



IFMATM

International Facility Management Association

Central Pennsylvania Chapter

Board of Director's Meeting Minutes– March 11, 2021

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	March 11, 20201	Start Time:	7:30 a.m.
Attendees	Chris Coller, Amber Gratkowski, Rob McFadden, Jack Elridge, Kurt Twiford, John Selfe		

Topics

No.	Topic Discussion
1	Opening Welcome & Opening Remarks – Chris Coller Chris reported on the status of membership, communicating with membership via the website. FM Forum on March 24th. Partnership availabilities with the chapter that would be abbreviated until end of the calendar year. Golf Tournament on 8/3/21. Tom Hewitt will be the chair of the audit committee and will work with Rob to go through our books Rob presented the Treasurers report which could not be approved as we did not have a quorum No Report From Amber Jack talked about follow-up with new member and renewing memberships- keeping the member breakfast or events as soon as we can get together in person John Selfe announced date and upcoming committee meeting date (25th) to discuss the upcoming tournament
2	Officer Reports: President – Chris Coller. (Term Expires 6/30/21) - FM forum - March 24th - Partnership Program discuss - Membership roster is updated, we now have 90 members - International approved a 75% credit on local dues through 9/30/2020 – coupon is IFMA75 - 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 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/21) 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) Past President (Webmaster Report) – Lauren Leipzinger
3	Committee Reports:



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No.	Topic Discussion	
	• Advocacy – Kurt T. - (Term Expires 6/30/21) • Credentials – Amber G. (Term Expires 6/30/20) – No Report • Community Outreach - Vacant • Professional Development – Vacant • 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) • Scholarship and Awards Committee – Doug Enoch. (Term Expires 6/30/21) • Webmaster – Lauren L.	
4	Old Business • Fill in our committees priority one	
5	New Business •	
6	Next Board Meeting: April 8th 2021	

IFMA
Central Pennsylvania Chapter

Feb-21
Thursday March 11, 2021

Beginning Balance Checking and Money Market Accounts February 1, 2021

\$63,997.45

Deposits

\$	-	
\$	-	
\$	-	
\$	518.75	IFMA DUES
\$	-	
\$	-	
\$	-	Merchant ID
\$	0.46	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 519.21

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (100.00)

Accounts Closing Balance 02/26/2021

\$64,416.66

Certificates of Deposit Beginning Balance

\$ 9,509.82

Integrity Bank	1.20%	Int	2/12/2021	\$	3.60
				\$	3.60

Certificates of Deposit Closing Balance 02/26/2021

\$ 9,513.42

Total Unobligated Assets 02/26/2021

\$ 73,930.08

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
11-Mar-21

INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%	\$ 9,166.23	
1010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 9,162.50	\$ 5,945.07	61%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030		\$ -	\$ -	\$ -	0%		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -	0%		
1051		\$ -	\$ -	\$ -	0%		
1060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 3.73	\$ 31.27	#DIV/0!		
1091	Chapter CD liquidation	\$ -	\$ -	\$ -	11%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 19,142.57	\$ 9,166.23	\$ 9,976.34	48%		
EXPENSES:							
\$ 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%		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2161	World Workplace Officer's Room Expense (2 Attendee)	\$ 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		\$ -	\$ -	\$ -	0%		
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	#DIV/0!		
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	#DIV/0!		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
\$3,435	COMMUNICATIONS EXPENSE						(\$1,043.00)
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	\$ 1,043.00	\$ 1,957.00	35%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -	0%		
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						\$0.00
3110	Programs - Facility Rental	\$ -	\$ -	\$ -	0%		
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -	0%		
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00	0%		
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00	0%		
3120	Program gifts	\$ -	\$ -	\$ -	0%		
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00	0%		
3122		\$ -	\$ -	\$ -	0%		
\$4,300	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -	0%		
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -	\$ -	0%		
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	0%		
\$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%		

SECRETARY REPORT

MARCH 2021

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. February's meeting minutes approved on 3-19-21 and added to the website on 3-19-21 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

MEMBERSHIP REPORT

MARCH 2021

Accomplishments for Current Period			
- Continue to Welcome and Thank new members and renewing members respectively. - Forming prospecting list			
Current Activity Status			
- Meeting with committee to prepare for social aspects for members. - Working on STAR Chapter to set up mailing templates for membership.			
Planned Activities for Next Period			
- Prepare for social aspects for members. - Working on Membership Drive options for 2021.			
Issues and Concerns			
Not at this time.			
Misc.			
N/A			

Submitted By: Jack Eldridge