

Meeting Minutes –December 17, 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	
Secretary	Jolene Fink - Absent	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink (absent)	
Credentials	Lesley Groff (absent)	Jolene Fink
Membership	Kevin Zumbrum	Shelly Matter
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	Tom Hewitt, Josh Y.
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

- **Executive Board Reports:**

- President: Jim R.
 - No Report
- Past President: Vacant Position
- 1st VP: Scoop -
 - See Attached Report
- 2nd VP - Nate -
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - Treasurer's report was approved

- **Committee Reports:**

- Communications: Jolene –
 - See Secretary Report
 - Star Chapter website was upgraded to next largest membership group to allow for the students that joined.
- Credentials: Lesley/Jolene -
 - New virtual FMP course is posted and Alana has almost a full class from Thomas Jefferson College. We will send payment for the materials
- Membership: Kevin/Shelly

- See Attache
- 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
 - Annual Meeting
 - Golf Outing
 - Community Outreach

New/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.
 - 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.

Next scheduled board meeting is Wednesday, January 21st at 9AM



IFMATM Central Pennsylvania Chapter
International Facility Management Association

Secretary Report/Communications Committee

Month ending November 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Worked with a few members on sign-ins via email to board email in box.
3. Worked with Marcie to set up a catalog for this year's sponsors to sign up to sponsor next year's tournament at this year's prices.

Planned activities for Next Period

1. Work with program committee to update website on upcoming events
2. Continue cleaning up website.

Issues/Concerns

Submitted by Jolene Fink



November 2025 Treasurer's Report

Prepared for
December 17, 2025 Board Meeting

Beginning Balance Checking Account *5910 11/1/2025 \$59,192.78

Deposits

4-Nov	\$	475.00	Membership Dues
13-Nov	\$	28.62	1 Event Registration
14-Nov	\$	57.25	2 Event Registrations
17-Nov	\$	28.62	1 Event Registration
19-Nov	\$	1,500.00	Check Deposit for Golf Outing 2025 from Siemens
25-Nov	\$	28.62	1 Event Registration
26-Nov	\$	143.52	5 Event Registrations
28-Nov	\$	0.46	Interest
TOTAL DEPOSITS	\$	2,262.09	

Expenditures

3-Nov	\$	(19.95)	Star Chapter - updated pricing in effect**
10-Nov	\$	(257.26)	Reoccurring Monthly Website Fee
			BILLPAY CK to Enterprise
			Event Lunch on 11/7/2025

TOTAL EXPENDITURES \$ (277.21)

Checking Account Closing Balance 11/30/2025 \$61,177.66

Beginning Balance Scholarship Fund Savings Account *7278 11/1/2025 \$3,126.25

Deposits

TOTAL DEPOSITS	\$	-	Interest
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Expenditures

TOTAL EXPENDITURES \$ -

Scholarship Fund Closing Balance 11/30/2025 \$3,126.25

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

\$ -

CD Interest

Certificate of Deposit Closing Balance 11/30/2025 \$ 10,295.90

Certificate of Deposit *32-1 Beginning Balance 11/1/2025 \$ 11,058.54

S&T Bank (3.96% Interest Rate)
Matures on 3/15/26

\$ -

CD Interest

**renewed on 3/15/2024

Certificate of Deposit Closing Balance 11/30/2025 \$ 11,058.54

Paypal Beginning Balance 11/1/2025 \$ -

\$ -

does not include transactions direct from checking above

Paypal Closing Balance 11/30/2025 \$ -

Total Unobligated Assets 11/30/2025 \$85,658.35

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

11/30/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	17000	\$6,893.75	\$10,106.25	
Total Membership Revenue	17000	\$6,893.75	\$10,106.25	
Meetings and Programs				
Registration Revenue	600	\$705.53	-\$105.53	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	\$705.53	-\$105.53	
Golf Event				
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$10,753.12	\$15,246.88	
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	\$10,753.12	\$13,151.13	
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	\$218.36	\$481.64	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2
Total Administrative and Other	20700	\$218.36	\$20,481.64	
Total Revenue	64700	\$18,570.76	\$44,033.49	
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	\$1,587.36	\$1,412.64	
Other	0		0	
Total Membership Expense	3200	\$1,587.36	\$1,612.64	
Meetings and Programs				
Food / Beverage	3000	\$2,696.28	\$303.72	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	\$2,696.28	\$1,803.72	
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	29661.85	36038.15	
NET INCOME (LOSS)	-1000	-\$11,091.09	\$7,995.34	

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	475								\$6,893.75
Event Registration	190.7	209.25	18.95	0	286.63								\$705.53
Golf Outing Sponsorships	8552.26	700.86			1500								\$10,753.12
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	0.46								\$218.36
Monthly Income Total	8743.56	31874.46	4993.95	0	2262.09	0	0	0	0	0	0	0	\$47,873.00
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	19.95								\$1,587.36
Meeting Food/Beverage			993.22	1445.8	257.26								\$2,696.28
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	277.21	0	0	0	0	0	0	0	\$58,361.85

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

12/2025

- Committee Members Update:
 - Kevin Zumbrum
 - Shelly Matter
 - Dick Michaelian
 - Doug Aldinger
 - Suzanne Leopold
- Current Reporting: Updated 12/16/2025
 - Total Members: 154 (Jan 2025 we had 101)
 - 24 Students signed up this month
 - 2 Associate Members joined this month

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
 - Students are able to sign up now for student memberships that last 9 months
 - Add an event in June/July for our student members to network with our members?
 - Membership Committee working on a few different engagement ideas to get our student members active during their 9 month memberships.
- **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