



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

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	June 8, 2021	Start Time:	7:30 a.m.
Attendees	Chris Coller, Priscilla St. Jacques-Glusko, Julie McGill-Kopp, Rob McFadden, Lauren Leipziger, John Selfe, Amber Gratkowski, Kurt Twiford		

Topics

No.	Topic Discussion
I.	Opening 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. • 1st 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.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

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 Collier (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 committees priority one
V.	New Business •
VI.	Next Board Meeting: July 13, 2021
	Chris made a motion to adjourn the meeting. Rob moved. Julie 2nd. Meeting adjourned at 8:12am.

SECRETARY REPORT

JUNE 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. May's meeting minutes approved on 5-28-21 and added to the website on 6-1-21 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

IFMA
Central Pennsylvania Chapter

May-21
June 8, 2021

Beginning Balance Checking and Money Market Accounts May 1, 2021

\$66,728.50

Deposits

\$	-	
\$	-	
\$	-	
\$	568.75	IFMA DUES
\$	-	IFMA DUES
\$	-	
\$	-	
\$	0.47	Checking interest
\$	-	Savings interest

TOTAL DEPOSITS

\$ 569.22

Expenditures

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

TOTAL EXPENDITURES

\$ (104.95)

Accounts Closing Balance 05/30/2021

\$67,192.77

Certificates of Deposit Beginning Balance

\$ 9,520.26

Integrity Bank	1.20%	Int	5/12/2021	\$	3.48
				\$	3.48

Certificates of Deposit Closing Balance 05/30/2021

\$ 9,523.74

Total Unobligated Assets 05/30/2021

\$ 76,716.51

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

\$450	MEMBER
3610	
3620	
3630	
3640	
3650	
TOTAL C	
\$	Scholars
4010	
4011	
4015	
4020	
4030	
4040	
4041	
\$	Member
4110	
4111	
4120	
4121	
4122	
4123	
4124	
4125	
\$	Annual
4210	
4220	
4231	
4232	
4240	
4250	
4260	
4261	
Sub Tot	
TOTAL	
RECONCILIATION:	
TOTAL P	
EXPENSE	

OPERATING BUDGET FY2020-21

IFMA Central PA Chapter

8-Jun-21

INCOME:1000				SUB TOTALS	
	BUDGET	ACTUAL	BALANCE	% IN	EXPENDED
1000	Beginning Balance \$ 8,526.43	\$ 8,526.43	\$ -	100%	\$ 12,246.74
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 2,913.82	81%	
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ 1,951.72	2%	
1030		\$ -	\$ -	#DIV/0!	
1040	Programs Income	\$ 2,000.00	\$ 2,000.00	0%	
1050		\$ -	\$ -	#DIV/0!	
1051		\$ -	\$ -	#DIV/0!	
1060	Community Outreach Donations	\$ -	\$ -	#DIV/0!	
1061	Program Sponsorship Donations	\$ -	\$ -	#DIV/0!	
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 4.71	13%	
1091	Chapter CD Liquidation	\$ -	\$ -		
TOTAL PROJECTED INCOME WITHOUT EVENTS				64%	
	\$ 19,142.57	\$ 12,246.74	\$ 6,895.83		
EXPENSES:					
\$ 8,584	ADMINISTRATIVE EXPENSE				\$ (347.00)
2110	Insurance	\$ 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	\$ (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	\$ 199.00	3%	
2162	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	#DIV/0!	
2163	World Workplace Other Expenses	\$ 500.00	\$ -	0%	
2165		\$ -	\$ -	#DIV/0!	
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	0%	
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	0%	
2181		\$ -	\$ -	#DIV/0!	
2190	Computer Equipment and Software Purchase	\$ -	\$ -	0%	
\$3,435	COMMUNICATIONS EXPENSE				(\$1,347.95)
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	\$ 1,347.95	45%	
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	\$ -	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/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%	

OPERATING BUDGET FY2020-21 DRAFT

IFMA Central PA Chapter

14-Jul-20

INCOME:1000						SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -		\$ -	
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ -	\$ 15,107.57	100%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030		\$ -	\$ -	\$ -			
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	#DIV/0!		
1050		\$ -	\$ -	\$ -			
1051		\$ -	\$ -	\$ -	#DIV/0!		
1060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ -	\$ 35.00	0%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -			
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ -	\$ 19,142.57	0%		
EXPENSES:							
\$ 8,584	ADMINISTRATIVE EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		
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)	\$ -	\$ -	\$ -	#DIV/0!		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2161	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2162	Workplace Officer Conference, travel and lodging Fees (1 officer and FM of the year)	\$ 6,000.00	\$ -	\$ 6,000.00	0%		
2163	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2165	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%		
2170		\$ -	\$ -	\$ -	#DIV/0!		
2180	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%		
2181	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	#DIV/0!		
2190	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
\$3,435	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -			
COMMUNICATIONS EXPENSE							
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		\$0.00
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ 3,000.00	\$ -	\$ 3,000.00	0%		
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/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%		

\$450 MEMBERSHIP									
		Name Tags	\$	50.00	\$	-	\$	50.00	0%
		New Member Meal Expenses	\$	100.00	\$	-	\$	100.00	0%
		Prizes	\$	-	\$	-	\$	-	#DIV/0!
		Snacks/Misc	\$	300.00	\$	-	\$	300.00	0%
		Retention Expenses	\$	-	\$	-	\$	-	0%
		TOTAL OPERATING BUDGET EXPENSES	\$	23,519.00	\$	-	\$	23,519.00	0%
ACTUAL									
EVENT RECONCILIATION									
			BUDGET		Income	Expenses	%	Income	Expended
\$	-	Scholarship Tournament							0.00
4010		Tournament Sponsorship and Registration Revenue	\$ 16,000.00		\$	-			0%
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	BUDGET		Income	Expenses		0.00	0.00
4110		Sponsorships	\$		\$	-			
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		\$	-			
\$	-	Annual Meeting	BUDGET		Income	Expenses		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					\$0.00	\$0.00
RECONCILIATION:									
		TOTAL PROJECTED EXPENSES	\$ 43,669.00						
		EXPENSES GREATER THAN INCOME	\$						
					FY INCOME		FY EXPENDITURES	FY BALANCE	OK BAL
					\$	-	\$	-	\$ 8,526.43
					Reported Income		Reported Expended		
					\$	-	\$	-	\$0.00