

Meeting Minutes –May 20, 2026

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	
Credentials	Lesley Groff (absent)	Jolene Fink
Membership	Kevin Zumbrum (absent)	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.
 - Jim plans to remain active as Past President on the board and will attend the annual meeting to swear in new officers.
- 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
- Credentials: Lesley/Jolene –
 - FMP Course is underway.

- Board approved holding another FMP class in the fall. Jolene is waiting on Alana to provide dates and the meeting invite will be created on the website.
- Membership: Kevin/Shelly
 - No Report
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie –
 - IFMA Foundation Scholarship Program Chair sent a thank you for our participation, see attached.
- Government Affairs Advocacy: Kurt Twiford –
 - No Report
- Programs/Golf Outing/Annual Meeting/Community Outreach: Scoop/Priscilla/Nate
 - See Attached Report
 - SkillsUSA / Facilitathon
 - PA student (Ashley) advancing to Nationals
 - Strong enthusiasm
 - Next year's event scheduled for March 31 – April 2, 2026 (Hershey, PA)
 - Scoop and Priscilla to collaborate on a LinkedIn post recognizing Ashley (SkillsUSA PA representative)
 - PA State Police Event
 - Reported as a major success
 - TEC Centro (Harrisburg)
 - Board discussed mock interviews and volunteer hour opportunities
 - Thaddeus Stevens Event Support
 - Action: Julie to reach out to Lancaster members to help increase attendance
 - Annual Meeting
 - Community Outreach
 - The IFMA Central PA Chapter will be volunteering at PA Food Bank on Thursday, July 30th from 8:30AM until 12. Jolene will create a meeting invite.
 - Golf Outing
 - Sponsorships still need to be secured
 - Participation outlook is strong (no concerns about golfer turnout)
 - Discussion held on potentially relocating the event from Harrisburg
 - Jim to pursue McClure sponsorship for breakfast
 - Potential Christmas party venue discussed:
 - Spruce on Black (Rt. 30, Codorus Creek, off I-83)
 - Potential date: Wednesday, December 2nd

New/Open Items:

- Closed Item: Our Chapter's PO Box was closed. There were no contents in the box.
- Voting for chapter officers has been sent out. Voting closes on 6/10. Jolene will keep an eye on voting.
- IFMA National is offering 5 free base memberships (doesn't include our chapter.) They are available until 9/30/26.
- Members can now access the first three modules of Essentials of FM for free. Share with your



members, update collateral and use it as a recruitment tool for young professionals and career transitioners. See email from Treslyn from 5/11 with the link.

- Closed Item: Marcie canceled the Zoom renewal on time. Propose we cancel Zoom – will renew 4/4/2026 – Savings of \$169.49.

Next scheduled board meeting is Wednesday, June 17th

**1st Vice President & Programs Committee Monthly Reports
For Board Meeting on May 20, 2026**

1st Vice President Report

- Review Annual Meeting agenda
- Voting for 2026-2027 officers (Jolene will send this out once she gets a bio and picture of Kevin)

Programs Committee Report

Past Events:

- April 14, 2026: Spring Happy Hour: Membership Drive & New Member Welcome
 - 32 registrants
 - Kevin has had a few inquiries since the event
- April 22, 2026: Thaddeus Stevens College of Technology—From Classroom to Career: Real-World Advice for Aspiring FM Graduates
 - 9 registrants (including panel and moderator)
 - Programs Committee talked about “advertising” as an opportunity for potential hiring as well as an opportunity for volunteering (some employers require a certain number of community service hours per year); also going to get some quotes from students and instructors on their experience at past panel events with us to use
- April 28, 2026: HIA Tour
 - 37 registrants
- May 19, 2026: PA State Police Academy Tour (through Wohlsen Construction)
 - 35 registrants (at the time this report was created)

Upcoming Events:

- Wednesday, June 3, 2026: Members 1st Tour of Building Systems
 - Timeline: 1130am-130pm
 - Lunch will be provided
- Wednesday, June 17, 2026: Annual Meeting
 - Timeline: 430pm-7pm
 - Location: Duke’s
 - Deposit and menu were both sent
- July 2026: Community Outreach Event with Central PA Food Bank
 - Details tbd
- July 2026: Happy Hour at Hemauer’s
 - Details tbd
- Monday, August 3, 2026: Golf Outing
 - As of last week, still need a good amount of sponsors (lunch, breakfast, golf cart, golf glove, tourney)
 - We have 3 beverage sponsors, grand prize sponsor, golf ball sponsor, 68 players, 9 hole sponsors, 2 prize hole sponsors
 - Timeline: 9am shotgun start
 - Location: Country Club of Harrisburg

- Tuesday, September 29, 2026: Improving Project Outcomes Through Early Involvement of FMs showcased through Broad Street Market project with Alexander Construction-likely changing to a Sustainability event
 - Combined event with KCA
 - Timeline: lunchtime (exact details TBD)
 - Location: will park, eat, and start meeting at PHEAA and then walk to Broad Street Market
- September or October 2026: Community Outreach Susquehanna Service Dogs
 - Need to finalize date
 - Location: SSD in Grantville
 - Timeline: 230-430pm
 - 230-245pm: sign-in, change cloths, afternoon snack
 - 245-315pm: info session on SSD; meet the dogs
 - 315-430pm: hands-on volunteering
- Wednesday, October 28, 2026: Thaddeus event Real-World Advice FM Panel & Roundtables
 - Timeline: 9-1130am
 - Location: Tec Centro West, 57 Laurel Street, Lancaster, PA 17603
 - Details: FM panel followed by roundtables over lunch
- November 2026: Lunch & Learn/Tour of Equipment with Trane
 - Need to finalize date
 - Location: Trane in York
 - Timeline: need to finalize timeline
- December 2026: Holiday Event
 - Proposed date: Wednesday, December 2, 2026
 - Proposed time: 415-7pm
 - Location possibilities: Evergrain, John Wright, Lancaster Arts Hotel, South County Brewing



IFMA™ Central Pennsylvania Chapter
International Facility Management Association

Secretary Report/Communications Committee

Month ending April 2026

Current Activities for this Period

1. Assisted Scoop with postings and mailings.
2. Working on updating member types so we have a good look at our member types within our membership roster.
3. Voting for chapter officer email is going out on 5/15.

Planned activities for Next Period

1. Continue making updates reflecting calendar year 2026 documents
2. Continue cleaning up website.

Issues/Concerns

Thanks Nate for taking notes for me. 😊

Submitted by Jolene Fink



IFMATM Central Pennsylvania Chapter

International Facility Management Association

April 2026 Treasurer's Report

Prepared for
May 20, 2026 Board Meeting

Beginning Balance Checking Account *5910 4/1/2026 \$73,094.93

Deposits

10-Apr	\$	918.72	Golf Registration
14-Apr	\$	975.98	Golf Registration
16-Apr	\$	918.72	Golf Registration
17-Apr	\$	2,098.28	Golf Registration
20-Apr	\$	773.20	Golf Registration
23-Apr	\$	38.30	Event Registration
27-Apr	\$	1,000.00	Membership Dues
27-Apr	\$	676.85	Golf Registration
27-Apr	\$	75.80	Event Registration
28-Apr	\$	18.95	Event Registration
29-Apr	\$	676.85	Golf Registration
30-Apr	\$	57.65	Event Registration
30-Apr	\$	0.62	Interest

TOTAL DEPOSITS \$ 8,229.92

Expenditures

2-Apr	\$	(19.95)	Star Chapter - updated pricing in effect**
			Reoccurring Monthly Website Fee
16-Apr	\$	(737.32)	Event Payment at Hemauer Brewing Company
			Debit Payment
17-Apr	\$	(55.12)	Star Chapter payment
27-Apr	\$	(718.72)	BILLPAY 9B51HXI5 to Debra Massott
			Reimbursement for 4.22.26 lunch event and name tags (\$681.67 & \$37.05)

TOTAL EXPENDITURES \$ (1,531.11)

Checking Account Closing Balance 4/30/2026 \$79,793.74

Beginning Balance Scholarship Fund Savings Account *7278 4/1/2026 \$3,216.42

Deposits

\$	1,000.00	Deposit Donation
\$	527.00	Deposit from Beer Sales

TOTAL DEPOSITS \$ 1,527.00

Expenditures

\$	-
\$	-

TOTAL EXPENDITURES \$ -

Scholarship Fund Closing Balance 4/30/2026 \$4,743.42

Certificate of Deposit *11-1 Beginning Balance 4/1/2026 \$ 10,498.73

S&T Bank (3.47% Interest Rate) CD Interest

Matures on 8/28/26 \$ -

Certificate of Deposit Closing Balance 4/30/2026 \$ 10,498.73

Certificate of Deposit *32-1 Beginning Balance 4/1/2026 \$ 11,275.48

S&T Bank (3.46% Interest Rate) CD Interest

Matures on 3/15/27 \$ -

**renewed on 3/15/2024

Certificate of Deposit Closing Balance 4/30/2026 \$ 11,275.48

Paypal Beginning Balance 4/1/2026 \$ -

\$ -

does not include transactions direct from checking above

Paypal Closing Balance 4/30/2026 \$ -

Total Unobligated Assets		4/30/2026					\$106,311.37	
Respectfully Submitted,								
Marcie Carder								
IFMA Central PA Chapter Treasurer								

Fiscal Year July 1, 2025 - June 30, 2026

Budget Tally to date thru

4/30/2026

INCOME STATEMENT			NOTES		
REVENUES:	BUDGET	ACTUAL	BALANCE		
Membership					
Membership Dues	17000	\$13,947.92	\$3,052.08		
Total Membership Revenue	17000	\$13,947.92	\$3,052.08		
Meetings and Programs					
Registration Revenue	600	\$1,457.06	-\$857.06	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	\$1,457.06	-\$857.06		
Golf Event					
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$27,455.14	-\$1,455.14		
Raffle (day of collected)	0	\$2,095.75	-\$2,095.75	**updated 7/31/25 after the change in reconciliation	
Total Golf Event Revenue	26000	\$27,455.14	-\$3,550.89		
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	\$641.23	\$58.77		
Gain / (Loss) on Sales of Investments	0		0		
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2	
Total Administrative and Other	20700	\$641.23	\$20,058.77		
Total Revenue	64700	\$43,501.35	\$19,102.90		
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	\$1,978.60	\$1,021.40		
Other	0		0		
Total Membership Expense	3200	\$1,978.60	\$1,221.40		
Meetings and Programs					
Food / Beverage	3000	\$7,693.61	-\$4,693.61	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	\$7,693.61	-\$3,193.61		
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	\$100.00	\$2,900.00	Annual Meeting Food and Beverage**	
Speaker Honorarium & Gifts	3500		3500		
Facility Rental	1500		1500	Deposit for Annual Meeting	
Other	0		0		
Total Educational Expense	8000	\$100.00	\$7,900.00		
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	\$388.00	\$4,612.00	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)		\$36.00	-\$36.00	RENEWS 4/4/26						
Total Administrative Expense	27000	3126.01	23873.99							
Total Expense	65700	35556.42	30143.58							
NET INCOME (LOSS)	-1000	\$7,944.93	-\$11,040.68							

Monthly Check-Balance													
Income	July 2025August 2025September 2025October 2025November 2025December 2025January 2026February 2026March 2026April 2026May 2026June 2026												
Membership	2443.75397504752168.75010502835.421000												
Event Registration	190.7209.2518.950286.63143.13132.6594.75190.3190.7												
Golf Outing Sponsorships	8552.26700.862096.753095.21353.35214.927038.6												
Golf Outing Raffle/Player Package													
FMP Course Registration	26424.85												
Scholarship Donation	29900												
Other	1527												
Interest	0.620.62												
Monthly Income Total	5743.5631874.465210.6902262.095407.651486.585563.0233143.429756.9200												
Expenses	July 2025August 2025September 2025October 2025November 2025December 2025January 2026February 2026March 2026April 2026May 2026June 2026												
Postage													
Printing													
Website Fees	49.91417.7149.949.919.95255.2719.952119.9575.07												
Meeting Food/Beverage	993.221445.8257.261761.5800.24979.551456.04												
Meeting Other													
FMP Payment to IFMA	14040												
FMP Payment to AFD Professional Services, LLC (Alana)	14660												
Golf Outing Food/Beverage	14755												
Golf Outing Course Fees	19859.54												
Golf Outing Other	8001996.66												
Annual Meeting Food/Beverage													
Donations	388100												
Conference Travel/Expenses	2702.01												
Scholarships													
Other	18												
Monthly Expense Total	849.951993.913745.131495.7277.212404.7719.951666.2430172.51531.1100												
Programs	1/16/20252/20/20252/26/20253/24/20254/10/20254/22/25 Day on # 5/6 Ballpark - MC 5/21 - Fire Alarm6/4 - Thaddeus6/18 - Annual Mee7/15 - Brew Crea8/11 - Jura Tou10/2 - Thaddeus10/7 - FMP Beer10/14 - Volunteer11/7 - Risk Mana12/3 - Holiday Giving Party												
Location	HarrisburgVirtualMechanicsburgVirtualMechanicsburgHarrisburgLancasterYorkLancasterHarrisburgHarrisburgLancasterLancasterMechanicsburgHarrisburgHarrisburgHarrisburgHershey												
Attendance/Registered Members	60001415401711881229161471798450												
Attendance/Registered Non-Members	7130171000614102621041116												
Total Attendance	202414162481843264092713945												
Meeting Costs	0257.26												
Member (Y/N)													
Russell Acri	YX												
Stephanie Adams	NX												
Mike Albert	NX												
Jeffrey Albright	NX												
Ray Anater	NX												
Dave Beiler	NX												
Sean Bender	NX												
Adam Bergens	Y												
Gregory Bentzel	Y												
Elsa Boyer	Y												
Matt Bray	Y												
William Brightbill	Y												
Brandon Bordner	NX												
Rick Buch	Y												
Marcie Carder	YX												
Scott Chaney	NX												
Robert Coakley	Y												
Chris Cotler	Y												
Bob Cook	Y												
Mark Cooper	N												
Matthew Crocker	Y												
Philip Deblasio	Y												
Stephanie Dorman	N												
Mike Drei	Y												
Nick Dreisbach	N												
Mel Dronek	Y												
Josh Dubrow	N												
Ken Elder	N												
Cory Elmore	Y												
Shawn Feldt	N												
Paul Feltz	N												
Jolene Fisher	YX												
Stephanie Fisher	N												
Suzanne Frady	N												
Hillary Friesbie	N												
Hayden Fulwood	N												
Javier Garcia	N												
Dale Gingrich	NX												
Bryan Glaffelter	YX												
Doug Groff	N												
Randy Groff	YX												
Ian Gumbert	N												
Bryan Haberstroh	Y												
Shawn Hall	N												
Ed Hanko	N												
Robert Harringer	N												
Valerie Hatfield	N												
Thomas Hewitt	YX												
Janet Henzhey	N												
Shawn Hester	N												
Martin Holomo	N												
Kevin Hubbell	N												
Tony Hutcheson	Y												
Jeffrey Johnson	N												
Morgan Jones	Y												
Rob Jones	N												
Karie Kalathas	N												
Sheri Karan	N												
George Keller	N												
Andrew Kenworthy	Y												
Heather Kreiger	N												
Tom Koonitz	N												
Eric Korpics	Y												
Michele Kuhn	Y												
Matthew Lang	N												
Derek Lehman	Y												
Adriana Leonetti (Townsend)	Y												
Suzanne Leopold	Y												
Jeffrey T. Levensgood	N												
Oleg Leung	Y												
Mathew Lindsey	Y												
Dan Linge	N												
Michael Lora	Y												
Jimmy Lynn	Y												
Mary Lyons	N												
Joe Malda	NX												
Jodi Manisco	N												
Michael Martin	YX												
Alfonzo Mason	N												
Debra Massott	YX												
Shelly Matter	YX												
Christina McCullough	N												
Julie McGill-Kapp	Y												
Peter McGonigal	N												
Matt Mentzer	NX												
Sam Meriwether	N												
Alex Merson	N												
Richard Michaelian	Y												
Kevin Metcarea	N												
Brent Miller	N												
Bradford Mills	N												
Joel Mitchell	Y												
Josh Mixell	Y												
Eric Morton	N												
K.J. Myers	N												

Douglas Nemeth	N			X		X		X	X	X		X							
Jeff Nicklaus	N									X		X		X					
Nathan Oliver	N									X				X				X	
Jacqueline Crovets	N		X																
Kelly Overlander	Y									X									
Justin Pierce	N													X					
Mike Porto	N																	X	
Dan Przywara	Y			X	X		X					X		X				X	
Ben Reader	N												X						
Andy Rhine	Y					X	X			X	X	X		X				X	
Brad Rodgers	N		X				X												
Kelly Roman	N																	X	
Aileen Romich	N													X					
David Rose	N												X						
James Runshaw	Y	X	X		X		X		X	X	X					X		X	
Hans Schreiber	N																	X	
Jennifer Serrano	Y									X				X					
John Skrocki	N																	X	
Joshua Smilk	N												X						
Christine Smith	N												X						
Sean Spotts	Y											X		X					
Priscilla St. Jacques Glusko	Y	X	X	X		X	X		X	X	X	X	X	X	X	X		X	
Rob Strickler	N											X							
Bryce Strine	N								X									X	
Jeff Strine	N																	X	
Lara Swetzer	N		X																
Casey Tommasi	N															X			
Leroy Tubbs	Y									X				X				X	
Nicholas Turko	N													X					
Devan Turner	N																		
Jen Turner	Y		X	X											X				
Jon Turner	Y																		
Kurt Twiford	Y						X		X										
Nathan Ulrich	Y	X	X	X	X	X		X		X		X		X				X	
Matthew Ward	N																	X	
Adam Warner	Y																	X	
Mark Wasson	N										X							X	
Tim Weaver	N														X				
Amy Welsh	N													X					
Angie Wert	Y																	X	
Kevin White	N									X									
John Woodward	Y													X				X	
Kevin Wolfe	N														X				
Jennifer Wolpert	Y									X									
Caroline Vranesevic	N		X																
Keran Youells	N										X								
Amy Young	N	X																	
Josh Yunginger	Y	X			X	X	X	X	X	X	X	X	X	X	X	X		X	
Brian Zickelhouse	N										X								
Kevin Zumburn	Y				X	X	X			X	X	X	X	X	X	X		X	
Amela Zejkovic	N																X		
JT Graupensperger	N											X							
Jon Carder	N										X								
Lauren Ulrich	N										X								
Scott Perry	N						X												
			20	23	14	16	24	21	8	8	18	44	26	40	9	26	12	8	45