

Pennsylvania Facilities Managers Association Board Meeting
January 8, 2010

Time Opened: 9:06 AM

Time Closed: 12:09 PM

Attending:

Robert Kleimenhagen, Jr., CFM President
Ross Buscemi, 2nd Vice President
Tom Morgan, PASSHE
Doug Shellenberger, DPW
Janice Blosser, 2009 PFMA President
James Myers, PSFEI
Scott McCall, Education Committee

Larry Crummel, DGS
Peter Witmer, Agriculture
Ray Heckman, L & I
Blaine Paulus, Awards Committee
Dean Fetterolf, 2008 PFMA
President & Membership Comm.

Absent:

Ty Wagner, 1st Vice President
David Lapinski, Secretary/Treasurer
Dominick Nati, 2007 PFMA President

Marcel Tassin, Corrections
Les Brightbill, State Police
Jack Christensen, CFM Website

1. President's Report – Bob Kleimenhagen
 - a. Opening Remarks/Introductions
 - b. Call to order and Agenda Approval
 - c. Approve previous meeting minutes
 - i. The Board reviewed the November 13, 2009 meeting minutes. A motion was made by Jim Myers and seconded by Ross Buscemi to approve the minutes noting there was no sign-in sheet for the November 13, 2009 meeting.
 - d. Comments
 - i. As of today, there will be no hard copies of the minutes distributed. **A DRAFT OF THE MINUTES, MARKED “PENDING”, WILL BE POSTED ON THE PFMA WEBSITE NO LATER THAN TUESDAY COB AFTER THE BOARD MEETING.**
 - ii. Board members will have the opportunity to review the minutes well in advance of the next Board meeting where they will be voted on accordingly
 - iii. Discussion regarding Jack Christensen's recent promotion to the PA Turnpike Commission and his role with the PFMA.
 - iv. An agenda will be sent in advance of Board Meetings. Board members are expected to review and contact Bob, at least, one week prior meeting with any additions/deletions.

- v. Will be asking the 1st Vice President and 2nd Vice President to speak at each Board Meeting.
2. 1st Vice President's Report – Ty Wagner – None
 3. 2nd Vice President's Report – Ross Buscemi
 - a. Review of his background and associated with the PFMA
 - b. Discussion of his PFMA goals:
 - i. Education –
 - a) More education to members
 - b) Workshops
 - c) Involve trades persons
 - ii. Talking to Chairpersons
 - c. Currently in the process of completing his degree with Devry as a Project Manager and Technical Management
 4. Secretary/Treasurer Report – Bob Kleimenhagen
 - a. Review of 2009 Income Statement – a profit of \$7413.30. Dean Fetterolf made a motion to approve, Jan Blosser seconded the motion. The Board voted and approved.
 - b. Dave Lapinski is adding Bob Kleimenhagen as a signator for the PFMA's checking account.
 5. Committee Reports – Bob Kleimenhagen

Bob reviewed his expectation of the Committee Chairpersons. He will be asking for written reports and would like them submitted in advance of the Board Meetings. Bob will be discussing with Ty. He will also send out instructional information to the Committee Chairs.

 - a. Membership – Dean Fetterolf
 - i. Currently 114 members – everyone is paid up.
 - ii. No new members since our November 2009 Board Meeting.
 - iii. Usually starts sending our reminders this time of year for the upcoming training seminar.
 - b. Education – Scott McCall
 - i. Scott indicated is going to play a more active roll in the PFMA
 - ii. He will update and include Regional Chairperson Names
 - iii. Combine PFMA with SSHE Group – tentatively at Lockhaven – Will be doing both the Electrical Supervisor and Mechanical Supervisor together
 - iv. PSFEI – Short Course Schedule is available and will be posted on the PFMA website. If the agency is on state contract, there is no registration fee. If agency not on

contract, there is a registration fee. This will be so noted on the PFMA website.

- v. Bob indicated he will send an e-mail blast to update our members with this information.

c. Nominating/Awards – Blaine Paulus

- i. No new nomination awards for any positions.
- ii. President’s Award regarding By-Laws
- iii. Engineer of the Year Award – Individual vs. Group – do we want to explore?
- iv. Looking for recommendations from our Board Members
- v. Need to review the current award review/approval process.
- vi. Discussion of difficulty with regarding to even receiving nominations.
- vii. Encourages Directors to canvas their agency’s for nominations.
- viii. A motion was made by Blaine Paulus and seconded by Dean Fetterolf that the Engineer of the Year is an individual award. Board approved the motion.

d. Annual Training Seminar – Bob Kleimenhagen

- i. Bob has not yet met with Ty and Ross
- ii. Board discussion regarding securing a location and sleeping areas. Bob had indicated he had made some tentative arrangements with the PA Farm Show for September dates. He was not ready to begin to secure sleeping locations.

e. By-Laws and Procedures – Bob Kleimenhagen

- i. No updates or submissions received from Ty Wagner.

f. Vendor – Bob Kleimenhagen

- i. Paul Adjan has been preparing information to send to vendors. Will not distribute until he hears further instruction from Bob and the PFMA Board.
- ii. Reaching out to the Vendor Committee.

6. New Business – Bob Kleimenhagen

a. By-Laws and Procedures –

General discussion regarding the By-Laws. They are poor, inconsistent, contradict itself and changes have been piece-mealed together. They need to be globally reviewed and determine the long range effects to the association.

- i. Appointed Directors
 - a) Discussion of term limits
 - b) Expectations and responsibilities

- ii. Membership
 - a) No more differentiation between Trades and Managers
 - b) Looking at membership applications and discerning four members
 - c) Have to work on growing the organization
 - d) What do you get as a return regarding education?
 - e) Discussion of tracking categories
 - i) Voting
 - ii) Association
 - iii) Honorary
 - iv) Life Members
 - f) Membership and way to look at it
 - g) Membership Application – get updated information. Bob will be sending an initial blast out to our members.
 - h) Concern if it is not together – educational vs. membership

- iii. Roles and Responsibilities
 - a) Duties – Directors – lead where this organization is going to be going
 - b) Reviewing roles of Officers and Appointed Directors
 - c) Need to get to the person that is supposed to be doing it.

- iv. Membership dues vs. Conference Attendance
 - a) Bob recommended Dues cover calendar year (January – December) which would include attendance at conference
 - b) For 2010, discussion regarding foregoing any additional conference fees.
 - c) The By-Law Committee will meet and make a recommendation at the March 2010 Board meeting regarding the PA Historical and Museum Commission, PA Turnpike Commission and the Department of Conservation and Natural Resources.

- b. Long Term Vision of PFMA – Board discussion regarding strategic planning. It was determined that the three former presidents and the current Executive Board will meet/discuss and make a presentation at the March 12, 2010 Board Meeting.

- c. New Website Enhancements
 - i. Layout – There is a new layout on our website.
 - ii. Pictures & Email- After our meeting, we will be taking pictures of all our Board members to post on the website. E-mail information will also be included.
 - iii. Jack Christensen will still be part of the website enhancements.

- d. 2010 Annual Training Seminar – Bob indicated he would not be working further on the Annual Training Seminar until the Strategic Planning presentation is made to the Board at the March 12, 2010 Board Meeting as well as the General Counsel interpretation of the Ethics Act.

- e. Director Appointee - the Board reviewed, voted and approved the following Directors to serve: Mike Reiter, CFM PennDOT, Peter Witmer, Agriculture.

- f. Ethics Act – Guidance Update. The recently updated CWOPA Ethics Act now includes Non-Profit Organization. Bob is going to write to General Counsel to get an interpretation for our Board and members. In addition, Bob is going to have the updated CWOPA Ethics posted on our website.

- g. Ty Wagner, 1st Vice President – Bob will be scheduling a meeting with Ty. The Board discussed his participation, responsibilities and commitment to the organization.

VII. Next Meeting: Friday, March 12, 2010 – 9:00 AM
Location: TBD

Respectfully submitted,

Janice A. Blosser
2009 President