



May
Board of Director's Meeting – April 2020

Location:	Via Zoom	ZOOM CODE	Via email
Meeting Date:	May 12 2020	Start Time:	7:30 a.m.
Attendees	Chris Coller; Kristan Trusky; Rob McFadden; Lauren Leipzinger; Priscilla Sst. Jacques-Glusko; Jack Elridge		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order by Chris Coller at 7:31am Welcome & Opening Remarks – Chris Coller
2	Officer Reports: President – Chris Coller. (Term Expires 6/30/20) - May 27th FM Forum – reopening your building amidst the COVID -19 crisis; meeting via ZOOM – I will monitor. Priscilla suggested using her Haworth WebEx Account for meeting. She and Chris will work on setting that up. - Board Elections are okayed to move back to September \$3000 Scholarship – vote to award to Matheus Cruz de Oliveria. Priscilla made a motion to approve, Lauren L 2nd it and all were in favor. Approved. - Golf Tournament reschedules for August 2, 2021 1st Vice President's Report – . Priscilla St. Jacques-Glusko (Term Expires 6/30/20) 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21) Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/20)–See attached report. Treasurer's Report for July – Rob M. (Term Expires 6/30/20) –Rob verbally read Treasurer's Report. Kristan T. made a motion to approve. Priscilla 2nd. All were in favor. Approved. Past President (Webmaster Report) – Lauren Leipzinger will reach out to Scholarship Recipient. Chris will draft a letter to send to recipient. Rob M suggested sending this to newspapers, Central PA Business Journal and put on our website.
3	Committee Reports: Advocacy – Kurt T. - (Term Expires 6/30/20) Credentials – Amber G. (Term Expires 6/30/20) – No Report Community Outreach - Vacant Professional Development – Vacant Membership – Jack Elridge. - (Term Expires 6/30/20)–Met with his team. Publicity – Kristen T. (Term Expires 6/30/20) Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/20) Strategic Planning - Jolene F. (Term Expires 6/30/19) Sustainability – Matt Wardecker (Term Expires 6/30/19) Golf Committee – John S./Randy G. (Term Expires 6/30/19) Scholarship and Awards Committee – Doug Enoch. (Term Expires 6/30/19) Webmaster – Lauren L.
4	Old Business:
5	New Business:



No.	Topic Discussion
	• Priscilla suggested setting time aside for after June's Board Meeting for the Strategic Planning meeting.
6	Next Board Meeting: June 9th via Zoom - Board Meeting Schedule for remainder of this Board's Term - June 9th
7	Jack made a motion to adjourn meeting. Kristan 2nd. All in favor. Adjourned at 7:44am.

SECRETARY REPORT

MAY 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. April's meeting minutes approved on 4-16-20 and added to the website on 4-16-20 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

PUBLICITY REPORT

MAY 2020

Accomplishments for Current Period

- Continue to update social media accounts (LinkedIn, Facebook and Twitter). Updated sites with pictures from programs. Send out emails to updated members on news and upcoming programs.

Current Activity Status

- Continue to update accounts. Remind IFMA members to send any pictures, updates or articles pertaining to our organization to myself so that I can update our accounts. Send out emails to members on news and upcoming programs.

Planned Activities for Next Period

- Continue to update accounts and send emails to members.

Issues and Concerns

- None currently.

Misc.

- N/A

Submitted By: Kristan Trusky

IFMA
Central Pennsylvania Chapter

Apr-20
 Tuesday May 12, 2020

Beginning Balance Checking and Money Market Accounts April 1, 2020

\$53,553.16

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,000.00	IFMA DUES
\$	-	Merchant ID
\$	-	Merchant ID
\$	0.42	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 1,000.42

Expenditures

\$	(52.53)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (137.53)

Accounts Closing Balance

30-Apr-20

\$54,416.05

Certificates of Deposit Beginning Balance

\$ 9,474.43

Integrity Bank	1.20%	Int	4/12/2020	\$ 3.57	
				\$ 3.57	

Certificates of Deposit Closing Balance 04/30/2020

\$ 9,478.00

Total Unobligated Assets 4/30/2020

\$ 63,894.05

Respectfully Submitted,

Rob McFadden
 Chapter Treasurer

OPERATING BUDGET FY2019-20
IFMA Central PA Chapter
12-May-20

INCOME:1000	BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance	\$ 5,779.00	\$ -	100%	\$ 15,731.51	
010	MEMBERSHIP (100 Mem's@175 per)	\$ 17,500.00	\$ 13,682.57	78%		
020	Chapter Sponsorship Donations	\$ 2,000.00	\$ 2,000.00	100%		
030		\$ -	\$ -	#DIV/0!		
040	Programs Income	\$ 2,000.00	\$ 2,000.00	0%		
050		\$ -	\$ -	#DIV/0!		
051		\$ -	\$ -	#DIV/0!		
060	Community Outreach Donations	\$ -	\$ -	#DIV/0!		
061	Program Sponsorship Donations	\$ -	\$ -	#DIV/0!		
090	Interest and Miscellaneous Income	\$ 35.00	\$ 48.94	140%		
091	Chapter CD Liquidation	\$ -	\$ -			
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 15,731.51	73%		
	EXPENSES:	BUDGET	ACTUAL	BALANCE	% Spent	
\$ 8,532	ADMINISTRATIVE EXPENSE					\$ (134.00)
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	\$ 82.00	\$ 134.00	\$ (52.00)	163%	
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	Workplace Officer Conference, travel and lodging Fees (1 officer and FM of the year)	\$ 6,000.00	\$ -	\$ 6,000.00	0%	
2162	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!	
2163	World Workplace Other Expenses	\$ 500.00	\$ -	\$ 500.00	0%	
2165		\$ -	\$ -	\$ -	#DIV/0!	
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%	
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	#DIV/0!	
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%	
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -		\$ (2,058.72)
\$0	COMMUNICATIONS EXPENSE					
2210	* unknown expense from 12.1.19 - Advertising	\$ -	\$ 435.69	\$ (435.69)	#DIV/0!	
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%	
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!	
2230	Annual website fee	\$ -	\$ -	\$ -	0%	
2231	Web hosting expense	\$ -	\$ 1,623.03	\$ (1,623.03)	#DIV/0!	
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!	
2233	Website reconstruction expense	\$ -	\$ -	\$ -		\$ (3,130.12)
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE					
3110	Programs - Facility Rental	\$ -	\$ -	\$ -		
3111	Program meals	\$ 5,000.00	\$ 3,130.12	\$ 1,869.88	63%	
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -		
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00		
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00		
3114	Program gifts	\$ -	\$ -	\$ -		
3120	Sustainability Program	\$ 300.00	\$ -	\$ 300.00		
3121		\$ -	\$ -	\$ -		
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%
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