

Meeting Minutes –March 19, 2025

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

1. Executive Board Reports:

- President: Jim R. –
 - No Report submitted
 - Jim registered for Facility Fusion and will request reimbursement from Marcie for his expenses when he returns.
 - Jim met with the Mid-Atlantic chapters and shared a few of our upcoming meetings, specifically the Scott Perry and JJ for Day on the Hill.
 - He shared DC's chapter issues with new administration changes with canceling DEI and their fears of being involved with organizations that may still have DEI involvement. They are losing members, but we are hopeful.
- Past President: Amber G. –
 - No Report
- VP: Vacant -
 - No Report
- 2nd VP - Doug –
 - No Report
- Secretary: Jolene –
 - See Attached
 - I will be out of the office for the April meeting, can someone take notes for me?
- Treasurer: Marci –

- See Attached
- Jim made a motion to approve the monthly treasurer's report, Jolene approved.

2. **Committee Reports:**

- Communications: Jolene -
 - See Attached
- Credentials: Lesley -
 - Jolene will be posting a fall FMP class with Alana leading the class. Dates are:
Fall, Tue 830am-1130am
 - Kick off Sept 9
 - Module 1 Sept 24 (Wed), Sept 30
 - Module 2 Oct 14, 21, 28
 - Module 3 Nov 11, 18, 25
 - Module 4 Dec 9, 16
- Membership: Dick/Shelly/Doug
 - No Report
- Strategic Planning: Chris/Lesley -
 - No Report
- Scholarship / Future FM – Priscilla/Julie
 - Julie has the scholarship forms and will work with Marcie on getting payments sent to them.
- Government Affairs Advocacy: Kurt Twiford -
 - See Attached
 - Kurt wants to send this announcement out asap and he's going to write up an introduction to the meeting topic and then Jolene will send it out. Jolene will send out to Philly, Chesapeake chapter and perhaps other. Jolene will create a virtual ticket for those who want to join virtually.
- Programs: Scoop/
 - See Attached Report
 - **Subcommittee**
 - Annual Meeting – See attached proposed agenda
 - Golf Outing – See attached program report
- Community Outreach – Priscilla
 - No Report

3. **New business**

- Bryan Glatfelter speaking to SACA/Tech Centro maintenance class at Thaddeus Stevens, and he'll be sharing his IFMA story! He will let us know when he's speaking in case anyone can join that discussion.
- Meeting adjourned at 9:50 AM

Next scheduled board meeting:

Wednesday, April 16th at 9AM



Secretary Report/Communications Committee

Month ending February 2025

Current Activities for this Period

1. Imported new member list to Star Chapter every other week
2. Working with Star Chapter on the redesign of our site. I received approval from Jim R. and Marcie to spend \$599 one-time redesign fee.
3. Worked with Scoop to post several upcoming meetings.

Planned activities for Next Period

1. Import Member List to Star Chapter
2. Work with program committee to update website on upcoming events
3. Attend strategic meetings for board members

Issues/Concerns

Submitted by Jolene Fink



February 2025 Treasurer's Report

Prepared for
March 19, 2025 Board Meeting

Beginning Balance Checking Account *5910	2/1/2025		\$61,513.97
<u>Deposits</u>			
	3-Feb	\$ 38.30	2 Event Registrations for February
	10-Feb	\$ 18.95	1 Event Registration for February
	28-Feb	\$ 1,575.00	Membership Dues
	28-Feb	\$ 0.46	Interest
TOTAL DEPOSITS		\$ 1,632.71	
<u>Expenditures</u>			
	4-Feb	\$ (19.95)	Star Chapter - updated pricing in effect**
	4-Feb	\$ (200.00)	Reoccurring Monthly Website Fee
	12-Feb	\$ (295.38)	Paypal Transaction for Donation to Central PA Food Bank
	13-Feb	\$ (100.00)	Check# 1296 to John Selfe
	18-Feb	\$ (102.82)	Reimbursement for 2024 golf outing expenses 8/3/2024
	18-Feb	\$ (80.00)	Deposit to Duke's for June 18th event
			Star Chapter
			Reoccurring Monthly Website Fee
			Refund for Event Cancellation
TOTAL EXPENDITURES		\$ (798.15)	
Checking Account Closing Balance	2/28/2025		\$62,348.53
Beginning Balance Scholarship Fund Savings Account *7278	2/1/2025		\$2,216.09
<u>Deposits</u>			
			Interest
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
		\$ -	
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	2/28/2025		\$2,216.09
Certificate of Deposit *11-1 Beginning Balance	2/1/2025		\$ 9,865.72
NEW CD IN PLACE OF 1.99% APR - penalty was \$95.14			
S&T Bank (3.96% Interest Rate)		\$ 232.03	CD Interest
Matures on 8/28/25		\$ 232.03	
Certificate of Deposit Closing Balance	2/28/2025		\$ 10,097.75
Certificate of Deposit *32-1 Beginning Balance	2/1/2025		\$ 10,633.71
S&T Bank (4.2% Interest Rate)			CD Interest
Matures on 3/15/25		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	2/28/2025		\$ 10,633.71
Paypal Beginning Balance	2/1/2025		\$ 2,941.30
		\$ -	
does not include transactions direct from checking above			
Paypal Closing Balance	2/28/2025		\$ 2,941.30
Total Unobligated Assets	2/28/2025		\$88,237.38

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

2/28/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	21000	12000	9000	
Total Membership Revenue	21000	12000	9000	
Meetings and Programs				
Registration Revenue	600	527.6	72.4	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	527.6	72.4	
Golf Event				
Registration Fees	11000	19792.61	-8792.61	
Sponsorships	15000		15000	
Total Golf Event Revenue	26000	19792.61	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	236.8	463.2	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	10000		10000	
Total Administrative and Other	10700	236.8	10463.2	
Total Revenue	58700	32557.01	26142.99	

EXPENSES				NOTES
Membership				
Postage	0		0	
Printing	0		0	
Supplies	0		0	
Web-site Development and Maintenance	3000	842.43	2157.57	-10.18
Other	0		0	
Total Membership Expense	3000	842.43	2157.57	132.95
Meetings and Programs				
Food / Beverage	3000	1121.4	1878.6	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500	100	1400	
Other	0		0	
Total Meetings and Program Expense	4500	1221.4	3278.6	
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	
Total Golf Event Expense	18000	22816.02	-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	5384.78	4615.22	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	15684.06	9515.94	
Total Expense	58700	40563.91	18136.09	
NET INCOME (LOSS)	0	-8006.9	8006.9	



Programs Committee Monthly Report for Board Meeting – March 2025

Accomplishments for Current Period

- Met as a formal committee 3/12/2025 – monthly virtual meeting
- Golf Committee had their 1st official meeting

Current Activity Status

- March 24, 2025 – Webinar: Business Continuity Planning for FMs (12-1pm)
 - Presented by Paul McGonigal, Certified Business Continuity Professional with Ephrata National Bank
- April 10, 2025 – FM panel: Navigating Facility Management in a Changing World
 - Location – Members 1st Headquarters (1130am-115pm)
 - Moderator – Tom Hewitt/PHEAA
 - Panelists – Jolene Fink/PHEAA; Randy Groff/Four Seasons; Russ Aciri/Members 1st; Tom Koontz/Kalmbach Feeds
- April 22, 2025 – Day on the Hill
 - Location – PHEAA (specific times tbd but over lunchtime)
 - Jeff Johnson, IFMA's Director of Government Affairs will give an update on IFMA's initiatives both in DC, and internationally
 - Congressman Scott Perry will brief us on his initiatives of interest to IFMA in his role as Chairman of the Transportation and Infrastructure Subcommittee on Economic Development, Public Buildings, and Emergency Management; IFMA has worked with Chairman Perry on several bills and we want to thank Chairman Perry for his work
- May 21, 2025 – Joint event with PA-AFAA
 - Location – York County Municipal Building at Pleasant Valley Road (12-2pm)
 - Fire code presentation on the life safety updates in the code book (systems like fire alarms and sprinkler systems)
- June 18, 2025 – Annual Meeting
 - Location -- Duke's Riverside in Wormleysburg (430-730pm)

Future Activities

- Events/tours in the works for the rest of 2025:
 - July – still deciding
 - August – Golf Outing
 - Moving shotgun start to 9am
 - Looking to get sponsors for alcohol to save some money (country club will charge \$4pps icing fee)
 - Tom Hewitt already has a bank committed to a swag bag with snacks
 - Amber is creating something for "Save the Date"
 - September – Sustainability September -- LEED presentation and tour with Murray Associates and PHFA
 - In the works
 - October – tossing around some ideas
 - Postponing Tour of Penn National Insurance Building until 2026
 - November – Presentation on "How Infection Control Isn't Just for Hospitals/Healthcare Facilities"
 - In the works
 - December – Holiday event in conjunction with Community Outreach donation

Issues and Concerns/Possible Solutions and Opportunities – N/A



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Advocacy Committee Report

March 2025

Committee Members:

- Kurt Twiford, Chair

Current Activity Status

- No committee meeting
- Confirmed Congressman Scott Perry for our 2025 Day on the Hill. Event will be April 22 at PHEAA.

Planned Activities for Next Period

- Finalize plans for 2025 Day on the Hill

Pending Actions

- Direct email to membership to promote Day on the Hill (draft flyer attached)
- Secure strong participation in 2025 Day on the Hill from both IFMA Central PA members, as well as related associations (BOMA, commercial real estate professionals, economic development entities)?
- How do we handle guests who are members of invited related associations?

Issues and Concerns

- Continuity for current chair and growing a true committee

Submitted by: Kurt A. Twiford

Day on the Hill-April 22, 2025



Location: 11:30AM to 1:30 PM
PHEAA-1200 North 7th Street, Harrisburg, PA
[Register here](#)

Speakers:

Jeff Johnson, IFMA, Executive Director of Government Affairs

Representative Scott Perry, Pennsylvania's 10th Congressional District

Summary:

Jeff Johnson is IFMA's Executive Director of Government Affairs. Working through the Global Government Affairs Committee, Jeff seeks to connect the subject matter expertise of our members to inform legislation and highlight the role of effective facility management in achieving public policy goals such as energy efficiency, building health and safety and workforce development. In addition to Advocacy efforts, Jeff works with Public Sector Partners on the regional, national and international level to provide resources and share best practices for the operation and maintenance of public sector buildings.

Congressman Scott Perry represents Pennsylvania's 10th Congressional District. One of Congressman Perry's leadership positions is on the House Transportation and Infrastructure Committee, where he serves as Chairman of the Subcommittee on Economic Development, Public Buildings and Energy Management. The Subcommittee has jurisdiction over public buildings, federal real estate programs and the Public Buildings Service (PBS) of the General Services Administration (GSA), which is the civilian landlord of the federal government. This includes the authorization and oversight of planning, site and design, construction, acquisition, and renovation of public buildings, courthouses, and border facilities, and the leasing of space for federal employees. IFMA began working with Chairman Perry early in his tenure, and Congress recently passed IFMA-promoted legislation introduced to reduce waste in the federal government. The Utilizing Space Efficiently and Improving Technologies (USE IT) Act of 2023 (H.R. 6276), and the FASTA Reform Act of 2023 (H.R. 6277) - were included in S. 4367, which was signed by the President on January 6, 2025.

Agenda:

11:30 to Noon: Lunch and networking

12:00 to 12:15: Chapter announcement and introductions

12:15 to 12:45: IFMA government affairs update from Jeff Johnson

12:45 to 1:30 PM: Remarks/Q and A with Congressman Scott Perry