



AGENDA - Board Agenda- Updated Structure

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Julie McGill-Kopp	
President	Amber Gratkowski	Lynn Desantis
Vice President	Jerry Bowers	
2 nd Vice President	Amber Knauss	
Secretary	Jolene Fink	
Treasurer	Marci Carder	
COMMITTEES		
Communications	Lauren Leipziger	Amber Knauss
Credentials	Jerry Bowers	
Membership	Doug Aldinger	Richard Michaelian
Strategic Planning	Chris Collier	Lesley Groff
Scholarship	Priscilla St. Jacques-Glusko	Bruce Wiest
Advocacy/Government Affairs	Kurt Twiford	Tom Koontz
Programs	Lesley Groff	Debra Massott
Subcommittee: Golf Outing	John Selfe	Amber Knauss
Subcommittee: Annual Business Meeting	Lynn Desantis	Julie McGill-Kopp

Agenda/ October 17

8.1 President report

- Current Membership status: 128 Members, four new members this past month. IFMA only showing one additional member from last month. Ryan Null, Horst Construction, John Frank, Calvary Church, Mike Zechman, The Hershey Company, Joe Huber, Wohlsen Construction, Josh Yuninger memberships. Doug, did you send link about the free student membership info to Thaddeus Stevens FM Department, any feedback? Still have 5 free memberships until 10/31, we will pay local memberships. Criteria is that they must be on a committee and attend one event: quarterly. Were they handed out and if not, we can advertise at event today.
- Did we send anything out for member spotlights or job openings? A new credential, project completed, or just a pat on the back! Any feedback from email?
- Reminder to please provide reports to the President the Monday before the board meeting.
- Board Meetings – 3rd Wednesday of each month.
- Marci/Amber – Any updates on the question about \$341 on our recertification?
- Advocacy email sent out from Kurt. Training offered 10/24. October 25 consists of forums and presentations, meet with legislators in the afternoon. Virtual session November 8th 12-1. Need to get on our calendar and website. Any feedback from email?
- Many have received emails from Star Chapter about a sales tax, reached out to headquarters and they said there was nothing we needed to do. Sent Star Chapter the attached letter they sent me.
- Lauren updated the committee descriptions on the website.
- World Workplace 8 attendees, Jolene reimbursed for chapter dinner. Recap?
- John sent out for save the date for golf. Lesley requesting meeting about good, bad, ugly. Any update?
- Lesley requesting someone take over program committee,
- October 18, 2023, event – PTC Pollinator Gardens
- November 15th – Half Day Strategic Session, the Hive in Etown.

8.2 Reports

- Past President Report: Julie -
- Secretary: Jolene -
- VP Report and Certification: Jerry -
- 2nd VP Report – Amber
- Treasurer Report- Marci
- Strategic Planning:
- Membership:
 - Coffee dates have been added to calendar.
- Scholarship / Future FM - Bruce Wiest
- Government Affairs Advocacy: Kurt Twiford – Chris Coller support
- Webmaster-
- Events/ Programs:
 - August/September event
 - Subcommittee
 - Annual Meeting
 - Golf Outing

Meeting - New business

Next scheduled Board Meeting:

Wednesday, November 15th



Credentials Committee/ VP

September 2023

VP:

- Attended World Workplace

Credentials:

Current activity – Engaging individuals on LinkedIn to gauge interest in attaining certifications / answering any questions regarding certifications.

Potential activity – If we are able to form a relationship with colleges via membership committee – Can we provide funding to a few college seniors who plan to enter the industry in some capacity?

Submitted by: Jerry Bowers



Secretary Report – October 23

Current Activities for this Period

1. Attended the September board meeting and submitted meeting minutes for publication on website.
2. Attended Sustainability September at Phoenix Contact, it was a great very informative meeting!
3. Attended World Workplace and met one of our Scholarship Recipients who was very appreciative of our donation.
4. I will not be at the November board meeting as I'll be out of the country.

Planned activities for Next Period

1. Publish board meeting minutes.
2. Attend monthly Communications committee mtg.

Submitted by Jolene Fink



September 2023 Treasurer's Report

Prepared for
October 18, 2023 Board Meeting

Beginning Balance Checking Account *5910	9/1/2023		\$78,212.28
<u>Deposits</u>			
	13-Sep	\$ 57.60	Non-Member Registration for September Event (3)
	18-Sep	\$ 19.10	Non-Member Registration for September Event (1)
	21-Sep	\$ 2,050.00	Member Dues
	29-Sep	\$ 0.62	Interest
TOTAL DEPOSITS		\$ 2,127.32	
<u>Expenditures</u>			
	5-Sep	\$ (9.95)	Full Steam SV9T
	5-Sep	\$ (278.46)	Facility Fusion Expenses
			Check #1259 - Displays and Graphics, Inc
			Golf Outing Signage - Invoice# 27634
			Submitted by Amber Knauss 8/11/2023
	7-Sep	\$ (150.00)	Check #1271 - Amber Gratkowski
			Reimbursement for WWP Gala Dinner
	11-Sep	\$ (150.00)	Check #1260 - Jolene Fink
			Reimbursement for WWP Gala Dinner
	17-Sep	\$ (85.00)	Star Chapter
			Monthly Website Fee
	26-Sep	\$ (150.00)	Check #1272 - Jerry Bowers
			Reimbursement for WWP Gala Dinner
TOTAL EXPENDITURES		\$ (823.41)	
Checking Account Closing Balance	9/30/2023		\$79,516.19
Beginning Balance Scholarship Fund Savings Account *7278	9/1/2023		\$1,415.85
<u>Deposits</u>	9/29	\$ 0.04	Interest
		\$ -	
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
		\$ -	
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	9/30/2023		\$1,415.85
Certificate of Deposit *68-1 Beginning Balance	9/1/2023		\$ 9,756.13
S&T Bank (1.99% Interest Rate)	12-Sep	\$ 16.46	Interest
Matures on 9/13/25		\$ 16.46	
Certificate of Deposit Closing Balance	9/30/2023		\$ 9,772.59
Certificate of Deposit *32-1 Beginning Balance	9/1/2023		\$ 10,000.00
S&T Bank (4.2% Interest Rate)	14-Sep	\$ 211.83	Interest
Matures on 3/15/24		\$ 211.83	
Certificate of Deposit Closing Balance	9/30/2023		\$ 10,211.83
Total Unobligated Assets	9/30/2023		\$100,916.46

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer



IFMATM Central Pennsylvania Chapter

International Facility Management Association

Membership Committee Report

10/2023

Accomplishments for Current Period

- Committee Members Update:
 - Dick Michaelian – RC&M
 - Chris Coller – Clean Team
 - Melissa Nunez – Key Painting
 - Doug Aldinger – SitelogIQ

Current Activity Status

- The following dates have been offered for consideration of New Member / Member Breakfasts:
 - The following are proposed dates for the next membership breakfasts:
 - DEC, Wednesday the 13th - OPT date depending on how we feel about Christmas, but may be nice.
 - **ACTION Required: Board confirmation needed.**
 - The recommended venues would be Harrisburg Area, Lancaster Area, and York Area
 - Capitol Diner, Harrisburg – venue for the June breakfast
 - Lyndon or Park City Diner, Lancaster
 - Round the Clock Diner, York
 - Board recommendations on other venues
- Student Engagement
 - Lesley juried a group of interested parties to plan the encounter and pitch student membership.
 - Summary of possibilities
 - Each term have a facility manager address a class or student group
 - The presentation would be a facilities' manager's [FM] journey from past to present with the skills needed and developed.
 - Duration would be anticipated to be 20-minutes followed by a Q & A.
 - **Action Required: A follow-up with Stevens is required for their desired interaction.**

Planned Activities for Next Period

- 10.25.2023 Face-to-Face Committee Meeting – Capitol Diner @ 7:00
 - **The committee did not meet in September due to occupational obligations, but we did have several conversations. Meetings are bi-monthly.**
 - Close loop on Member Breakfasts

- Budget for 2023-2024 – Open item:
 - Member breakfasts
 - Free Memberships – coordinate with Board
 - Other items – Tchotchkes
- Assignments and schedule

Pending Actions

- Chris will look-up information on:
 - Expiring Members
 - Follow-up messages to new and renewing members were drafted and circulated to the board. Good feedback was received. The messages will be used.
- 10.19.2023 Golf Outing: The Good/ Bad/ Ugly – participate in 2023 debrief / 2024 planning session.
- New Guests at meetings:
 - Set-up process for follow-up after meetings
- Some target prospect organizations for new members:
 - Penn State Health
 - Hershey Company – reengage.
 - Tim Leah
 - Gannett-Fleming
 - Blue Shield – Scott Sturgess
 - Commonwealth Facilities

Issues and Concerns

- Creating a proper value statement
- Incentives for bringing new members i.e., gift cards.
- Make contacts personal.
- Follow up categories:
 - Potential Members
 - New Members
 - Retaining Members

Miscellaneous

- Remember the days when we had IFMA Nametags? – Leslie stated “on-order”
- Potential Meeting Focus: *Invite-a-Friend*, Straight Networking Event, Venue type: Tröegs
- Golf Outing: give it a recruiting focus.

Submitted by:

Doug Aldinger, PE, LEED AP | Senior Development Engineer | 717.940.0058



Communications Committee

October 2023

Accomplishments for Current Period

- Uploaded Board meeting minutes
- Attended WWP

Planned Activities for Next Period

- Continue website updates
- Review, edit and update current website content
- Communications Committee meeting

Issues and Concerns

- Need meeting information for any meeting past November

Miscellaneous

Submitted by: Lauren Leipziger