM ET-US

B) Free Quarterly Video

Facility Management and Business Continuity - Free video until June 30, 2023

Planned activities for Next Period

5) May 10, 2023 World FM Day –

Tie in Thank you to our FM's – suggest small give away to registrants at the May 12 event at Beaver Stadium

Also share May event with IFMA National



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Past President, Community Outreach

April 2023

Accomplishments for Current Period

- Reviewed board decision on local scholarship and national scholarship with Bruce Weist
- Bruce has compiled listing of local highschoools for future scholarship, Priscilla researching local universities to provide IFMA national flyer for scholarship
- Community outreach- got a QTR code from Food Bank to raise awareness when we reschedule day of volunteerism, date of September 13. Send to Lauren to post on website. Planning donation day in December at holiday party.
- Updated member database on April 12 to Star Chapter database
- Reviewed Strategic Plan in discussion with Chris Collier to roll out to the board. Scheduled date with Chris and had meeting to review all aspects and goals of the strategic plan

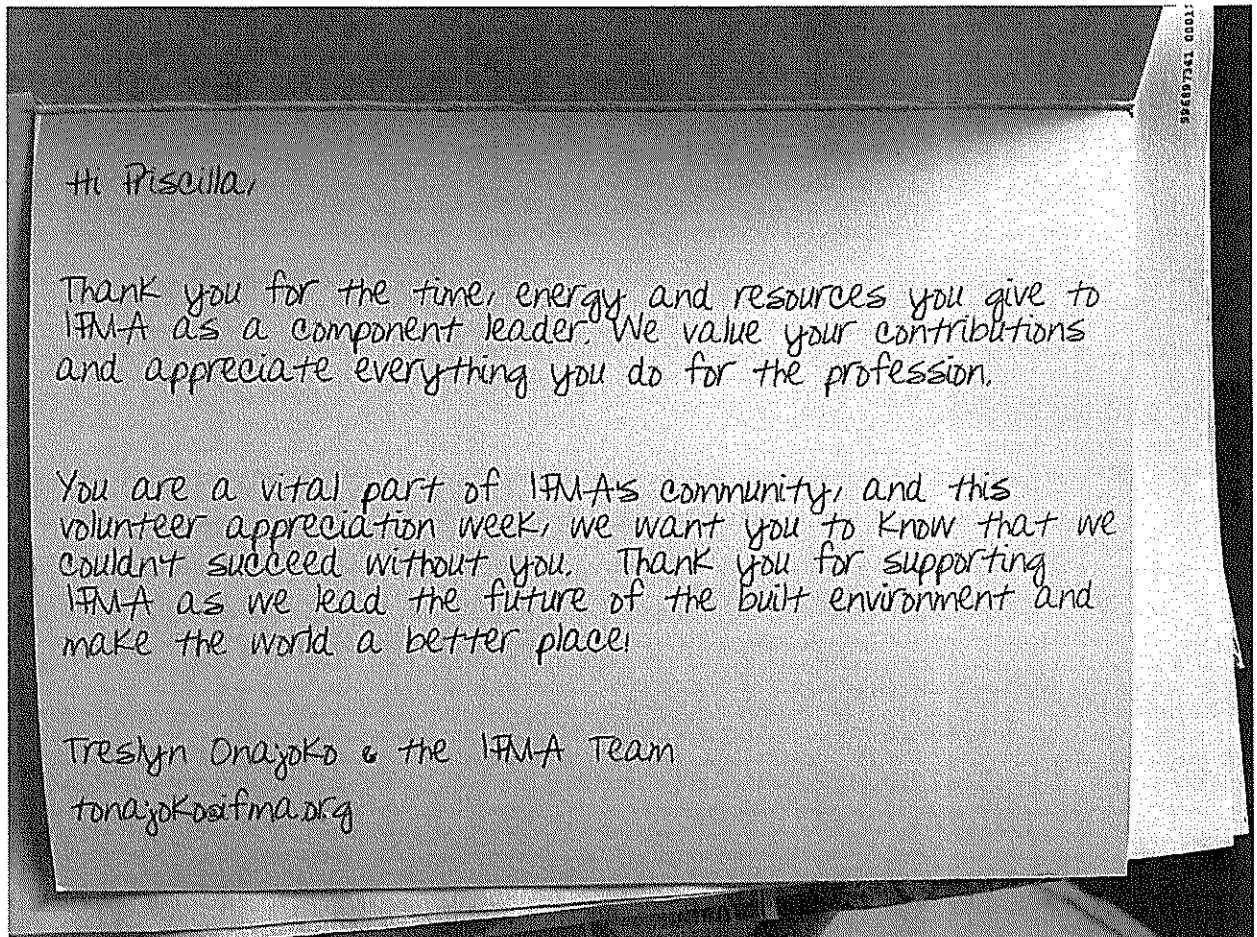
Current Activity Status

Planned Activities for Next Period

- Revitalize Scholarship and Marketing of program- reviewed the ACE mentor program (Architecure/Construction/Engineering) with Bruce Weist. Incorporating similar language in our scholarship. Will review for next year to perhaps incorporate high school level into Scholarship. Review with board members for next year
- Implement and update goals as directed per the Strategic Plan with the board.
- Update member database to Star Chapter database in May
- Help facilitate future meetings and reach out to members for committee activity

Issues and Concerns

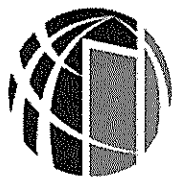
I appreciate the card I just received from IFMA national. I wanted to share with the board, as you are all a integral part of this appreciation. Its not just me, its all of you!!!!



Miscellaneous

- Potential Habitat project for our group. Investigating with local Habitat group

Submitted by: Priscilla St.Jacques-Glusko



IFMATM Central Pennsylvania Chapter

International Facility Management Association

VP/ Credentials Committee

April 2023

- 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 julie.mcgill-kopp@baesystems.com
 - Awarded to Randy Groff
- VP – Met with Lynn and Julie to discuss annual meeting on 4/18. Will be held at Hbg Golf Simulator in June.

Submitted by: Amber Gratkowski



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Secretary Report – April 2023

Current Activities for this Period

1. Attended March board meeting and submitted meeting minutes for publication on website.
2. Attended Strategic Planning meeting and sent meeting notes to Chris for his reference.

Planned activities for Next Period

1. Attend April monthly meeting at PA Judicial Center.
2. Publish April meeting minutes.

Submitted by Jolene Fink



March 2023 Treasurer's Report

Prepared for
April 20, 2023 Board Meeting

Beginning Balance Checking Account *5910 March 1, 2023 \$75,094.81

Deposits

1-Mar	\$	38.20	Star Chapter - Meeting Registration Fees
2-Mar	\$	2,100.00	IFMA Member Dues
3-Mar	\$	19.10	Star Chapter - Meeting Registration Fees
6-Mar	\$	38.20	Star Chapter - Meeting Registration Fees
16-Mar	\$	19.10	Star Chapter - Meeting Registration Fees
29-Mar	\$	725.00	IFMA Member Dues
31-Mar	\$	0.60	Checking Interest
TOTAL DEPOSITS		\$ 2,940.20	

Expenditures

2-Mar	\$	(9.95)	Full Steam SV9T
15-Mar	\$	(7,395.16)	Transferred to new CD *32-1
15-Mar	\$	(80.50)	Check #1265 - Amber Knauss
			Reimbursement for March Member Breakfast
16-Mar	\$	(2,811.59)	Check #1266 - Jerry Bowers
			Reimbursement for Facility Fusion 2023
17-Mar	\$	(1,556.79)	Check #1267 - Lesley Groff
			Reimbursement for Facility Fusion 2023
17-Mar	\$	(85.00)	Star Chapter - Website
20-Mar	\$	(1,732.69)	Check #1243 - Amber Knauss
			Reimbursement for Facility Fusion 2023
22-Mar	\$	(420.00)	Check # 1244 - Lynn DeSantis
			Reimbursement for Annual Meeting Venue Deposit
TOTAL EXPENDITURES		\$ (14,091.68)	

Checking Account Closing Balance 3/31/2023 \$63,943.33

Savings Account *0666 CLOSED on 3/15/23 - FINAL BALANCE OF \$2,604.84 TRANSFERRED TO NEW CD *32-1

Beginning Balance Scholarship Fund Savings Account *7278 February 1, 2023 \$16,415.11

Deposits

31-Mar	\$	0.41	Interest
TOTAL DEPOSITS		\$ 0.41	

Expenditures

TOTAL EXPENDITURES		\$ -	
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Scholarship Fund Closing Balance 3/31/2023 \$16,415.52

Certificate of Deposit *68-1 Beginning Balance \$ 9,660.60

S&T Bank (1.99% Interest Rate)	12-Mar	\$ 14.72	CD Interest
		<u>\$ 14.72</u>	

Certificate of Deposit Closing Balance 3/31/2023 \$ 9,675.32

Certificate of Deposit *32-1 Beginning Balance \$ -

S&T Bank (4.2% Interest Rate)			
NEW CD OPENED	15-Mar	\$ 10,000.00	
		<u>\$ 10,000.00</u>	

Certificate of Deposit Closing Balance 3/31/2023 \$ 10,000.00

Total Unobligated Assets 3/31/2023 \$100,034.17

Respectfully Submitted,

Amber Knauss
IFMA Central PA Chapter Treasurer

2023 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 – Lesley Groff**
 - 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 – Lauren Leipziger**
 - 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 – Doug Aldinger**
 - 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 -Priscilla

- 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 – Kurt Twiford

- 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 4/22/23.**
- 2. Budget requests sent to the President/President Elect and Past President by 5/15/23.**
- 3. Progress Checks on the Quarter – end of June, September and December**



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Program Committee Monthly Report

April 2023

Accomplishments for Current Period

- No formal monthly meeting for April

Current Activity Status

- April 19 – Government affairs Meeting complete
 - A little rocky in coordination – some lessons learned for next year would be to start planning a few months earlier.
 - New check list for events created for organizers
- May 12th – PSU
 - Would like to focus on social media and communications
- June 21st – Annual meeting (report attached)
 - Communications to start in a save the date as a minimum.

Planned Activities for Next Period

- Next meeting set for May
- Request chairs for membership and Government Affairs attend monthly program committee or update file with details monthly.
- Strategic Plan details and deliverables to be discussed

Issues and Concerns

- Looking for a new chair to start in July.

Submitted by: Lesley Groff 041923

IFMA Annual Meeting

June 21, 2023

Committee met via zoom 4/18 @ 9am

Julie McGill-Kopp, Amber Gratkowski, Lynn DeSantis

Harrisburg Golf Simulator, 7011 Allentown Blvd, HBG 17112 – Located in the Shops at Bradford

Games available:

Golf

Football

Soccer

Dodge Ball

Hockey

Lacrosse

Carnival Games

Basketball

Invitation:

Lynn to create graphics for website highlighting agenda, games available, and prizes.

Prizes:

Top score per game wins a GC.

GCs to Virtual Golf – GCs Arooga's

\$25 x 6 = \$150

IFMA Store – Julie to investigate IFMA items (national website)

Catering:

Arooga's located in same complex

Logistics:

Simulator located on second floor –
there's a covered open walkway over
the entrance – great space for
registration table and overflow.



Agenda:

11:30 Registration and lunch

Noon Greeting and opening remarks by Julie.

State of the Union – overview of committees – strategic plan

12:10 Swearing in of new officers - Priscilla

12:30 Eating and games

Committee recruiting:

Each BoD member and committee chair is asked to reach out to attendees and invite/
encourage them to join a committee.

1:15 Prizes

Submitted by: Lynn DeSantis

IFMA CENTRAL PENNSYLVANIA CHAPTER - Program Planning Template

Date:	Wednesday, XXXXX 00, 2023		Host:	tbd	
Location:	tbd		Moderator:	tbd	
Time:	11:30am - 2:00pm		# of Attendees:	tbd	
Topic:	XXXXXX				
Details to confirm	Date	Confirmed	Notes and Arrangements	Timing	Chapter contact assigned
Site contact				6 months prior	
Speaker(s) contact information				6 months prior	
AV Needed				2 months prior	
Catering / Meal				2 months prior	
Communications				tbd	
Parking					
Special Access					
complete agenda template			establish board member to speak		
Other details					



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Webmaster

April 2023

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Updated meeting information as needed

Planned Activities for Next Period

- Update website as needed

Issues and Concerns

- We need a plan for who should be sending emails
 - Too many senders creates confusion and lack of consistency in emails

Miscellaneous

- Work on getting a google drop for information
- Mid-Atlantic Regional Meeting
 - Will be planning a multi-chapter training on etiquette and how FMs and associates can building relationships/maximize their membership without the hard sell
 - Planning stalled b/c I had a family emergency and cancelled our last meeting

Submitted by: Lauren Leipziger

IFMA Central PA – Communications Committee Goals

Short-Term Goals

1. Increase committee membership by two people
2. Start holding monthly committee meetings
3. Create Communications Plans
 - a. Time-based
 - b. Meeting-based
4. Tutorial on Starchapter and how best to utilize
5. Set up all committee members with access
 - a. Gmail
 - b. Starchapter
 - c. IFMA Component Leader Tools
6. Define committee member responsibilities
 - a. Website
 - b. Social posts
 - c. Emails (sending and receiving)

Long-Term Goals

1. New communications outreach tactics
 - a. Newsletters
 - b. Chapter promotions at events
 - c. Promotional materials
2. Succession planning