



AGENDA - Board Agenda- March 16, 2023 11:30 AM – MEETING 9

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		
Webmaster	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
Sub: Golf Outing	John Selfe	Amber Knauss
Sub: Annual Business Meeting	Lynn Desantis	Julie McGill-Kopp

Agenda/ Meeting 9

9.1 Executive Reports

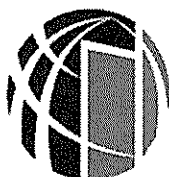
- President Report
 - World FM Day - May 10
- Past President Report:
 - Food Bank reschedule for September.
 - Review Scholarship expenditure
- VP Report and Certification: Free SFP was awarded to the sole participant request: Randy Groff
- Secretary Report
- Treasurer Report- Review and approve Treasurer’s reports.
 - Review - Motion to convert 10 K into CD

9.2 Committee Reports

- Strategic Planning
- Events/ Programs
 - Annual Meeting
 - Golf
- Webmaster
- Membership:
- Scholarship
- Government Affairs Advocacy

Meeting 9 New business

- Other discussion
- Next scheduled Board Meeting: **Thursday March 20 - 11:30 AM**



Presidents Report - March/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 : 113 Members
- 3) Nomination team will meet over the next month and present nominations to the board in April. Voting to occur in May. Announce new board at June Annual Business Meeting
- 4) Facility Fusion: Lesley Groff – Jerry Bowers – Amber Knauss will be attending next month.
- 5) IFMA Fellow Nominations are due July 1, 2023.
- 6) March IFMA National Benefits - On Engage in website.
 - a. March 29, 2023 | 1 PM ET-US – WEBINAR Operating Low Carbon, Healthy Facilities: FM's role in Sustainability and Resilience
 - b. IFMA Webinar: Top Metrics that Matter
 - c. Join us on March 30 at 12 PM ET-US for a thought-provoking deep dive with the experts behind Metrics That Matter, the research report from JLL Research
 - d. By end of March watch free video: Key Performance Indicators: What to Measure for Success

Planned activities for Next Period

- 7) Begin to Brainstorm Ideas for May 10, 2023 World FM Day - Making a Real Difference Join IFMA, GlobalFM and other FM associations around the world as we celebrate the important contributions and achievements of the facility management community - and the positive impact the profession has on our lives – create a video
Celebrate World FM Day with a video!
IFMA is excited to celebrate World FM Day in 2023, with videos from components. We are asking you to record a 10-20 second video thanking FMs for their contributions and celebrating their accomplishments. You can record the video on any device. Please record as many times as needed until you're comfortable with your message. Please record your video by 15 March 2023. You do not have to use the entire 20 seconds. [Click here to record.](#)



Board/Committee Position- Past President, Community Outreach

March 2023

Accomplishments for Current Period

- Scholarship committee meeting with Bruce Weist; revised scholarship application and pending board approval. Recommend participation in national scholarship again.
- 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 March 11 to Star Chapter database
- Reviewed Strategic Plan in discussion with Chris Collier to roll out to the board.

Current Activity Status

- Pending revisions to scholarship application- done and attached.

Planned Activities for Next Period

- Revitalize Scholarship and Marketing of program- reviewed the ACE mentor program (Architecture/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 Strategic Plan with the board.
- Update member database to Star Chapter database in April

Issues and Concerns

-

Miscellaneous

- Potential Habitat project for our group. Investigating

Submitted by: Priscilla St.Jacques-Glusko



IFMA Central Pennsylvania

2022 CHARLES N. CLAAR Memorial Scholarship

The Central Pennsylvania Chapter of IFMA provides an annual scholarship to assist an undergraduate student pursuing a degree and or certificate in a field related to Facility Management. The scholarship is named in honor of a past president of the Chapter, Charles N. "Charlie" Claar, because of his instrumental role in fostering education at a local, national, and international level in the Facility Management field.

Charlie Claar understood that Facility Management as a profession was underserved in the post-secondary educational environment, and his career as an educator and IFMA ambassador was dedicated to remedying this situation. At an international level, he was instrumental in the development of IFMA's Accredited Degree Program standards and then, as the IFMA Foundation's director of academic affairs, he promulgated these standards all over the world, establishing accredited programs at universities on four continents. At a local level as Chapter president, Charlie transformed the Chapter's recreational golf tournament into a scholarship fundraising platform to assist students working toward a degree in a field related to Facility Management. Charlie also spent nearly two decades as a professor at the Pennsylvania State University educating and mentoring students in architecture, engineering, and facility management.

When Charlie passed away in 2011, the Chapter voted to give his name to the scholarship he had helped develop as a memorial of his service to the field of Facility Management. Most importantly, this scholarship honors his passion for building up the profession and recognizes, as he did, the importance of finding and developing the next generation of professionals to meet the ever-increasing demands of the built environment.

With this cover sheet, please find packets of information with the necessary paperwork to apply for the scholarship. If there are any questions or additional details required, please contact [**ifmacentralpascholarship@gmail.com**](mailto:ifmacentralpascholarship@gmail.com)

2022 CHARLES N. CLAAR Memorial Scholarship Application

Email Receipt of applications are accepted between March 1, 2022 and May 30,2022

Applicants are evaluated on achievements/accomplishments, involvement, letter of professional intent, resume, recommendation letter, geography, industries of interest, any other FM related activities. Please review the entire application to make sure you understand all requirements.

The Chapter will be awarding a total of \$6,000.00 in Scholarships. The checks will be issued to an accredited institution or program, earmarked for the recipient.

Students have sole responsibility for ensuring accuracy and compliance. Any variance from requirements may be cause for disqualification. No hand-written applications will be accepted. Decisions of the scholarship judges are final. Applicants will be notified of results by June 30,2022

Eligibility requirements for all applicants:

- Must be enrolled at an accredited institution for a Facility Management or related field. "Degree" is determined (Associate, Bachelors or Graduate) as defined by your institution at the time of application submission or pursuing Certifications thru IFMA.
- Must have a minimum Grade Point Average (GPA) of 3.2 in Facility Management or related and must have completed 12 credits in FM or related course of study. (Architecture, Engineering, Construction)
- Applicant must be full time or part time student attending an accredited institution in Pennsylvania
- Scholarship award winners (students) will be notified by June 30th and a check will be issued to the accredited institution indicated on their application.
- Awarded recipients will be required to re-apply for this scholarship each year.
- Awarded recipients will be required to be a Student Member in a local IFMA Chapter for at least 12 months after receiving the scholarship.

Thank you for your interest in this scholarship through the IFMA Central PA Chapter. We are excited that you have made Facility Management your career of choice! Please do not hesitate to contact the IFMA Central PA Chapter with any questions, comments or concerns. Please contact ifmacentralpascholarship@gmail.com for more information.

CHARLES N. CLAAR Memorial Scholarship Application Form

(Email Receipt of applications are accepted between March 30 and May 30,2022)

Please complete entire application. Incomplete applications may result in disqualification. All information must be typed; no handwritten responses will be accepted.

Name: _____ **Date:** _____

Current Address

Academic Degree Level:

Associate Degree: _____

Bachelor Degree: _____

Graduate Degree: _____

Or Certificate Level:

SFP _____

CFM _____

FMP _____

Telephone Number at which you can be reached at any time: _____

E-mail address at which you can be reached at any time: _____

College/University/TradeSchool currently attending: _____

Anticipated date of graduation: _____

Education *(List colleges/universities in chronological order with most recent first):*

Institution	Dates (From/To)	Degree	Major / GPA in FM

Scholarship Application Content

Please answer each of the following “Scholarship Application Required Elements” in the order as follows. Please make sure you clearly identify each element (i.e. A1, A2, etc.).
(30 possible total points)

Academic Research Projects in Facility Management – 2 pts.

Please list and describe any academic research projects and your role

Academic Achievements/Accomplishments – 3 pts.

Please list any academic awards, honors and notable accomplishments inside or outside of Facility Management

Facility Management Related Courses – 7 pts.

Identify all Facility Management related courses or certifications (ie. FMP, CFM, SFP) Include course name, description, course level (100, 200, 300, etc.). Include grades for each course listed or certification achieved. Include a copy of your transcript

Overall GPA - 4pts.

Include a copy of your transcripts

Academic Leadership Skills – 4 pts.

List instances when you have excelled in a leadership role

Letter of Recommendation – 5 pts.

Please attach a letter of recommendation from your most recent employer, internship, or from your academic faculty advisor. The letter should highlight performance characteristics that demonstrate your Facility Management skills and potential success in the Facility Management profession. The Letter of Recommendation must be personally signed by the evaluator along with an email address and a telephone number for the author. An unsigned Letter of Recommendation will disqualify your scholarship application.

Resume – 5 pts.

Attach resume. The document should include your work history and notable accomplishments. List jobs you have held, including military service, in chronological order with the most recent job first. Include the name of each organization, your title/position, description of responsibilities, and period of employment. Limit - 2 pages

Scholarship Application Submission Guidelines

(Email Receipt of applications are accepted between March 30 and May 31,2022)

Your completed application along with all of the supporting documents must be submitted in 1 (one) PDF document. Fonts should be 10 or 12-point standard, easy-to-read fonts, such as Arial or Times New Roman. **All PDF applications should be clearly identified as 2022 CHARLES N. CLAAR Memorial Scholarship Application in the subject line and sent via email to ifmacentralpascholarship@gmail.com**

You must submit your application following the application sequence above. Additional or edited documents will not be accepted once the initial application and supporting documents have been received and logged into roster of applicants.

The order of documents in your PDF must follow the order of this application.

You may attach documents as exhibits at the end of the PDF document providing appropriate references are made to the exhibits in the flow of the application. For example: Letter of Professional Intent, Resume, Letter(s) of Recommendation, Transcript(s), etc.

I understand that scholarships are awarded for specific semesters and are not transferable to other semesters.

I give permission to have any academic record shared with the Scholarship Committee.

Signature

Date



IFMATM Central Pennsylvania Chapter
International Facility Management Association

VP/Credential

March 2023

Current Activity Status

- 2/20/23 – No updates.
- Emailed Randy Groff to award him the SFP Credential. He was waiting to hear from IFMA

Planned Activities for Next Period

-

Issues and Concerns

-

Miscellaneous

- Will assist backup for Julie if not able to attend meeting.

Submitted by: Amber Gratkowski



IFMA™ Central Pennsylvania Chapter
International Facility Management Association

Strategic Planning March- 2023

Accomplishments for Current Period

- Completed compilation of Strategic Plan notes and plan from our last planning help session, thank yous to Lesley, Jolene and Priscilla
- Complete a template of a plan going forward
 - Committee Chairs and their Board Champion – see attached
- Road map and schedule for each committee has been established – see attached

Current Activity Status

- Completing initial strategic plan template and organize committee assignments to voting board members
- Schedule roll out plan meeting for committee chairs and voting board members

Planned Activities for Next Period

- Video meeting with Board and committee chairs for Roll out meeting and items to do before June

Issues and Concerns

-

Miscellaneous

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Submitted by: Chris Coller

Committee Board Assignments:

President – Audit Committee and Membership

1st VP – Programs, Government

2nd VP – Credentials; Communications

Secretary – Community Outreach

Treasurer – Audit

Past President – Strategic Planning

Where does Golf go – part of community outreach?

Schedule going forward

- a. Roll out meeting via zoom 4/10/23
- b. Committee goals – to president and past pres 4/22/23
- c. Committee budgets submitted 5/15
- d. Progress checks June, Sept, Dec and March



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Annual Meeting – June 21, 2023

June/2023

Accomplishments for Current Period

VENUE:

Harrisburg Golf Simulator – registration begins at 11:30A

<https://www.hbggolfsimulator.com/onlineboooking>

MENU:

Catering will most likely be handled by Arooga's (in same complex as Simulator)

I will research further and have finalized by 4/20 BoD meeting.

Planned Activities for Next Period

- Create invitation/announcement

Issues and Concerns

- Cost/budget

Miscellaneous

-

Submitted by: Lynn DeSantis

3/13/23



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Webmaster

March 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

- Missing board meeting notes for November 2021 and April to July 2022
 - Emailed Kristan on 3/1

Miscellaneous

- Work on getting a google drop for information
- Mid-Atlantic Regional Meeting
 - Had a robust discussion about membership
 - Will be planning a multi-chapter training on etiquette and how FMs and associates can building relationships/maximize their membership without the hard sell

Submitted by: Lauren Leipziger

IFMA Vision Statement - Serve as the resource and representative for facility management.

The Central Pennsylvania Chapter of IFMA provides quality learning experiences and excellent networking opportunities to enhance our members' personal and professional development.

Chapter Driver	Strategic Objective	Tactical Initiative	Measure	Champion	Co-Champion	Benchmark	Priority	Issues/ Actions/ Comments
I. SHAREHOLDER PERSPECTIVE - measures directly impacting customers and customer satisfaction	I. A. Build a sustainable chapter		• Increase & Retain Members • Non dues revenue					• 5% increase in membership • Increase partnership revenue by 20%
		I.1 Increase and retain members		Membership Chair	Membership Chair		?	
	I. B. Provide a vehicle for members to advance their careers.		• Participation in events • Individuals Credentialed • Educational event attendance					• 60% of members attend once a year • Enhanced Certification Opportunities and program • Annual Educational Event
		II.1.1. Revisit available learning objectives in alignment with member needs		Credentials Comm.	All Committees		?	
		II.2 Align programs to core competencies		Program Comm.	1st VP		?	
		II.3 Create streamlined communications plan		Secretary	President		?	
	I. C. Advance the FM Profession Regionally.		• Support and attendance in Advocacy Day • Increase in untapped geographic and industry market					• Attendance in Chapter and non-Chapter members • Increased updates from Advocacy Committee
		III.1 Utilize IFMA's leadership portal to reach out to local non-members		Membership Chair	President		?	
		III.2 Meeting to discuss the impact and importance of advocacy		Advocacy Chair	VP		?	
		III.3 Promote regional FM events		Publicity Comm.	VP		?	
		III.4 Host an FM Day in PA		Events Comm.	VP		?	

Central PA Chapter Balanced Score Card - February 2015

Chapter Driver	Strategic Objective	Tactical Initiative	Measure	Champion	Co-Champion	Benchmark	Priority	Issues/ Actions/ Comments
1. INTERNAL PERSPECTIVE - measures reflecting performance of key business processes (BOARD STUFF)	II.A. Make leadership opportunities desirable	Engage IFMA National to see what other chapters are doing Utilize online platforms for meetings						6 Board Members 12 Committees (9 filled as of 6/9/20)
		II.A.1 Develop plan to attract interest		Board	Board	Grow leadership by 10%	?	highlight members?
		11.A.2 Create a succession plan		Board	Board		?	
	II.B. Deliver exceptional value to members.	II.A.3 Revisit and redefine committees		Board	Board		?	
			• Increase in retention rate • Provide support for member credentials			• 2% increase • 1 time a year per credential		Committee? - here's what you may have missed
2. INTERNAL PERSPECTIVE - measures reflecting the organization's learning curve	III.A. Foster a culture that encourages innovation, passion, challenge and meaning among members.	II.B.2. Establish a member retention program for the board to follow		Membership Chair	President		?	recognize long-standing members
		Develop a document retention policy		Board	Board		?	
			• # of Chapter members that are recognized • Identify innovators and offer programs on trending topics • # of Candidates for leadership positions			• 10 recognized • 10 Ideas and 1 program • 5 candidates		
		III.A.1 Provide events that encompass IFMA's core competencies		Events Comm.	Vp		?	
		III.A.2 Recognizing achievements of our members		Awards Comm.	Vp		?	Provide token awards
3. LEARNING AND GROWTH - measures reflecting performance	IV.A. Maintain financial health		• Annual audit results • Make an investment in marketing			• Clean audit report annually • 3%		
		Improve process to register guests to ensure payment is received.		Events Comm.	VP		?	

Central PA Chapter Balanced Score Card - February 2015

Chapter Driver	Strategic Objective	Tactical Initiative	Measure	Champion	Co-Champion	Benchmark	Priority	Issues/ Actions/ Comments
RESPECTful Financial Performance		Improve process for engaging partners		Partnership Comm	Treasurer		?	