



Board of Director's Meeting – November 2020

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	November 12, 2020	Start Time:	7:30 a.m.
Attendees	Chris Collier; Rob McFadden; Kristan Trusky; Lauren Leipzinger; Priscilla St. Jacques-Glusko; Julie McGill Kopp; Jack Elridge		

Topics

No.	Topic Discussion
1	Opening: Board Meeting called to order by Chris Collier at 7:34am. Welcome & Opening Remarks – Chris Collier
2	Officer Reports: • President – Chris Collier. (Term Expires 6/30/21) - Component Education License Agreement has been completed and submitted - We only have heard from one accounting group for costs on a review of our finances - FM forum – every other month slot beginning in January? - Cassidy Flaherty of Shaw will do a program in November (18th) on selecting the correct flooring for your facility – covering assessment of needs, performance requirements, acoustics and maintenance - Cassidy Flaherty will be taking over our social media presence - Golf Committee meeting next Tuesday at lunch time - Atlantic Regional Coalition of IMFA Best Practices – Meeting in 1st quarter of 2021 - Tuition grants for members seeking professional designations – submit request in writing up to \$150 in tuition reimbursement? Priscilla to ask Amber the number who have taken the course in the last year. Budgeted \$4,000.00 towards it. Use that as “first come first serve” with tuition as an incentive. Cap it at \$500.00 a person. Make this decision in Dec and roll it out in Jan. - Would someone reach out to the person at Lancaster waste Authority to see if she would like to present in January or February. Priscilla and Matt will reach out. Matt gave her a \$25.00 gift card which he expensed through his own company. Also shipped her an IFMA umbrella. - International approved a 75% credit on local dues through 9/30/2020 – coupon is IFMA75 - We as a Board should try to fill our our board over the next eight months following the strategic plan suggesting that the Executive Board Positions be point persons for certain committees President: Membership and Audit; VP Condensing all Events - golf , monthly meetings, advocacy, and annual meeting. 2nd VP Communications (external) and Credential; Secretary – Website and Publicity; Treasurer: Partnerships and Audit; Past President Awards and Strategic Planning • 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/21)-No updated report. Gave report above. • 2nd Vice President's Report – Julie McGill-Kopp (Term Expires 6/30/21)-No updated report. • Secretary's Report (publicity)– Kristan T. (Term Expires 6/30/21)–See attached reports. Kristan T. updated that Cassidy Flaherty will be taken over Publicity Committee. They had a zoom call to go over passwords and social media sites. Kristan T. sent her the committee report form. Kristan T. also suggested that any board member who would like to sign up for WWP that our chapter will cover it.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Treasurer's Report for July – Rob M. (Term Expires 6/30/21)-See attached report. Priscilla made a motion to approve the report. Kristan T. Second. All were in favor. Treasurer report was approved. • Past President (Webmaster Report) – Lauren Leipzinger-No updated report.
3	Committee Reports: • Advocacy – Kurt T. - (Term Expires 6/30/21)-No updated report. • Credentials – Amber G. (Term Expires 6/30/20)-No updated report. • <u>Community Outreach</u> - Vacant • <u>Professional Development</u> – Vacant • Membership – Jack Elridge. - (Term Expires 6/30/21)-No updated report. Process to start meeting in person next week for committee meeting. Keep New Member Breakfast going. Also sends out thank you to new members and renewals. • Publicity – Kristan T. (Term Expires 6/30/21)-See attached report. Gave update during Secretary minutes. • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/21)-No update attached. • Strategic Planning – Lauren L. (Term Expires 6/30/21)-No updated report. • Sustainability – Matt Wardecker (Term Expires 6/30/21)-No updated report. • Golf Committee –John S./Randy G. (Term Expires 6/30/21)-No updated report. • Scholarship and Awards Committee –Doug Enoch. (Term Expires 6/30/21)-No updated report. • Webmaster – Lauren L.-No updated report.
4	Old Business: • Fill in our committee's priority one-Julia to talk to Amber regarding filling Credential Committee.
5	New Business: None
6	Next Board Meeting: December 10th via Zoom
	Kristan made a motion to adjourn meeting. Julie 2nd. Meeting adjourned at 8:21am.

SECRETARY REPORT

NOVEMBER 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. October's meeting minutes approved on 10-14-20 and added to the website on 10-14-20 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
NOVEMBER 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

[illegible]

Young IFEMA

Strategic Framework

The Vision:

To support IFMA in becoming a industry association leader in attracting and engaging young professionals under the age of 35.

The Mission:

To communicate, engage, create value and opportunity for young professionals **globally** inside IFMA.

The Objectives:

The overall Objectives of the Young Professionals Working Groups are:

- Attract YP interest in FM as a career of choice from related, underemployed industries.
- Grow membership of YP demographic (35 and younger) currently in the FM Industry, or through 2nd career opportunities.
- Provide support to IFMA YP Working Groups with the tools necessary to successfully grow membership within this demographic.
- Create a platform for YP's to promote global networking and connections, and a venue to share best practices and lessons learned.

Guiding Principles

Open:

The YP Working Group prides itself on being open to its membership and allows anyone to take on a role achieving the vision.

Collaborative:

The YP Working Group is collaborative working together and bringing ideas to all portfolios to contribute to the vision.

Commitment:

The YP Working Group is committed to the goal of increasing engagement with and membership young professionals while maximizing value to our membership.

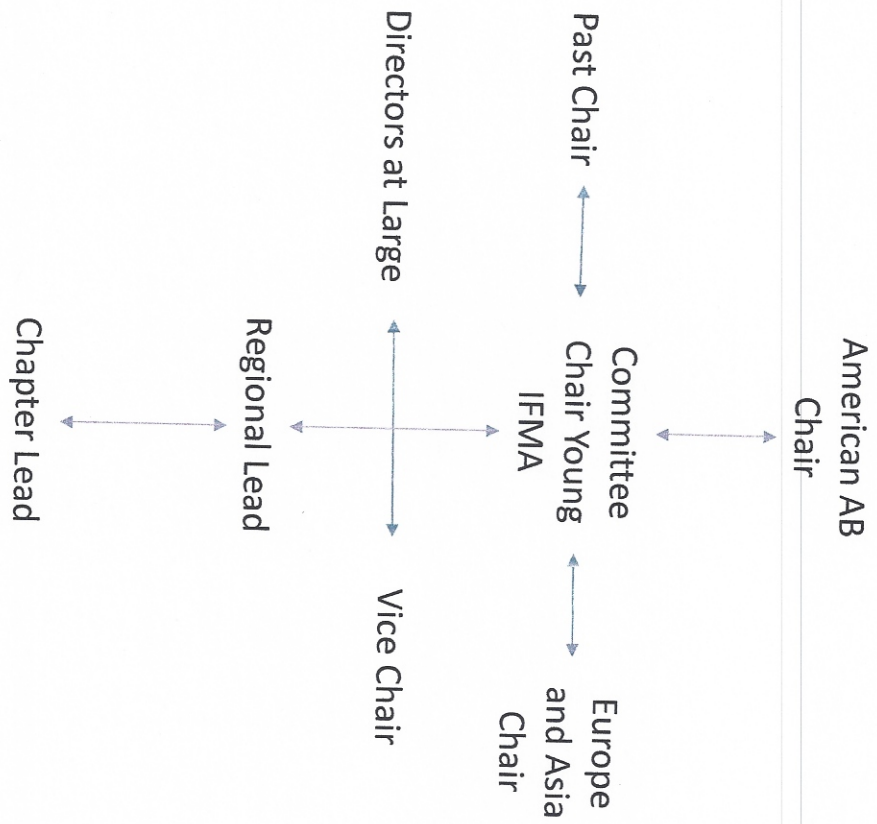
Social:

The YP Working Group is an environment to connect young Facility Management professionals globally allowing them to share experiences and build their profiles.

Value Driven:

The YP Working Group is dedicated to connected young Facility Management professionals globally to the information and tools that can contribute to the success of their careers, including access to potential employers

Americas - Reporting Structure

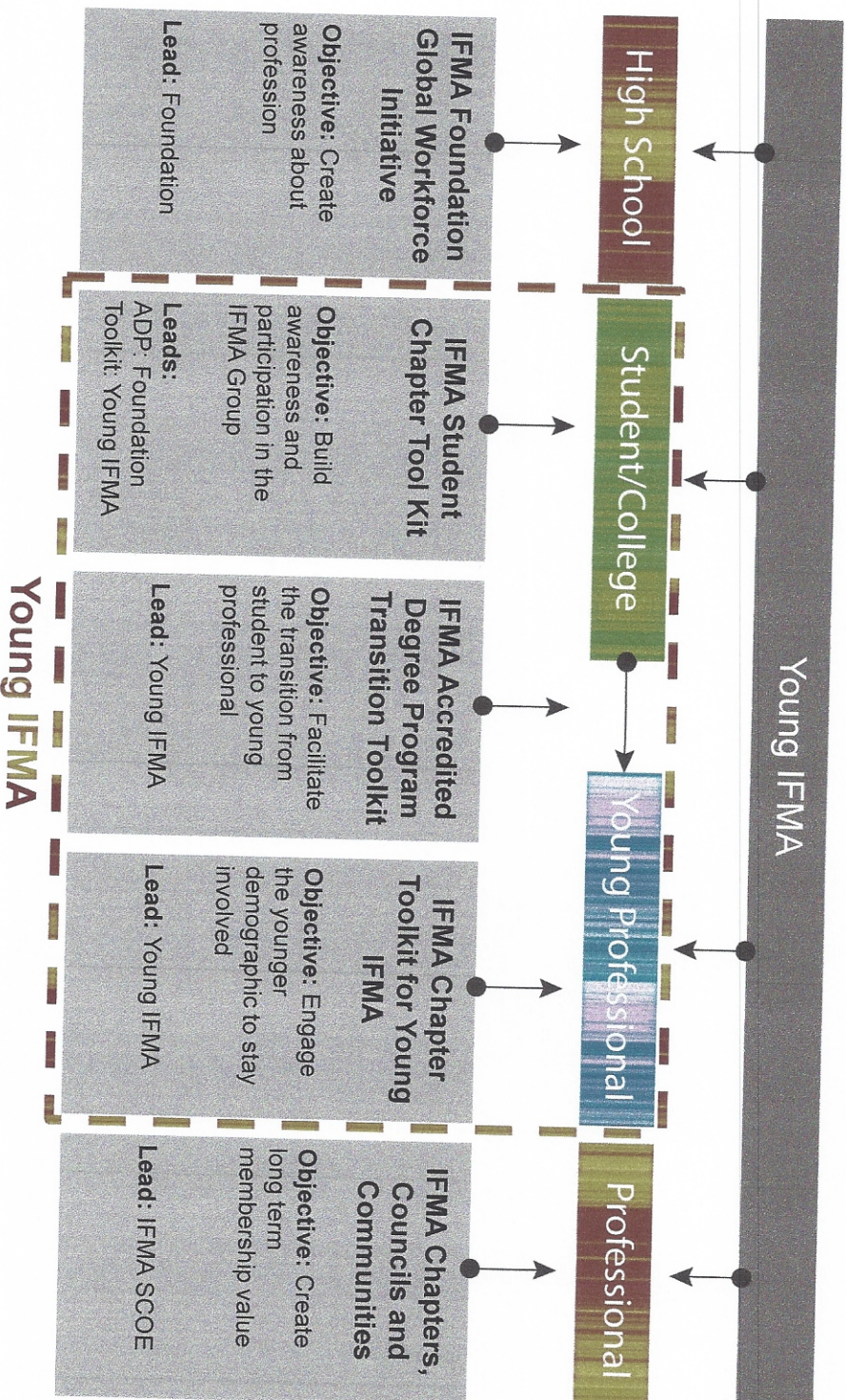


Americas - Regional Reporting



	Region	Chapters
CL	Caribbean & Latin America	4
MA	Mid-Atlantic	10
SW	Southwest	8
MW	Mid-West	16
SC	South Central	13
SO	South	11
WC	West Coast	13
CA	Canada (East)	4
NC	North Central	9
NE	Northeast	14
NW	Northwest	9

Membership Pipeline



Strategic Roadmap

Wave 1: Foundation

Oct 2020 – Jan 2020

- Complete Tactical & Strategic Planning
- Establish Roles and Responsibilities
- Build Team
- Data Call
- Develop systems of communication and reporting
- Develop Content for social media and FMJ
- Develop FF21

Wave 2: Structure

Feb 2021 – May 2021

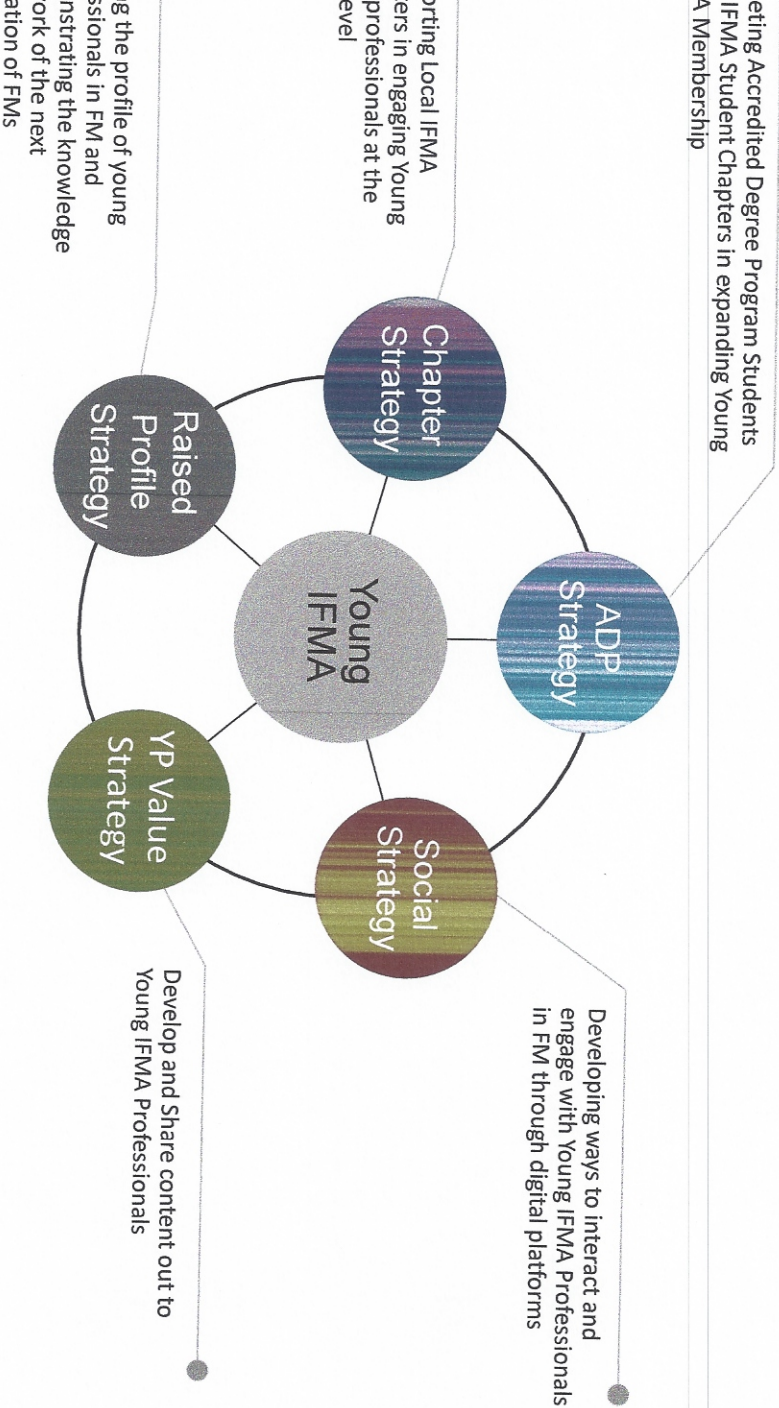
- FMJ Article – Introduction to YP Group and Leaders
- Set bi-monthly content schedule for FMJ
- Planning/development of Mentorship Program
- Plan Young IFMA Webinar program
- Develop funding strategy
- Establish marketing plan

Wave 3: Develop

Jun 2021 – Sept 2021

- Develop marketing collateral and web presence
- Launch Mentorship Program
- Roll out funding strategy to corporate sponsors
- Plan execute Young IFMA events at IFMA conferences (TBD)
- Develop Young IFMA succession plan
- Execute Young IFMA webinar

Strategic Map



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Data Call

How many active YP's are engaged in your chapter?

What is your chapter doing for YP's

What tools or programs does your chapter offer YP's?

Is your chapter afflicted with an FM academic institution?

How does your chapter think we can bring greater value to YP's?

Does your chapter have any sponsors that are interested in supporting YP's?

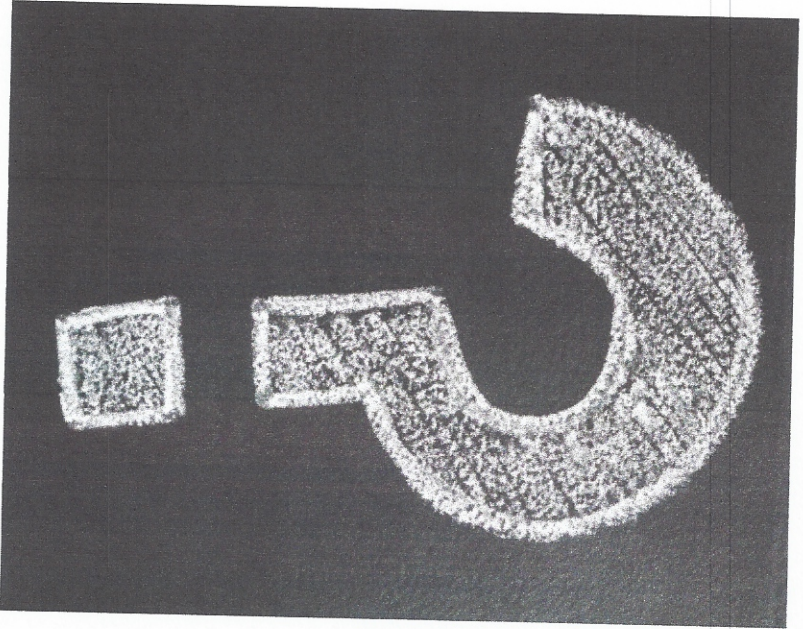
Who from your chapter is interested in the YP program?



Global Strategy?

- Councils
- Communities
- Facility Management Journal
- IFMA Foundation





End Brief

World Workplace 2020

- Virtual Happy Hour
 - Break out groups
 - Administrator
 - Ice breakers
 - Connecting

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
5-Nov-20

INCOME:1000						SUB TOTALS INCOME	SUB TOTALS EXPENDED
		BUDGET	ACTUAL	BALANCE	% IN		
1000	Beginning Balance	\$ 8,526.43	\$ 8,526.43	\$ -	100%	\$ 6,426.81	
1010	MEMBERSHIP (66 Mems@175 per)	\$ 15,107.57	\$ 6,425.00	\$ 8,682.57	43%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1030		\$ -	\$ -	\$ -	0%		
1040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
1050		\$ -	\$ -	\$ -	0%		
1061	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
1060	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 1.81	\$ 33.19	#DIV/0!		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -	5%		
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 19,142.57	\$ 6,426.81	\$ 12,715.76	34%		
EXPENSES:							
\$ 8,584	ADMINISTRATIVE EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		\$ (148.00)
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	\$ 134.00	\$ 148.00	\$ (14.00)	110%		
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	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		\$ -	\$ -	\$ -	#DIV/0!		
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	\$ -	0%		
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	#DIV/0!		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
\$3,435	COMMUNICATIONS EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		(\$544.00)
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ 3,000.00	\$ 544.00	\$ 2,456.00	18%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -	0%		
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		\$0.00
3110	Programs - Facility Rental	\$ -	\$ -	\$ -	0%		
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -	0%		
3113	Program supplies	\$ 150.00	\$ -	\$ 150.00	0%		
3114	Day on the Hill	\$ 300.00	\$ -	\$ 300.00	0%		
3120	Program gifts	\$ -	\$ -	\$ -	0%		
3121	Sustainability Program	\$ 300.00	\$ -	\$ 300.00	0%		
3122		\$ -	\$ -	\$ -	#DIV/0!		
\$4,300	CERTIFICATION EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -	0%		
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -	\$ -	0%		
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	0%		
\$1,000	CHAPTER DONATION EXPENSE	BUDGET	ACTUAL	BALANCE	% Spent		\$0.00
3310	IFMA Foundation	\$ -	\$ -	\$ -	#DIV/0!		
3320	Donation Fund	\$ -	\$ -	\$ -	#DIV/0!		
3330	Community Outreach	\$ 1,000.00	\$ -	\$ 1,000.00	0%		

\$450 MEMBERSHIP									
3610	Name Tags	\$	50.00	\$	-	\$	50.00	0%	\$0.00
3620	New Member Meal Expenses	\$	100.00	\$	-	\$	100.00	0%	
3630	Prizes	\$	-	\$	-	\$	-	#DIV/0!	
3640	Snacks/Misc	\$	300.00	\$	-	\$	300.00	0%	
3650	Retention Expenses	\$	-	\$	-	\$	-	0%	
	TOTAL OPERATING BUDGET EXPENSES		\$ 23,519.00		\$ 692.00		\$ 22,827.00	3%	
EVENT RECONCILIATION									
	Scholarship Tournament		BUDGET		Income		Expenses	%	Income
4010	Tournament Sponsorship and Registration Revenue	\$	16,000.00	\$	-			0%	0.00
4011	Tournament Cash Revenue	\$	-					#DIV/0!	
4015	Scholarship Fund Donations	\$	-					0%	
4020	Tournament Expenses	\$	12,000.00					0%	
4030	HACC Donation	\$	-					0%	
4040	Foundation Scholarship	\$	4,000.00					0%	
4041	Foundation Scholarship Travel and Hotel Expense	\$	-					#DIV/0!	
	Membership Event		BUDGET		Income		Expenses		Income
4110	Sponsorships	\$	-	\$	-			#DIV/0!	0.00
4111	Other Income	\$	-	\$	-				
4120	Membership event - facility	\$	250.00						
4121	Membership event - meals	\$	750.00						
4122	Membership event - gifts (including gift IFWA Membership)	\$	500.00					0%	
4123	Membership event - supplies	\$	100.00					0%	
4124	Membership event - advertising	\$	300.00					0%	
4125	Membership Drive	\$	500.00						
	Annual Meeting		BUDGET		Income		Expenses		Income
4210	Sponsorships and Guest Registrations	\$	-	\$	-				0.00
4220	Meals and Site Rental	\$	1,500.00					0%	
4231	Awards	\$	200.00					0%	
4232	Supplies	\$	50.00					0%	
4240	Sponsor Gifts	\$	-					0%	
4250	Member Gifts	\$	-					0%	
4260	FM of the Year World Workplace Registration Fees	\$	-					#DIV/0!	
4261	FM of the Year World Workplace Travel and Lodging Expenses	\$	-					#DIV/0!	
	Sub Total Fund Raisers		\$ 16,000.00		\$ -		\$ -		
	TOTAL PROJECTED INCOME (less Begin Balance)		\$ 43,669.00						\$6,426.81
RECONCILIATION:									
	TOTAL PROJECTED EXPENSES		\$ 43,669.00						
	EXPENSES GREATER THAN INCOME		\$ -						

	FY INCOME	FY EXPENDITURES	FY BALANCE	CK BAL
	\$ 6,426.81	\$ (692.00)	\$ 5,734.81	\$ 14,261.24
	Reported Income	Reported Expended		
	\$ 6,426.81	-\$692.00		

CLAAR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 43,669.00	\$ 6,426.81	14.72%
EXPENSE	\$ 43,669.00	\$ 692.00	1.58%

IFMA
Central Pennsylvania Chapter

Oct-20
Tuesday November 5, 2020

Beginning Balance Checking and Money Market Accounts October 1, 2020

\$58,499.77

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	2,575.00	IFMA DUES
\$	1,400.00	IFMA DUES
\$	-	
\$	-	Merchant ID
\$	0.47	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 3,975.47

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (100.00)

Accounts Closing Balance 10/30/2020

\$62,375.24

Certificates of Deposit Beginning Balance

\$ 9,495.69

Integrity Bank	1.20%	Int	10/12/2020	\$	3.48
				\$	3.48

Certificates of Deposit Closing Balance 10/30/2020

\$ 9,499.17

Total Unobligated Assets 10/30/2020

\$ 71,874.41

Respectfully Submitted,

Rob McFadden
Chapter Treasurer