



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Board of Director's Meeting – October 2019

Location:	PA Turnpike Building if in person See call in code you cannot make it in person	Conference Phone No.:	Toll ----- +1-415-655-0003 Access code: 641933009
Meeting Date:	October 8, 2019	Start Time:	7:30 a.m.
Attendees	Priscilla-On Call, Kristan T-On Call, Matt W-On Call and In Person, Jack E-On Call, Lauren L-In Person, Chris C-In Person, Amber G-In Person, Rob M-On Call		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order by Chris C at 7:40am. Welcome & Opening Remarks – Chris Collier
2	Officer Reports: President – Chris Collier. (Term Expires 6/30/20) - 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 is Scheduled and up on the Website - Priscilla is working on details for the January meeting at PA American Water - New Member Breakfast is scheduled for 9/25/2019 at the turnpike building. Canceled and rescheduled for December. - Populate Committees – move towards not having committees of one – I still am behind on recruiting phone calls - We have nine members registered for World Work Place – roster attached - I am working on a presentation on Scheduling and following through with Facility Maintenance. - October Meeting a Spooky Nook. Limited Seating. The Founder will be speaking. Building two more sites in Cincinnati and Georgia. Lauren L. so far 21 people signed up. 1st Vice President's Report – Priscilla St. Jacques-Glusko (Term Expires 6/30/20)-Please see attached report. Positive feedback from Sustainability September. 2nd Vice President's Report – Matt Reis - (Term Expires 6/30/20)-No updated report. Not on call. Secretary's Report (Publicity)– Kristan T. (Term Expires 6/30/20)-Please see attached report. Treasurer's Report for July – Rob M. (Term Expires 6/30/20)-Please see attached reports. No update for recertification. Rob M. will reach out. Rob M. monthly deposits roughly \$1,750.00. Kristan asked about matured CD and Rob M. confirmed the CD to mature in 2020. Chris C made a motion to approve Treasurer's Report. Priscilla to 2nd. All in favor. Report approved. Past President (Webmaster Report) – Please see attached report. Lauren L. asked about getting reimbursed for the Chapter dinner. Already approved.
3	Committee Reports:



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	• Advocacy – Kurt T. - (Term Expires 6/30/20)-Please see updated report. • Credentials – Amber G. (Term Expires 6/30/20)-No updated report. Lesley G to hold a CFM course. Amber to coordinate that. Updated training material to come out in Feb/March. • Community Outreach - Vacant • Professional Development – Vacant • Membership – Jack Elridge. - (Term Expires 6/30/20)-Please see updated report. Jack E. to hold a membership drive. Possibly in March or April. Jack. to pick a restaurant for New Member Breakfast. Let the board know when and where and hopefully some of us can attend as well. His committee meets once a month after programs. They meet at Country Meadows. • Publicity – Kristen T. (Term Expires 6/30/20)-Please see updated report. • Sponsorship/Partnership – Chris Coller (interim) (Term Expires 6/30/20)-No attached report. Chris C. partnership is up the end of Oct. • Strategic Planning - Jolene F. (Term Expires 6/30/19)-Not attached report. • Sustainability – Matt Wardecker (Term Expires 6/30/19)-Please see attached report. Priscilla suggested to start planning Sustainability September in the spring for the following year. • Golf Committee – John S./Randy G. (Term Expires 6/30/19)-No updated report. • Scholarship and Awards Committee – Vacant. (Term Expires 6/30/19) • Webmaster – Lauren L.
4	• Old Business: Jack E. asked what the role was for the Professional Development Committee. Lauren L. explained the planning the monthly programs. Kristan T said descriptions are on the website under each committee. 7 out of the 12 (5 are currently planned) are needed to benefit the Chapter. Chris C. meetings scheduled through Feb. March is "Day On The Hill".
5	New Business: • Next Meeting – October 23rd 11:30 @ Spooky Nook – 21 Registered as of today • Next Board Meeting is 11/12/2019
6	Next Board Meeting: November 12, 2019 @ Turnpike Bldg. - Board Meeting Schedule for remainder of this Board's Term - December 10th - January 14th - February 11th - March 10th - April 7th - May 12th - June 9th
7	Jack E. made a motion to adjourn the meeting. Lauren L. 2nd. Meeting adjourned at 8:19am.

Trusky, Kristan

From: Priscilla St.Jacques-Glusko <Priscilla.St.Jacques-Glusko@Haworth.com>
Sent: Monday, October 7, 2019 2:28 PM
To: chris.collier@getcleanteam.com; Trusky, Kristan; lleipzig; Matt Reis; RMcFadden; Amber Gratkosky; Jack Eldridge; John Selfe; Julie Kopp; Kurt Twifoed; mwardecker@goarmstrong.com
Subject: RE: Agenda and received reports

VP report: updated member surveys from September and YTD (will hand out at meeting tomorrow)
Sustainability- no update
Worldworkplace- several members attending, hoping we can ask them for descope at next meeting

Priscilla St Jacques-Glusko
Sr Business Development Manager

D 717 343 9322

One Haworth Center, Holland, MI 49423-9576 USA
616 393 3000

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From: chris.collier@getcleanteam.com <chris.collier@getcleanteam.com>
Sent: Monday, October 7, 2019 2:12 PM
To: Kristen Trusky <ktrusky@aafintl.com>; lleipzig <lleipzig@paturnpike.com>; Matt Reis <mareis@pa.gov>; Priscilla St.Jacques-Glusko <Priscilla.St.Jacques-Glusko@Haworth.com>; RMcFadden <RMcFadden@psl.org>; Amber Gratkosky <agratkow@paturnpike.com>; Jack Eldridge <JackE@rsensenig.com>; John Selfe <johnselfe@mcclureco.com>; Julie Kopp <Julie.mcgill-kopp@baesystems.com>; Kurt Twifoed <ktwiford@conexus.biz>; mwardecker@goarmstrong.com
Subject: Agenda and received reports

CHRIS COLLIER
CLEANTEAM
651 MARKET STREET
LEMOYNE, PA 17043

SECRETARY REPORT

OCTOBER 2019

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. September meeting minutes approved on 10-2-19 and added to the website on 10-8-19 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
8-Oct-19

INCOME:1000	BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
1000	Beginning Balance		\$ -	100%	\$ 5,480.80	
1010	MEMBERSHIP (100 Mems@175 per)	\$ 17,500.00	\$ 5,125.00	29%		
1020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	0%		
1030	Certification Income	\$ -	\$ -	#DIV/0!		
1040	Programs Income	\$ 2,000.00	\$ 340.00	17%		
1050			\$ -	#DIV/0!		
1060	Community Outreach Donations	\$ -	\$ -	#DIV/0!		
1061	Program Sponsorship Donations	\$ -	\$ -	#DIV/0!		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 15.80	45%		
1091	Chapter CD Liquidation	\$ -	\$ -			
	TOTAL PROJECTED INCOME WITHOUT EVENTS	\$ 21,535.00	\$ 5,480.80	25%		
EXPENSES:	BUDGET	ACTUAL	BALANCE	% Spent		
\$ 8,532 ADMINISTRATIVE EXPENSE	\$ 150.00	\$ -	\$ 150.00	0%		\$ (134.00)
2110	Insurance	\$ -	\$ -	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	163%		
2150	Facility Fusion Travel and Lodging, conference Expenses (1 Attendee)	\$ 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 Travel Expenses (2 Attendee)	\$ -	\$ -	0%		
2162	World Workplace Officer's Room Expense (1 officer and FM of the year)	\$ 6,000.00	\$ -	0%		
2163	World Workplace Officer's Room Expense (2 Attendee)	\$ -	\$ -	#DIV/0!		
2165	World Workplace Other Expenses	\$ 500.00	\$ -	0%		
2170	Chapter of the Year Award Submission Consultant	\$ -	\$ -	#DIV/0!		
2180	Miscellaneous Bank, Document Imaging & Other charges	\$ -	\$ -	0%		
2181	Chapter CD Purchases	\$ -	\$ -	#DIV/0!		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	0%		
\$0 COMMUNICATIONS EXPENSE	\$ -	\$ -	\$ -	0%		\$ (887.51)
2210	Advertising	\$ -	\$ -	#DIV/0!		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	0%		
2231	Web hosting expense	\$ -	\$ 887.51	#DIV/0!		
2232	Web design and maintenance fees	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -			\$ (451.74)
\$ 5,750 EDUCATIONAL PROGRAM EXPENSE	\$ -	\$ -	\$ -	0%		
3110	Programs - Facility Rental	\$ -	\$ -			
3111	Program meals	\$ 5,000.00	\$ 451.74	9%		
3112	After Hours Refreshment Expenses	\$ -	\$ -			
3113	Program supplies	\$ 150.00	\$ -			
3114	Day on the Hill	\$ 300.00	\$ -			
3114	Program gifts	\$ -	\$ -			
3120	Sustainability Program	\$ 300.00	\$ -			
3121		\$ -	\$ -			
3122		\$ -	\$ -	#DIV/0!		
\$4,300 CERTIFICATION EXPENSE	\$ 1,000.00	\$ -	\$ 1,000.00	0%		\$0.00
3201	Supplies	\$ -	\$ -			
3202	Speaker fees & travel	\$ -	\$ -			
3203	CFM Annual Review Class/FM Essentials	\$ -	\$ -			
3204	Meals	\$ 100.00	\$ -			
3205	Congratulations gift	\$ 200.00	\$ -	0%		
3206	IFMA CFM/FM Essentials Trainer Certification costs	\$ 3,000.00	\$ -	0%		
\$1,000 CHAPTER DONATION EXPENSE	\$ -	\$ -	\$ -	0%		\$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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MEMBERSHIP									
\$450									\$0.00
3610		Name Tags	\$ 50.00	\$ -	\$ 50.00			0%	
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	\$ -	\$ -	\$ -				
TOTAL OPERATING BUDGET EXPENSES			\$ 20,032.00	\$ 1,473.25	\$ 18,558.75			7%	
ACTUAL									
EVENT RECONCILIATION									
Scholarship Tournament									
\$ (1,114.89)	4010	Tournament Sponsorship and Registration Revenue	\$ 18,647.00	\$ 17,279.29				93%	
	4011	Tournament Cash Revenue	\$ -					#DIV/0!	
	4015	Scholarship Fund Donations	\$ -						
	4020	Tournament Expenses	\$ 12,000.00		\$ (12,394.18)			-103%	
	4030	HACC Donation	\$ -					0%	
	4040	Foundation Scholarship	\$ 4,000.00		\$ (6,000.00)			-150%	
	4041	Foundation Scholarship Travel and Hotel Expense	\$ -					#DIV/0!	
TOTAL			\$ 17,279.29	\$ (18,394.18)					
Membership Event									
\$ -	4110	Sponsorships	\$ 500.00	\$ -				0%	0.00
	4111	Other Income	\$ -	\$ -					
	4120	Membership event - facility	\$ 250.00		\$ -				
	4121	Membership event - meals	\$ 750.00		\$ -				
	4122	Membership event - gifts (including gift IFMA Membership)	\$ 500.00		\$ -			0%	
	4123	Membership event - supplies	\$ 100.00		\$ -			0%	
	4124	Membership event - advertising	\$ 300.00		\$ -			0%	
	4125	Membership Drive	\$ 500.00		\$ -				
TOTAL			\$ 500.00	\$ -	\$ -				
Annual Meeting									
\$ (114.95)	4210	Sponsorships and Guest Registrations	\$ 500.00	\$ -					-114.95
	4220	Meals and Site Rental	\$ 1,500.00						
	4231	Awards	\$ 200.00		\$ (114.95)			0%	
	4232	Supplies	\$ 50.00					-57%	
	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			\$ 19,647.00	\$ -	\$ (114.95)				
TOTAL PROJECTED INCOME (Less Begin Balance)			\$ 41,182.00	\$ 17,279.29	\$ (18,509.13)	\$ (1,229.84)			
RECONCILIATION:									
TOTAL PROJECTED EXPENSES			\$ 39,682.00						
EXPENSES GREATER THAN INCOME			\$ (1,500.00)						
TOTAL			\$ 41,182.00	\$ 17,279.29	\$ (18,509.13)	\$ (1,229.84)			
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TOTAL PROJECTED INCOME (Less Begin Balance)			\$ 41,182.00						
TOTAL PROJECTED EXPENSES			\$ 39,682.00						
EXPENSES GREATER THAN INCOME			\$ (1,500.00)						
TOTAL			\$ 41,182.00	\$ 17,279.29	\$ (18,509.13)	\$ (1,229.84)			
TOTAL PROJECTED INCOME (Less Begin Balance)			\$ 41,182.00						
TOTAL PROJECTED EXPENSES			\$ 39,682.00						
EXPENSES GREATER THAN INCOME			\$ (1,500.00)						
TOTAL			\$ 41,182.0						

IFMA
Central Pennsylvania Chapter

Sep-19
 Tuesday October 8, 2019

Beginning Balance Checking and Money Market Accounts September 1, 2019

\$41,976.24

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	1,750.00	IFMA DUES
\$	180.00	Mecharnt ID
\$	-	
\$	5.06	Checking interest
\$	-	

TOTAL DEPOSITS

\$ 1,935.06

Expenditures

\$	(85.00)	Star Chapter
\$	(21.66)	Star Chapter
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (106.66)

Accounts Closing Balance 9/31/2019

\$43,804.64

Certificates of Deposit Beginning Balance

\$ 9,449.86

Integrity Bank	1.20%	Int	9/12/2019	\$	3.57
				\$	3.57

Certificates of Deposit Closing Balance

30-Sep-19

\$ 9,453.43

Total Unobligated Assets 9/31/2019

\$ 53,258.07

Respectfully Submitted,

Rob McFadden
 Chapter Treasurer

PUBLICITY REPORT

OCTOBER 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

Trusky, Kristan

From: Kurt Twiford <ktwiford@conexus.biz>
Sent: Tuesday, October 8, 2019 7:22 AM
To: McFadden, Robert; Trusky, Kristan; chris.collier@getcleanteam.com; priscilla.st.jacques-glusko@haworth.com; lleipzig@paturnpike.com; Matt Reis; John Selfe; julie.mcgill-kopp@baesystems.com; mwardecker@goarmstrong.com
Subject: Board meeting today

Sorry all, but I can't make the meeting this morning. I have no Advocacy Committee meeting report. I was not able to attend the Advocacy Day in DC this year, which was a few weeks ago. I will try to secure a report (hopefully Tom attended) and make a report for the November meeting.

Thanks-

Kurt A. Twiford
President/CEO
Conexus, Inc.
2700 Turnpike Industrial Drive
Middletown, PA 17057
Cell: 717/222-4150
www.conexuscommunity.com

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MEMBERSHIP REPORT

MONTHLY REPORT

OCTOBER 2019

Accomplishments for Current Period

- Implemented greeting and name badges
- Implemented connecting with renewals and new members

Current Activity Status

1. Working on Spring New Member drive ideas

Issues and Concerns

- New member Breakfast

Ideas

- New members (and potential members?) will be invited to a New Member Breakfast on these dates 9/25/19, 12/11/19, 3/25/20 and 6/24/20.
- Membership meeting is held the Wednesday following each monthly IFMA meeting. 6:30 AM at Country Meadows Restaurant 81 Hershey Rd, Elizabethtown, PA 17022
- New Member Drive event 3-4/20

Submitted by Jack Eldridge, Membership Chair



PAST PRESIDENT/WEBMASTER REPORT

OCTOBER 2019

Accomplishments for Current Period

- Website is up and running. Working on familiarizing myself with the platform.
- Added info for November meeting to the website.

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.

- I will be the rep for Small Chapter on the Inaugural Education Congress. The first conference call is in a few weeks and the first meeting will take place at WWP.
- I will also be speaking about chapter leadership at WWP in October.

Submitted by Lauren Leipziger, MBA, CFM

Presenters Knowledge and ability	25	3	
Program Visuals and or handouts	17	6	
Room Lightng and Noise	2	11	
Program Content	22	4	
Application of Content to your JOB	8	4	1

Which Topics Interest you?

Assessment of Facility Needs	10
Strategic Planning	8
Project Management	13
Preventative/Predictive Maintenance	11
Finance /Contracts	2
Workplace Trends	11
Daylight and Views	2
Sustainability	15
High Performance Building Operations	12
Mobility in the workforce/building	2

Primary Role

Facility Manager	5
Professional	3
Builder/contractor/developer	3
Project Manager	3
Architect	1
Deisgn Professional	2
Industry Professional	2

Membership or Credentials

IFMA CFM	3
IFMA SFP	
IFMA FMP	
AIA	1
IIDA	1
CPM	1
PE	1

How can we improve comments:

Very impressive speaker
 larger room
 move geography for meetings around
 Great contecnt
 love the carbon discussion
 need case studies and cost analysis
 program outstanding
 access to powerpoint
 very useful information

very thought provoking
information without a sales push
excellent presenattion