

Pennsylvania Facility Managers Association

Board of Director Meeting Minutes

December 12, 2008

The meeting was called to order by President Dean Fetterolf at 9:10 a.m. on December 12, 2008 in Biddle Hall, FITG Annville PA. Those in attendance included: Dean Fetteroff, (President), Jan Blosser (1st Vice-President), David Lapinski (Secretary/Treasurer), Directors present included Lester Brightbill (PSP), Tom Morgan (SSHE), Jim Myers (PSFEI), Rene Stachow (Agriculture). Also present were PFMA members Larry Buchanan, Blaine Paulus, and Keith Lloyd. The minutes of the September 29 and 30, 2008 meetings were reviewed and accepted without correction. President Fetterolf thanked all for attending the meeting and for the success of the 2008 Conference.

Reports

Treasurer

David Lapinski

Secretary/Treasurer Lapinski presented a report (attached) for the period from June 1 to November 30, 2008. The preliminary estimate is that the PFMA netted over \$ 4,000.00 from the recent annual training conference. The major cost is the Conference meals which exceeded \$ 25,000.00. Lapinski noted that a better method of documenting membership dues is needed, particularly when an agency or facility send a common check to cover several registrations.

Auditing

Jan Blosser

Jan Blosser and Rene Stachow have tried to find an outside auditor to review our books, but have no one to handle an account as small as PFMA. If nobody else is found, Rene offered to review the 2008 books after the New Year.

Education

Jim Myers

Jim Myers provided the report as ~~Bob Becker~~ ^{Bruce} is recovering from hip replacement surgery. Jim Myers mentioned that the usual short courses will be held this spring and summer and regional work shops during April and September.

Nominations

Dean Fetterolf

Dean Fetterolf noted that 2nd Vice-president Thomas Campeni has failed to respond to any contacts either through email, telephone, or mail. Lapinski mentioned at Campeni did not pay his dues for the coming year; therefore he would no longer be a member in good standing as of January 1, 2009. As such, he would be ineligible to serve as an officer, and therefore the new elected 2nd Vice-president, Robert Klimenhagen, would move up to the 1st Vice-president and the 2nd Vice-president position would become vacant. The board consensus was that the other candidates who ran for 2nd Vice-president should be solicited to see if they would be willing to accept appointment to the vacant position.

Web Site

Jim Myers

PSFEM is continuing to developing a method whereby it can host the PFMA web site. PFMA will still be responsible for content and updates; therefore we need to identify someone to act as the 'web master'. At the least we should post a copy of the 2008 program and pictures of the event.

2008 Seminar Review

Dean Fetterolf

Fetterolf led a review of the results collected from the 2008 attendees. The overall consensus was that most attendees like the current format and organizations, with some comments asking for better food and sleeping accommodations.

Long Range Concerns

Jan Blosser

Jan Blosser lead a discussion concerning the long tern viability of the annual seminar and the PFMA in general given the difficult economic situation for the Commonwealth and the PFMA membership. It was agreed that it is vital that all department representatives continue 'sell' the usefulness and value of the PFMA to their departments and facilities. In addition, the PFMA must develop a 'marketing plan' to increase participation in the PFMA from both the agencies who are currently members, and new agencies and organizations as well.

Executive Director

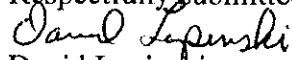
Jim Myers

Jim Myers had previously presented options for out-sourcing many of our administrative activities. The consensus was that there is no real rush to go to this option and additional discussion and insight is needed.

Remarks

Meeting was adjourned By President Fetteroff at 11:15 a.m. Next meeting scheduled for February 13, 2009 at a location to be determined by incoming President Jan Blosser.

Respectfully submitted,



David Lapinski
Secretary/Treasurer

