



AGENDA - Board Agenda- Updated Structure

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Julie McGill-Kopp	
President	Amber Gratkowski	Lynn Desantis
Vice President	Jerry Bowers	
2 nd Vice President	Amber Knauss	
Secretary	Jolene Fink	
Treasurer	Marci Carder	
COMMITTEES		
Communications	Lauren Leipziger	Amber Knauss
Credentials	Jerry Bowers	
Membership	Doug Aldinger	Richard Michaelian
Strategic Planning	Chris Collier	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
Subcommittee: Annual Business Meeting	Lynn Desantis	Julie McGill-Kopp

Agenda/ September 20th

8.1 President report

- Current Membership status: 127 Members, one new member from last month and multiple renewals. I have been sending them to Doug, as they come to me. Doug – Are you receiving any feedback from the letters you sent out? September 13th was the member breakfast – feedback?
- Lauren and I met regarding the free student memberships and free memberships. Sent Doug the link to the student membership info and asked if he could forward to Thaddeus Stevens FM Department, to see if we receive any interest. Also have 5 free memberships until 10/31. Discussed posting these on website and social media and making a motion to also pay for our local membership. Criteria is that they must be on a committee and attend one event: quarterly.
- Would like to start to get member spotlights up each month. Can we get something posted on social media, website, and an email blast? A new credential, project completed, or just a pat on the back! Also, in the blast email to remind members that if they have any job openings, they can send into us to have posted on our website.
- September 13th – Volunteer Opportunity – Thank you Priscilla for coordinating! Feedback?
- Reminder to please provide reports to the President the Monday before the board meeting.
- Board Meetings – 3rd Wednesday of each month.
- Thanks to Amber Knauss for working on the recertification. We submitted it on August 31st.
- Lauren updated the committee descriptions on the website.
- World Workplace 8 attendees: Amber Gratkowski, Jerry Bowers, Lauren Leipziger, Jolene Fink, Matt Crocker, Yanjun Shi, Mike George, Randy Groff – Chapter dinner will be Thursday, invites sent. Amber, Lauren, Jerry and Jolene attending the IFMA Foundation Event.
- September 20th – Phoenix Contact – Sustainability Efforts

- October 18, 2023, event – PTC Pollinator Gardens

8.2 Reports

- Past President Report: Julie -
- Secretary: Jolene -
- VP Report and Certification: Jerry -
- 2nd VP Report – Amber
- Treasurer Report- Marci
- Strategic Planning:
- Membership:
 - Coffee dates have been added to calendar.
- Scholarship / Future FM - Bruce Wiest
- Government Affairs Advocacy: Kurt Twiford – Chris Coller support
- Webmaster-
- Events/ Programs:
 - August/September event
 - Subcommittee
 - Annual Meeting
 - Golf Outing

Meeting - New business

Next scheduled Board Meeting:

Wednesday, October 18th



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Credentials Committee/ VP

August 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 – Currently working on completing the credential.
- Social media blast or newsletter to highlight the different credentials available through IFMA – Possible instructor led trainings for CFM
- J. Bowers enrolled in the FMP certification program.

VP:

- Signed up for World Workplace
- Amber Knauss working on recertification.

Submitted by: Jerry Bowers



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Golf Outing Committee / 2nd VP Report September 2023

Accomplishments for Current Period

- Amber K. completed our chapter recertification and Amber G. submitted it to IFMA components on August 31, 2023
- Worked with Lauren L. on communications, including social media postings and email blasts for upcoming events / chapter updates
- Attended community service day at the Central PA Food Bank on September 13 – well received by all participants

Planned Activities for Next Period

- Continue assisting Lauren with social media posts and website updates for events and member engagement
- Recruit for 2024 golf outing committee
 - Have not yet sent a post-event survey to golf outing participants, but still plan to do so

Issues and Concerns

- Focus on FM engagement in the golf outing and other events – survey members

Submitted by: Amber Knauss



Secretary Report – September 2023

Current Activities for this Period

1. Attended the August board meeting and submitted meeting minutes for publication on website.
2. Attended the Communication Committee meeting – another good productive meeting.
3. Assisted with golf tournament registration, great turn out! THANKS AMBER K. for making this another awesome event!

Planned activities for Next Period

1. Publish September board meeting minutes.
2. Attend monthly Communications committee mtg.
3. Attend Sustainability September at Phoenix Contact.
4. Attend World Workplace

Submitted by Jolene Fink



August 2023 Treasurer's Report

Prepared for
September 20, 2023 Board Meeting

Beginning Balance Checking Account *5910 August 1, 2023

\$72,656.59

Deposits

4-Aug	\$	678.70	Prize Hole Sponsor
7-Aug	\$	242.20	Golf Outing 2023
17-Aug	\$	5,005.00	Hole Sponsor
17-Aug	\$	1,050.00	Golf Outing 2023
18-Aug	\$	19.10	Golf Outing 2023
			Cash (\$1,165) & Sponsor/Registration Checks (\$3,840)
			July 2023 Dues
			Non-Member Registration for September Event
31-Aug	\$	0.64	Interest
TOTAL DEPOSITS	\$	6,995.64	

Expenditures

3-Aug	\$	(9.95)	Full Steam SV9T
7-Aug	\$	(400.00)	Facility Fusion Expenses
14-Aug	\$	(945.00)	CASH Withdrawal - Change Needed For Event
17-Aug	\$	(85.00)	Golf Outing 2023
			Check #1258 - The Pennsylvania State University
			July Penn State Harrisburg Tour and Room Rental
			Star Chapter
			Monthly Website Fee
TOTAL EXPENDITURES	\$	(1,439.95)	

Checking Account Closing Balance 8/31/2023

\$78,212.28

Beginning Balance Scholarship Fund Savings Account *7278 August 1, 2023

\$1,415.85

Deposits

TOTAL DEPOSITS	\$	-
	\$	-

Expenditures

TOTAL EXPENDITURES	\$	-
	\$	-

Scholarship Fund Closing Balance 8/31/2023

\$1,415.85

Certificate of Deposit *68-1 Beginning Balance August 1, 2023

\$ 9,739.70

S&T Bank (1.99% Interest Rate)	12-Aug	\$	16.43	CD Interest
Matures on 9/13/25		\$	16.43	

Certificate of Deposit Closing Balance 8/31/2023

\$ 9,756.13

Certificate of Deposit *32-1 Beginning Balance August 1, 2023

\$ 10,000.00

S&T Bank (4.2% Interest Rate)		\$	-
Matures on 3/15/24		\$	-

Certificate of Deposit Closing Balance 8/31/2023

\$ 10,000.00

Total Unobligated Assets

8/31/2023

\$99,384.26

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

OPERATING BUDGET FY2023-24
IFMA Central PA Chapter

						SUB TOTALS INCOME	SUB TOTALS EXPENDED
						\$	-
INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN		
1000	Beginning Balance (Checking Account)	\$ 66,548.78	\$ 66,548.78	\$ -	100%		
1010	Membership Revenue (115 members @ \$175)	\$ 21,000.00		\$ 21,000.00	0%		
1020	Chapter Sponsorship Donations	\$ -		\$ -			
1040	Programs Income	\$ 1,200.00		\$ 1,200.00	0%		
1060	Community Outreach Donations	\$ -		\$ -			
1061	Program Sponsorship Donations	\$ -		\$ -			
1090	Interest and Miscellaneous Income	\$ 20.00		\$ 20.00	0%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -			
1092	Checking Reserve (to Balance Budget)	\$ 21,885.00	\$ -	\$ 21,885.00	0%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 44,105.00	\$ -	\$ 44,105.00	0%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
\$ 17,320	ADMINISTRATIVE EXPENSE						\$ -
2110	Insurance	\$ -		\$ -			
2120	Recertification Costs	\$ -		\$ -			
2130	Board Meeting Refreshments	\$ -		\$ -			
2131	Strategic Planning Meeting Expenses	\$ 400.00		\$ 400.00	0%		
2140	Post Office Box Rental Fee	\$ 200.00		\$ 200.00	0%		
2150	Facility Fusion Travel and Lodging Expenses (2 Attendees)	\$ 6,000.00		\$ 6,000.00	0%		
2151	Facility Fusion Conference Registration Fees (2 Attendees)	\$ 2,000.00		\$ 2,000.00	0%		
2160	World Workplace Travel & Lodging Expenses (2 Attendees)	\$ 6,000.00		\$ 6,000.00	0%		
2161	World Workplace Conference Registration Fees (2 Attendees)	\$ 2,000.00		\$ 2,000.00	0%		
2162	World Workplace Other Expenses	\$ 500.00		\$ 500.00	0%		
2170	Chapter of the Year Award Submission Consultant	\$ -		\$ -			
2180	Miscellaneous Bank, Document Imaging & Other Charges	\$ -		\$ -			
2181	Chapter CD Purchases	\$ -		\$ -			
2190	Computer Equipment and Software Purchase (Zoom)	\$ 220.00		\$ 220.00	0%		
\$1,500	COMMUNICATIONS EXPENSE						\$ -
2210	Advertising	\$ -		\$ -			
2211	PFMA Trade Show Booth Expense	\$ -		\$ -			
2220	Prizes	\$ -		\$ -			
2230	Annual Website Fee	\$ 200.00		\$ 200.00	0%		
2231	Web Hosting Expenses	\$ 1,300.00		\$ 1,300.00	0%		
2232	Web Design and Maintenance Fees	\$ -					
\$ 13,000	EDUCATIONAL PROGRAM EXPENSE						\$ -
3110	Program Facility Rentals	\$ 3,000.00		\$ 3,000.00	0%		
3111	Program Meals	\$ 5,000.00		\$ 5,000.00	0%		
3112	Program Supplies	\$ 300.00		\$ 300.00	0%		
3113	Program Gifts	\$ 200.00		\$ 200.00	0%		
3114	NFMT & Day on the Hill Bus Trip	\$ 4,500.00		\$ 4,500.00	0%		
3115	Program Speaker Fees & Travel	\$ 2,000.00		\$ 2,000.00	0%		
\$700	CERTIFICATION EXPENSE						\$ -
3201	Supplies	\$ 50.00		\$ 50.00	0%		
3202	Speaker Fees & Travel	\$ -		\$ -			
3203	CFM Annual Review Class/FM Essentials	\$ -		\$ -			
3204	Meals	\$ -		\$ -			
3205	Congratulations Gifts	\$ 100.00		\$ 100.00	0%		
3206	IFMA CFM/FM Certification Costs	\$ 550.00		\$ 550.00	0%		
\$350	CHAPTER DONATION EXPENSE						\$ -
3310	IFMA Foundation	\$ 350.00		\$ 350.00	0%		
3320	Donation Fund	\$ -					
3330	Community Outreach (Donation Match)	\$ -		\$ -			

\$750	MEMBERSHIP						\$ -
3610	Name Tags	\$ 50.00		\$ 50.00	0%		
3620	New Member Meal Expenses	\$ 500.00		\$ 500.00	0%		
3630	Prizes	\$ 100.00		\$ 100.00	0%		
3640	Snacks/Misc	\$ 100.00		\$ 100.00	0%		
	TOTAL OPERATING BUDGET EXPENSES	\$ 35,620.00	\$ -	\$ 35,620.00	0%		\$ -
			ACTUAL				
	EVENT RECONCILIATION	BUDGET	Income	Expenses	%	Income	Expended
\$ -	Scholarship Golf Tournament					0.00	0.00
4010	Tournament Sponsorship and Registration Revenue	\$ 21,650.00			0%		
4011	Tournament Cash Revenue	\$ 765.00			0%		
4015	Scholarship Fund Donations	\$ -					
4020	Tournament Expenses	\$ 17,000.00			0%		
4040	IFMA Foundation Scholarship	\$ 6,000.00			0%		
4041	IFMA Foundation Scholarship Travel and Hotel Expense	\$ 4,000.00			0%		
			\$ -	\$ -			
\$ -	Membership Event	BUDGET	Income	Expenses		0.00	0.00
4110	Sponsorships	\$ -					
4111	Other Income	\$ -					
4120	Membership Event - Facility Rental	\$ 250.00			0%		
4121	Membership Event - Meals	\$ 500.00			0%		
4122	Membership Event - Gifts	\$ 300.00			0%		
4123	Membership Event - Supplies	\$ 100.00			0%		
4124	Membership Event - Advertising	\$ -					
4125	Membership Drive	\$ 250.00			0%		
			\$ -	\$ -			
\$ -	Annual Meeting	BUDGET	Income	Expenses		0.00	0.00
4210	Guest Registrations	\$ -					
4220	Meals and Site Rental	\$ 2,000.00			0%		
4231	Awards	\$ -					
4232	Supplies	\$ 100.00			0%		
4250	Member Gifts	\$ 400.00			0%		
4260	FM of the Year World Workplace Registration Fees	\$ -					
4261	FM of the Year World Workplace Travel and Lodging Expenses	\$ -					
			\$ -	\$ -			
	Subtotal Fundraisers	\$ 22,415.00	\$ -	\$ -	\$ -		\$ -
	TOTAL PROJECTED INCOME (Less Begin Balance)	\$ 66,520.00				\$0.00	\$0.00
RECONCILIATION:							
	TOTAL PROJECTED EXPENSES	\$ 66,520.00					
	EXPENSES GREATER THAN INCOME	\$ -					
				FY INCOME	FY EXPENDITURES	FY BALANCE	CK BAL
				\$ -	\$0.00	\$ -	\$ 66,548.78
				Reported Income	Reported Expended		
				\$ -	\$0.00		

NOTE: The chapter is currently operating with the following reserve funds:

- 2 CD's totaling \$19,628.09 as of 6/30/23
- \$66,548.78 in checking account as of 6/30/23

BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 66,520.00	\$ -	0.00%
EXPENSE	\$ 66,520.00	\$ -	0.00%



Board/Committee Position- Past President / Support C Coller Strategic Plan

August 2023

Accomplishments for Current Period: participated in Food Bank community service and

Attended Teams call IFMA Northeast and Mid-Atlantic region: Lead by Boston Chapter: Dawn Borden – discussed student participation in IFMA chapters – ways to get engagement.

IFMA is currently running a student membership campaign offering free membership to students through October. Be sure to share this with your chapter members to reach out for more students to join. Some chapters offer free memberships.

Dawn organized this get together at WWP - if anyone wants to stop by and meet others from our Mid Atlantic Region. I can forward invite to those attending – I am unable to attend this year.

Meet and greet 9.28.23 – 12:30 PM Boot 461

Organizer	☐ Dawn Borden <Dawn.Borden@STOBuildingGroup.com>		
Subject	IFMA Northeast and Mid-Atlantic regions World Workplace meet up		
Location	IFMA Central Lounge @ Expo (Booth #461)		
Start time	Thu 9/28/2023	12:30 PM	☐ All day event
End time	Thu 9/28/2023	1:00 PM	

Strategic Planning Role: I plan to connect with Chris Coller at Sept. program meeting and discuss ways I can support the strategic planning committee. I will continue to connect with the Regional group and provide any insight to Potential partnership opportunities year 24-25. I plan to investigate <https://ycal.us> to review opportunities to present the career of Facility Management to High School Junior and seniors – the profession is currently not represented. Once I collect information – I can discuss potential opportunities with the board and pass off to the appropriate committee. YCAL offers virtual career exploration videos – that could be one simple way to get the field of FM in front of High school students.

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



Communications Committee

September 2023

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Met with Amber to discuss qualifications for free memberships
- Updated committee descriptions on website

Planned Activities for Next Period

- Continue website updates
- Start to review, edit and update current website content
- Communications Committee meeting

Issues and Concerns

- Need November and December meeting information

Miscellaneous

Submitted by: Lauren Leipziger



IFMA™ Central Pennsylvania Chapter
International Facility Management Association

Board/Committee Position- Past President, Community Outreach

September 2023

Accomplishments for Current Period from July meeting minutes:

SCHOLARSHIP: Lauren provided some feedback to the IFMA foundation regarding the scoring process for applicants lacking guidelines on how to score, so it was subjective. No response yet by IFMA foundation.

o Amber K. will add the two PA scholarship recipients to the email invite and reach out to them to find out if they can attend our golf outing next month. They were unable to attend.

COMMUNITY OUTREACH: SEPTEMBER meeting at Central Pa Food Bank- 15 can sign up and attend 4 hour session. Looking for QTR code for monetary donations from Food Bank as well. We had 15 attendees and two member potentials. It was an excellent event; and as a follow up provided link to a community event that they are doing Sept 23.

FUTURE activities:

- Revitalize Scholarship and Marketing of program- reviewed the ACE mentor program (Architecture/Construction/Engineering) with Bruce Weist. Also discussed with Doug Tilley who was active with ACE mentor program. Incorporating similar language in our scholarship. Would like to propose a way to incorporate high school level into Scholarship. Review with board members for next year at future meeting.
- Implement and update goals as directed per the Strategic Plan with the board.
- Help facilitate future meetings and reach out to members for committee activity
- Connecting with Habitat for Humanity local group
- Connected with Jim Hixenbaugh for potential service project with Tiny Homes for Veterans in Harrisburg. Also spoke to one of our members at the Food Bank event about joining community outreach and working with Jim H on this.

Issues and Concerns

- Suggest fund raiser with CHAPTER match for the Tiny Homes for Veterans project.

Submitted by: Priscilla St.Jacques-Glusko



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

09/2023

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Melissa Nunez – Key Painting
 - Doug Aldinger – SitelogIQ

Current Activity Status

- The following dates have been offered for consideration of New Member / Member Breakfasts:
 - The following are proposed dates for the next membership breakfasts:
 - SEP, Wednesday the 13th – **having only one registration, the event was cancelled.**
 - DEC, Wednesday the 13th - OPT 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 – venue for the June breakfast
 - Lyndon or Park City Diner, Lancaster
 - Round the Clock Diner, York
 - Board recommendations on other venues
- Student Engagement
 - Lesley and Doug have coordinated a date to discuss engagement with Thaddeus Stevens College Students.
 - Lesley has juried a group of interested parties to plan the encounter and pitch student membership.

Planned Activities for Next Period

- 10.25.2023 Face-to-Face Committee Meeting – Capitol Diner @ 7:00
 - **The committee did not meet in September due to occupational obligations, but we did have several conversations.**
 - Close loop on Member Breakfasts
 - Budget for 2023-2024 – Open item:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes

- Assignments and schedule

Pending Actions

- Chris will look-up information on:
 - Expiring Members
 - Follow-up messages to new and renewing members were drafted and circulated to the board. Good feedback was received. The messages will be used.
- 08.01.2023 Golf Outing: In a phone debrief, Melissa thought that a review of the collateral should happen, and some token may be appropriate. Doug checked with National, which does have some giveaways, but due to time constraints, could not furnish for the golf outing. The committee will begin planning for next year.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Penn State Health
 - Hershey Company – reengage.
 - Tim Leah
 - Gannett-Fleming
 - Blue Shield – Scott Sturgess
 - Commonwealth Facilities

Issues and Concerns

- Creating a proper value statement
- Incentives for bringing new members i.e., gift cards.
- Make contacts personal.
- Follow up categories:
 - Potential Members
 - New Members
 - Retaining Members

Miscellaneous

- Remember the days when we had IFMA Nametags? – Leslie stated “on-order”
- Potential Meeting Focus: *Invite-a-Friend*, Straight Networking Event, Venue type: Tröegs
- Golf Outing: give it a recruiting focus.

Submitted by:

Doug Aldinger, PE, LEED AP | Senior Development Engineer | 717.940.0058