



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Board of Director's Meeting – November 2019

Location:	PA Turnpike Building if in person Please use Webex if you cannot make in person	WEBEX CODE	Priscilla has emailed everyone a link to use WEBEX
Meeting Date:	November 12, 2019	Start Time:	7:30 a.m.
Attendees	Priscilla St. Jacques-Glusko, Lauren Leipziger, Kristan Trusky, Amber Gratkowski, Jack Eldridge, Rob McFadden		

Topics

No.	Topic Discussion
1	Opening: Priscilla called the meeting to order at 7:34am Welcome & Opening Remarks - Priscilla St. Jacques-Glusko-Asked for an update on WWP and the value to the chapter. Lauren L attended, did not do a group dinner however she ran into a fair amount of members throughout the conference. She attended a Disaster Recovery presentation as well as doing her own presentation (which took place on the Expo floor). Lauren presentation was on "Chapter Leadership". Lauren to reach out to Heller for a program sometime in 2020. Lauren L. also attended the Inaugural Education Congress. Priscilla to take the back office website training. Priscilla suggested taking up a donation for the CPA Food Bank at our Holiday Party in December. She asked Lauren to add to the website sign up page. All in favor of the donation. Priscilla attended the Lehigh Valley Chapter event which was a facility tour at a new Net Zero building. Suggested if anyone hears of an interesting building we could tour to let her know.
2	Officer Reports: • President – Chris Collier. (Term Expires 6/30/20)–Not present. Priscilla filled in. - Board members who have access to the back office of the website, I encourage you to take advantage of the training opportunities provided - We have set a date for the holiday gathering which will be 12/11/2019 at the Tattered Flag microbrewery and distillery – we have a room from 4-8PM - November Meeting has been rescheduled for February - Priscilla is working on details for the January meeting at PA American Water - We need to vote on the attached package of items in order to maintain and finish our recertification...it would be easiest to vote on them as a group instead of individually. We voted as a group and all approved. • 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/20)–Please see attached report. • 2nd Vice President's Report – Matt Reis - (Term Expires 6/30/20)–Not present. No updated report. • Secretary's Report (publicity)–Kristan T. (Term Expires 6/30/20)–Please see updated report. Priscilla asked if Kristan T. could send out via email the Holiday Party invite. Priscilla to send Kristan the email for the back office website training. • Treasurer's Report for July – Rob M. (Term Expires 6/30/20)–Please see updated reports. Recertification approved for 2020. Kristan T. made a motion to approve Treasurer's Report. Priscilla 2nd the motion. All in favor. Treasurer's Report was approved on 11-12-19.



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No.	Topic Discussion
	• Past President (Webmaster Report) – Lauren L.-Please see updated report. Our Chapter liaison is leaving. She will send the email over to Chris C. to make sure he received it. Scholarships-who will take over now that Nancy O'Halloran is gone. Priscilla to add to the "New Business" for next month.
3	Committee Reports: • Advocacy – Kurt T. - (Term Expires 6/30/20)–Not present. No updated report. • Credentials – Amber G. (Term Expires 6/30/20)–No updated report. Amber is still waiting to hear from Lesley Groff on the new CFM training course. Priscilla will help reach out. • Community Outreach – Vacant-We will be doing the cash donation at the Holiday Party for CPA Food Bank. • Professional Development – Vacant –Priscilla will check with Chris C on any potential member interest. • Membership – Jack Eldridge. - (Term Expires 6/30/20)–Please see updated report. • Publicity – Kristan T. (Term Expires 6/30/20)–Please see updated report. • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/20)–No updated report. • Strategic Planning - Jolene F. (Term Expires 6/30/19)–No updated report. Lauren L. has reached out but hasn't heard back. Lauren L suggested doing a quarterly meeting. • Sustainability – Matt Wardecker (Term Expires 6/30/19)–Please see updated report. • Golf Committee – John S./Randy G. (Term Expires 6/30/19) • Scholarship and Awards Committee – Vacant. (Term Expires 6/30/19) • Webmaster – Lauren L.
4	Old Business:
5	New Business: • Next Meeting – Holiday Gathering at the Tattered Flag • Next Board Meeting is 12/10/2019 • Discuss Scholarship for 2020
6	Next Board Meeting: December 10, 2019 @ Turnpike Bldg. - Board Meeting Schedule for remainder of this Board's Term - January 14th - February 11th - March 10th - April 7th - May 12th - June 9th
7	Priscilla adjourned meeting at 8:04am

1st Vice Presidents Report

Accomplishments for Current Period

- Attended several other chapter events including
- - Philadelphia mini world workplace
- - Lehigh Valley facility tour
- - outreach to Sustainability Committee

Current Activity Status

- Continue to engage one on one with Professional members to enhance chapter membership
- Update the chapter surveys and discuss with the board members
- Utilize webex to engage more board members
- Forward the chapter activities to new member professionals

Planned Activities for Next Period

- Same as above

Issues and Concerns

- none

Misc.

- N/A

SECRETARY REPORT

NOVEMBER 2019

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. October meeting minutes approved on 11-1-19 and added to the website on 11-4-19 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

OPERATING BUDGET FY2019-20
IFMA Central PA Chapter
12-Nov-19

INCOME	BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
Beginning Balance					\$ 7,356.11	
MEMBERSHIP (100 Mems@175 per)	\$ 17,500.00	\$ 6,875.00	\$ 10,625.00	100%		
Chapter Sponsorship Donations	\$ 2,000.00		\$ 2,000.00	39%		
Certification Income				0%		
Programs Income	\$ 2,000.00	\$ 460.00	\$ 1,540.00	23%		
Community Outreach Donations				#DIV/0!		
Program Sponsorship Donations				#DIV/0!		
Interest and Miscellaneous Income	\$ 35.00	\$ 21.11	\$ 13.89	60%		
Chapter CD Liquidation						
TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 7,356.11	\$ 14,178.89	34%		
EXPENSES:						
\$ 8,532 ADMINISTRATIVE EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		\$ (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%		
2160 Facility Fusion Conference Fees (2 Attendee)				#DIV/0!		
2161 World Workplace Officer Travel Expenses (2 Attendee)				#DIV/0!		
World 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 Chapter of the Year Award Submission Consultant				#DIV/0!		
2170 Miscellaneous Bank, Document Imaging & Other charges				0%		
2180 Chapter CD Purchases				#DIV/0!		
2181 Computer Equipment and Software Purchase				0%		
2190						
\$0 COMMUNICATIONS EXPENSE						\$ (995.39)
2210 Advertising				#DIV/0!		
2211 PFMA Trade Show Booth Expense				0%		
2220 Prizes				#DIV/0!		
2230 Annual website fee				0%		
2231 Web hosting expense		\$ 995.39	\$ (995.39)	#DIV/0!		
2232 Web design and maintenance fees				#DIV/0!		
2233 Website reconstruction expense						
\$ 5,750 EDUCATIONAL PROGRAM EXPENSE						\$ (451.74)
3110 Programs - Facility Rental						
3111 Program meals	\$ 5,000.00	\$ 451.74	\$ 4,548.26	9%		
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						
\$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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CLAIR BUDGET SYNOPSIS		
	Budget	Actual
INCOME	\$ 41,182.00	\$ 24,635.40
EXPENSE	\$ 39,682.00	\$ 20,090.26
		59.82%
		50.63%

IFMA
Central Pennsylvania Chapter

Oct-19

Tuesday November 12, 2019

Beginning Balance Checking and Money Market Accounts October 1, 2019

\$43,804.64

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,750.00	IFMA DUES
\$	120.00	Mechamnt ID
\$	-	
\$	5.31	Checking interest
\$	-	

TOTAL DEPOSITS

\$ 1,875.31

Expenditures

\$	(85.00)	Star Chapter
\$	(22.88)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (107.88)

Accounts Closing Balance

31-Oct-19

\$45,572.07

Certificates of Deposit Beginning Balance

\$ 9,453.43

Integrity Bank	1.20%	Int	10/12/2019	\$	3.46
				\$	3.46

Certificates of Deposit Closing Balance

31-Oct-19

\$ 9,456.89

Total Unobligated Assets

31-Oct-19

\$ 55,028.96

Respectfully Submitted,

Rob McFadden
 Chapter Treasurer

PUBLICITY REPORT

NOVEMBER 2019

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

SUSTAINABILITY REPORT

NOV 2019

WS

Accomplishments for Current Period

- No Changes

Current Activity Status

- Planning for Next September

Planned Activities for Next Period

- None.

Issues and Concerns

- Continued encouragement to organization for sustainable practices at Monthly meetings recycling programs etc. in addition to organization practices. Encourage carpooling to meetings
- Start Developing strategic objectives for IFMA sustainability

Misc.

- Need to engage more members to committee

Submitted By: Matt Wardecker



PAST PRESIDENT/WEBMASTER REPORT

NOVEMBER 2019

Accomplishments for Current Period

- Website is up and running. Working on familiarizing myself with the platform.
- Added October minutes to website.
- Attended WWP. Took part in the Inaugural Education Congress and presented on Chapter Leadership.
-

Current Activity Status

- Continuing to learn how to best utilize the functions available on our new website.
-

Planned Activities for Next Period

- Start working with Jolene on furthering our progress on the Strategic Plan
-

Issues and Concerns

-

Misc.

- The November Monthly meeting is being postponed due to lack of registrants. The meeting will now take place February 2020.

Submitted by Lauren Leipziger, MBA, CFM



MEMBERSHIP REPORT

MONTHLY REPORT

NOVEMBER 2019

Accomplishments for Current Period

- Discussed New Member Breakfast format and location options
- Continue connecting with renewals and new members
- Following up with previous meeting visitors

Current Activity Status

1. Working on Spring New Member drive ideas

Issues and Concerns

- None

Ideas

- New Member Drive event 3-4/20

Submitted by Jack Eldridge, Membership Chair

IFMA OF CENTRAL PA

In order to maintain our chapter status within the IFMA umbrella and to allow IFMA to file an IRS Form 990 on our behalf, the Executive Board of IFMA of Central Pennsylvania will adopt the following documents/policies with and anticipated completion date of 02/28/2019.

- Conflict of Interest Policy
- Governance Policies
- Joint Ventures Policy
- Document Retention and Destruction Policy
- Whistleblower Policy
- Antitrust Compliance Policy
- Conflict of Interest Statement of Disclosure
- Annual completion of Conflict of Interest Disclosure form by appropriate component leaders
- When applicable take minutes of committee meetings

Approved November 12th, 2019