



Board of Director's Meeting – January 14, 2021

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	January 14, 20201	Start Time:	7:30 a.m.
Attendees	Rob McFadden, Chris Collier, Kurt Twiford, Kristan Trusky, Lauren Leipzinger, Julie McGill-Kopp, Priscilla St. Jacques-Glusko, Amber G, Cassidy Flaherty and Jack Elridge.		

Topics

No.	Topic Discussion
1	Opening Welcome & Opening Remarks – Chris Collier called meeting to order at 7:38am.
2	Officer Reports: • President – Chris Collier. (Term Expires 6/30/21) - FM forum – every other month slot – 1st one on 20th, have 14 registered as of now next one will be in March 24th - Atlantic Regional Coalition of IMFA Best Practices – Meeting in 1st quarter of 2021 - Tuition grants discussion - Membership roster updated and is broken down as follows: 42 Associates; 46 Professionals; 1 Student; 3 Young Professionals and 3 Retired – last year at this time our membership was at 126 – big drop off began in June - Lancaster Waste Management Presentation update - International approved a 75% credit on local dues through 9/30/2020 – coupon is IFMA75 - We as a Board should try to fill our board over the next eight months following the strategic plan suggesting that the Executive Board Positions be point persons for certain committees President: Membership and Audit; VP Condensing all Events - golf, monthly meetings, advocacy, and annual meeting. 2nd VP Communications (external) and Credential; Secretary – Website and Publicity; Treasurer: Partnerships and Audit; Past President Awards and Strategic Planning. Chris C. membership is down. We were at 126 down to 96 members as of December 2020. Priscilla made a motion to approve. Kurt second. All in favor. Next meeting think of ways to get people interested in membership. • 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/21)-no updated report. Priscilla-50% back for certifications. Already approved. Regroup in January with Jack to brainstorm ideas of other organizations or groups to reach out to. • 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21)-no updated report. Priscilla to help Julie with the Star Chapter back office. Facility Fusion April 21-22 online. Julie to attend. Recruits and new hires to send names to Jack to reach out to. BAE is hiring Lauren L to post to Star Chapter. Julie suggested hiking in Boiling Springs if anyone is interested. • Secretary's Report– Kristan T. (Term Expires 6/30/21)–Please see updated report. • Treasurer's Report for July – Rob M. (Term Expires 6/30/21)-See updated reports. Priscilla asked about contribution to CPA Food Bank. Members can donate on their own. A 3rd person audit was highly recommended by Jack E to protect our board members and members of the CPA IFMA Chapter. Not only Priscilla made a motion to approve. Kristan second. All in favor. Treasurer's report approved. • Past President (Webmaster Report) – Lauren Leipzinger-no updated report. WWP-Quiet month.
3	Committee Reports:



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Advocacy – Kurt T. - (Term Expires 6/30/21)-No updated report. Monthly International Meetings and Kurt will make a report back from meetings. • Credentials – Amber G. (Term Expires 6/30/20)–No updated report. • <u>Community Outreach</u> - Vacant • <u>Professional Development</u> – Vacant • Membership – Jack Elridge. - (Term Expires 6/30/21)-No updated report. Does monthly renewal membership “thank you’s”. Reaching out to members that have expired. New member Zoom breakfast to start back up. Review Star Chapter site to access different tools to communicate with members. Chris C will give access to Jack and do training. • Publicity – Cassidy Flaherty. (Term Expires 6/30/21)-No updated report. Post Forums and Instagram set up new account. Recommended Member Spotlight. Acknowledge any new certifications. Lauren L mentioned that International site has credentials listed. Chris C to sent out monthly newsletter and list new members. Laure L will send component email to Cassidy. • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/21)-No updated report. • Strategic Planning – Lauren L. (Term Expires 6/30/21)-No updated report. • Sustainability – Matt Wardecker (Term Expires 6/30/21)-No updated report. • Golf Committee – John S./Randy G. (Term Expires 6/30/21)-No updated report. • Scholarship and Awards Committee – Doug Enoch. (Term Expires 6/30/21)-No updated report. • Webmaster – Lauren L.-No updated report.
4	Old Business: • Fill in our committees priority one
5	New Business:
6	Next Board Meeting: February 11th 2021
	Motion to adjourn by Jack E and Julie 2nd. Board meeting adjourned at 8:23am.



1st VICE PRESIDENT REPORT

JANUARY 2021

Accomplishments for Current Period

- Engaged in discussion with key members about board positions
- Participated in World Workplace events and on line discussions
- Participated in Philadelphia chapter on line activities
- Reached out to Lanc Solid Waste facility regarding another on line event

Current Activity Status

- Engage with various members regarding their business statues

Planned Activities for Next Period

- Reach back out to Lanc Solid Waste facility regarding on line event
- Engage with other members regarding activity in buildings and FM

Issues and Concerns

- Not at this time.

Misc.

- N/A

IFMA
Central Pennsylvania Chapter

Dec-20
Thursday January 14, 2021

Beginning Balance Checking and Money Market Accounts December 1, 2020

\$63,619.48

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	875.00	IFMA DUES
\$	-	
\$	-	
\$	-	Merchant ID
\$	0.50	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 875.50

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (100.00)

Accounts Closing Balance 12/30/2020

\$64,394.98

Certificates of Deposit Beginning Balance

\$ 9,502.76

Integrity Bank	1.20%	Int	12/12/2020	\$	3.47
				\$	3.47

Certificates of Deposit Closing Balance 12/30/2020

\$ 9,506.23

Total Unobligated Assets 12/30/2020

\$ 73,901.21

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
14-Jan-21

INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%	\$ 8,526.43	
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 8,643.75	\$ 6,463.82	57%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030		\$ -	\$ -	\$ -			
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -			
1051	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1060	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 2.80	\$ 32.20	#DIV/0!		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -	8%		
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ 8,546.55	\$ 10,496.02	45%		
EXPENSES:							
\$ 8,584	ADMINISTRATIVE EXPENSE						\$ (148.00)
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	\$ 134.00	\$ 148.00	\$ (14.00)	110%		
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	World 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	\$ -	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	#DIV/0!		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
\$3,435	COMMUNICATIONS EXPENSE						(\$744.00)
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ 3,000.00	\$ 744.00	\$ 2,256.00	25%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -			
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						\$0.00
3110	Programs - Facility Rental	\$ -	\$ -	\$ -			
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -			
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00			
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00			
3120	Program gifts	\$ -	\$ -	\$ -			
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00			
3122		\$ -	\$ -	\$ -	#DIV/0!		
\$4,300	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -			
3203	CFM Annual Review Class/CFM Essentials	\$ -	\$ -	\$ -			
3204	Meals	\$ 100.00	\$ -	\$ 100.00	0%		
3205	Congratulations gift	\$ 200.00	\$ -	\$ 200.00	0%		
3206	IFMA CFM/CFM Essentials Trainer Certification costs	\$ 3,000.00	\$ -	\$ 3,000.00			
\$1,000	CHAPTER DONATION EXPENSE						\$0.00
3310	IFMA Foundation	\$ -	\$ -	\$ -	#DIV/0!		
3320	Donation Fund	\$ -	\$ -	\$ -	#DIV/0!		
3	Community Outreach	\$ 1,000.00	\$ -	\$ 1,000.00	0%		

\$450 MEMBERSHIP									
3610	Name Tags	\$	50.00	\$		\$	50.00		\$0.00
3620	New Member Meal Expenses	\$	100.00	\$		\$	100.00		0%
3630	Pizes	\$	-	\$		\$	-		0%
3640	Snacks/Misc	\$	300.00	\$		\$	300.00		0%
3650	Retention Expenses	\$	-	\$		\$	-		0%
TOTAL OPERATING BUDGET EXPENSES			\$ 23,519.00		\$ 892.00		\$ 22,627.00		4%
EVENT RECONCILIATION									
Scholarship Tournament		BUDGET		Income		Expenses		%	
4010	Tournament Sponsorship and Registration Revenue	\$	16,000.00	\$					0%
4011	Tournament Cash Revenue	\$	-	\$					0%
4015	Scholarship Fund Donations	\$	-						#DIV/0!
4020	Tournament Expenses	\$	12,000.00						0%
4030	HACC Donation	\$	-						0%
4040	Foundation Scholarship	\$	4,000.00						0%
4041	Foundation Scholarship Travel and Hotel Expense	\$	-						0%
Membership Event		BUDGET		Income		Expenses		%	
4110	Sponsorships	\$	-	\$					0.00
4111	Other Income	\$	-	\$					#DIV/0!
4120	Membership event - facility	\$	250.00						
4121	Membership event - meals	\$	750.00						
4122	Membership event - gifts (including gift IFMA Membership)	\$	500.00						0%
4123	Membership event - supplies	\$	100.00						0%
4124	Membership event - advertising	\$	300.00						0%
4125	Membership Drive	\$	500.00						0%
Annual Meeting		BUDGET		Income		Expenses		%	
4210	Sponsorships and Guest Registrations	\$	-	\$					0.00
4220	Meals and Site Rental	\$	1,500.00						0%
4231	Awards	\$	200.00						0%
4232	Supplies	\$	50.00						0%
4240	Sponsor Gifts	\$	-						0%
4250	Member Gifts	\$	-						0%
4260	FM of the Year World Workplace Registration Fees	\$	-						#DIV/0!
4261	FM of the Year World Workplace Travel and Lodging Expenses	\$	-						#DIV/0!
Sub Total Fund Raisers			\$ 16,000.00		\$ -		\$ -		-
TOTAL PROJECTED INCOME (Less Begin Balance)			\$ 43,669.00						\$8,646.55
RECONCILIATION:									-\$892.00
TOTAL PROJECTED EXPENSES			\$ 43,669.00						
EXPENSES GREATER THAN INCOME			\$ -						

FY INCOME	FY EXPENDITURES	FY BALANCE	OK BAL
\$ 8,646.55	\$ (892.00)	\$ 7,754.55	\$ 16,280.98
Reported Income	Reported Expended		
\$ 8,646.55	-\$892.00		

CLAAR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 43,669.00	\$ 8,646.55	19.80%
EXPENSE	\$ 43,669.00	\$ 892.00	2.04%

SECRETARY REPORT

JANUARY 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. December's meeting minutes approved on 12-18-20 and added to the website on 12-18-20 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