



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Board Meeting Minutes February 23, 2023

Meeting called to order by Julie McGill Kopp at 11:35 AM, via Zoom.

Attendees: Priscilla St. Jacques-Glusko, Julie McGill-Kopp, Amber Gratkowski, Amber Knauss, Lauren Leipziger, Lynn Desantis, Kurt Twiford, Jerry Bowers, Doug Aldinger, Jolene Fink

- *President's announcements/updates:*
 - Julie welcomed Jerry Bowers as the 2nd VP and Jolene Fink as the interim Secretary to the board.
 - The board will continue creating a succession plan for board positions, Priscilla and Lynn will be supporting this effort.
 - Just a reminder that nominations for board positions will take place in April with voting happening in May and we'll announce the new board at our annual meeting in June.
 - Julie confirmed the attendees for Facility Fusion in April – Lesley Groff, Jerry Bowers, and Amber Knauss are lined up to attend and all registered. Lauren mentioned that there are some other chapter members currently registered and shared with Julie how to find this information on the IFMA National Leadership page.
 - Julie included in her monthly report a few tips regarding a succession planning webinar she attended, check it out on the attached report.
- *Secretary*
 - First meeting for Jolene, she's looking forward to filling in and helping the chapter out.
 - Priscilla made a motion to approve last month's meeting and second by Julie.
- *VP / Credentials – Amber Gratkowski*
 - Randy Groff expressed interest in the free SFP course being offered but due to technical difficulties, Julie was unable to access the chapters Gmail account until after the deadline. Julie will reach out to IFMA National to see if they'll still honor the free SPF program for Randy. **(A/I – Julie)** After the meeting Lesley emailed us and mentioned that she feels that they'll honor this late submission, and Julie should let her know if that doesn't happen.
 - Lauren and Amber are recommending that the chapter create procedures on how we will select winners for these giveaways as it seems that IFMA National will continue offering credential giveaways. That way we are following the same procedure every time this happens. Everyone agreed.
 - See attached report for more information.
- *2nd VP – Jerry Bowers*

- Jerry is looking forward to attending Facility Fusion to gain some insight and leadership training for his new role on our board.
- *Treasurer – Amber Knauss*
 - Amber reviewed the Treasurer's report, attached.
 - Lauren mentioned she thinks we may be eligible to lower our cost for Star Chapter through the affiliation program through IFMA National as they are offering discounts to chapters. Lauren and Julie to discuss offline what's available on the IFMA National web site. **(A/I – Julie & Lauren)**
 - She suggested we investigate purchasing another CD, Priscilla shared that many banks have some good offerings right now. Amber will investigate what's available and report back to the board at our next meeting. **(A/I – Amber K.)**
 - Amber shared with the board that she thinks she has someone who may be interested in the Treasurer position for the new term coming up. She'll keep the discussion going with this person. Julie mentioned that maybe we can work this into our succession planning discussions coming up.
 - Motion made to approve the report by Julie and second by Priscilla.
- *Strategic Planning – Lesley Groff, Priscilla St. Jacques – Glusko, Chris Collier*
 - Priscilla and Chris are finalizing the notes from our Strategic Planning session in December. They'll be sent out soon.
 - Amber G. mentioned she has some members to add to committees.
 - See attached report for more information.
- *Membership – Doug Aldinger*
 - March 8th is the next member breakfast at the Capitol Diner in Harrisburg, registration is open on the web site until the day of the event.
 - See attached report for more information.
- *Past President / Community Outreach /Scholarship – Priscilla St. Jacques-Glusko*
 - Priscilla will be rescheduling the volunteer event for the PA Food Bank, stay tuned.
 - 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.
 - See attached report for more information.
- *Advocacy/Government Affairs – Kurt Twiford*
 - Kurt will be attending the National Advocacy Zoom meeting to obtain some content for our April 19th meeting. He's hoping to have details nailed down shortly so we can update the website. He's trying to coordinate so JJ can be in attendance from IFMA National.
 - He shared that Tom Koontz is showing some interest in joining this committee.
- *Webmaster (Communications) – Lauren Leipziger*
 - Lauren mentioned we still need to get the meeting minutes posted on the chapter's website. See attached report for missing months. Priscilla volunteered to look through her old emails to see if she can find these and will send along to Lauren if they are found. **(A/I – Priscilla)** If not, we'll reach back out to Kristan to request copies **(A/I - Lauren/Julie)**
 - See attached report for more information.
- *Program Committee – Lesley Groff, Lynn Desantis*

- The February Zoom meeting “Re-Boot your FM Team” was held and very enjoyable. The interaction was great.,
- Annual Meeting is June 21st and Lynn is close to choosing a venue and asked for feedback on a few locations she found for possible venues in the Hershey area. The team shared Hershey was a good location and Middletown may be as well. Middletown has very limited locations to hold this sort of meeting, perhaps Tattered Flag could host this event. Lynn will continue her search and report back to the board.
- See attached report for more information.
- *New Business:*
 - Julie wants us to keep in mind World FM Day is May 10th. She’ll be checking in with IFMA National to see what they have on tap and perhaps we can advocate for this special day within the chapter. **(A/I – Julie)**
 - Jerry Bowers introduced himself to the board and we shared a little bit about ourselves as well. He’s looking forward to serving on the board.

Meeting adjourned at 12:45 PM. Next scheduled Board Meeting is **Thursday, March 16th, at 11:30 AM.**

Submitted by: Jolene Fink, acting Secretary