



**BOARD  
 MEETING MINUTES**

Date: February 9, 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: Greg Wilson, John Onnen, Jim Hull, Beth Osgood, Gerry Borgman  
 Guest: None

1. **PRESIDENTS – Gary Rahn**
  - a. Requested golf committee review IFMA Foundation information and consider donation in 2011.
  - b. Chapter Dues:
    - i. National pushing cost of running Chapters on Chapters (i.e. tax filing).
    - ii. Consider fee for events and ½ day seminars.
    - iii. Consider fees for members vs. non-members.
    - iv. President advised does not want to raise dues.
    - v. Tabled, will be voted on during March meeting.
  
2. **TREASURER – Gary Tout**
  - a. January financial reports provided.
  - b. Two (2) annual dues deposits in January, November and December dues.
  - c. Chapter partners: \$ 16,000 collected, need Friend of IFMA: CR Architecture.
  - d. Charge for Phipp’s Reprographics of \$ 121.00 questioned, will look into charge.
  - e. Currently evaluating the Chapter need for a bookkeeper, ongoing.
  
3. **MEMBERSHIP – Monty O’Hara**
  - a. Current Roster: 153
    - i. New Associate: 2
    - ii. New Student: 1
  - b. Trade show attendee list provided to chair by Chapter Administrator.
  - c. Committee meeting next Wednesday:
    - i. Discuss follow up communication on guests at trade show luncheon.
    - ii. Professional member referral program.
    - iii. Follow up on renewals and dropped members.
    - iv. Committee: Vickie Flood, Todd Kamphaus and Mark Hardin
  
4. **PROGRAMS – John Ruebel**
  - a. March 15 – MSD Wastewater Education Center-Presentation and Tour
    - i. Host: Metropolitan Sewer District.
    - ii. Sponsors: Cintech and KZF Design.
    - iii. Panel presentation: MSD, Cintech and KZF.
    - iv. Joint meeting with USGBC.
    - v. Limited to sixty (60) attendees.
    - vi. Invitation will be e-mailed to IFMA and USGBC members on February 28<sup>th</sup>.

- b. April 19 – IFMA Healthcare Council
    - i. Time: 8:00 am – 12:00 pm.
    - ii. Presentation: IFMA Healthcare Council, Presenter: Glen Fischer
    - iii. Joint meeting with TSHE.
    - iv. Location: Shriners Hospital.
    - v. Evaluating availability of CEU and CFM maintenance points.
  - c. April 26 – Fire Technology and Code
    - i. Sponsor: Honeywell.
    - ii. Joint meeting with IFMA Dayton and architectural/engineering community.
    - iii. CEU available.
    - iv. Three (3) national speakers.
  - d. May 19 – Reds Social
    - i. Seven (7) tickets sold.
    - ii. Tickets will be available for purchase online and at March and April meetings.
  - e. June 21 – Topic T.B.D.
    - i. Potential Presenter/Sponsor: CR Architecture.
    - ii. Potential Host: 600 Vine.
  - f. July 19 – Fidelity Investments Tour
    - i. Potential topic: Chilled Beam Mechanical Systems.
    - ii. Potential joint meeting with ASHRE.
  - g. Discussed other potential topics: Disaster Recovery, Occupant Safety/Security Systems
  - h. Available dates: August, September and November.
  - i. Discussed other events to connect IFMA members:
    - i. Reverse trade show – Professional members at booths/vendors change booths.
    - ii. A chance to meet.
5. EDUCATION – Jim Hull
- a. No report.
6. GOLF – Erin Rink/Beth Osgood
- a. First committee meeting of year held last week - brainstorming session.
  - b. Attendees: Gerry Borgman, Mike Bunch, Beth Osgood, Erin Rink and Dean Wright.
  - c. Discussed recent meeting with Louisville Chapter Golf Committee Chair.
    - i. Chapter membership: 120, 65% Professional.
    - ii. Charge \$ 650.00 (no beverages), \$ 750.00 (all inclusive) per foursome.
    - iii. Sold out at 128 golfers.
    - iv. Limit donation items.
      - 1. 15 items, \$ 100.00 minimum value.
      - 2. Silent auction begins at registration and ends at dinner.
    - v. Offered extend a shot-golf pro takes 2<sup>nd</sup> shot. Cost \$ 5.00.
    - vi. One (1) sponsor per hole.
  - d. Will be preparing strategic plan for outing.
  - e. Potential partners: AFE, IFMA Dayton and USGBC.
  - f. Allow partners to attend, but will not be part of planning or proceeds.
  - g. Committee chairs looking for committee members.
7. CHAPTER PARTNERS – Gerry Borgman
- a. No report.
8. COMMUNICATIONS – John Onnen
- a. Report provided by President.
  - b. Committee will be meeting this week.
  - c. Evaluating four (4) areas:
    - i. Newsletter – focus on in February.
      - 1. Content to be provided by Board and committee chairs.
    - ii. Website – focus on in March.
    - iii. Social Media
    - iv. General Communication
  - d. Will revisit Linked-In.
9. STUDENT LIAISON – Open

- a. No report.
10. CHAPTER ADMINSTRATOR – Amy Ostigny
- a. Website
    - i. Software available to allow Chapter to update website.
    - ii. Hosting company increasing fees: \$ 70.00 per month, from \$ 40.00 per month.
    - iii. 2011 budget for website: \$ 2,000.00.
    - iv. Allow for efficient cost saving updates.
    - v. Communications committee will evaluate: website hosting fees, SSL certificate and site editing functions.
  - b. E-mail blast, 2/15 content:
    - i. Request for Golf Committee volunteers.
    - ii. Facility Fusion information.
    - iii. Additional items requested from Board and committee chairs by February 10<sup>th</sup>.
    - iv. Blast sent to 230 e-mails addresses.
  - c. Recommended Chapter consider business cards with calendar of events attached.
  - d. Discussed IFMA relationship with Facilities Maintenance Expo:
    - i. IFMA is an industry partner.
    - ii. Provided free booth at expo.
    - iii. Administrator also works directly for shows to set up booths and speakers.
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. Evaluating CFM study group with Education Committee.
    - i. CFM instructor job posting.
    - ii. Considering classes at Cincinnati State in April-will speak to Ralph Wells.
    - iii. Fees to cover instructor and facility rental.
  - b. Requested Board and committee chairs review strategic planning material from National and be prepared to discuss process to complete.
14. ROUNDTABLE
- a. Discussed need to train Board and committee chairs on pulling reports from National, ongoing.
  - 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, March 9, 2011 ; Panera Bread-Hyde Park; 8:00am  
 Minutes submitted by Brent Degenhardt, Chapter Secretary