

Meeting Agenda –March 18, 2026

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

- **Executive Board Reports:**

- President: Jim R.
 - Jim talked to Adriana and she is not interested in being the board secretary at this time.
- Past President: Vacant Position
- 1st VP: Scoop -
 - See Attached Report
- 2nd VP - Nate -
 - No Report
- Secretary: Jolene –
 - See Attached
 - Jolene will send out a reminder about sponsorships left over for golf tournaments.
 - Jolene will put together nominations for board positions for next year and have it ready to be sent out in early May.
- Treasurer: Marci –
 - See Attached
 - Marci is meeting with United Way today to discuss how we can get involved with the Tec-Centro group in Harrisburg.
 - Jolene made a motion to approve this month's Treasurer's report, and the board

approved the motion.

- **Committee Reports:**

- Communications: Jolene –
 - See Secretary Report
- Credentials: Lesley/Jolene –
 - FMP Course is underway and payments have been made.
- Membership: Kevin/Shelly
 - No Report
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie –
 - IFMA Foundation Scholarship registration is open. Chapter needs to decide how many scholarships we are sponsoring this year and for what amount so we can get things submitted timely.
 - Jim made a motion to approve the chapter pay for two scholarships and utilize the split the balance of \$193.78 from last year between the two. Motion was approved to move forward with the motion. Julie will fill out the forms and send them to Marcie for processing.
 - Facilitathon/Skills USA Competition – April 8th and 9th in Hershey at the Hershey Lodge. Marcie signed up to volunteer on both days, and Jim will likely sign up for the 8th. Still looking for more volunteers.
- Government Affairs Advocacy: Kurt\Adrianna
 - No Report
- Programs/Golf Outing/Annual Meeting/Community Outreach: Scoop/Priscilla/Nate
 - See Attached Report
 - Annual Meeting
 - Golf Outing
 - Community Outreach

New/Open Items:

- Open Item: Propose we cancel PO Box going forward and update address to current Board Role (where is this posted, who's checking it, where is it, who has the key???) will renew 8/31/2025 –
 - The board agreed to keep the PO box open, and we'll do some research on whether we are required to keep this as a chapter.
 - Jim requested we revisit this topic next month after some research is done.
- Closed Item: Propose we cancel Zoom – will renew 4/4/2026 – Savings of \$169.49. Jim made a motion to cancel the subscription for Zoom before it auto renews. The motion was approved to cancel the subscription. Marcie will log on and cancel that auto-renewal prior to April 4th.

Next scheduled board meeting is Wednesday, May 20th (skipping April due to conflicts.)



IFMATM Central Pennsylvania Chapter

International Facility Management Association

1st Vice President & Programs Committee Monthly Reports For Board Meeting on March 18, 2026

1st Vice President Report

- Future board members/elections:
 - I believe the only open item for this was Jim was going to speak to Adriana regarding Secretary position

Programs Committee Report

Past Events:

- March 5, 2026: Resilience, Recovery, and Reconstruction with Building and Life Safety at the Core
 - Well-attended event with 3 people from the Philly IFMA Chapter
 - Very informative and Siemen's speaker was very dynamic
- March 12, 2026: United Way Tip Off for Tools event
 - Event raised \$22K for tools for FM graduates from Tec-Centro Hbg
 - Marcie attended and connected with Tec-Centro Hbg

Upcoming Events:

- Wednesday, April 8, 2026 thru Friday, April 10, 2026: SkillsUSA Facilitathon
 - Julie to report on this
 - Multiple volunteer shifts available
 - Location: Hershey Lodge
- Tuesday, April 14, 2026: Spring Happy Hour—Membership Drive & New Member Welcome
 - Timeline: 5pm-7pm
 - Location: Hemauer's Brewing Co.
 - Apps and bevs provided
- Wednesday, April 22, 2026: Thaddeus Stevens FM Roundtable
 - Timeline: 9am-1130am
 - Location: Tec Centro West, Lancaster
 - Lunch will be provided
- Tuesday, April 28, 2026: HIA – behind the scenes tour
- April 2026: Day on the Hill (local) – Advocacy committee has reached out to Rep. Perry's office
- Tuesday, May 19, 2026: PA State Police Academy Tour (through Wohlsen Construction)
 - Parking at Troegs and will need to get shuttle to transport to PSP
 - Happy hour afterward at Troegs
 - Will need to do a food package
- Wednesday, June 3, 2026: Members 1st Tour of Building Systems
 - Timeline: 1130am-130pm
 - Lunch will be provided

- Wednesday, June 17, 2026: Annual Meeting
 - Timeline: 430pm-7pm
 - Location: Duke's
 - Deposit and menu were both sent
- Monday, August 3, 2026: Golf Outing
 - As of last week, still need a good amount of sponsors (lunch, breakfast, golf cart, golf glove, tourney)
 - Timeline: 9am shotgun start
 - Location: Country Club of Harrisburg
- Tuesday, September 29, 2026: Improving Project Outcomes Through Early Involvement of FMs showcased through Broad Street Market project with Alexander Construction
 - Combined event with KCA
 - Timeline: lunchtime (exact details TBD)
 - Location: will park, eat, and start meeting at PHEAA and then walk to Broad Street Market



Secretary Report/Communications Committee

Month ending February 2026

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Worked with a few members on sign-ins via email to board email in box.
3. Assisted Scoop with postings and mailings.
4. Emailed the membership soliciting for volunteers for the Facilithon/Skills USA event in Hershey

Planned activities for Next Period

1. Continue making updates reflecting calendar year 2026 documents
2. Continue cleaning up website.

Issues/Concerns

Need someone to compile meeting reports and take minutes for April meeting.

Submitted by Jolene Fink



IFMATM Central Pennsylvania Chapter

International Facility Management Association

February 2026 Treasurer's Report

Prepared for
February 18, 2026 Board Meeting

Beginning Balance Checking Account *5910	2/1/2026						\$65,647.08
<u>Deposits</u>							
	2-Feb	\$	1,450.85	Golf Registration			
	2-Feb	\$	1,050.00	Membership Fees			
	2-Feb	\$	18.95	Event Registration			
	4-Feb	\$	18.95	Event Registration			
	5-Feb	\$	975.58	Golf Registration			
	6-Feb	\$	18.95	Event Registration			
	9-Feb	\$	18.95	Event Registration			
	17-Feb	\$	2,538.49	Golf Registration			
	18-Feb	\$	250.00	Check Cashed for Golf Outing			
	27-Feb	\$	18.95	Event Registration			
	27-Feb	\$	0.52	Interest			
TOTAL DEPOSITS		\$	6,360.19				
<u>Expenditures</u>							
	3-Feb	\$	(19.95)	Star Chapter - updated pricing in effect**			
				Reoccurring Monthly Website Fee			
	9-Feb	\$	(845.00)	Payment to IIFMA National			
				FMP Course Participants			
	17-Feb	\$	(800.24)	BILLPAY EB61Y13 to Debra Massott			
				Reimbursement for Lunch for 2/10/2026 Event			
	17-Feb	\$	(1.05)	Fee charged			
TOTAL EXPENDITURES		\$	(1,666.24)				
Checking Account Closing Balance	2/28/2026						\$70,341.03
Beginning Balance Scholarship Fund Savings Account *7278	2/1/2026						\$3,216.34
<u>Deposits</u>							
				Interest			
TOTAL DEPOSITS		\$	-				
<u>Expenditures</u>							
		\$	-				
TOTAL EXPENDITURES		\$	-				
Scholarship Fund Closing Balance	2/28/2026						\$3,216.34
Certificate of Deposit *11-1 Beginning Balance	2/1/2026					\$	10,295.90
S&T Bank (3.96% Interest Rate)	27-Feb	\$	202.83	CD Interest			
Matures on 8/28/25		\$	202.83				
Certificate of Deposit Closing Balance	2/28/2026					\$	10,498.73
Certificate of Deposit *32-1 Beginning Balance	2/1/2026					\$	11,058.54
S&T Bank (3.96% Interest Rate)				CD Interest			
Matures on 3/15/26		\$	-				
Certificate of Deposit Closing Balance	2/28/2026					\$	11,058.54

**renewed on 3/15/2024

Paypal Beginning Balance	2/1/2026						\$ -
does not include transactions direct from checking above							
Paypal Closing Balance	2/28/2026						\$ -
Total Unobligated Assets	2/28/2026						\$95,114.64
Respectfully Submitted,							
Marcie Carder IFMA Central PA Chapter Treasurer							

Fiscal Year July 1, 2025 - June 30, 2026

Budget Tally to date thru

2/28/2026

INCOME STATEMENT				NOTES	
REVENUES:	BUDGET	ACTUAL	BALANCE		
Membership					
Membership Dues	17000	\$10,112.50	\$6,887.50		
Total Membership Revenue	17000	\$10,112.50	\$6,887.50		
Meetings and Programs					
Registration Revenue	600	\$1,076.06	-\$476.06	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	\$1,076.06	-\$476.06		
Golf Event					
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$20,416.54	\$5,583.46		
Raffle (day of collected)	0	\$2,095.75	-\$2,095.75	**updated 7/31/25 after the change in reconciliation	
Total Golf Event Revenue	26000	\$20,416.54	\$3,487.71		
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	\$422.91	\$277.09		
Gain / (Loss) on Sales of Investments	0		0		
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2	
Total Administrative and Other	20700	\$422.91	\$20,277.09		
Total Revenue	64700	\$32,028.01	\$30,576.24		
EXPENSES				NOTES	
Membership					
Postage	200	\$0.00	\$200.00	renews in March 2026**	
Printing	0	\$0.00	\$0.00		
Supplies	0		0		
Web-site Development and Maintenance	3000	\$1,883.58	\$1,116.42		
Other	0		0		
Total Membership Expense	3200	\$1,883.58	\$1,316.42		
Meetings and Programs					
Food / Beverage	3000	\$5,258.02	-\$2,258.02	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category	
Speakers	0		0		
Facility Rental	1500	\$0.00	\$1,500.00		
Other	0		0		
Total Meetings and Program Expense	4500	\$5,258.02	-\$758.02		
Golf Events					
Food and Beverage	8000	\$0.00	\$8,000.00		
Course Fees	11000	\$19,859.54	-\$8,859.54		
Other	4000	\$2,798.66	\$1,201.34		
Total Golf Event Expense	23000	\$22,658.20	\$341.80		
Educational					
Food and Beverage	3000	\$0.00	\$3,000.00	Annual Meeting Food and Beverage**	
Speaker Honorarium & Gifts	3500		3500		
Facility Rental	1500		1500	Deposit for Annual Meeting	
Other	0		0		
Total Educational Expense	8000	\$0.00	\$8,000.00		
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	\$388.00	\$4,612.00	PA Food Bank (collected + doubled 2/4/2025)	
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	\$2,702.01	\$7,297.99	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 for 2026	12000	\$0.00	\$12,000.00		
Accounting and Legal	0		0		

Other (Zoom)		\$18.00	-\$18.00	RENEWS 4/4/26						
Total Administrative Expense	27000	3108.01	23891.99							
Total Expense	65700	32907.81	32792.19							
NET INCOME (LOSS)	-1000	-\$879.80	-\$2,215.95							

Douglas Nemeth	N			X		X		X	X	X		X						
Jeff Nicklaus	N									X		X						
Nathan Over	N									X		X					X	
Jacqueline Crovets	N		X															
Kelly Overlander	Y								X					X				
Justin Pierce	N													X				
Mike Porto	N																	
Dan Przywara	Y			X	X		X				X			X				X
Ben Reader	N											X						X
Andy Rhine	Y					X	X			X	X	X		X				X
Brad Rodgers	N		X				X											
Kelly Roman	N																	X
Aileen Romich	N											X						
David Rose	N											X						
James Runshaw	Y	X	X		X		X		X	X	X					X		X
Hans Schreiber	N																	X
Jennifer Serrano	Y									X				X				
John Skrocki	N																	X
Joshua Smilk	N											X						
Christine Smith	N											X						
Sean Spotts	Y											X		X	X			
Priscilla St. Jacques Glusko	Y	X	X	X		X	X			X	X	X	X	X				X
Rob Strickler	N											X						
Bryce Strine	N								X									X
Jeff Strine	N																	X
Lara Swetzer	N		X															
Casey Tommasi	N														X			
Leroy Tubbs	Y									X			X					X
Nicholas Turko	N												X					
Devan Turner	Y		X	X											X			
Jon Turner	Y																	
Kurt Twiford	Y						X			X								
Nathan Ulrich	Y	X	X	X	X	X		X			X			X				X
Matthew Ward	N																	X
Adam Warner	Y											X						X
Mark Wasson	N												X					X
Tim Weaver	N													X				
Amy Welsh	N												X					
Angie Wert	Y																	X
Kevin White	N									X								
John Woodward	Y												X					X
Kevin Wolfe	N												X					
Jennifer Wolpert	Y									X								
Caroline Vranesevic	N		X		X													
Keran Youells	N										X							
Amy Young	N	X																
Josh Yunginger	Y	X			X	X	X	X	X		X	X	X		X	X		X
Brian Zickelhouse	N										X							
Kevin Zumburn	Y				X	X	X			X	X	X	X	X	X	X		X
Amela Zejkovic	N											X					X	
JT Graupensperger	N																	
Jon Carder	N									X								
Lauren Ulrich	N									X								
Scott Perry	N					X												
		20	23	14	16	24	21	8	8	18	44	26	40	9	26	12	8	45

Scholarship / Future FM Liaison Report - Priscilla/Julie – March 16, 2026

Three topics to Report on the last being the most urgent.

1. IFMA Foundation Scholarship / Future FM

Julie is going to do some outreach to local schools to solicit applicants for the scholarship.

Annual Budget funding - In addition to 2 2026 scholarship for \$4,520, including a trip to World Workplace Conference. foundation scholarship We have \$193.78 left from last year we can put towards scholarships this year.

- Scholarship forms to be filled out and provided to Marcie
By Julie

Julie shared the timeline below after the meeting regarding the schedule for the IFMA Foundation Scholarship program and will keep us updated.

- IFMA Foundation Scholarship registration is open - *Julie confirmed TS met the criteria and shared link to scholarship application with Thadeus Stevens*
- Tuesday, March 10 - Sponsorship Information Webinar
- Monday, March 16 - Foundation will ask sponsors to identify their evaluators, *Julie McGill-Kopp, Suzanne Frady*
- Thursday, March 26 - Kaleidoscope training for evaluators
- Tuesday, April 14 - Application closes
- Friday, April 17 - Applicants sent to evaluators for review
- Monday, May 18 - All evaluations are submitted through Kaleidoscope
- Robert Torres – rtorres@teccentrocr.org
- Evan Mock - emock@teccentrocr.org

2. IFMA Thadeus Stevens – FM Roundtable and possible Community Service Event

- Amy Welsh of TS is checking on room availability for April 22nd hopefully I will have an update soon.

3. HOT – HOT - SKILLS USA CONFERENCE – FACILITHON - IFMA CPA SUPPORT VOLUNTEERS NEEDED

To Support Building Sciences segment which is name for FM.

State Leadership and Skills Conference

- **WHEN:** April 8 and 9
- **WHERE:** HERSHEY LODGE

- **Volunteers to sign up on site** – JMK to try and track CPA Volunteers on chart below

<https://fmpipeline.org/pa-2026-signup-survey/>

Can you join us at Hershey's State Faciliton Experience?

- ☐ Info/Signup Table- Wed Apr 8th 8:00AM-12:30 PM - Hershey Lodge
- ☐ Info/Signup Table- Wed Apr 8th Noon-4:00 PM - Hershey Lodge
- ☐ Info/Signup Table- Thurs Apr 9th 8:00 AM - 12:30 PM - Hershey Lodge
- ☐ Info/Signup Table- Thurs Apr 9th Noon-4:30 PM - Hershey Lodge
- ☐ JUDGING -Thurs Apr 9th 3:00PM - 6:00 PM -Wild Rose A & B Hershey Lodge

THANK YOU FOR SIGNING UP WITH THE FACILITHON HIGH SCHOOL FM CONTEST! THE SUBMIT BUTTON IS AT THE BOTTOM

4. Event Coordinator and Judge Julie McGill-Kopp

	VOLUNTEER DISCRIPTION	DATE	TIME	NAME	COMMENT
1.	Opening RC Ceremony	4.8.2026	9 AM	Julie McGill-Kopp	Nice to Have
2.	Information Table	4.8.2026	4 hr am	1 Julie McGill-Kopp 2	Need to Have
3.	Information Table	4.8.2026	4 hr pm	1.Julie McGill-Kopp 2	Need to Have
4.	Information Table	4.9.2026	4 hr am	1 Julie McGill-Kopp 2.	Need to Have
5.	Information Table	4.9.2026	4 hr pm	1.	Need to Have
6.	Competition Judge	4.9.2026	3-6 PM	Julie McGill-Kopp	Need to Have
7.	Competition Judge	4.9.2026	3-6 PM		Need to Have
8.	Competition Judge	4.9.2026	3-6 PM		Need to Have
9.	Competition Judge	4.9.2026	3-6 PM		Need to Have
10.	Competition Judge	4.9.2026	3-6 PM		Need to Have
11.	Competition Judge	4.9.2026	3-6 PM		Need to Have
12.	Competition Judge	4.9.2026	3-6 PM		Need to Have
13.	Competition Judge	4.9.2026	3-6 PM		Need to Have
14.	Closing Awards Ceremony	4.10.2026	9 AM		Nice to Have

Three scholarships will be awarded to students that compete in the Building science competition that our volunteers will judge.

- **Volunteer Connection TBD – Learn more about event prior to event**
 - Julie to work with Programs – Plan info session happy hour at Boomerangs for those that sign up to learn more about event in advance of April 8.
 - **Facilithon Volunteer Training –**
 - *We have three training sessions coming each March Sunday night at 6PM Central Time - here are the calendar links.*
 - *Sun March 15th*
 - *Sun March 22nd*
 - *Sunday March 29th*
 - *Like a tree falling the forest, without us knowing what makes up a thriving FM educational ecosystem, it will never exist. Now you do, and sharing it with us will help us better knit the ecosystem together.*
5. *Board discussion and possible vote*
I sat in on call about the Facilithon and request that IFMA CPA support funding printing of materials and possible donation to Skills PA
6. **Macie to update on Tecentro event and tool kit**