



## Board of Director's Meeting – June 2020

|                      |                                                                                                                                                              |                    |           |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| <b>Location:</b>     | Via Zoom                                                                                                                                                     | <b>ZOOM CODE</b>   | Via email |
| <b>Meeting Date:</b> | June 9 2020                                                                                                                                                  | <b>Start Time:</b> | 7:30 a.m. |
| <b>Attendees</b>     | Chris Collier; Lauren Leipziger; Kristan Trusky; Rob McFadden; Kurt Twiford; Jack Elridge; Amber Gratkosky; Julie McGill-Kopp; Priscilla St. Jacques-Glusko; |                    |           |

## Topics

| No. | Topic Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | <p><b>Opening: Meeting called to order at 7:33am.</b></p> <p>Welcome &amp; Opening Remarks – Chris Collier-May meeting went well. Good input from facility managers and associates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2   | <p><b>Officer Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>President</b> – Chris Collier. (Term Expires 6/30/20) <ul style="list-style-type: none"> <li>- June 24<sup>th</sup> FM Follow up Forum – reopening your building amidst the COVID -19 crisis; meeting via ZOOM</li> <li>- Lauren set up meeting we had to cancel for July or August.</li> <li>- May's meeting-Chris and Priscilla proctored it.</li> </ul> </li> <li>• <b>1<sup>st</sup> Vice President's Report</b> – . Priscilla St. Jacques-Glusko (Term Expires 6/30/20)</li> <li>• <b>2<sup>nd</sup> Vice President's Report</b> – Julie McGill-Kopp (Term Expires 6/30/21)-Work with Chris and Priscilla at lining up for 2<sup>nd</sup> and 1<sup>st</sup> V.P.</li> <li>• <b>Secretary's Report (publicity)</b>– Kristan T. (Term Expires 6/30/20)–See attached report. AAF Flanders to join June's follow up forum.</li> <li>• <b>Treasurer's Report for July</b> – Rob M. (Term Expires 6/30/20)-Sent check to Temple for Scholarship winner. Chris made a motion to approve treasurer's report. Priscilla 2<sup>nd</sup> it; all were in favor. Report approved.</li> <li>• <b>Past President (Webmaster Report)</b> – Lauren Leipziger-Reschedule program from March. Clean Floors.</li> </ul>                                                                                                                                                                                          |
| 3   | <p><b>Committee Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Advocacy</b> – Kurt T. - (Term Expires 6/30/20)–No updated report. Day on the Hill scheduled for Oct/Nov time frame. Possibly virtual Day On The Hill. Priscilla could set up a WebEx for that. Day on the Hill is still schedule in DC for September.</li> <li>• <b>Credentials</b> – Amber G. (Term Expires 6/30/20)–No updated report.</li> <li>• <u>Community Outreach</u> - Vacant</li> <li>• <u>Professional Development</u> – Vacant</li> <li>• <b>Membership</b> – Jack Elridge. - (Term Expires 6/30/20)-No update. Membership drive for next year. Chris C would like to add a Covid19 page with resource links to our webpage.</li> <li>• <b>Publicity</b> – Kristan T. (Term Expires 6/30/20)-See attached report.</li> <li>• <b>Sponsorship/Partnership</b> – Chris Collier (interim) (Term Expires 6/30/20)</li> <li>• <b>Strategic Planning</b> – Lauren L. (Term Expires 6/30/20)-holding a meeting after the call today.</li> <li>• <b>Sustainability</b> – Matt Wardecker (Term Expires 6/30/20)-Sustainability September still scheduled. Possibly virtual tour of facility. Priscilla to work with Matt and Julie.</li> <li>• <b>Golf Committee</b> – John S./Randy G. (Term Expires 6/30/20)-No updated report.</li> <li>• <b>Scholarship and Awards Committee</b> –Doug Enoch. (Term Expires 6/30/19 -No updated report.</li> <li>• <b>Webmaster</b> – Lauren L.</li> </ul> |



# **IFMA<sup>TM</sup> Central Pennsylvania Chapter**

International Facility Management Association

| No. | Topic Discussion                                                                                           |  |
|-----|------------------------------------------------------------------------------------------------------------|--|
| 4   | <b>Old Business:</b>                                                                                       |  |
| 5   | <b>New Business:</b>                                                                                       |  |
| 6   | <b>Next Board Meeting: July 8th via Zoom</b>                                                               |  |
| 7   | <b>Kristan T made a motion to adjourn meeting. Jack E 2<sup>nd</sup>.<br/>Meeting adjourned at 8:01am.</b> |  |



**SECRETARY REPORT**

**JUNE 2020**

**Accomplishments for Current Period**

- Continue to update members by email on news and upcoming events. May's meeting minutes approved on 5-12-20 and added to the website on 5-12-20 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**

May-20  
 Tuesday June 9, 2020

Beginning Balance Checking and Money Market Accounts May 1, 2020

\$54,416.05  
 ;,;

Deposits

|    |      |                   |
|----|------|-------------------|
| \$ | -    |                   |
| \$ | -    |                   |
| \$ | -    |                   |
| \$ | -    |                   |
| \$ | -    |                   |
| \$ | -    |                   |
| \$ | -    | IFMA DUES         |
| \$ | -    | Merchant ID       |
| \$ | -    | Merchant ID       |
| \$ | 0.41 | Checking interest |
| \$ | -    | Savings Interest  |

TOTAL DEPOSITS

\$ 0.41

Expenditures

|    |         |              |
|----|---------|--------------|
| \$ | (16.50) | Star Chapter |
| \$ | (85.00) | Star Chapter |
| \$ | -       |              |
| \$ | -       |              |
| \$ | -       |              |
| \$ | -       |              |
| \$ | -       |              |

TOTAL EXPENDITURES

\$ (101.50)

Accounts Closing Balance

31-May-20

\$54,314.96

Certificates of Deposit Beginning Balance

\$ 9,478.00

|                |       |     |           |         |
|----------------|-------|-----|-----------|---------|
| Integrity Bank | 1.20% | Int | 5/12/2020 | \$ 3.47 |
|                |       |     |           | \$ 3.47 |

Certificates of Deposit Closing Balance 05/31/2020

\$ 9,481.47

Total Unobligated Assets 5/31/2020

\$ 63,796.43

Respectfully Submitted,

Rob McFadden  
 Chapter Treasurer



**9-Jun-20**

6/12/2020





## ***PUBLICITY REPORT***

***JUNE 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