



BOARD MEETING MINUTES

Date: July 14, 2010
Location: Maketewah Country Club, Cincinnati, Ohio

Members:	Gary Rahn	President	Monty O'Hara	Membership
	Reed Tarkington	Vice President	John Ruebel	Programs
	Gary Tout	Treasurer	Jim Hull	Education
	Brent Degenhardt	Secretary	Erin Rink, Beth Osgood	Golf
	Greg Wilson	Past President	Gerry Borgman	Chapter Partners
	Amy Ostigny	Chapter Administrator	Open	Student Liaison

Absent: Reed Tarkington, Greg Wilson, Jim Hull
Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Review of seven (7) new policies related to IRS regulations:
 - Conflict of Interest
 - Governance
 - Joint Ventures
 - Document Retention and Destruction
 - Whistleblower Policy
 - Antitrust Compliance Policy
 - Conflict of Interest Statement of Disclosure
 - b. IFMA National Conflict of interest policy forms distributed to board and committee chairs. Signed forms will be forwarded to IFMA National by Chapter Secretary.
 - c. Distribution of the following sections of IFMA National Operations and Policy Manual:
 - i. The Role of the Board of Directors
 - ii. Committee Structure
 - iii. Executive Board and Committee Descriptions
 - d. Discussion regarding our set up and getting others involved.
 - e. Strategic planning meeting tentatively scheduled for August 5, 2010, 5:30 pm at GBBN.
 - f. Bud Wells will chair Advocacy Committee.
 - g. One (1) year renewal of Administrator agreement reviewed and approved by David Hart and Greg Wilson. Final sign off will be completed by Gary Rahn, Reed Tarkington and Brent Degenhardt.
2. **TREASURER – Gary Tout**
 - a. Recertification financial report circulated.
 - b. Distribution of 2011 Budget Worksheet.
 - i. Respective sections to be completed by Executive Board and Committee Chairs.
 1. Budget for Administrator expenses based on historical.
 2. Goal to maintain \$ 20,000.00 cash balance.
 - ii. Worksheet due July 21, 2010, Review by Executive Board August 5, 2010 and submission for Chapter recertification on August 10, 2010.
3. **MEMBERSHIP – Monty O'Hara**
 - a. Membership at 158
 - i. Professional 73
 - ii. Associate 76
 - iii. Young Professional 3
 - iv. Student 3

- v. Lifetime 2
 - vi. Retired 1
 - b. No new members.
 - c. As a sponsor, Alexander Patterson Group needs to have a member.
 - d. McGill Smith Punshon needs to transfer membership.
4. PROGRAMS – John Ruebel.
- a. July 20 – Alternative and Efficient Energy, KLH sponsor, 35 registered.
 - b. August 17 – Red Cross Tour, Emersion Design and Four Seasons sponsor.
 - c. September 21 – Green Cleaning presented and sponsored by City Wide Maintenance and Jancoa, Location: T.B.D.
 - d. October 11 – Golf Outing.
 - e. November 16 – ADA Code Changes and Wayfinding presented and sponsored by CR Architects and ASI, Location: St. Elizabeth Healthcare-Covington (tentative location – space limited to 40).
 - f. December 8 – Social, tentative date.
 - g. Add Member Number field to registration as a reminder-waiting on proposal.
 - h. Notice should be placed on registration that cut-off for registration is the Friday before. Late registrations should call Amy number-completed by Administrator.
 - i. Cancellation notice should be placed on registration and confirmation. 48 hours notice required, no shows may be charged-completed by Administrator.
5. EDUCATION – Jim Hull
- a. No Report
6. GOLF – Erin Rink/Beth Osgood
- a. Contest and hole sponsorships \$ 200.00.
 - b. Early registration deadline, August 15, 2010.
 - c. Good response from sponsors, seven (7) have paid online.
 - d. Amy Ostigny working to obtain lunch from Larosa's, sponsored by McSwain.
 - e. Need beverage sponsor and additional dinner sponsor.
 - f. Dinner will be buffet, different menu than last year.
 - g. Shootout replaced by ball drop.
 - h. Ball Drop
 - i. Hoping to sell 1,000 tickets at \$ 10.00 each.
 - ii. Tickets sold by administrator, chapter members, ProKids, Alzheimer's Association and potentially Fifth Third Bank (Per Amy Ostigny).
 - iii. Cash prize to four (4) balls in or closest to hole.
 - iv. Cash prize to individual selling winning tickets.
 - v. Balls donated by Maketewah Country Club.
 - i. Fat Head Davis to provide entertainment at no charge.
7. CHAPTER PARTNERS – Gerry Borgman
- a. No report.
8. STUDENT LIAISON – Open
- a. No report.
9. CHAPTER ADMINISTRATOR – Amy Ostigny
- a. IFMA Update mailed to membership.
 - b. IFMA Cincinnati website has been updated.
 - c. Recommendation of e-mailing newsletter in lieu of mailing, to provide a cost savings of \$3,000.00 per year on postage and printing.
 - d. Helicopter secured for golf outing, tickets printed and to be sold at upcoming events.
 - e. Chapter administrator to participate in IFMA National Chapter Administration Webinar.
10. PAST PRESIDENT – Greg Wilson
- a. No report.
11. SECRETARY – Brent Degenhardt
- a. Outstanding items addressed in respective board and committee chair sections.

12. VICE PRESIDENT – Reed Tarkington
 - a. No report.

NEXT BOARD MEETING – Wednesday, August 11, 2010; Maketewah; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary