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Board of Director's Meeting – October 2020

Location:	Zoom	WEBEX	Emailed Link
Meeting Date:	October 13, 2020	Start Time:	7:30 a.m.
Attendees	Chris Coller; Kristan Trusky; Lauren Leipziger; Priscilla St. Jacques-Glusko; Julie McGill-Kopp		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order by Chris Coller at 7:37am. Welcome & Opening Remarks – Chris Coller
2	Officer Reports: President – Chris Coller. (Term Expires 6/30/21) - The Executive Board was elected as submitted and our term will go through June 30, 2021 - The chapter certification documents were submitted by our chapter liaison to international and we have not heard any other information - Component Education License Agreement is due and will submit by end of the Month - We only have heard from one accounting group for costs on a review of our finances. Chris to work on getting more quotes so we can vote on it next month. - October 28th will be our first FM forum – I will host - 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 - Congrats to Priscilla and Matt for Sustainability September Program with Lancaster Waste Management. 90% of waste goes to producing electricity. Carbon footprint is growing. Looking to do another program in the future. Priscilla will follow up to see about posting the content of the program on our website. - International approved a 75% credit on local dues through 10/31/2021 - We as a Board should try to fill 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. Priscilla to help Lauren with job descriptions for website. Kristan T to update agenda with correct terms for each board member. FM only forum for February. Looking at February 28, 2021. 1st Vice President's Report–Priscilla St. Jacques-Glusko (Term Expires 6/30/21)–No updated report. Priscilla to work with John Selfe on golf outing next summer (August 2021). Chris suggested the possibility of Partnerships going towards golf tournament. Discuss further. Discussion on chapter paying certification fee if courses are passed. Priscilla suggested making a one-time donation to a charity. Chris is going to look further into the bi-laws and donations. 2nd Vice President's Report–Julie McGill-Kopp (Term Expires 6/30/21)–No updated report. Julie would like to attend Facility Fusion or WWP. Chapter would expense any fees. This years are virtua (attending Leadership Components Forum). Secretary's Report (Publicity)–Kristan T. (Term Expires 6/30/21)–Please see attached report.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Treasurer's Report for July—Rob M. (Term Expires 6/30/21)-Please see attached report. Approval was sent over by email on 10-14-20. Kristan Trusky made a motion to approve. Chris Coller and Priscilla 2nd. Treasurer's report Approved. • Past President (Webmaster Report) – Lauren Leipziger-No updated report.
3	Committee Reports: • Advocacy—Kurt T.-No updated report. • Credentials—Amber G.-No updated report. • Community Outreach - Vacant • Professional Development – Vacant • Membership—Jack Elridge.-No updated report. • Publicity—Kristan T.-Please see attached report. • Sponsorship/Partnership—Chris Coller (interim)-No updated report. • Strategic Planning-Past president (1 year term)-Lauren Leipziger • Sustainability—Matt Wardecker-No updated report. • Golf Committee—John S./Randy G.-No updated report. • Scholarship and Awards Committee—Doug Enoch-No updated report. • Webmaster—Lauren L.-No updated report.
4	Old Business: • Fill in our committee's priority one
5	New Business:
6	Next Board Meeting: November 10th via Zoom
	Board meeting adjourned by Chris Coller at 8:12am.

SECRETARY REPORT

OCTOBER 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. September's meeting minutes approved on 10-13-20 and added to the website on 10-13-20 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

OPERATING BUDGET FY2020-21
IFMA Central PA Chapter
13-Oct-20

NOTE: 1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
000	Beginning Balance	\$ 8,926.43	\$ 8,926.43	\$ -		\$ 2,451.34	
010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 2,450.00	\$ 12,657.57	100%		
020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	16%		
030		\$ -	\$ -	\$ -	0%		
040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
050		\$ -	\$ -	\$ -	0%		
051		\$ -	\$ -	\$ -	0%		
060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
060	Interest and Miscellaneous Income	\$ 35.00	\$ 1.34	\$ 33.66	#DIV/0!		
091	Chapter CD Liquidation	\$ -	\$ -	\$ -	4%		
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ 2,451.34	\$ 16,691.23	13%		
EXPENSES:		\$ 8,584					
ADMINISTRATIVE EXPENSE							\$ (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)	0%		
2150	Facility Fusion Travel and Lodging, conference Expenses (1 Attendee)	\$ 1,800.00	\$ -	\$ 1,800.00	110%		
2151	Facility Fusion Conference Fees (2 Attendee)	\$ -	\$ -	\$ -	0%		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -	\$ -	\$ -	#DIV/0!		
2161	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		\$ -	\$ -	\$ -	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%		
COMMUNICATIONS EXPENSE							(\$444.00)
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	\$ 444.00	\$ 2,556.00	15%		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -	#DIV/0!		
EDUCATIONAL PROGRAM EXPENSE							\$0.00
3110	Programs - Facility Rental	\$ -	\$ -	\$ -			
3111	Program meals	\$ 5,000.00	\$ -	\$ 5,000.00	0%		
3112	After Hours Refreshment Expenses	\$ -	\$ -	\$ -	0%		
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		\$ -	\$ -	\$ -			
CERTIFICATION EXPENSE							\$0.00
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -	0%		
3203	CFM Annual Review Class/CFM Essentials	\$ -	\$ -	\$ -			
3204	Meals	\$ 100.00	\$ -	\$ 100.00	0%		
3205	Congratulations gift	\$ 200.00	\$ -	\$ 200.00	0%		
3206	IFMA CFM/CFM Essentials Trainer Certification costs	\$ 3,000.00	\$ -	\$ 3,000.00			
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%		

IFMA
Central Pennsylvania Chapter

Sep-20
Tuesday October 13, 2020

Beginning Balance Checking and Money Market Accounts September 1, 2020

\$58,222.33

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	Transfer from Savings to Checking
\$	525.00	IFMA DUES
\$	-	IFMA DUES
\$	-	Merchant ID
\$	-	Merchant ID
\$	0.44	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 525.44

Expenditures

\$	(15.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	(148.00)	Chris Coller - Post office box
\$	-	
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (248.00)

Accounts Closing Balance 9/30/2020

\$58,499.77

Certificates of Deposit Beginning Balance

\$ 9,492.10

Integrity Bank	1.20%	Int	9/12/2020	\$	3.59
				\$	3.59

Certificates of Deposit Closing Balance 09/30/2020

\$ 9,495.69

Total Unobligated Assets 9/31/2020

\$ 67,995.46

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

PUBLICITY REPORT

OCTOBER 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