

Meeting Agenda –November 19, 2025

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

- **Executive Board Reports:**

- President: Jim R.
 - Called to order at 9:02AM
 - Nothing to Report
- Past President: Vacant Position
- 1st VP: Scoop -
 - See Attached
- 2nd VP - Nate -
 - No Report
- Secretary: Jolene –
 - See Attached
 - Jolene will not make the next board meeting. Someone else should create the meeting invite and compile the agenda and reports.
- Treasurer: Marci –
 - See Attached
 - Motion was made to approve Treasurer's report, all approved.

- **Committee Reports:**

- Communications: Jolene –
 - See Secretary Report
- Credentials: Lesley –
 - No Report
- Membership: Kevin/Shelly/Doug Aldinger
 - See Attached
 - Suggesting a membership drive at our annual meeting next June. Priscilla and Kevin to discuss and brainstorm some ideas.
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie –
 - No Report
- Government Affairs Advocacy: Kurt Twiford –
 - No Report
- Programs/Golf Outing/Annual Meeting/Community Outreach: Scoop/Priscilla/Nate
 - See Attached Report
 - Holiday Get Together - Priscilla will send out an email of what members could bring for donations to York SPCA.
 - Some great programs scheduled for next year, thanks Scoop and committee.
 - Scoop and Marcie will work together to get pictures posted of our IFMA membership drive event at Hemauer.
 - Annual Meeting will be in June and Priscilla suggested we save the date at Duke's. June 17th works, Priscilla will try and get it on their calendar.
 - Golf Outing - Save the date document is being worked on and Jolene and Marci are working on the Sponsorships for our 2026 tournament at 2025 pricing.
 - Community Outreach
- **New business/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. Chris doesn't have the key, and the box is at the Derry Street Post Office.
 - Jim requested we revisit this topic next month after some research is done.
 - Open Item: Propose we cancel Zoom – will renew 4/4/2026 – Savings of \$169.49.
 - Lesley shared that some IFMA Fellows are working their way around the country promoting Faciliton. Having a student competition in Hershey (around the date of Facility Fusion in April.) Lesley will send us some more information as they'll be looking for volunteers to help at this event and others leading up to this. We can use this as a way of getting FM out there as well at these Skills USA events.

Meeting adjourned at 9:50AM

Next scheduled board meeting is Wednesday, December 17th at 9AM

**1st Vice President & Programs Committee Monthly Reports
For Board Meeting on November 19, 2025**

1st Vice President Report

- No report

Programs Committee Report

Past Events:

- Friday, November 7, 2025: Risk Management to include Risk Financing and Risk Control
 - Low attendance of 8 people but the program went well and was educational

Upcoming Events:

- December 2025: Holiday Event
 - Location: Hidden Still Spirits, Hershey
 - Timeline: 415-7pm
 - Community outreach donation – York County SPCA
 - In addition to attendee donations, our chapter will be donating \$10 per attendee

Events for 2026:

- Thursday, January 22, 2026: Utility Procurement and Energy Market Update
 - Presenter: Utility Rates Analyst
 - Timeline: 1130am-130pm
 - Location: Restoration Relief, Ephrata (will also be offered virtually)
- Tuesday, February 10, 2026: Facility Management Strategies in Commercial Real Estate
 - Presenter: Campbell Commercial Partners
 - Timeline: 1130am-130pm
 - Location: Schaedler-Yesco, Mechanicsburg (will also be offered virtually)
- March 2026: Resilience, Recovery, and Reconstruction with Building and Life Safety at the Core
 - Location: Bird-in-Hand Restaurant, Lancaster
 - Presenters: Restoration Relief and Siemens
 - Proposed Timeframe: Beginning of March at lunchtime
- HIA – behind the scenes tour
 - April or May--shooting for early April (avoiding Facility Fusion dates 4/7-4/9/26)
- PA State Police Academy – tour (through Wohlsen Construction)
 - April or early May—shooting for early May
- Members 1st -- tour of building systems (roof, data room, etc.)
 - April, May, or June--waiting to set this date after HIA and PSP tours are locked in but shooting for early June
- FM Panel and Roundtables at Thaddeus Stevens
 - Date tbd



Secretary Report/Communications Committee

Month ending October 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Worked with Scoop to email upcoming meetings.
3. Worked with a few members on sign-ins.
4. Helped Priscilla coordinate Food Bank Sign-Ups

Planned activities for Next Period

1. Work with program committee to update website on upcoming events
2. Setting up website for Sponsors to sign up for next year's golf tournament at 2025 prices.
3. Continue cleaning up website.

Issues/Concerns

Submitted by Jolene Fink



October 2025 Treasurer's Report

Prepared for
November 19, 2025 Board Meeting

Beginning Balance Checking Account *5910 10/1/2025 \$60,687.97

Deposits

	31-Oct	\$	0.51	Interest
TOTAL DEPOSITS		\$	0.51	

Expenditures

	2-Oct	\$	(49.90)	Star Chapter - updated pricing in effect**
	6-Oct	\$	(723.89)	Reoccurring Monthly Website Fee
	17-Oct	\$	(721.91)	BILLPAY CK to Debra Massott - Reimbursement Event on 10/2/2025
				BILLPAY CK to Debra Massott - Reimbursement Event on 10/7/2025
TOTAL EXPENDITURES		\$	(1,495.70)	

Checking Account Closing Balance	10/31/2025	\$59,192.78
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Beginning Balance Scholarship Fund Savings Account *7278 10/1/2025 \$3,126.20

Deposits

	30-Sep	\$	0.05	Interest
TOTAL DEPOSITS		\$	0.05	

Expenditures

	\$	-
TOTAL EXPENDITURES	\$	-

Scholarship Fund Closing Balance	10/31/2025	\$3,126.25
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Certificate of Deposit *11-1 Beginning Balance	10/1/2025	\$	10,295.90
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25		\$	-

Certificate of Deposit Closing Balance	10/31/2025	\$	10,295.90
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Certificate of Deposit *32-1 Beginning Balance	10/1/2025	\$	11,058.54
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 3/15/26		\$	-

**renewed on 3/15/2024

Certificate of Deposit Closing Balance	10/31/2025	\$	11,058.54
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Paypal Beginning Balance	10/1/2025	\$	3,107.05
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\$	(3,107.05)	Transferred to Checking Account
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\$	(3,107.05)
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does not include transactions direct from checking above

Paypal Closing Balance	10/31/2025	\$	-
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Total Unobligated Assets	10/31/2025	\$83,673.47
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Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2025 - June 30, 2026

Budget Tally to date thru

10/31/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	17000	\$6,418.75	\$10,581.25	
Total Membership Revenue	17000	\$6,418.75	\$10,581.25	
Meetings and Programs				
Registration Revenue	600	\$418.90	\$181.10	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	\$418.90	\$181.10	
Golf Event				
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$9,253.12	\$16,746.88	
Raffle (day of collected)	0	\$2,095.75	-\$2,095.75	**updated 7/31/25 after the change in reconciliation - will add \$ for next years budgeting**
Total Golf Event Revenue	26000	\$9,253.12	\$14,651.13	
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	\$217.90	\$482.10	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2
Total Administrative and Other	20700	\$217.90	\$20,482.10	
Total Revenue	64700	\$16,308.67	\$46,295.58	
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	\$1,567.41	\$1,432.59	
Other	0		0	
Total Membership Expense	3200	\$1,567.41	\$1,632.59	
Meetings and Programs				
Food / Beverage	3000	\$2,439.02	\$560.98	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	\$2,439.02	\$2,060.98	
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** Added to Meetings and programs for Reconciliation Worksheet
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	Deposit for Annual Meeting Added to Meetings and programs for Reconciliation Worksheet
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	\$0.00	\$5,000.00	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	2720.01	24279.99	
Total Expense	65700	29384.64	36315.36	
NET INCOME (LOSS)	-1000	-\$13,075.97	\$9,980.22	

Monthly Check-Balance

Income	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	
Membership		2443.75	3975	0									\$6,418.75
Event Registration	190.7	209.25	18.95	0									\$418.90
Golf Outing Sponsorships	8552.26	700.86											\$9,253.12
Golf Outing Raffle/Player Package		2095.75											\$2,095.75
FMP Course Registration		26424.85											\$26,424.85
Scholarship Donation			1000										\$1,000.00
Other													
Interest	0.6		216.74	0.56									\$217.90
Monthly Income Total	8743.56	31874.46	4993.95	0	0	0	0	0	0	0	0	0	\$45,611.37
Expenses	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	
Postage													\$0.00
Printing													\$0.00
Website Fees	49.9	1417.71	49.9	49.9									\$1,567.41
Meeting Food/Beverage			993.22	1445.8									\$2,439.02
Meeting Other													\$0.00
FMP Payment to IFMA		14040											\$14,040.00
FMP Payment to AFD Professional Services, LLC (Alana)		14660											\$14,660.00
Golf Outing Food/Beverage													\$0.00
Golf Outing Course Fees		19859.54											\$19,859.54
Golf Outing Other	800	1998.66											\$2,798.66
Annual Meeting Food/Beverage													\$0.00
Donations													\$0.00
Conference Travel/Expenses			2702.01										\$2,702.01
Scholarships													\$0.00
Other		18											\$18.00
Monthly Expense Total	849.9	51993.91	3745.13	1495.7	0	0	0	0	0	0	0	0	\$58,084.64

Programs	4/22/25 Day on tl 5/6 Ballpark - MC 5/21 - Fire Alarm 6/4 - Thaddeus 6/18 - Annual Mee 7/15 - Brew Creat 9/11 - Jura Tour 10/2 - Thaddeus 10/7 - FMP Beer 10/14 - Volunteer												
Income	40	0	0	80	260	160	220	0	60	0			
Attendance/Registered Members	12	8	8	12	29	16	14	7	17	9			
Attendance/Registered Non-Members	10	0	0	6	14	10	26	2	10	4			
Total Attendance	22	8	8	18	43	26	40	9	27	13			



Membership Committee Report

11/2025

- Committee Members Update:
 - Kevin Zumbrum
 - Shelly Matter
 - Dick Michaelian
 - Doug Aldinger
 - Suzanne Leopold
- Current Reporting: Updated 11/18/2025
 - Total Members: 129 (Jan 2025 we had 101)
 - 1 New members joined in past 30 days
 - 4 memberships expiring within 30 days
 - 9 memberships expired in past 3 months

Current Activity Status: New Membership and Retention

- New Membership Drive: Working with Programs on a Spring Membership Drive
 - Referral rewards contest?
 - Add contest to each event email
- Student Engagement
 - Thaddeus Stephens College of Technology
 - Working on with National to allow these students to sign up, any update?
- **Our committee will be reaching out to these members to help our retention:**
 - **New Members:** We will reach out individually to the people who just joined so they have a local member they can interact with and hopefully we'll be able to encourage them to come to our events and start to participate in our chapter. - **Kevin**
 - **Expired memberships:** we will also reach out to the members whose memberships just recently expired to see if we can get them to not only sign back up but to also get involved in our chapter and come to some of our events. – **Suzanne/Doug**
- **Goals and Future Plans**
 - Increase our overall Membership numbers
 - ◆ Student, Professional, Associate etc.
 - Increase our engagement and participation of our current members at our events

- ◆ Want to get the Professional to Associate participation closer to 50/50 at our events.
- Retain the members we have and increase their involvement in our chapter
- Increase the number of CFM and FMP certifications at our local chapter.

Submitted by: Kevin Zumbrum