



Board of Director's Meeting – September 2020

Location:	Via WebEx	WEBEX	Emailed Link
Meeting Date:	September 14, 2020	Start Time:	7:30 a.m.
Attendees	Chris Collier; Kristan Trusky; Robert McFadden; Lauren Leipziger; Kurt Twiford; Amber Gratkosky; Jack Elridge		

Topics

No.	Topic Discussion
1	Opening: Meeting called to order by Chris Collier at 7:33am. Welcome & Opening Remarks – Chris Collier
2	Officer Reports: President – Chris Collier. (Term Expires 6/30/20) - Rob and I are working on the certification process with IFMA international, seems to be a issue on their end on treasurer reports – we are trying to get a WEBEX meeting to discuss - In our Strategic Planning it was suggested that we do an external audit of our finances, I am soliciting costs for this service - Our post office box has been renewed - Strategic Plan suggested 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 - Programming idea – Associate members putting on educational programs virtually - How best to run board election virtually – slate of officers same 1st Vice President's Report–Priscilla St. Jacques-Glusko (Term Expires 6/30/20)-Not present. No updated report. 2nd Vice President's Report–Julie McGill-Kopp (Term Expires 6/30/21)-Not present. No updated report. Secretary's Report (publicity)–Kristan T. (Term Expires 6/30/20)–See attached report. Treasurer's Report for July–Rob M. (Term Expires 6/30/20) -See attached reports. Kristan T made a motion to approve both reports. Lauren 2nd. All in favor. Report approved. Past President (Webmaster Report) – Lauren Leipziger
3	Committee Reports: Advocacy – Kurt T. - (Term Expires 6/30/20)-No updated report. Kurt will write up an email for Chris to send out and put on website regarding Sept Day on The Hill. Credentials – Amber G. (Term Expires 6/30/20)–No updated report. Community Outreach - Vacant Professional Development – Vacant Membership – Jack Elridge. - (Term Expires 6/30/20)-No updated report. Breakfast to start up again. Would like to do an in person breakfast. Jack to find location. Publicity – Kristan T. (Term Expires 6/30/20)-See updated report. Sponsorship/Partnership – Chris Collier (interim) (Term Expires 6/30/20)-No updates. Strategic Planning-Lauren L. (Term Expires 6/30/19)-No updated report. Sustainability – Matt Wardecker (Term Expires 6/30/19)-No updated report. Golf Committee – John S./Randy G. (Term Expires 6/30/19)-No updated report.



IFMATM Central Pennsylvania Chapter

International Facility Management Association

No.	Topic Discussion
	• Scholarship and Awards Committee—Doug Enoch. (Term Expires 6/30/19) • Webmaster – Lauren L.
4	Old Business • Fill in our committee's priority one
5	New Business
6	Next Board Meeting: October 13th via Zoom
	Chris Collier adjourned meeting at 8:16pm.

SECRETARY REPORT

SEPTEMBER 2020

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. August's meeting minutes approved on 8-16-20 and added to the website on 8-16-20 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
16-Sep-20

NOTE: 1000		BUDGET	ACTUAL	BALANCE	% IN	SUB TOTALS INCOME	SUB TOTALS EXPENDED
000	Beginning Balance	\$ 8,526.48	\$ 8,526.43	\$ -	100%	\$ 1,925.90	
010	MEMBERSHIP (86 Mems@175 per)	\$ 15,107.57	\$ 1,925.00	\$ 13,182.57	13%		
020	Chapter Sponsorship Donations	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
030		\$ -	\$ -	\$ -	0%		
040	Programs Income	\$ 2,000.00	\$ -	\$ 2,000.00	0%		
050		\$ -	\$ -	\$ -	0%		
051		\$ -	\$ -	\$ -	#DIV/0!		
060	Community Outreach Donations	\$ -	\$ -	\$ -	#DIV/0!		
061	Program Sponsorship Donations	\$ -	\$ -	\$ -	#DIV/0!		
090	Interest and Miscellaneous Income	\$ 35.00	\$ 0.90	\$ 34.10	#DIV/0!		
091	Chapter CD Liquidation	\$ -	\$ -	\$ -	3%		
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 19,142.57	\$ 1,925.90	\$ 17,216.67	10%		
EXPENSES:							
\$ 8,584	ADMINISTRATIVE EXPENSE						
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	\$ -	\$ 134.00	0%		
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	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	\$ -	\$ -	\$ -	#DIV/0!		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ -	\$ -	\$ -	0%		
\$3,435	COMMUNICATIONS EXPENSE						
2210	Advertising	\$ 435.00	\$ -	\$ 435.00	0%		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ 3,000.00	\$ 344.00	\$ 2,656.00	11%		
2231	Web hosting expense	\$ -	\$ -	\$ -	#DIV/0!		
2232	Web design and maintenance fees	\$ -	\$ -	\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -	\$ -	\$ -	#DIV/0!		
\$ 5,750	EDUCATIONAL PROGRAM EXPENSE						
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						
3201	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	0%		
3202	Speaker fees & travel	\$ -	\$ -	\$ -	0%		
3203	CFM Annual Review Class/CFM Essentials	\$ -	\$ -	\$ -	0%		
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	0%		
\$1,000	CHAPTER DONATION EXPENSE						
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	\$ -	\$ -	\$ -	0%				
3640	Snacks/Misc	\$ 300.00	\$ -	\$ 300.00	0%				
3650	Retention Expenses	\$ -	\$ -	\$ -	0%				
TOTAL OPERATING BUDGET EXPENSES		\$ 23,519.00	\$ 344.00	\$ 23,175.00	1%				
EVENT RECONCILIATION									
Scholarship Tournament		BUDGET		ACTUAL		%		Income	
4010	Tournament Sponsorship and Registration Revenue	\$ 16,000.00	\$ -	\$ -	0%			Income	Expended
4011	Tournament Cash Revenue	\$ -	\$ -	\$ -	0%			0.00	0.00
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	\$ -	\$ -	\$ -	0%				
Membership Event		BUDGET		ACTUAL		%		Income	
4110	Membership Event	\$ -	\$ -	\$ -	0%			Income	Expended
4111	Sponsorships	\$ -	\$ -	\$ -	0%			0.00	0.00
4120	Other Income	\$ -	\$ -	\$ -	0%				
4121	Membership event - facility	\$ 250.00	\$ -	\$ -	0%				
4122	Membership event - meals	\$ 750.00	\$ -	\$ -	0%				
4123	Membership event - gifts (including gift IEMA Membership)	\$ 500.00	\$ -	\$ -	0%				
4124	Membership event - supplies	\$ 100.00	\$ -	\$ -	0%				
4125	Membership event - advertising	\$ 300.00	\$ -	\$ -	0%				
	Membership Drive	\$ 500.00	\$ -	\$ -	0%				
Annual Meeting		BUDGET		ACTUAL		%		Income	
4210	Annual Meeting	\$ -	\$ -	\$ -	0%			Income	Expended
4220	Sponsorships and Guest Registrations	\$ -	\$ -	\$ -	0%			0.00	0.00
4231	Meals and Site Rental	\$ 1,500.00	\$ -	\$ -	0%				
4232	Awards	\$ 200.00	\$ -	\$ -	0%				
4240	Supplies	\$ 50.00	\$ -	\$ -	0%				
4250	Sponsor Gifts	\$ -	\$ -	\$ -	0%				
4260	Member Gifts	\$ -	\$ -	\$ -	0%				
4261	FM of the Year World Workplace Registration Fees	\$ -	\$ -	\$ -	0%				
	FM of the Year World Workplace Travel and Lodging Expenses	\$ -	\$ -	\$ -	0%				
Sub Total Fund Raisers		\$ 16,000.00	\$ -	\$ -	0%				
TOTAL PROJECTED INCOME (Less Begin Balance)		\$ 43,669.00	\$ -	\$ -	0%				
RECONCILIATION:									
TOTAL PROJECTED EXPENSES		\$ 43,669.00	\$ -	\$ -	0%				
EXPENSES GREATER THAN INCOME		\$ -	\$ -	\$ -	0%				

CLAAR BUDGET SYNOPSIS			
	Budget	Actual	%
INCOME	\$ 43,669.00	\$ 1,925.90	4.41%
EXPENSE	\$ 43,669.00	\$ 344.00	0.79%

FY INCOME	FY EXPENDITURES	FY BALANCE	OK BAL
\$ 1,925.90	\$ (344.00)	\$ 1,581.90	\$ 10,108.33
Reported Income	Reported Expend		
\$ 1,925.90	-\$344.00		

IFMA
Central Pennsylvania Chapter

Aug-20
Tuesday September 15, 2020

Beginning Balance Checking and Money Market Accounts August 1, 2020

\$58,440.87

Deposits

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	Transfer from Savings to Checking
\$	-	IFMA DUES
\$	-	IFMA DUES
\$	-	Merchant ID
\$	-	Merchant ID
\$	0.46	Checking interest
\$	-	Savings Interest

TOTAL DEPOSITS

\$ 0.46

Expenditures

\$	(134.00)	Star Chapter
\$	(85.00)	Star Chapter
\$	-	Scholarship - Temple University
\$	-	Star Chapter
\$	-	
\$	-	
\$	-	

TOTAL EXPENDITURES

\$ (219.00)

Accounts Closing Balance 8/30/2020

\$58,222.33

Certificates of Deposit Beginning Balance

\$ 9,488.52

Integrity Bank	1.20%	Int	8/12/2020	\$	3.58
				\$	3.58

Certificates of Deposit Closing Balance 08/31/2020

\$ 9,492.10

Total Unobligated Assets 8/31/2020

\$ 67,714.43

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

PUBLICITY REPORT
SEPTEMBER 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