



Board of Director's Meeting – June 8th, 2021

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	July 13, 2021	Start Time:	7:30 a.m.
Attendees	Chris Coller, Priscilla St. Jacques-Glusko, Rob McFadden, Lauren Leipziger, Amber Gratkowski, Kurt Twiford, Kristan Trusky, Jack Elridge and Amber K		

Topics

No.	Topic Discussion
I.	Opening: Meeting called to order at 7:35am. Welcome & Opening Remarks – Chris Coller
II.	Officer Reports: • President – Chris Coller. (Term Expires 6/30/21) - Membership roster is updated, we now have 89 members – down one from last meeting - Golf Tournament – financial assist for lunch and dinner combined as big membership drive event kickoff to next regime - Member of the Month – we had talked about a template for this, have we made any progress - Meeting minutes approved - Golf Tournament – invite everyone!! - Slate of officers for June meeting – making progress: Discussion on this timeline: June 14th -18th Take nominations; June 21st present slate; Vote June 28-30th – pass torch at next board meeting - 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 - Julie asked whether any virtual meetings have been set. Chris is working on one with Members 1st for next calendar year. Julie will try and set up a program. • 1nd Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/21) -Working to solicit new members and will continue to pass on prospective members to Jack. Will participate in USGBC virtual session. • 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21) • Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/21) – • Treasurer's Report for July – Rob M. (Term Expires 6/30/21) -See updated report. Priscilla made a motion to approve, Chris 2nd. All in favor. • Past President (Webmaster Report) – Lauren Leipziger
III.	Committee Reports: • Advocacy – Kurt T. - (Term Expires 6/30/21) -Kurt has attended IFMA Government Affairs meetings -Advocacy Day is being planned for September—will follow up with more details. • Credentials – Amber G. (Term Expires 6/30/20) -Reached out to Marcy Carder (Enterprise Holdings) about CFM info. Marcy joined the chapter and will continue to pursue her credential.



No.	Topic Discussion
	-Priscilla asked about adding credential information to the website. She will work with Lauren to get the site updated. • <u>Community Outreach - Vacant</u> • <u>Professional Development – Vacant</u> • Membership – Jack Elridge. - (Term Expires 6/30/21) • Publicity – Cassidy Flaherty. (Term Expires 6/30/21) • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/21) • Strategic Planning - Jolene F. (Term Expires 6/30/21) • Sustainability – Matt Wardecker (Term Expires 6/30/21) • Golf Committee – John S./Randy G. (Term Expires 6/30/21) -There are currently 8 companies committed to sponsorship. There is a minor cost increase for the golf outing, which will cause the price to increase minimally. -Looking into the possibility of a long-term endowment sponsorship, unrelated to the golf outing. Chris is going to check as to whether that is feasible with our non-profit status. Hoping to have answers by December 2021. • Scholarship and Awards Committee – Doug Enoch. (Term Expires 6/30/21) • Webmaster – Lauren L.
IV.	Old Business • Fill in our committee's priority one
V.	New Business:
VI.	Next Board Meeting: August 24, 2021
	Chris made a motion to adjourn the meeting. Rob moved. Julie 2nd. Meeting adjourned at 8:07am.

SECRETARY REPORT

JULY 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. May's meeting minutes approved on 6-14-21 and added to the website on 6-25-21 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

8/26/2021

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
13-Jul-21

						SUB	SUB
						TOTALS	TOTALS
						INCOME	EXPENDED
						\$ 12,247.37	
INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN		
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%		
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 12,193.75	\$ 2,913.82	81%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ 48.28	\$ 1,951.72	2%		
1030		\$ -	\$ -	\$ -	#DIV/0!		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -	#DIV/0!		
1051	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1060	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1061	Interest and Miscellaneous Income	\$ 35.00	\$ 5.34	\$ 29.66	15%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -			
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 19,142.57	\$ 12,247.37	\$ 6,895.20	64%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
\$ 8,584	ADMINISTRATIVE EXPENSE						\$ (347.00)
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 Attendees)	\$ -	\$ -	\$ -	#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	\$ 199.00	\$ 5,801.00	3%		
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	\$ -	\$ -	\$ -			(\$1,452.90)
\$3,435	COMMUNICATIONS EXPENSE						
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	\$ 1,452.90	\$ 1,547.10	48%		
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			
3114	Program gifts	\$ -	\$ -	\$ -			
3120	Sustainability Program	\$ 300.00	\$ -	\$ 300.00			
3121		\$ -	\$ -	\$ -			
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/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			
\$1,000	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%		

IFMA
Central Pennsylvania Chapter

Jun-21
July 13, 2021

Beginning Balance Checking and Money Market Accounts June 1, 2021

\$67,192.77
.11

Deposits

\$	-	
\$	-	
\$	-	
\$	-	IFMA DUES
\$	-	IFMA DUES
\$	-	
\$	-	
\$	0.57	Checking interest
\$	0.06	Savings Interest

TOTAL DEPOSITS

\$ 0.63

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	(4.95)	Full Stream SV9T
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (104.95)

Accounts Closing Balance 06/30/2021

\$67,088.45

Certificates of Deposit Beginning Balance

\$ 9,523.74

Integrity Bank	1.20%	Int	6/12/2021	\$	3.60
				\$	3.60

Certificates of Deposit Closing Balance 06/30/2021

\$ 9,527.34

Total Unobligated Assets 06/30/2021

\$ 76,615.79

Respectfully Submitted,

Rob McFadden
Chapter Treasurer