

AGENDA - Board Agenda- July 19, 2023 9 AM

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Julie McGill-Kopp (absent)	
President	Amber Gratkowski (absent)	
Vice President	Jerry Bowers	
2 nd Vice President	Amber Knauss	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Lauren Leipziger	Amber Knauss
Credentials	Jerry Bowers	Amber Gratkowski
Membership	Doug Aldinger (absent)	Richard Michaelian (absent)
Strategic Planning	Chris Collier (absent)	Lesley Groff (absent)
Scholarship	Priscilla St. Jacques-Glusko	Bruce Wiest (absent)
Advocacy/Government Affairs	Kurt Twiford (absent)	Tom Koontz (absent)
Programs	Lesley Groff (absent)	Debra Massott
Sub: Golf Outing	John Selfe (absent)	Amber Knauss
Sub: Annual Business Meeting	Lynn Desantis (absent)	Julie McGill-Kopp (absent)

Agenda/Minutes

12.1 Executive Reports

- President Report:
 - Current Membership status: 125
 - One new member I received. Josh Mixell (sales@fullblastpressurewashing.com) **A/I** Can Doug or Rich reach out to them to personally welcome the new member. Do we have a template for this, if not, can we work on getting a template email for new members?
 - Sent new board info to IFMA headquarters. They were to update their system.
 - Welcome letter sent out to members 6/26/23. Any responses or questions?
 - Board Meetings – 3rd Wednesday of each month. Will be held in Teams. Should have been added to everyone's calendar. Board meetings will be in Microsoft Teams.
 - Amber Knauss and Marci are working on recertification, which is due by 8/31/23.
 - Reminder to please provide reports to the President the Monday before the board meeting.
 - **A/I - Everyone** should set a reminder on their calendars to remind themselves to send these in ahead of time.
 - World Workplace attendees: Amber Gratkowski, Jerry Bowers, Lauren Leipziger, Jolene Fink – Anyone else going?
 - Amber K – will decide by COB on 7/21/23 if she can make it.
 - Was Lynn reimbursed for annual meeting expenses?
 - Yes, this was taken care of.
 - Recap on PSU event. Anything we could have done better?
 - We need better signage or directions on how to get to the meeting space.
 - Spam emails – I've been notified that an IFMA email using my name is being sent out. I've emailed IFMA headquarters, and they are aware of this issue.

- Scholarships Awarded – Sierra Rothlisberger (\$2750, Leslie Groff Award) Ms. Almutawa (\$2750 Charles N. Claar) Zara Abbasi (\$2750 Charles N. Claar) **A/I – Lauren** - Can we get these updated to the website, congratulated these three.
- Past President Report:
 - No report
- VP Report:
 - Jerry led the meeting today and will be attending some committee meetings in hopes to learn and provide some guidance to each committee. Please include Jerry on future meeting invites and he'll attend what he's able to attend.
- 2nd VP:
 - Amber is still working with Marcie to transition the Treasurer position and mentoring Marcie.
- Secretary: -
 - See attached report.
- Treasurer Report:
 - Review and approve Treasurer's reports at upcoming meeting, Priscilla made a motion to approve the Treasurer report, and Jolene second that motion.
 - Marcie has all the log on information for banking in place.
 - Amber is still working on tweaking next year's budget, but it is basically completed.
 - A question was asked if Amber needed to do anything at the bank since we have a new president and new treasurer. Amber likely knows what needs to take place.
 - Re-certification is due by 8/31/23 and everything is on target to hit that deadline.

12.2 Committee Reports

- Strategic Planning
 - No report
- Events/ Programs
 - No report
- Communications:
 - See attached report.
- Membership:
 - See attached report.
- Scholarship –
 - Lauren will provide some feedback to the IFMA foundation regarding the scoring process for applicants lacking guidelines on how to score, so it was subjective.
 - 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.
- Government Affairs/Advocacy -
 - No report

Meeting 12 New business

- Amber K. asked for helpers for the golf tournament and the following individual committed to help:



- Jolene, Priscilla, Scoot, and Marcie all volunteered to help. Lynn will be assisting with the food preparation.
- **Next scheduled Board Meeting:**
 - August 16th – 9 AM Teams Meeting



Secretary Report – July 2023

Current Activities for this Period

1. Attended June's board meeting and submitted meeting minutes for publication on website.
2. Attended the June Annual Meeting and presented the State of the Chapter report.
3. Registered for World Workplace and submitted expense thus far, thanks to Amber for sending the reimbursement check so quickly.

Planned activities for Next Period

1. Assist with Golf outing next month.
2. Attend Communication committee meeting.
3. Publish July board meeting minutes.

Submitted by Jolene Fink

June 2023 Treasurer's Report

Prepared for
July 19, 2023 Board Meeting

Beginning Balance Checking Account *5910 June 1, 2023 **\$49,348.58**

Deposits

1-Jun	\$	57.90	Star Chapter - Meeting Registration Fees
9-Jun	\$	38.50	Star Chapter - Meeting Registration Fees
13-Jun	\$	15,000.00	Transfer from Scholarship Account
20-Jun	\$	19.10	Star Chapter - Meeting Registration Fees
22-Jun	\$	1,575.00	IFMA Member Dues
28-Jun	\$	1,085.80	Star Chapter - Golf Outing Registration Fees
29-Jun	\$	1,086.10	Star Chapter - Golf Outing Registration Fees
30-Jun	\$	0.48	Checking Interest
TOTAL DEPOSITS	\$	18,862.88	

Expenditures

2-Jun	\$	(9.95)	Full Steam SV9T
12-Jun	\$	(299.66)	Check #1249 - Jerry Bowers
			Facility Fusion Expenses
14-Jun	\$	(198.64)	Check #1250 - Julie McGill-Kopp
			May PSU Tour - Giveaways
20-Jun	\$	(85.00)	Star Chapter - Monthly Website Fee
26-Jun	\$	(917.82)	Check #1252 - Lynn DeSantis
			June Annual Meeting - Food Expenses
28-Jun	\$	(151.61)	Check #1254 - Priscilla St. Jacques-Glusko
			June Member Breakfast
TOTAL EXPENDITURES	\$	(1,662.68)	

Checking Account Closing Balance 6/30/2023 **\$66,548.78**

Beginning Balance Scholarship Fund Savings Account *7278 June 1, 2023 **\$16,415.52**

Deposits

30-Jun	\$	0.33	Interest
TOTAL DEPOSITS	\$	0.33	

Expenditures

13-Jun	\$	(15,000.00)	Transfer to Checking for 2023 Scholarships
TOTAL EXPENDITURES	\$	(15,000.00)	

Scholarship Fund Closing Balance 6/30/2023 **\$1,415.85**

Certificate of Deposit *68-1 Beginning Balance June 1, 2023 **\$ 9,707.46**

S&T Bank (1.99% Interest Rate)	12-Jun	\$	16.37	CD Interest
<i>Matures on 9/13/25</i>		\$	16.37	

Certificate of Deposit Closing Balance 6/30/2023 **\$ 9,723.83**

Certificate of Deposit *32-1 Beginning Balance June 1, 2023 **\$ 10,000.00**

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

Certificate of Deposit Closing Balance 6/30/2023 **\$ 10,000.00**

Total Unobligated Assets 6/30/2023 **\$87,688.46**

Respectfully Submitted,

Amber Knauss
IFMA Central PA Chapter Treasurer

OPERATING BUDGET FY2022-23
IFMA Central PA Chapter

						SUB TOTALS INCOME	SUB TOTALS EXPENDED
INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	\$ 19,279.33	
1000	Beginning Balance	\$ 12,208.80	\$ 12,208.80	\$ -	100%		
1010	Membership Revenue	\$ 17,500.00	\$ 18,566.67	\$ (1,066.67)	106%		
1020	Chapter Sponsorship Donations	\$ -		\$ -			
1040	Programs Income	\$ 1,500.00	\$ 704.25	\$ 795.75	47%		
1060	Community Outreach Donations						
1061	Program Sponsorship Donations						
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 8.41	\$ 26.59	24%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -			
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 19,035.00	\$ 19,279.33	\$ (244.33)	101%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
\$ 9,238	ADMINISTRATIVE EXPENSE						\$ (13,432.48)
2110	Insurance						
2120	Recertification Costs						
2130	Board Meeting Refreshments	\$ 100.00	\$ -	\$ 100.00	0%		
2131	Strategic Planning Meeting Expenses	\$ 250.00	\$ 419.21	\$ (169.21)	168%		
2140	Post Office Box Rental Fee	\$ 188.00	\$ -	\$ 188.00	0%		
2150	Facility Fusion Travel and Lodging Expenses (2 Attendees)	\$ 1,000.00	\$ 9,823.10	\$ (8,823.10)	982%		3 attendees for Facility Fusion
2151	Facility Fusion Conference Registration Fees (2 Attendees)	\$ 1,000.00		\$ 1,000.00	0%		
2160	World Workplace Travel & Lodging Expenses (2 Attendees)	\$ 3,500.00	\$ 3,031.28	\$ 468.72	87%		1 attendee for World Workplace
2161	World Workplace Conference Registration Fees (2 Attendees)	\$ 2,500.00	\$ -	\$ 2,500.00	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	\$ -	\$ 10,000.00	\$ (10,000.00)			
2190	Computer Equipment and Software Purchase (Zoom)	\$ 200.00	\$ 158.89	\$ 41.11	79%		
\$2,000	COMMUNICATIONS EXPENSE						\$ (1,378.35)
2210	Advertising						
2211	PFMA Trade Show Booth Expense						
2220	Prizes						
2230	Annual website fee	\$ -	\$ 164.00	\$ (164.00)			
2231	Web hosting expense	\$ 2,000.00	\$ 1,214.35	\$ 785.65	61%		
2232	Web design and maintenance fees						
\$ 9,000	EDUCATIONAL PROGRAM EXPENSE						(\$3,949.73)
3110	Program Facility Rentals	\$ 2,000.00	\$ 820.00	\$ 1,180.00	41%		
3111	Program Meals	\$ 6,000.00	\$ 2,716.46	\$ 3,283.54	45%		
3112	Program Supplies	\$ 200.00	\$ 214.63	\$ (14.63)	107%		
3113	Program Gifts	\$ 600.00	\$ 198.64	\$ 401.36	33%		
3114	Day on the Hill	\$ 200.00	\$ -	\$ 200.00	0%		
\$3,200	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 Gifts	\$ 100.00	\$ -	\$ 100.00	0%		
3206	IFMA CFM/FM Certification Costs	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
\$1,500	CHAPTER DONATION EXPENSE						\$ -
3310	IFMA Foundation	\$ 500.00					
3320	Donation Fund						
3330	Community Outreach (Donation Match)	\$ 1,000.00		\$ 1,000.00	0%		

\$1,050	MEMBERSHIP						\$ (232.11)
3610	Name Tags	\$ 50.00	\$ -	\$ 50.00	0%		
3620	New Member Meal Expenses	\$ 600.00	\$ 232.11	\$ 367.89	39%		
3630	Prizes	\$ 100.00	\$ -	\$ 100.00	0%		
3640	Snacks/Misc	\$ 300.00	\$ -	\$ 300.00	0%		
	TOTAL OPERATING BUDGET EXPENSES	\$ 25,988.00	\$ 18,992.67	\$ 6,836.44	73%		\$ 18,992.67
			ACTUAL				
EVENT RECONCILIATION		BUDGET	Income	Expenses	%	Income	Expended
\$ (1,854.38)	Scholarship Golf Tournament					-1,854.38	42,837.31
4010	Tournament Sponsorship and Registration Revenue	\$ 35,000.00	\$ 25,982.93		74%		\$15K transferred from scholarship savings acct to checking acct
4011	Tournament Cash Revenue	\$ 1,500.00			0%		
4015	Scholarship Fund Donations	\$ -	\$ 15,000.00				
4020	Tournament Expenses	\$ 20,000.00		\$ 17,837.31	89%		
4040	Foundation Scholarship	\$ 12,000.00		\$ 14,250.00	119%		
4041	Foundation Scholarship Travel and Hotel Expense	\$ 8,000.00		\$ 10,750.00	134%		
			\$ 40,982.93	\$ 42,837.31			
\$ -	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	\$ 250.00	\$ -	\$ -	0%		
4123	Membership Event - Supplies	\$ 100.00	\$ -	\$ -	0%		
4124	Membership Event - Advertising	\$ 100.00	\$ -	\$ -	0%		
4125	Membership Drive	\$ 250.00	\$ -	\$ -	0%		
			\$ -	\$ -			
\$ 1,410.77	Annual Meeting	BUDGET	Income	Expenses		0.00	1,410.77
4210	Guest Registrations						
4220	Meals and Site Rental	\$ 2,100.00	\$ -	\$ 1,337.82	64%		
4231	Awards	\$ 100.00	\$ -	\$ -	0%		
4232	Supplies	\$ 100.00	\$ -	\$ 72.95	73%		
4250	Member Gifts	\$ 100.00	\$ -	\$ -	0%		
4260	FM of the Year World Workplace Registration Fees						
4261	FM of the Year World Workplace Travel and Lodging Expenses						
			\$ -	\$ 1,410.77			
	Subtotal Fundraisers	\$ 36,500.00	\$ 40,982.93	\$ 44,248.08	\$ (3,265.15)		\$ 44,248.08
	TOTAL PROJECTED INCOME (Less Begin Balance)	\$ 55,535.00				\$17,424.95	\$63,240.75
RECONCILIATION:							
	TOTAL PROJECTED EXPENSES	\$ 69,838.00					
	EXPENSES GREATER THAN INCOME	\$ 14,303.00					
				FY INCOME	FY EXPENDITURES	FY BALANCE	CK BAL
				\$ 60,262.26	\$63,240.75	\$ (2,978.49)	\$ 9,230.31

NOTES:

4010 - Some of 2022 golf outing income was received in FY21-22
4040 / 4041 - \$10k check for 2021-22 IFMA Foundation scholarship was cashed in FY22-23,
as well as \$15k check for 2022-23 IFMA Foundation scholarships

Reported Income	Reported Expended
\$ 60,262.26	\$63,240.75

BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 55,535.00	\$ 60,262.26	108.51%
EXPENSE	\$ 69,838.00	\$ 63,240.75	90.55%



Membership Committee Report

07/2023 DRAFT

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
 - 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

Planned Activities for Next Period

- 08.22.2023 Face-to-Face Committee Meeting – Capitol Diner @ 7:00
 - 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
 - Melissa and Doug are working through a follow-up message.

- 08.01.2023 Golf Outing: Melissa and Scoop will be stationed at a hole to engage with golfers about joining the Chapter. Final details will be coordinated closer to the event.
- 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



Communications Committee

July 2023

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Updated meeting information as needed

Planned Activities for Next Period

- Update website as needed
- Communications Committee Meeting set for 7/19

Issues and Concerns

- I would like to go through the website and update some of the sections

Miscellaneous

- Work on getting a google drop for information
- America's Advisory Board – Mid-Atlantic Regional Meeting
 - Will be planning a multi-chapter training on etiquette and how FM's and associates can building relationships/maximize their membership without the hard sell
 - I stepped down as of June 2023

Submitted by: Lauren Leipziger



2023 Awardee

800 Gessner Road, Suite 725 • Houston, TX 77024 • www.foundation.ifma.org

July 5, 2023

Dear Ms. Almutawa,

On behalf of the IFMA Foundation and its supporters, we want to congratulate you on becoming a recipient of a 2023 IFMA Foundation Scholarship, sponsored by **Central Pennsylvania of IFMA**. You have received this recognition by demonstrating exceptional academic achievements, strong leadership, and interpersonal skills in an accredited facilities management (FM) related field of study. You will be awarded the **Charles N. Claar Memorial Scholarship** in the amount of **\$2,750** during the IFMA World Workplace Conference and Expo in Denver, CO at the Colorado Convention Center, September 25 – 29, 2023.

We will pre-register you for the IFMA World Workplace 2023 Conference. This is the preeminent annual event in the FM industry and an essential component of the total value of the IFMA Foundation Scholarship Program. Below are just some of the activities and opportunities that your attendance at IFMA World Workplace will provide you.

We will pre-register you for the IFMA World Workplace 2023 Conference. This is the preeminent annual event in the FM industry and an essential component of the total value of the IFMA Foundation Scholarship Program. Below are just some of the activities and opportunities that your attendance at IFMA World Workplace will provide you.

The IFMA Foundation has pre-conference meetings set up for you to meet with our Global Workforce Initiative Partners to learn about their companies and interview for potential job and internship opportunities. The companies include JLL, Sodexo, Newmark, and ABM. The conference is an incredible opportunity to meet practicing facility management professionals, seek and obtain mentors, attend education sessions, and network with future employers and colleagues. Go to the official website to learn about all the opportunities – <https://worldworkplace.ifma.org/>.

In addition to the scholarship, you will receive the student experience at IFMA World Workplace. Registration, awardee's travel, hotel, and meal expenses are included up to a maximum of \$2,000. You are responsible for booking and initial payment of your initial round-trip travel arrangement expenses to Denver, CO. The IFMA Foundation will re-imburse you for your flight and additional expenses as laid out above. You will need to provide receipts to accompany your reimbursement form. A travel "pro tip"—take a cell phone photo of a receipt, this is a valuable back up in case you lose the original. You will receive a reimbursement form to complete and send to christina.gonzales@ifma.org. Your reimbursement will be processed and sent to you within two weeks. **Room arrangements have been made.**

Please complete and sign the 2023 W-9 form if you are a domestic student or 2023 W8BEN form if you are an international student and return to christina.gonzales@ifma.org. Complete before the preparation webinar.

Please be aware the total travel and expense budget is limited to \$2,000 per awardee, so do your best to get the most economical flight to Denver, CO. There are four meals not covered by registration or the hotel. The four meals will be covered by per diem. To give you a clear picture of costs, here is a breakdown. Any expenses that exceed the travel costs will not be reimbursable.

Hotel	\$275.49 per/night x 4 nights =	\$1,101.96
IFMA World Workplace Student Registration =		\$ 300.00
IFMA Foundation Party Like A Gatsby at cost ticket =		<u>\$ 109.00</u>
Available for travel & meals		\$ 489.04

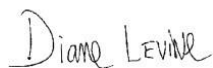
IFMA's World Workplace® is the largest, most highly acclaimed facility management conference in the world. It is where all workplace professionals come to discover innovative FM technologies, build valuable relationships, and sharpen essential skills. The IFMA Foundation and scholarship sponsors make sure you take advantage of this opportunity and are prepared. The IFMA Foundation will host a webinar to prepare you for IFMA World Workplace. Since winning recipients are from all over the world, the webinars will be on Tuesday, August 15, 2023, at 9:00 am. Please confirm your attendance by filling out [this form](#). An invitation to the webinar will be sent to you once you complete the form.

JLL, our Global Workforce Initiative Partner, is hosting a meet and greet webinar on Thursday, July 13, 2023. An invitation will be sent in a separate email. Since there are some international students, the meeting starts at 8:00 am EST. Please make sure to join.

Lastly, this year, the IFMA Foundation is giving 42 scholarships to future leaders of Facility Management. This was only possible because of the dedication and commitment of our scholarship sponsors, Foundation donors and the support of IFMA members.

Congratulations again and I look forward to seeing you at the 2023 World Workplace.

Sincerely,



Diane Levine

IFMA Foundation Executive Director



2023 Awardee

800 Gessner Road, Suite 725 • Houston, TX 77024 • www.foundation.ifma.org

July 5, 2023

Dear Ms. Rothlisberger,

On behalf of the IFMA Foundation and its supporters, we want to congratulate you on becoming a recipient of a 2023 IFMA Foundation Scholarship, sponsored by **Central Pennsylvania of IFMA**. You have received this recognition by demonstrating exceptional academic achievements, strong leadership, and interpersonal skills in an accredited facilities management (FM) related field of study. You will be awarded the **Lesley Groff Excel in FM Scholarship** in the amount of **\$2,750** during the IFMA World Workplace Conference and Expo in Denver, CO at the Colorado Convention Center, September 25 – 29, 2023.

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Please complete and sign the 2023 W-9 form if you are a domestic student or 2023 W8BEN form if you are an international student and return to christina.gonzales@ifma.org. Complete before the preparation webinar.

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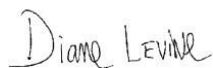
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Sincerely,



Diane Levine

IFMA Foundation Executive Director



2023 Awardee

800 Gessner Road, Suite 725 • Houston, TX 77024 • www.foundation.ifma.org

July 5, 2023

Dear Ms. Abbasi,

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The IFMA Foundation has pre-conference meetings set up for you to meet with our Global Workforce Initiative Partners to learn about their companies and interview for potential job and internship opportunities. The companies include JLL, Sodexo, Newmark, and ABM. The conference is an incredible opportunity to meet practicing facility management professionals, seek and obtain mentors, attend education sessions, and network with future employers and colleagues. Go to the official website to learn about all the opportunities – <https://worldworkplace.ifma.org/>.

In addition to the scholarship, you will receive the student experience at IFMA World Workplace. Registration, awardee's travel, hotel, and meal expenses are included up to a maximum of \$2,000. You are responsible for booking and initial payment of your initial round-trip travel arrangement expenses to Denver, CO. The IFMA Foundation will re-imburse you for your flight and additional expenses as laid out above. You will need to provide receipts to accompany your reimbursement form. A travel "pro tip"—take a cell phone photo of a receipt, this is a valuable back up in case you lose the original. You will receive a reimbursement form to complete and send to christina.gonzales@ifma.org. Your reimbursement will be processed and sent to you within two weeks. **Room arrangements have been made.**

Please complete and sign the 2023 W-9 form if you are a domestic student or 2023 W8BEN form if you are an international student and return to christina.gonzales@ifma.org. Complete before the preparation webinar.

Please be aware the total travel and expense budget is limited to \$2,000 per awardee, so do your best to get the most economical flight to Denver, CO. There are four meals not covered by registration or the hotel. The four meals will be covered by per diem. To give you a clear picture of costs, here is a breakdown. Any expenses that exceed the travel costs will not be reimbursable.

Hotel	\$275.49 per/night x 4 nights =	\$1,101.96
IFMA World Workplace Student Registration =		\$ 300.00
IFMA Foundation Party Like A Gatsby at cost ticket =		<u>\$ 109.00</u>
Available for travel & meals		\$ 489.04

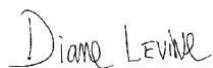
IFMA's World Workplace® is the largest, most highly acclaimed facility management conference in the world. It is where all workplace professionals come to discover innovative FM technologies, build valuable relationships, and sharpen essential skills. The IFMA Foundation and scholarship sponsors make sure you take advantage of this opportunity and are prepared. The IFMA Foundation will host a webinar to prepare you for IFMA World Workplace. Since winning recipients are from all over the world, the webinars will be on Tuesday, August 15, 2023, at 9:00 am. Please confirm your attendance by filling out [this form](#). An invitation to the webinar will be sent to you once you complete the form.

JLL, our Global Workforce Initiative Partner, is hosting a meet and greet webinar on Thursday, July 13, 2023. An invitation will be sent in a separate email. Since there are some international students, the meeting starts at 8:00 am EST. Please make sure to join.

Lastly, this year, the IFMA Foundation is giving 42 scholarships to future leaders of Facility Management. This was only possible because of the dedication and commitment of our scholarship sponsors, Foundation donors and the support of IFMA members.

Congratulations again and I look forward to seeing you at the 2023 World Workplace.

Sincerely,



Diane Levine

IFMA Foundation Executive Director