



IFMATM

International Facility Management Association

Central Pennsylvania Chapter

Board of Director's Meeting – June 2020

Location:	Via Zoom	ZOOM CODE	Via email
Meeting Date:	July 14 2020	Start Time:	7:30 a.m.
Attendees	On Zoom Call: Chris Collier; Kristan Trusky; Lauren Leipzinger; Amber Gratkowski; Rob McFadden		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order by Chris at 7:31am. Welcome & Opening Remarks – Chris Collier
2	Officer Reports: President – Chris Collier. (Term Expires 6/30/20)-See below. Electronic vote for the 2020-2021 budget approved. Chris to forward votes to Kristan Trusky. - Chapter Certification documents have been sent to me and I plan to have them submitted by the end of the month 2020/21 Budget has been submitted by Rob – need to approve, yes votes from Priscilla, Lauren and Chris - As far as for now, we have no August meeting on the books Sustainability September looks like a go. Kristan T will send info to board for AAF Flanders to do a webinar for August meeting. It will be presented by AAF Flanders Application Engineer-Hunter Most. 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/20) 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21) Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/20)–Please see update attached. Treasurer's Report for July – Rob M. (Term Expires 6/30/20)-Please see attached updated reports. Kristan T made a motion to approve treasurers report. Chris C 2nd. All were in favor. Report approved. Rob McFadden asked about P.O. Box rental. Chris C will check on when it's up. Past President (Webmaster Report) – Lauren Leipzinger
3	Committee Reports: Advocacy – Kurt T. - (Term Expires 6/30/20)-No updated report. 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 6/30/20)-No updated report. Publicity – Kristen T. (Term Expires 6/30/20)-Please see attached updated report. Sponsorship/Partnership – Chris Collier (interim) (Term Expires 6/30/20)-No updated report. Strategic Planning - Jolene F. (Term Expires 6/30/19)-No updated report. Sustainability – Matt Wardecker (Term Expires 6/30/19)-No updated report. Golf Committee –John S./Randy G. (Term Expires 6/30/19)-No updated report. Scholarship and Awards Committee –Doug Enoch. (Term Expires 6/30/19)-No updated report. Webmaster – Lauren L. – no updated report.
4	Old Business Fill in our committees priority one



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Chapter**

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No.	Topic Discussion
5	New Business: None
6	Next Board Meeting: August 11th via Zoom
7	Kristan T made a motion to adjourn. Lauren 2nd. All in favor. Meeting adjourned at 7:40am.

SECRETARY REPORT

JULY 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. June's meeting minutes approved on 6-16-20 and added to the website on 6-16-20 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

IFMA
Central Pennsylvania Chapter

Jun-20
Tuesday July 14, 2020

Beginning Balance Checking and Money Market Accounts June 1, 2020

\$54,314.96

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	3,000.00	Transfer from Savings to Checking
\$	900.00	IFMA DUES
\$	525.00	IFMA DUES
\$	-	Merchant ID
\$	-	Merchant ID
\$	0.47	Checking interest
\$	-	Savings interest

TOTAL DEPOSITS

\$ 4,425.47

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	(3,000.00)	Scholarship - Temple University
\$	(1,000.00)	Star Chapter
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (4,100.00)

Accounts Closing Balance

30-Jun-20

\$54,640.43

Certificates of Deposit Beginning Balance

\$ 9,481.47

Integrity Bank	1.20%	Int	5/12/2020	\$	3.58
				\$	3.58

Certificates of Deposit Closing Balance 06/30/2020

\$ 9,485.05

Total Unobligated Assets 6/30/2020

\$ 64,125.48

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

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

INCOME-1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 5,779.00	\$ 5,779.00	\$ -	100%	\$ 17,157.39	
1010	MEMBERSHIP (100 Mems@175 per)	\$ 17,500.00	\$ 15,107.57	\$ 2,392.43	86%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ 2,000.00	\$ -	100%		
1030		\$ -	\$ -	\$ -	0%		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -	0%		
1051		\$ -	\$ -	\$ -	0%		
1060	Community Outreach Donations	\$ -	\$ -	\$ -	0%		
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	0%		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 49.82	\$ (14.82)	142%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -	0%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 17,157.39	\$ 4,377.61	80%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
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)	\$ -	\$ -	\$ -	0%		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	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)	\$ -	\$ -	\$ -	0%		
2163	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%		
2165		\$ -	\$ -	\$ -	0%		
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%		
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
\$0	COMMUNICATIONS EXPENSE						\$ (3,260.22)
2210	* unknow expense from 12.1.19 - Advertising	\$ -	\$ 435.69	\$ (435.69)	0%		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	0%		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ -	\$ 2,824.53	\$ (2,824.53)	0%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	0%		
2233	Website reconstruction expense	\$ -	\$ -	\$ -	0%		
\$ 5,760	EDUCATIONAL PROGRAM EXPENSE						\$ (3,130.12)
3110	Programs - Facility Rental	\$ -	\$ -	\$ -	0%		
3111	Program meals	\$ 5,000.00	\$ 3,130.12	\$ 1,869.88	63%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -	0%		
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00	0%		
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00	0%		
3120	Program gifts	\$ -	\$ -	\$ -	0%		
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00	0%		
3122		\$ -	\$ -	\$ -	0%		
\$4,300	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -	0%		
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -	\$ -	0%		
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	0%		
\$1,000	CHAPTER DONATION EXPENSE						\$0.00
3310	IFMA Foundation	\$ -	\$ -	\$ -	0%		
3320	Donation Fund	\$ -	\$ -	\$ -	0%		
	Community Outreach	\$ 1,000.00	\$ -	\$ 1,000.00	0%		

[illegible]

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

INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%		
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ -	\$ 15,107.57	0%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030		\$ -	\$ -	\$ -	0%		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -	0%		
1051		\$ -	\$ -	\$ -	0%		
1060	Community Outreach Donations	\$ -	\$ -	\$ -	0%		
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	0%		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ -	\$ 35.00	0%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -	0%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 19,142.57	\$ -	\$ 19,142.57	0%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
\$ 8,584	ADMINISTRATIVE EXPENSE						\$ -
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	\$ -	\$ 134.00	0%		
2150	Facility Fusion Travel and Lodging, conference Expenses (1 Attendee)	\$ 1,800.00	\$ -	\$ 1,800.00	0%		
2151	Facility Fusion Conference Fees (2 Attendee)	\$ -	\$ -	\$ -	0%		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	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 Officers Room Expense (2 Attendee)	\$ -	\$ -	\$ -	0%		
2163	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%		
2165		\$ -	\$ -	\$ -	0%		
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%		
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		\$0.00
\$3,435	COMMUNICATIONS EXPENSE						
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	0%		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ 3,000.00	\$ -	\$ 3,000.00	0%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	0%		
2233	Website reconstruction expense	\$ -	\$ -	\$ -	0%		
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						\$0.00
3110	Programs - Facility Rental	\$ -	\$ -	\$ -	0%		
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -	0%		
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00	0%		
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00	0%		
3120	Program gifts	\$ -	\$ -	\$ -	0%		
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00	0%		
3122		\$ -	\$ -	\$ -	0%		
\$4,300	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -	0%		
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -	\$ -	0%		
3204	Meals	\$ 100.00	\$ -	\$ 100.00	0%		
3206	Congratulations gift	\$ 200.00	\$ -	\$ 200.00	0%		
3206	IFMA CFM/FM Essentials Trainer Certification costs	\$ 3,000.00	\$ -	\$ 3,000.00	0%		
\$1,000	CHAPTER DONATION EXPENSE						\$0.00
3310	IFMA Foundation	\$ -	\$ -	\$ -	0%		
3330	Donation Fund	\$ -	\$ -	\$ -	0%		
	Community Outreach	\$ 1,000.00	\$ -	\$ 1,000.00	0%		

\$450 MEMBERSHIP									
3610	Name Tags	\$	50.00	\$	-	\$	50.00		0%
3620	New Member Meal Expenses	\$	100.00	\$	-	\$	100.00		0%
3630	Prizes	\$	-	\$	-	\$	-	#DIV/0!	
3640	Snacks/Misc	\$	300.00	\$	-	\$	300.00		0%
3650	Retention Expenses	\$	-	\$	-	\$	-		
TOTAL OPERATING BUDGET EXPENSES			\$ 23,519.00		\$ -		\$ 23,519.00		0%
EVENT RECONCILIATION									
		BUDGET		ACTUAL		%			
				Income		Expenses		Income	
								Expended	
\$	Scholarship Tournament								
4010	Tournament Sponsorship and Registration Revenue	\$	16,000.00	\$	-			0.00	0.00
4011	Tournament Cash Revenue	\$	-						
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	\$	-					#DIV/0!	
\$	Membership Event								
4110	Sponsorships	\$	-	\$	-			0.00	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 IFWA Membership)	\$	500.00					0%	
4123	Membership event - supplies	\$	100.00					0%	
4124	Membership event - advertising	\$	300.00					0%	
4125	Membership Drive	\$	500.00						
\$	Annual Meeting							0.00	0.00
4210	Sponsorships and Guest Registrations	\$	-	\$	-				
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						
RECONCILIATION:									
TOTAL PROJECTED EXPENSES			\$ 43,669.00						
EXPENSES GREATER THAN INCOME			\$ -						

	FY INCOME	FY EXPENDITURES	FY BALANCE	CK BAL.
	\$ -	\$ -	\$ -	\$ 8,526.43
	Reported Income	Reported Expended		
	\$ -	\$0.00		

CLAAR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 43,669.00	\$ -	0.00%
EXPENSE	\$ 43,669.00	\$ -	0.00%

Trusky, Kristan

From: Chris Coller <chris.coller@getcleanteam.com>
Sent: Tuesday, July 14, 2020 9:28 AM
To: Trusky, Kristan
Subject: Approval of Budget

Kristen-

Yes votes for budget:

Chris
Lauren
Rob
Priscilla
Kristen

Chris

Chris Coller
CLEANTEAM Building Services, Inc
651 Market Street
Lemoyne, PA 17043
Office: 717-763-7444
Cell: 717-319-9121

Sent From My Mobile [Outlook](#) for iOS

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PUBLICITY REPORT

JULY 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