

Meeting Agenda –June 18, 2025

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Amber Gratkowski (absent)	
President	James Runshaw	
Vice President	Vacant	
2 nd Vice President	Doug Aldinger	
Secretary	Jolene Fink	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff (absent)	
Membership	Kevin Zumbrum	Shelly Matter
Strategic Planning	Chris Coller (absent)	Lesley Groff
Scholarship	Julie McGill-Kopp	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford (absent)	Adrianna Townsend
Programs	Debra Massott	Shelly Matter/Priscilla St. Jacques-Glusko/Nate Ulrich
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Nate Ulrich, Adam Warner	Tom Hewitt, Josh Y.
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

- **Executive Board Reports:**

- President: Jim R. –
 - No Report
- Past President: Amber G. –
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP - Doug –
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Motion was made to accept the Treasurer’s Report for month ending May 2025, all approved. Jim and Jolene 2nd.

- **Committee Reports:**

- Communications: Jolene -
 - See Attached Secretary Report

- Credentials: Lesley –
 - Jolene posted a fall FMP class with Alana leading the class. A save the date was sent was posted on the website. Will be soliciting for more interest.
- Membership: Dick/Shelly
 - No Report
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie –
 - The recipient selection raffle took place on 6/17, we missed the call but Julie will reach out to get the list of who's left so we can make our selections.
- Government Affairs Advocacy: Kurt Twiford –
 - No Report
- Programs: Scoop/
 - See Attached Report
 - **Subcommittee**
 - Annual Meeting – See attached
 - Golf Outing – See attached program report, contract is being sent to board members today for review and feedback and Jim will sign agreement tonight at the Annual Meeting.
- Community Outreach – Priscilla
 - See Attached
- **New business:**
 - Jim would like to revisit Strategic Planning with new board members

Next scheduled board meeting:

Wednesday, July 16th at 9AM – invites coming



Secretary Report/Communications Committee

Month ending May 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Imported new member list to Star Chapter every other week
3. Worked with Scoop to post several upcoming meetings.
4. Posted the Board Election survey.
5. Worked with a few members on sign-ins.

Planned activities for Next Period

1. Notify IFMA National of new Board Members/Roles
2. Attend Membership Committee Meetings to demo how to use the website to help keep the membership organized.
3. Import Member List to Star Chapter
4. Work with program committee to update website on upcoming events
5. Cleaning up website.

Issues/Concerns

Submitted by Jolene Fink

May 2025 Treasurer's Report

Prepared for
June 18, 2025 Board Meeting

Beginning Balance Checking Account *5910	5/1/2025		\$66,852.24
<u>Deposits</u>			
	1-May	\$ 338.22	GOLF OUTING registration
	2-May	\$ 752.88	GOLF OUTING registration
	5-May	\$ 599.45	GOLF OUTING registration
	8-May	\$ 976.38	GOLF OUTING registration
	15-May	\$ 18.95	event registration
	16-May	\$ 773.60	GOLF OUTING registration
	19-May	\$ 512.38	GOLF OUTING registration
	19-May	\$ 18.95	event registration
	21-May	\$ 744.18	GOLF OUTING registration
	23-May	\$ 37.90	2 - event registration
	27-May	\$ 676.85	GOLF OUTING registration
	27-May	\$ 57.25	3 - event registration
	30-May	\$ 1,991.45	GOLF OUTING registration
	30-May	\$ 1,066.67	Membership Dues
	30-May	\$ 0.57	Interest
TOTAL DEPOSITS		\$ 8,565.68	
<u>Expenditures</u>			
	2-May	\$ (49.90)	Star Chapter - updated pricing in effect**
	7-May	\$ (522.59)	Reoccurring Monthly Website Fee
	16-May	\$ (2,070.40)	Check# 1300 to Debra "Scoop" Massott
	19-May	\$ (529.57)	Reimbursement for food on 4/10 Meeting
			Check# 1301 to James Runshaw
			Reimbursement for Facility Fusion
			Check# 1302 to Debra "Scoop" Massott
			Reimbursement for food on 4/22 Meeting
TOTAL EXPENDITURES		\$ (3,172.46)	
Checking Account Closing Balance	5/31/2025		\$72,245.46
Beginning Balance Scholarship Fund Savings Account *7278	5/1/2025		\$2,216.14
<u>Deposits</u>			
			Interest
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	5/31/2025		\$2,216.14
Certificate of Deposit *11-1 Beginning Balance	5/1/2025		\$ 10,097.75
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25		\$ -	
Certificate of Deposit Closing Balance	5/31/2025		\$ 10,097.75
Certificate of Deposit *32-1 Beginning Balance	5/1/2025		\$ 10,842.31
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 3/15/26		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	5/31/2025		\$ 10,842.31
Paypal Beginning Balance	5/1/2025		\$ 2,941.30
		\$ -	
does not include transactions direct from checking above			
Paypal Closing Balance	5/31/2025		\$ 2,941.30
Total Unobligated Assets	5/31/2025		\$98,342.96

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2024 - June 30, 2025

Budget Tally to date thru 5/31/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	16635.42	4364.58	
Total Membership Revenue	21000	16635.42	4364.58	
Meetings and Programs				
Registration Revenue	600	736.45	-136.45	Meetings do not include cost of speakers for educational purposes
Sponsorships	0		0	
Exhibitor Revenue	0		0	
Other	0		0	
Total Meetings and Programs Revenue	600	736.45	-136.45	
Golf Event				
Registration Fees (8/5/2024 Outing)	11000	19792.61	-8792.61	
Registration Fees (8/4/2025 Outing)		11527.58		
Sponsorships (8/4/2025 Outing)	15000		15000	
Total Golf Event Revenue	26000	31320.19	6207.39	
Educational				
Registration Fees	400		400	Educational events include additional fees for speakers and facility rental
Sponsorships	0		0	
Total Educational Revenue	400	0	400	
Publication				
Newsletter Advertising	0		0	
Membership Directory Advertising	0		0	
Mailing List	0		0	
Web-site Advertising	0		0	
Total Publication Revenue	0	0	0	
Administrative and Other				
Interest / Dividends	700	447.07	252.93	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000		10000	
Total Administrative and Other	10700	447.07	10252.93	
Total Revenue	58700	49139.13	21088.45	

EXPENSES				NOTES
Membership				
Postage	0	341.39	-341.39	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	2110.18	889.82	-10.18
Other	0		0	
Total Membership Expense	3000	2451.57	548.43	132.95
Meetings and Programs				
Food / Beverage	3000	2520.21	479.79	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500	100	1400	
Other	0	55.1	-55.1	
Total Meetings and Program Expense	4500	2675.31	1824.69	
Golf Events				
Food and Beverage	6000	9622.32	-3622.32	combined total = 21,372.32
Course Fees	8000	11750	-3750	
Other	4000	1443.7	2556.3	
2025 Event Expenses(prior to 6/30/2025)		2500		
Total Golf Event Expense	18000	25316.02	-4816.02	
Educational				
Food and Beverage	3000		3000	
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	
Other	0		0	
Total Educational Expense	8000	0	8000	
Publication				
Printing and Postage	0		0	
Other	0		0	
Total Publication Expense	0	0	0	
Administrative				
Management Fees (Non-Employee)	0		0	
Donations / Gifts	5000		5000	
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	7455.18	2544.82	Includes cost of Registration, Travel to and from location, Hotel during dates of Conference & Conference sponsored meals that are not included in Registration - i.e. Gala at World Workplace to present scholarship winner(s)
Scholarships	10000	10299.28	-299.28	
Accounting and Legal	0		0	
Other (Zoom)	200		200	
Total Administrative Expense	25200	17754.46	7445.54	
Total Expense	58700	48197.36	13002.64	
NET INCOME (LOSS)	0	941.77	8085.81	



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Programs Committee Monthly Report for Board Meeting – June 2025

Accomplishments for Current Period

- Met as a formal committee 6/11/2025 – monthly virtual meeting to include the Golf Committee

Current Activity Status (Definite Events)

- June 18, 2025 – Annual Meeting
 - Location -- Duke's Riverside in Wormleysburg (430-730pm)
- July 15, 2025—Brew Creation/Networking Event
 - Location—Hemauer Brewing Co. in Mechanicsburg
 - Timeline: 5-630pm networking; 530-630pm beer creation; 630-7pm networking
 - We'll be working with the brewmaster to craft the flavor and name the beer
 - Beer release in October 2025 with the intent to tie it to a membership drive
- August 4, 2025 – Golf Outing
 - **Need to approve and sign contract for Harrisburg Country Club**
 - 62 golfers signed up as of 6/11/25
 - Still need the main sponsor, breakfast sponsor, and lunch sponsor
 - Looking for day of volunteers
 - The Golf Committee plans on making announcements at the 6/18/25 and 7/15/25 events regarding sponsorships and volunteers
- Thursday, September 11, 2025 – Sustainability September and Happy Hour
 - Location—JURA in Mount Joy followed by happy hour across the street at Mick's All American
 - Timeline: 345pm arrival; 4-5pm tour; 5-630pm happy hour
 - Tour of JURA building in Mount Joy focusing on their sustainable systems
- Tuesday, October 7, 2025—Beer Release Membership Drive
 - Location—Hemauer Brewing Co. in Mechanicsburg
 - Trivia (IFMA and beer)
 - More details to come on this—getting membership committee involved with this
- Tuesday, October 14, 2025—Community Outreach Volunteer Opportunity
 - Location—Central PA Food Bank
 - Timeline: 830-11am (exact time needs confirmed)
- Friday, November 7, 2025—Risk Management
 - Location—Enterprise Mobility's offices in Harrisburg
 - Timeline: lunchtime (exact time needs confirmed)
 - Jeff Phillippi from EHD Insurance will be presenting on Risk Financing (including commercial insurance options and means to recover financially from a loss) and Risk Controls (including various aspects of minimizing the risk of accidents, regulatory compliance, and continued operations)

Future Activities (Events in the Works)

- Events/tours in the works for the rest of 2025:
 - Oct—Behind-the-scenes tour of Hersheypark
 - December – Holiday event in conjunction with Community Outreach donation (exploring possibility of donating money raised to the Thaddeus FMT Program in the form of student IFMA memberships)
 - 2026—starting to talk about ideas for next year; if you have any suggestions for events next year, email Scoop

Issues and Concerns/Possible Solutions and Opportunities

- 5 free professional memberships (by 10/31/25)



IFMA™ Central Pennsylvania Chapter

International Facility Management Association

Board/Committee Position- Past President, Community Outreach

JUNE

Accomplishments for Current Period

COMMUNITY OUTREACH : Merged committee into Programs- need committee chair

: Scheduled the IFMA annual meeting, to be held at Dukes Riverside, June 18th 4:30-7:30. Provided deposit info to treasurer, attached is menu for selections, and tentative agenda.

Will schedule date for fall with Food BANK – September 14 – (I need someone to be lead coordinate as will be in Europe)

FUTURE activities:

- Implement and update goals as directed per the Strategic Plan with the board.
- Help facilitate future meetings and reach out to members for committee activity
- **Coordinate with programs on future events and perhaps merge with programs committee**
- **HOLIDAY event- discuss possible locations and donation to other .org**

Issues and Concerns- lack of participation by members and their organizations.

Submitted by: Priscilla St.Jacques-Glusko

IFMA CENTRAL PENNSYLVANIA CHAPTER
ANNUAL MEETING AGENDA

Dukes Riverside Restaurant
June 18, 2025
4:30 pm – 7:30 pm

- I. Networking 4:30 pm
Buffet 5:15 pm
- II. President's Welcome 6:15 p.m.
Solicit for Committee Members
- III. Treasurer's Closing Report - Marcie
- IV. Secretary Closing Report – Jolene
- V. Golf Tournament- Josh/Adam
- VI. Upcoming Events and Closing - Scoop
Golf Tournament – Aug 4
Sustainability September – tour of facility in MT JOY
Food Bank Packaging- Sept 14