

Meeting Agenda – May 15, 2024

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Julie McGill-Kopp	
President	Amber Gratkowski (absent)	
Vice President	Vacant	
2 nd Vice President	Amber Knauss	
Secretary	Jolene Fink	
Treasurer	Marci Carder	
COMMITTEES		
Communications	Jolene Fink	Amber Knauss
Credentials	Vacant	
Membership	Doug Aldinger	Richard Michaelian
Strategic Planning	Chris Coller (absent)	Lesley Groff
Scholarship	Priscilla St. Jacques-Glusko (absent)	Bruce Wiest
Advocacy/Government Affairs	Kurt Twiford (absent)	Tom Koontz
Programs	Emily Starr (absent)	Adriana Townsend, Debra Massott
Subcommittee: Golf Outing	John Selfe (absent)	Amber Knauss
Subcommittee: Annual Business Meeting	Julie McGill-Kopp	
Outreach Committee	Priscilla St. Jacques-Glusko (absent)	

1. Reports:

- President: Amber G. –
 - Current Membership status: 116 Members.
 - Reminder to please provide reports to the President the Monday before the board meeting.
 - Board Meetings – 3rd Wednesday of each month.
 - Jim Runshaw – 1st VP – Julie and I met with him to get him up to speed. Amber Knauss will need to step down from the board effective June 30th. Jerry Bowers was not able to renew his membership. Thank you to Jerry and Amber for the work they have done for the chapter.
 - Apply for an award or become a judge – 2024 Awards of Excellence. Due later than 6/27
 - IFMA President Don Gilpin to step down June 20, 2025.
- Past President: Julie –
 - See Attached
 - Julie is going to reach out to the current committee chairs' to make sure they are still interested in leading the committee's into the next year.
 - Annual Meeting invite will be sent this week by Jolene

- Nominations for executive board voting was emailed to membership by Jolene
- VP/ Certification: Vacant/Jim Runshaw
 - No Report Submitted
 - Jim R. shared that he'll send out board meeting invites for July-June of 2025 after the annual meeting. His schedule works for the same time, so he doesn't see a need to change the dates or times.
- 2nd VP/Golf Tourney: Amber –
 - See Attached
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Julie made a motion to approve the Treasurer's report, and Jolene second the motion, motion was approved by all those in attendance.
- Strategic Planning: Chris/Lesley –
 - No Report
- Membership: Doug A. –
 - See Attached
- Scholarship / Future FM – Priscilla/Bruce Wiest –
 - Julie is reaching out to Bruce and Amber to see if we have an update on the events that need to take place to ensure we are involved in the process of judging and selecting our recipients.
- Government Affairs Advocacy: Kurt Twiford –
 - No Report
- Communications: Jolene/Amber –
 - See Attached
 - Amber will bring information on the website upgrade to our next board meeting for a vote and to add it to the budget.
 - Jolene and Amber are looking for someone with marketing experience to help with the social media side of the committee.
- Events/ Programs: Emily
 - See Attached
 - Tour scheduled for today was reschedule for next Thursday, May 23rd. Amber K. sent out a blast email about the reschedule and open registration again.
 - Jim has an opening for us to get into the Giant Center and would like to get this on the schedule for the fall or spring of next year. He's working on possibly getting us a tour of Hershey Park as well.
 - Julie suggested Jim reach out to the FM's in the chapter to try and encourage them to attend the golf tournament, even if just for the lunch portion of the day. Jim is in favor of this idea.
 - **Subcommittee**
 - Annual Meeting – See Julie's report
 - Golf Outing – See Report



2. Meeting – New business

- Nothing reported

Next scheduled Board Meeting:

Wednesday, June 19th



Golf Outing Committee / 2nd VP Report May 2024

Accomplishments for Current Period

- Activated online registration for golf outing, which has secured a number of sponsorships and registrations so far
- Contacted Star Chapter support to inquire about our options for updating the website. Our current platform is out of date, and we'll need to budget for an upgrade in FY 2024-2025.

Planned Activities for Next Period

- Continue working with Jolene to update website and social media with chapter events and announcements
- 2024 golf outing sponsorship outreach and planning

Issues and Concerns

- Still need title sponsor for golf outing
- FM engagement / attendance at the golf outing and other events
- Post-event surveys

Submitted by: Amber Knauss



Board/Committee Position- Past President, Nominations, Annual meeting

May 2024

Accomplishments for Current Period : Past President :

As promised from last meeting discussion website for digital card and recognition – can add our Central PA logo to card

[Online Group Cards and Employee Recognition | Kudoboard](#)

May 8 – WORLD FM DAY – Julie will bring to May and June meetings – give away



Coordinated June Business Meeting - Communications posted to site

Nominations updates

- **Breakfast meeting May 1 - with James Runshaw to dial up as President 24-25**
- **Jolene prepared Nomination survey and voting for board on Wed – still working to receive some feedback from potential nominees.**

Issues and Concerns- succession planning – late changes to future leadership – will need existing board to support with transitions and help new leaders the best we can.

Work on for next month:

Thaddeus Stevens connections and FM support

Review documents provided by Doug and Valerie

Submitted by: Julie McGill-Kopp



Secretary Report/Communications Committee

Month ending April 2024

Current Activities for this Period

1. Posted Meeting Minutes – thanks Julie for taking notes!
2. Created ballot and email for executive officer's election.
3. Created meeting invite for our annual meeting and will send out.

Planned activities for Next Period

1. Post May Meeting minutes
2. Tally votes for board positions
3. Attend Annual Meeting
4. Imported Member List to Star Chapter on 5/14/24

Submitted by Jolene Fink

April 2024 Treasurer's Report

Prepared for
May 15, 2024 Board Meeting

Beginning Balance Checking Account *5910	4/1/2024		\$71,010.68
<u>Deposits</u>			
	9-Apr	\$ 7.90	
	17-Apr	\$ 14.11	Program Registraton for 4/25 Event
	19-Apr	\$ 14.11	Program Registraton for 4/25 Event
	22-Apr	\$ 28.22	Program Registrations (2) for 4/25 Event
	24-Apr	\$ 18.95	Program Registration for 5/15 Event
	25-Apr	\$ 1,400.00	Dues for March 2024
	25-Apr	\$ 18.95	Program Registration for 5/15 Event
	26-Apr	\$ 18.95	Program Registration for 5/15 Event
	29-Apr	\$ 18.95	Program Registration for 5/15 Event
	30-Apr	\$ 0.62	Interest
TOTAL DEPOSITS		\$ 1,540.76	
<u>Expenditures</u>			
	2-Apr	\$ (23.90)	Star Chapter - updated pricing in effect**
	5-Apr	\$ (169.49)	Reoccurring Monthly Website Fee
			Zoom Subscription
	11-Apr	\$ (174.22)	Reoccurring Annual Fee
			Check # 1281
	17-Apr	\$ (85.86)	Reimbursement to Doug for Breakfast 4/13 and Event Meeting with Thaddeus Stevens College
			Star Chapter
			Reoccurring Monthly Website Fee
TOTAL EXPENDITURES		\$ (453.47)	
Checking Account Closing Balance	4/30/2024		\$72,097.97
Beginning Balance Scholarship Fund Savings Account *7278	4/1/2024		\$1,415.96
<u>Deposits</u>			
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	4/30/2024		\$1,415.96
Certificate of Deposit *68-1 Beginning Balance	4/1/2024		\$ 9,869.76
S&T Bank (1.99% Interest Rate)	12-Apr	\$ 16.65	CD Interest
Matures on 9/13/25		\$ 16.65	
Certificate of Deposit Closing Balance	4/30/2024		\$ 9,886.41
Certificate of Deposit *32-1 Beginning Balance	4/1/2024		\$ 10,425.79
S&T Bank (4.2% Interest Rate)		\$ -	
Matures on 3/15/25		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	4/30/2024		\$ 10,425.79
Total Unobligated Assets	4/30/2024		\$93,826.13

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

05/2024

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Josh Jonas – Sika Corporation [Upcoming Committee Chairperson]
 - Doug Aldinger – SitelogIQ [Transitioning to 2nd VP]

Current Activity Status

- New Member / Member Breakfasts:
 - It has been suggested that Facilities Managers are booked early in the mornings. Would better representation result hold the event at 4:00 – 6:00 as a drop-in? **Better in the morning at 7:30 for most, but change-up on venue and time will be initiated as follows:**
 - **In June or July make 4:00 coffee in Harrisburg**
 - **Plan and schedule the next membership meeting.**
 - **In September or October make another *first thing* in the morning**
 - The recommended venues are:
 - Capitol Diner, Harrisburg
 - West Shore Diner
 - **September-October breakfast** - Lyndon or Park City Diner, Lancaster
- Student Engagement
 - Thaddeus Stephens College of Technology –
 - **Timeline:**
 - **initiation of the IFMA student chapter in July**
 - **Julie McGill-Kopp stepped-up to our Champion for Thaddeus Stevens engagement. Thank you, Julia! BIG SHOUTOUT!!!!**
- Student Memberships: See ad hoc board update via email 01.31.2024
 - How many free student memberships are available. – **Undefined by National**
 - **January 15th - 31st Free Student Memberships, must be full time student.**
 - The student memberships are \$10.00 annually with the fee assessed to the local chapter, however National was temporarily offering free student memberships, which I believe is expired.
 - Networking Group [for students] is \$55.00 annually, but each chapter has its own price. This group has access to the Communities and Councils.

Planned Activities for Next Period

- Face-to-Face Committee Meeting – TBD
 - Capitol Diner @ 7:00.
 - Membership Committee Chairperson transition to Josh Jonas.
 - Close loop on Members' Coffee:
 - In addition to the actions noted above, personal contacts by email or phone calls will be made to the new / renewing members of the past three months. – Dick / Doug
 - Budget for 2024 – Open item:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes
 - **Current Budget**

\$750	MEMBERSHIP	2023-2024
3610	Name Tags	\$ 50.00
3620	New Member Meal Expenses	\$ 500.00
3630	Prizes	\$ 100.00
3640	Snacks/Misc	\$ 100.00

- **Badges are available from Star Chapter – can be printed off.**
 - **Use the printed ones available from Star Chapter in lieu of embossed badges.**
 - **Responsibility for printing undefined.**

Pending Actions

- Chris will look-up information on: **Chris must be updated on the new chapter log-in.**
 - Expiring Members
 - Follow-up messages to new and renewing members were drafted and circulated to the board. Are up-to-date.
- 10.19.2023 Golf Outing: The Good/ Bad/ Ugly – participate in 2023 debrief / 2024 planning session.
 - No follow-up seen on this meeting.
 - 08.05.2024 Charles N Claar Memorial Scholarship – Country Club of Harrisburg
 - Promotion of Golf Outing per John Self's email 10.19.2023.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Dick has a couple of Facilities' Managers who will be connecting with the Chapter.

Issues and Concerns

- Creating a proper value statement – Josh has drafted value proposition. After committee review, the DRAFT value proposition will be distributed for board review.
- Incentives for bringing new members i.e., gift cards.
- Make contacts personal.
- Follow up categories:
 - Potential Members
 - New Members
 - Retaining Members

Miscellaneous

- Potential Meeting Focus: *Invite-a-Friend*, Straight Networking Event, Venue type: Tröegs
- Golf Outing: give it a recruiting focus.

Submitted by:

Doug Aldinger, PE, LEED AP | Senior Development Engineer | 717.940.0058



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Outreach Committee

Month Ending April 2024

- Scheduled food bank Sept 26
- New committee member-Mike Dodson- looking at potential Habitat project
- Looking for more members
- Will assist with annual meeting

Submitted by: Priscilla