



Board of Director's Meeting – January 2020

Location:	PA Turnpike Building if in person Please use Webex if you cannot make in person	WEBEX CODE	Pricilla has emailed everyone a link to use WEBEX
Meeting Date:	January 14, 2019	Start Time:	7:30 a.m.
Attendees	Chris Collier-In Person, Priscilla-On Call, Kristan Trusky-On Call, Lauren L-In Person, Rob McFadden-On Call, Kurt T-On Call, Amber G-In Person, Jack E-On Call, Matt W-On Call, Julie-On Call.		

Topics

No.	Topic Discussion
1	Opening: Chris C called the Board Meeting to order at 7:35am. Welcome & Opening Remarks – Chris Collier
2	Officer Reports: • President – Chris Collier. (Term Expires 6/30/20) - Our Monthly meeting is scheduled for tomorrow at PA American Water – we currently have 28 registered for the meeting - The Day on the Hill has been added to the calendar and the room has been reserved at the Pennsylvania Judicial Center – Kurt is in the process of organizing the agenda - Ideas for April and May programming – it will be here before we know it -I am hoping to have a May lined up for PM in buildings, just looking for a location to host. Need to finalize presenters, but making progress - Sponsor Program – CLEANTEAM is a GOLD sponsor, there is a glitch in the system as far as the logos being displayed on the system – thus we (I) are/am behind in solicitation - List of duties for each board member regarding the website...Board Member Training for Starchapter – I have attached a training schedule for upcoming training events – we have a great tool at our disposal and we are not implementing it as we should – I am as guilty as the next person. - I had emailed to the board the certification policies for IFMA International – would like to accept those policies so we can solidfy our certification process – see attached - I have attached another item from international in regards to by laws – please look this over and I will reach out to the voting members for approval by weeks end - American Water-28 signed up. Leaving it open for sign ups. - Priscilla will make an introduction for Kurt T and Matt Reis. And also send Matt's contact info to Kurt T. - Chris Collier-May meeting-Topic: Preventive Maintenance. - Chris C-still need a meeting for April. Any suggestions reach out to Chris C. - Chris C-Clean Team is a \$1,000.00 sponsor. Lauren to add to site once it is figured out how to do so. - Start Chapter-Set a date for training. - Chris C-Membership is updated on site. • 1st Vice President's Report–Priscilla St. Jacques-Glusko (Term Expires 6/30/20)–Priscilla would like to schedule a date for Star Chapter training. Lauren L. to send an email for best date. Lauren L will book a room at the Turnpike. Chris C made a motion to approve



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No.	Topic Discussion
	Certification Process. Priscilla made a motion, Kristan T 2nd the motion. All were in favor- Passed. By Laws need to be approved by the Board. Lauren L will check and see if the old By Laws are on the website. Chris C to compare to the new ones and get back to the Board for approval. • 2nd Vice President's Report–Julie - (Term Expires 6/30/20)–No update. Julie to take on 2nd V.P. responsibilities. Julie will be sworn in at the next meeting she attends. • Secretary's Report & Publicity Report– Kristan T. (Term Expires 6/30/20)–Please see attached reports. Chris made a motion to send Julie to Facility Fusion if her company approves. Lauren L 2nd the motion. All were in favor. Passed. Priscilla suggested Chris C talk to Michele Sinadinos for TE to hold May's meeting. • Treasurer's Report– Rob M. (Term Expires 6/30/20) – Please see attached reports. Kristan made a motion to approve January's report. Jack 2nd. All were in favor. Passed. • Past President (Webmaster Report) – Lauren L-Please see attached report. Lauren L confirmed when the meeting was cancelled that the registrants could use it for a future meeting. Chris C confirmed we were in good shape for the coming year/programs. Lauren L confirmed she will reach out to schedule a date for the Star Chapter training in February at the Turnpike. Chris C discussed also setting up a ½ day meeting for our Strategic Planning follow up. Lauren L to hold this at the Turnpike. Lauren L will reach out to Lesley Groff to attend.
3	Committee Reports: • Advocacy – Kurt T. - (Term Expires 6/30/20)–No updated report. Kurt to follow up with Matt R for a location for "Day On The Hill". • Credentials – Amber G. (Term Expires 6/30/20)–No updated report. • <u>Community Outreach - Vacant</u> • <u>Professional Development – Vacant</u> • Membership – Jack Elridge-(Term Expires 6/30/20)–Please see attached report. New Member breakfast to be held on January 22, 2020 at Café Fresco, 7:30am-9:00am. Chris C to attend. • Publicity – Kristan T. (Term Expires 6/30/20)–Please see attached report. Update given with Secretary's Minutes. • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/20)–Please see attached report. Notes in President's report. • Strategic Planning – Lauren L. (Term Expires 6/30/20)-See notes above in Past President report. • Sustainability – Matt Wardecker (Term Expires 6/30/19)–Please see attached report. Sustainability September set up for 2020. It will be held at LCSWMA. He will schedule a conference call with his team. • Golf Committee–John S./Randy G. (Term Expires 6/30/19)–No updated report. • Scholarship and Awards Committee – Nancy O'Halloran and Doug Enoch. (Term Expires 6/30/19)-No updated report. • Webmaster – Lauren L.
4	Old Business:
5	New Business: • Next Meeting – January 15th at PA American Water Mechanicsburg • Next Board Meeting is 2/11/2020
6	Next Board Meeting: February 11, 2020 @ Turnpike Bldg. - Board Meeting Schedule for remainder of this Board's Term - March 10th - April 7th - May 12th



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No.	Topic Discussion	
	- June 9th	
7	Meeting adjourned: Lauren L made a motion to adjourn the Board meeting. Kurt T 2nd the motion. All were in favor. Adjourned at 8:10am.	

SECRETARY REPORT

JANUARY 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. December meeting minutes approved on 12-11-19 and added to the website on 12-12-19 by Lauren L.

Current Activity Status

- Continue to update members by email on news and upcoming events. Attend monthly board meeting and take notes.

Planned Activities for Next Period

- Continue to update members by email on news and upcoming events. Attend monthly board meetings and take notes.

Issues and Concerns

- Not at this time.

Misc.

- N/A

Submitted By: Kristan Trusky

OPERATING BUDGET FY2019-20
IFMA Central PA Chapter
14-Jan-20

		BUDGET	ACTUAL	BALANCE	% Spent	SUB TOTALS INCOME	SUB TOTALS EXPENDED
100	Beginning Balance			\$ -	100%	\$ 11,372.15	
101	MEMBERSHIP (100 Mems@175 per)	\$ 17,500.00	\$ 9,800.00	\$ 7,700.00	56%		
102	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
103	* unknow Income from 12.1.19	\$ -	\$ 1,000.00	\$ (1,000.00)	#DIV/0!		
104	Programs Income	\$ 2,000.00	\$ 540.00	\$ 1,460.00	27%		
105		\$ -	\$ -	\$ -	#DIV/0!		
106	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
107	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
108	Interest and Miscellaneous Income	\$ 35.00	\$ 32.15	\$ 2.85	92%		
109	Chapter CD Liquidation	\$ -	\$ -	\$ -			
110	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 11,372.15	\$ 10,162.85	53%		
111	EXPENSES:						
112	\$ 8,532 ADMINISTRATIVE EXPENSE						\$ (134.00)
2110	Insurance	\$ 150.00	\$ -	\$ 150.00	0%		
2120	Recertification Costs	\$ -	\$ -	\$ -	0%		
2130	Board Meeting Refreshments	\$ -	\$ -	\$ -	0%		
2131	Strategic Planning Meeting Expenses	\$ -	\$ -	\$ -	0%		
2140	Post office box rental fee	\$ 82.00	\$ 134.00	\$ (52.00)	163%		
2150	Facility Fusion Travel and Lodging, conference Expenses (1 Attendee)	\$ 1,800.00	\$ -	\$ 1,800.00	0%		
2151	Facility Fusion Conference Fees (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2161	Workplace Officer Conference, travel and lodging Fees (1 officer and FM of the year)	\$ 6,000.00	\$ -	\$ 6,000.00	0%		
2162	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2163	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%		
2165		\$ -	\$ -	\$ -	#DIV/0!		
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%		
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	#DIV/0!		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -			\$ (1,467.79)
2200	COMMUNICATIONS EXPENSE						
2210	* unknow expense from 12.1.19 - Advertising	\$ -	\$ 282.17	\$ (282.17)	#DIV/0!		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ -	\$ 1,185.62	\$ (1,185.62)	#DIV/0!		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -			\$ (2,776.62)
2240	EDUCATIONAL PROGRAM EXPENSE						
3110	Programs - Facility Rental	\$ -	\$ -	\$ -			
3111	Program meals	\$ 5,000.00	\$ 2,776.62	\$ 2,223.38	56%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -			
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00			
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00			
3114	Program gifts	\$ -	\$ -	\$ -			
3120	Sustainability Program	\$ 300.00	\$ -	\$ 300.00			
3121		\$ -	\$ -	\$ -			
3122		\$ -	\$ -	\$ -	#DIV/0!		
3200	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -			
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -	\$ -			
3204	Meals	\$ 100.00	\$ -	\$ 100.00	0%		
3205	Congratulations gift	\$ 200.00	\$ -	\$ 200.00	0%		
3206	IFMA CFM/FM Essentials Trainer Certification costs	\$ 3,000.00	\$ -	\$ 3,000.00			
3300	CHAPTER DONATION EXPENSE						\$0.00
3310	IFMA Foundation	\$ -	\$ -	\$ -	#DIV/0!		
3320	Donation Fund	\$ -	\$ -	\$ -	#DIV/0!		

3330	Community Outreach	\$	1,000.00	\$	1,000.00	0%
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IFMA
Central Pennsylvania Chapter

Dec-19
Tuesday January 14, 2020

Beginning Balance Checking and Money Market Accounts December 1, 2019

\$46,177.79

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,000.00	unknown
\$	1,050.00	IFMA DUES
\$	40.00	Mecharnt ID
\$	3,350.00	Golf Tournament 2019
\$	5.97	Checking interest
\$	0.29	Savings Interest

TOTAL DEPOSITS

\$ 5,446.26

Expenditures

\$	(85.00)	Star Chapter
\$	-	Star Chapter
\$	(1,115.76)	Chris Collier Holiday Party
\$	(250.00)	
\$	(15.00)	
\$	(17.17)	
\$	-	

TOTAL EXPENDITURES

\$ (1,482.93)

Accounts Closing Balance

31-Dec-19

\$50,141.12

Certificates of Deposit Beginning Balance

\$ 9,460.46

Integrity Bank	1.20%	Int	12/12/2019	\$	3.47
				\$	3.47

Certificates of Deposit Closing Balance 12/31/2019

\$ 9,463.93

Total Unobligated Assets 12/31/2019

\$ 59,605.05

Respectfully Submitted,

Rob McFadden
Chapter Treasurer



PUBLICITY REPORT

JANUARY 2020

Accomplishments for Current Period

- Continue to update social media accounts (LinkedIn, Facebook and Twitter). Updated sites with pictures from programs. Send out emails to updated members on news and upcoming programs.

Current Activity Status

- Continue to update accounts. Remind IFMA members to send any pictures, updates or articles pertaining to our organization to myself so that I can update our accounts. Send out emails to members on news and upcoming programs.

Planned Activities for Next Period

- Continue to update accounts and send emails to members.

Issues and Concerns

- None currently.

Misc.

- N/A

Submitted By: Kristan Trusky



SUSTAINABILITY REPORT

JAN 2020

WS

Accomplishments for Current Period

- No Changes

Current Activity Status

- Planning for Next September (Exploring Lancaster County Solid Waste Management Authority's Recycling Program).

Planned Activities for Next Period

- Organized a conference call with sustainability committee to go over Sustainability September Planning
- Starting to contact connections with LCSWMA's recycling program.
- Reaching out to see if they will host an event for IFMA
- Going over costs and budgetary needs for a possible LCSWMA tour

Issues and Concerns

- Continued encouragement to organization for sustainable practices at Monthly meetings recycling programs etc. in addition to organization practices. Encourage carpooling to meetings
- Start Developing strategic objectives for IFMA sustainability

Misc.

- Need to engage more members to committee

Submitted By: Matt Wardecker



MEMBERSHIP REPORT

MONTHLY REPORT

January 2020

Accomplishments for Current Period

- Response to New Member Breakfast
- New Member Breakfast Wednesday Jan 22 at 7:30 at Café Fresco's
- Continue connecting with renewals and new members
- Following up with previous meeting visitors

Current Activity Status

1. Working on Spring New Member drive ideas

Issues and Concerns

- None

Ideas

Submitted by Jack Eldridge, Membership Chair



PAST PRESIDENT/WEBMASTER REPORT

JANUARY 2020

Accomplishments for Current Period

- Website is up and running. Working on familiarizing myself with the platform.
-

Current Activity Status

- Continuing to learn how to best utilize the functions available on our new website.
- February meeting at Haller is finalized and info was put up on our website.

Planned Activities for Next Period

- Continue working on the Strategic Plan. Would like to set up a meeting with those involved in the May 2019 meeting to continue working on the plan. Will send out an email with possible dates in the next week or so.
-

Issues and Concerns

- Would like to get March meeting up on the website ASAP to encourage registrations.

Misc.

- Spoke with Nancy O'Halloran. She and Doug Enoch are going to co-chair the Scholarship Committee with the intent of Doug fully taking it over next year. They would like the board to discuss/vote on scholarship amounts. They are working on revising last years scholarship letter and have asked me to publicize it on our website, which I will do after our discussion. Update: Scholarship information was posted to our website.

Submitted by Lauren Leipziger, MBA, CFM



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International Facility Management Association

Chapter Policy Manual Template

Section 8: Chapter Policies

Required Policies:

The US IRS Form 990 (the nonprofit organization version of personal 1040 tax return individuals complete) was recently revised. This is the tax form that IFMA completes for association and chapters and councils. One significant change is that the IRS now asks if every component of IFMA (chapters and councils) has certain policies in place – yes or no. If not, we must file an additional form explaining why not for every council or chapter that does not. All these policies are good business practices to have in place, so this shouldn't be a negative issue or cause additional burdens for your chapter.

All these policies have been adopted by the association Board of Directors, and the chapter policies are a generic template version of the headquarters board policies.

You should add a voting business item to your next chapter board of directors meeting to adopt these policies. A simple majority vote to adopt is all that is required, and minutes reflecting this board action need to be taken.

Provide a copy of the minutes to the IFMA components showing the action taken by the board (stating each policy adopted and the effective date). IFMA will retain and store these documents in our electronic document storage drive space for the component team to keep all recertification documents. These policies will be stored here with your other recertification records along with the minutes showing board adoption.

- Antitrust Compliance
- Conflict of Interest Policy
- Conflict of Interest Statement of Disclosure

- Annual completion by appropriate component leaders
- Governance Policy
- Joint Venture Policy
- Record Retention and Destruction Policy
- Whistleblower Policy
- Anti-Harassment Policy
- Ethics Policy

Recommended Policies:

- Confidentiality Agreement
- IFMA Financial Policies Template for Component Units
- IFMA Component Unit Investment Policy Template
- Antitrust Policy
- Financial Reimbursement for Conference Attendance
- Component Giving Policy
- Credit Card Usage Policy