



**BOARD
 MEETING MINUTES**

Date: January 12, 2011
 Location: Panera Bread-Hyde Park, 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
	John Onnen	Communications	Open	Student Liaison
	Amy Ostigny	Chapter Administrator		

Absent: Reed Tarkington , Greg Wilson, Erin Rink, Beth Osgood, Gerry Borgman
 Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Noted no changes to December board meeting minutes.
 - b. Annual Business Meeting:
 - i. Completed review of powerpoint slides.
 - ii. Cincinnati Zoo waiving parking fee-Safari Parking Lot.
 - iii. All required AV equipment provided by Cincinnati Zoo.
 - iv. Current registration: 30.
 - v. Past Chapter Partners contacted.

2. **TREASURER – Gary Tout**
 - a. December financial reports provided.
 - b. No annual dues deposited in December for November renewal.
 - c. Board voted to pay balance of the tickets for the Cincinnati Reds outing.
 - d. Overall Chapter is in good financial position.
 - e. Chapter Dues:
 - i. Will evaluate current dues level at February board meeting.
 - ii. Submit any dues changes to National in March.
 - f. Advised board should consider alternate transition month for treasurer, July is bad month.
 - g. Currently evaluating the Chapter need for a bookkeeper, ongoing.

3. **MEMBERSHIP – Monty O’Hara**
 - a. Current Roster: 149
 - i. Professional: 72
 - ii. Associate: 70
 - iii. Lifetime: 2
 - iv. Student: 3
 - v. Retired: 2
 - b. New members in 2010: 34
 - c. Lost members in 2011: 42
 - d. Goals for 2011:
 - i. Focus on growth of Chapter.
 - ii. Encourage more Professional membership attendance at meetings.
 - iii. Encourage use of guest passes for prospective members.
 - iv. Grow overall membership by 10% while maintaining or improving the ratio of Professional to Associate members.

- v. Membership retention.
4. PROGRAMS – John Ruebel
 - a. January 18 – Annual Business Meeting
 - i. Location: Cincinnati Zoo – Safari Lodge, Time: 7:30 am-9:30 am.
 - ii. See above.
 - b. February 3 – Maintenance Expo.
 - i. Presentation: Commissioning, Presenter: Larry Wessel, PEDCO.
 - ii. Evaluating ability to provide additional maintenance points (i.e. AIA and GBCI/USGBC), ongoing.
 - c. March 15 – T.B.D
 - i. Potential tour: Queen City Tower or potential presentation: 3CDC.
 - ii. Potential joint meeting with USGBC.
 - d. April 18 – IFMA Healthcare Council
 - i. Presentation: IFMA Healthcare Council, Presenter: Glen Fischer
 - ii. Joint meeting with TSHE.
 - iii. Location: T.B.D.
 - e. May 19 – Reds Social
 - f. Committee chair looking for committee members.
 5. EDUCATION – Jim Hull
 - a. Current CFM: 22.
 - b. 2010: Obtained CEU for educational programs.
 - c. 2011: IFMA requiring CFM maintenance points rather than CEU.
 6. GOLF – Erin Rink/Beth Osgood
 - a. No report.
 7. CHAPTER PARTNERS – Gerry Borgman
 - a. Goal: \$18,000.
 - b. Tentative: \$16,000.
 - c. Commitments: \$17,000.
 - d. Received: \$12,000.
 8. COMMUNICATIONS – John Onnen
 - a. Goals for 2011:
 - i. Establish working committee to coordinate, recommend and employ any available medium to most effectively manage Chapter communications.
 - ii. Work with Board and other committees to accomplish Chapter goals.
 - iii. Recruit committee members.
 9. STUDENT LIAISON – Open
 - a. No report.
 10. CHAPTER ADMINISTRATOR – Amy Ostigny
 - a. Website has been updated.
 11. PAST PRESIDENT – Greg Wilson
 - a. No report.
 12. SECRETARY – Brent Degenhardt
 - a. Outstanding items addressed in respective board and committee chair sections.
 13. VICE PRESIDENT – Reed Tarkington
 - a. No report.
 - b. Per President-Strategic planning slide added to review balanced scorecard.
 14. ROUNDTABLE
 - a. Discussed need to train Board and committee chairs on pulling reports from National.
 - i. President will e-mail instructions.
 - ii. Discussed National hosting a web-ex during upcoming meeting.

- b. Interest in preparing 2011 IFMA Cincinnati calendar: to include programs dates, editorial deadlines, member drives, newsletters and e-mail blasts, ongoing.
- c. Committee chair job descriptions, ongoing:
 - i. Current chairs will draft.
 - ii. Performance based goals directed by strategic plan.
 - iii. Develop new chair – Volunteer.
 - iv. Transfer/transition plans.

NEXT BOARD MEETING – Wednesday, February 9, 2011; Panera Bread-Hyde Park; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary