



Executive Board of Director's Meeting

Location:	Conference Call	Conference Phone No.:	1-866-390-1828, Access Code: 9541942
Meeting Date:	December 13, 2017	Start Time:	7:45 a.m.
Attendees	Jolene Fink-On Call, Lauren Leipziger-On Call, Chris Coller-On Call, Rob McFadden-On Call, Kristan Screen-On Call, Tom Koontz-No Call In Amber Gratkowski-No Call In, Beth Peiffer-No Call In, Diana DuMond-On Call, Jim Gerlach-On Call, John Selfe-No Call In, Julie McGill-Kopp-On Call, Kurt Twiford-On Call, Nancy O'Halloran-No Call In, Randy Groff-No Call In, Shelly Matter-No Call In		

Topics

No.	Topic Discussion
1	<p>Opening: Meeting called to order by Jolene Fink at 7:49am.</p> <ul style="list-style-type: none"> Welcome & Opening Remarks – Jolene F.-Great turnout for Holiday Party at Dukes. Dukes accommodated us well. IFMA CPA paid for appetizers. Lauren L addressed email from IFMA regarding IFMA being sued. Jolene to share email.
2	<p>Officer Reports:</p> <ul style="list-style-type: none"> President – Jolene F. (Term Expires 6/30/18)-See above. 1st Vice President's Report – Lauren L. (Term Expires 6/30/19)-Nothing to report. Please see attached report. Also, no new updates for Webmaster report. 2nd Vice President's Report – Chris C. (Term Expires 6/30/20)-Nothing to report. Please see attached report. Secretary's Report – Kristan S. (Term Expires 6/30/19)-Novembers meeting minutes were approved and post on 11-21-17. Please see attached report. Kristan gave Publicity report as well. Nothing to report. Please see attached as well. Treasurer's Report for July – Rob M. (Term Expires 6/30/18) <ul style="list-style-type: none"> Review Budget Report Motion to approve the report -Kristan S made motion to approve. Chris C 2nd. Budget approved.
3	<p>Committee Reports:</p> <ul style="list-style-type: none"> Advocacy – Kurt T. - (Term Expires 6/30/18)-Kurt T working with 2018 Senate Session calendar to look for a day to schedule our Annual Day on the Hill in March. Credentials – Amber G. (Term Expires 6/30/18)-Not on Call. Please see attached report. Lauren L gave update. 3 people have signed up so far for the CFM review course. Kristan S will update Social Media. We need three more to hold the class. Community Outreach – Jim G. (Term Expires 6/30/18)-Please see attached report. Jim G. to hold a Community Outreach event in March at PA Food Bank. Details on date and time to follow. Committee made a donation to Prospect Hill Cemetery. Jolene F. suggested the committee match the \$300.00 that was collected at the Holiday Party and donate to the PA Food Bank. All were in favor. No objections. Jolene F. will send Rob an email to handle that. Professional Development – Beth P. (Term Expires 6/30/18)-Please see attached report. Diana D. gave report. January program is set. Still waiting on a place to hold Feb. program. Possible sites are Harrisburg or Hershey locations. Jolene F. asked if a topic for January program is in place, Diana D. will check with Beth so we can get the site updated to drum up interest and get registrations started. February will be "INCREASING PRODUCTIVITY BY BOOSTING EMPLOYEE HEALTH AND ENERGY", March will be our Annual Day On The Hill



No.	Topic Discussion
	<p>and will be waiting to here back from Kurt T. on date.</p> <ul style="list-style-type: none"> • Membership – Shelly M. - (Term Expires 6/30/18)-Please see attached report. Jolene F. read Shelly's report. • Publicity – Kristen S. - (Term Expires 6/30/18)-Please see attached report. No further updates. Updated during Secretary report. • Sponsorship – Need a Chairperson (Term Expires 6/30/18)-No update. • Strategic Planning: - Tom K. (Term Expires 6/30/18)-No update. Jolene F. has not heard from Tom K. • Sustainability – Julie M. (Term Expires 6/30/18)-Please see attached report. Jolene F. mentioned McDonald's in Eisenhower Drive had composable trash cans out. Julie to look into that. • Golf Committee – John S./Randy G. (Term Expires 6/30/18)-No update. Jolene F. that John S. will be ramping it up after the holidays. • Awards Committee – Nancy O. (Term Expires 6/30/18)-No report. Jolene F. reported that if anyone has an interest in nominating someone to reach out to Nancy O'Halloran. • Webmaster – Lauren L.-Please see attached report. No further update. Reported with 1st V.P. report.
4	<p>Old Business:</p> <ul style="list-style-type: none"> • Status of payment process for members to pay at our events.- Rob will be handling this yet this month. Hopefully we'll have something in place for January's meeting. • Associate's Day in PA idea <ul style="list-style-type: none"> ○ Discuss Nancy's idea – Reverse Vendor Show-Jolene F. to reach out to Nancy O'Halloran for more discussion on the Reverse Vendor Show for Associates Day in PA. Jolene asked Diana to ask Beth to add this to their program responsibilities.
5	<p>New Business:</p> <p>Next Program – January 17th, Will the Refrigerant Phase Out Bust your Budget, held at The Beistle Company, Shippensburg</p>
6	<p>Next Board Meeting: December 13, 2017. Will take place onsite at PHEAA. Call in number will also be provided. Jolene wished all a Happy Holiday. Kurt T. made a motion to adjourn. Julie M. second.</p> <p>Meeting adjourned at 8:12am.</p>

IFMA
Central Pennsylvania Chapter
November 2017 TREASURER'S REPORT
Wednesday December 13, 2017

Beginning Balance Checking and Money Market Accounts Dec 1, 2017 **\$23,609.73**

Deposits

\$	-	
\$	-	
\$	1,700.00	IFMA Dues
\$	455.00	paypal
\$	-	
\$	-	
\$	-	
\$	2.28	checking account interest
\$	-	
\$	-	
\$	-	

TOTAL DEPOSITS **\$ 2,157.28**

Expenditures

\$	(593.60)	Oct Food
\$	(1,144.84)	Kleimenhagen WWP
\$	(1,097.00)	Lauren WWP
\$	(200.00)	Prospect Hill Cemetary
\$	(1,262.64)	Fink WWP
\$	-	
\$	-	

TOTAL EXPENDITURES **\$ (4,298.08)**

Accounts Closing Balance **30-Nov-17** **\$21,468.93**

Certificates of Deposit Beginning Balance **\$ 9,373.11**

Integrity Bank	1.20%	Int 11.12.17	\$ 3.55
			\$ 3.55

Certificates of Deposit Closing Balance **30-Nov-17** **\$ 9,376.66**

Total Unobligated Assets **30-Nov-17** **\$ 30,845.59**

Respectfully Submitted,

Rob McFadden
Chapter Treasurer

OPERATING BUDGET FY2017-2018
IFMA Central PA Chapter
13-Dec-17

SUB TOTALS INCOME	SUB TOTALS EXPENDED
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INCOME:1000		BUDGET	ACTUAL	BALANCE	% IN	\$ 12,706.14	
1000	Beginning Balance	\$ 12,624.70	\$ 15,224.67	\$ (2,599.97)	121%		
1010	MEMBERSHIP (150 Mems@175 per)	\$ 26,250.00	\$ 11,275.00	\$ 14,975.00	43%		
1020	Chapter Sponsorship Donations	\$ 1,000.00		\$ 1,000.00	0%		
1030	Certification Income	\$ -		\$ -	#DIV/0!		
1040	Programs Income	\$ 2,000.00	\$ 1,418.61	\$ 581.39	71%		
1050		\$ -		\$ -	#DIV/0!		
1051		\$ -		\$ -	#DIV/0!		
1060	Community Outreach Donations	\$ 600.00	\$ -	\$ 600.00	0%		
1061	Program Sponsorship Donations	\$ 1,000.00		\$ 1,000.00	0%		
1090	Interest and Miscellaneous Income	\$ 35.00	\$ 12.53	\$ 22.47	36%		
1091	Chapter CD Liquidation	\$ -	\$ -	\$ -			
TOTAL PROJECTED INCOME WITHOUT EVENTS		\$ 30,885.00	\$ 12,706.14	\$ 18,178.86	41%		
EXPENSES:		BUDGET	ACTUAL	BALANCE	% Spent		
\$ 14,300	ADMINISTRATIVE EXPENSE						\$ 9,732.00
2110	Insurance	\$ 1,000.00	\$ (1,403.00)	\$ 2,403.00	0%		
2120	Recertification Costs	\$ -	\$ -	\$ -	0%		
2130	Board Meeting Refreshments	\$ -		\$ -	0%		
2131	Strategic Planning Meeting Expenses (not until 2017)	\$ 250.00		\$ 250.00	0%		
2140	Postage and Office Supplies	\$ 50.00		\$ 50.00	0%		
2150	Facility Fusion Travel and Lodging Expenses (1 Attendee)	\$ 2,000.00		\$ 2,000.00	0%		
2151	Facility Fusion Conference Fees (1 Attendee)	\$ 1,000.00		\$ 1,000.00	0%		
2160	World Workplace Officer Travel Expenses (2 Attendee)	\$ -		\$ -	#DIV/0!		
2161	World Workplace Officer Conference Fees, travel, room (2 Attendee)	\$ 9,400.00	\$ (8,329.00)	\$ 17,729.00	-89%		
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	\$ 50.00		\$ 50.00	0%		
2181	Chapter CD Purchases	\$ -	\$ -	\$ -	0%		
2190	Computer Equipment and Software Purchase	\$ 50.00	\$ -	\$ 50.00			
\$0	COMMUNICATIONS EXPENSE						\$0.00
2210	Advertising	\$ -	\$ -	\$ -	#DIV/0!		
2211	PFMA Trade Show Booth Expense	\$ -	\$ -	\$ -	0%		
2220	Prizes	\$ -	\$ -	\$ -	#DIV/0!		
2230	Annual website fee	\$ -	\$ -	\$ -	0%		
2231	Web hosting expense	\$ -		\$ -	#DIV/0!		
2232	Web design and maintenance fees	\$ -		\$ -	#DIV/0!		
2233	Website reconstruction expense	\$ -		\$ -			
\$ 8,950	EDUCATIONAL PROGRAM EXPENSE						\$1,932.80
3110	Programs - Facility Rental	\$ 300.00		\$ 300.00			
3111	Program meals	\$ 7,000.00	\$ (1,932.80)	\$ 8,932.80	-28%		
3112	After Hours Refreshment Expenses	\$ -		\$ -			
3113	Program supplies	\$ 250.00		\$ 250.00			
3114	Day on the Hill	\$ 300.00		\$ 300.00			
3114	Program gifts	\$ 600.00		\$ 600.00			
3120	Sustainability Program	\$ 500.00		\$ 500.00			
3121				\$ -			
3122				\$ -	#DIV/0!		
\$10,000	CERTIFICATION EXPENSE						\$0.00
3201	Supplies	\$ 6,000.00		\$ 6,000.00	0%		
3202	Speaker fees & travel	\$ -		\$ -			
3203	CFM Annual Review Class/FM Essentials			\$ -			
3204	Meals	\$ 800.00		\$ 800.00	0%		
3205	Congratulations gift	\$ 200.00		\$ 200.00	0%		
3206	IFMA CFM/FM Esesentials Trainer Certification costs	\$ 3,000.00		\$ 3,000.00			
\$1,500	CHAPTER DONATION EXPENSE						\$200.00
3310	IFMA Foundation	\$ -		\$ -	#DIV/0!		
3320	Donation Fund	\$ -		\$ -	#DIV/0!		
3330	Community Outreach	\$ 1,500.00	\$ (200.00)	\$ 1,700.00	-13%		



SECOND VICE PRESIDENT MONTHLY REPORT

Accomplishments for Current Period

1. Nothing to report this month

Current Activity Status

Issues and Concerns

-

Ideas

Submitted by Chris Coller, Second Vice President



*CREDENTIAL REPORT
DECEMBER 2017*

Accomplishments for Current Period

- 7/12/17- First meeting
- 8/4/17 – Survey Sent

Current Activity Status

- Created survey on Survey Monkey (see attached). If approved by Board, would like to send to all members to get feedback.
- Survey sent out 8/4/17, as of 8/8/17, received 10 completed surveys. Deadline to complete survey is 8/11/17.
- Received 10 responses.
- Q1. Interest in receiving credential – 50% CFM, 40% already have, 10% not interested
- Q2. Awareness of educational opportunities – 80% Yes, 20% No
- Q3. Best time to take courses – 56% Winter, 33% Fall, 11% Spring
- Q4. Learning Technique preferred – 50% In-Class, 40% Online, 10% Group Training
- Q5. Company require credential – 90% No, 10% Yes
- Q6. Company support IFMA – 89% Yes, 11% No
- Q7. Interest in Education Opportunity – 57% Essentials of FM, O&M Series, 29% Work Mgmt. in Facilities Workshop Series, 14% Introduction to FM Workshop
- Q8. # of employees, you would commit to enroll – 100% 0-5
- Q9. Frequency viewing IFMA website – 60% Sometimes, 30% Rarely, 10% Frequently
- Q10. Reason for not pursuing credential – 50% participated, 30% Lack of Knowledge, 10% No Interest, 10% Location
- Would like to look at having a CFM review course this winter. Discuss possible locations. Info on Essentials of FM, classroom courses.
- Class scheduled for January 12 -CFM Review Course
- Three people have expressed interest in taking the CFM Review Course. Vinny Spagna, Jolene Fink, Lauren Leipzinger. We need 6 attendees for the class to be held.

Planned Activities for Next Period

- Provide results from survey.

Issues and Concerns

- 7/12/17 - Discuss expectations of IFMA Certification Committee Chairman Responsibilities

Submitted by Amber Gratkowski, CFM



FIRST VP/WEBMASTER REPORT
DECEMBER 2017

Accomplishments for Current Period
<ul style="list-style-type: none">Updated CPA website as needed
Current Activity Status
<ul style="list-style-type: none">Continue to update CPA website as needed
Planned Activities for Next Period
<ul style="list-style-type: none">Continue to update CPA website as needed
Issues and Concerns
<ul style="list-style-type: none">None
Misc.
<ul style="list-style-type: none">N/A

Submitted by Lauren Leipziger, MBA, FMP



PROFESSIONAL DEVELOPMENT MONTHLY REPORT

Accomplishments for Current Period

- DEC 7th 2017 program, "HOLIDAY AFTER HOURS" held at Duke's, Wormleysburg, 5 – 7pm. Received positive feedback from those in attendance. Hat was passed for donation to Central PA Food Bank.
- JAN 17th 2018 program will be held at Beistle Company, Shippensburg PA. Site visit scheduled to finalize luncheon. In process of receiving detailed information from Beistle regarding program content. Information has/will be posted to website in the meantime.
- FEB 21st 2018 program "Increasing Productivity By Boosting Employee Health and Energy" has secured speaker. In process of finding location in Harrisburg/Hershey area, preferably with optional tour. In process of obtaining detailed program content from speaker for website.
- Calendar has been developed for July 2017 – June 2018 IFMA Central PA year. Committee working to secure programs and locations for 2018.
- Geography-based calendar JAN – FEB 2018:
January: Beistle Company, Shippensburg (Confirmed)
February: "Increasing Productivity by Boosting Employee Health and Energy" – Harrisburg/Hershey Location TBD

Current Activity Status

- Technology: PowerPoint presentations will be posted on ticker for one month after monthly meeting, if available.



PROFESSIONAL DEVELOPMENT MONTHLY REPORT

Issues and Concerns

- Not achieving goal of having three programs on website at all times on part of PD, not webmaster.
- Registration at monthly programs
- No-Show Registrants at monthly programs

Ideas

- At each monthly program, review one benefit of membership (Membership Committee)
- Flexibility in working with other IFMA committees in providing orientation: (1) orientation 11 – 11:30AM, or (2) power point presentation as part of program.
- Membership Survey of Professional Development and/or other IFMA related activities.

Submitted by Beth A. Peiffer, Professional Development Chair



*COMMITTEE MEETING: DECEMBER, 2017 MONTHLY REPORT
NO CALL FOR DECEMBER
ARCHIVE THIS RECEIPT*

ATTENDEES: NONE

*NEXT CONFERENCE CALL WILL BE ON JANUARY 4, 2017 AT
NOON*

Accomplishments for Current Period

- Notes stay the same for December. We will resume on January 4, 2018.
- Discussed Sustainability September 2018—Julie, Priscilla, Kristan and Josh met for face to face meeting. Barb called in.
- Discussed revamping our committee. Looking for new members to join committee.
- Started a discussion on next years program.
- Kristan to call Brian Harwick at Penn State Medical Center for possible location. She will discuss their “green” initiatives. Ideas on having a later in the day program followed by a happy hour at local restaurant.
- Next year’s budget we are asking for \$500.00. We did not use it this year so hoping we can carry it over.
- Start planning for next year by giving tasks to committee members. Who can report back to committee chairs during the conference calls each month.

Current Activity Status

Submitted by: Committee Co-Chairs: Ken Hellberg & Julie McGill-Kopp



PUBLICITY REPORT
DECEMBER, 2017

Accomplishments for Current Period
<ul style="list-style-type: none">Continue to update social media accounts (LinkedIn, Facebook and Twitter). Updated sites with pictures from November's program. Send out emails to updated members on news and upcoming programs.
Current Activity Status
<ul style="list-style-type: none">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
<ul style="list-style-type: none">Continue to update accounts and send emails to members.
Issues and Concerns
<ul style="list-style-type: none">Not at this time.
Misc.
<ul style="list-style-type: none">N/A

Submitted By: Kristan Screen



SECRETARY REPORT

DECEMBER 2017

Accomplishments for Current Period

- Continue to update members by email on news and upcoming events. November meeting minutes approved on 11-21-17 and added to the website.

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 Screen



COMMUNITY OUTREACH COMMITTEE REPORT – NOVEMBER 2017

Accomplishments for Current Period

- Scheduled a volunteer opportunity for the chapter at the Central PA Food Bank on 3/17/2018 from 9 AM to Noon.
- At the request of the Community Outreach Committee, Rob McFadden, CFM, Chapter Treasurer, sent a \$200 donation to Historic Prospect Hill Cemetery Heritage Foundation.

Current Activity Status

- None

Planned Activities for Next Period

- Start advertising the volunteer opportunity at the Food Bank.

Issues and Concerns

- None

Ideas

- Follow-up our future volunteer effort at the Food Bank with a monetary donation from the chapter.

Items for Executive Board Review and Vote

- None

Submitted by Community Outreach Committee: Jim Gerlach, CFM