



BOARD MEETING MINUTES

Date: March 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: Reed Tarkington, Greg Wilson, John Ruebel, Gerry Borgman
Guest: None

1. **PRESIDENTS** – Gary Rahn
 - a. Reminded Board and committee chairs of election in spring and transition in summer.
 - b. CFM Training
 - i. Trainer available, Education Chair and Vice President will approach.
 - ii. Geoff Armstrong, Viox Services – offering/sponsoring CFM training for Viox employees. Vice President will contact to discuss availability to IFMA members.
2. **TREASURER** – Gary Tout
 - a. February financial reports provided.
 - b. GuiVision fee:
 - i. \$ 40.25 per month being raised to \$ 75.00 per month via auto withdrawal.
 - ii. Increased fee allows for Chapter updates to website.
 - c. Chapter Partners: still need to collect \$ 2,000.00.
 - d. Charge for Phipp's Reprographics of \$ 121.00 questioned, ongoing.
 - e. Currently evaluating the Chapter need for a bookkeeper, ongoing.
 - f. Board voted not to increase or decrease Chapter dues.
3. **MEMBERSHIP** – Monty O'Hara
 - a. Committee will follow up with IFMA National regarding ASHRAE/IFMA partnership and potential membership solicitation.
 - b. Committee focused on: at-risk, expired and potential members.
 - c. Considering Professional member referral program.
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.
 - 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
 - e. Considering Professional member attendance program
 - i. April implementation.
 - ii. World Work Place attendance.
 - iii. Programs and Membership Chairs to coordinate, Treasurer to track.
5. EDUCATION – Jim Hull
- a. No report.
6. GOLF – Erin Rink/Beth Osgood
- a. Second committee meeting held on March 3rd.
 - b. Vision Statement: The Cincinnati Chapter annual golf outing offers our members a fun and relaxing day of developing relationships while promoting the FM profession.
 - c. New idea: more interactive – “Did you know?” facts around the course.
 - d. Will be restructuring mulligan package.
 - e. Next meeting: March 24th.
7. CHAPTER PARTNERS – Gerry Borgman
- a. Discussed interest in Reds stadium tour prior to social event, will look into.
 - b. Requested board consider elimination of Chapter Partner recognition awards: \$ 1,000.00 savings per year, tabled to April board meeting.
 - c. Requested board consider movement of Annual Business Meeting to September: allow for installation of officers, thank you to sponsors and kick off of Chapter Partners campaign, tabled to April board meeting.
8. COMMUNICATIONS – John Onnen
- a. Second committee meeting held on March 7th.
 - b. E-mail – Add gold Chapter Partner banner to e-mail communications.
 - c. Newsletter:
 - i. April distribution, electronic.
 - ii. Blasts with headlines – members can chose what to read.
 - iii. Content from Annual Business Meeting.
 - d. Website:
 - i. No major changes at this time.
 - ii. Potential purchase of updated header picture.
 - e. Social Media:
 - i. Develop programs that allows for access to as many members as possible.
 - ii. Facebook – Erin Rink evaluating.
 - iii. Linked-in and Twitter – Matt Proudfit will manage.
 - f. Other items discussed:
 - i. Chapter webinars.
 - ii. Directory: online vs. print, joint effort with Membership Committee.
9. STUDENT LIAISON – Open
- a. No report.
10. CHAPTER ADMINSTRATOR – Amy Ostigny
- a. Website – will provide content manager training to Programs and Communications committee chairs.
 - b. March 15 – MSD Wastewater Education Center-Presentation and Tour
 - i. 47 registered.
 - ii. Able to establish sponsors for event.
 - c. May 19 – Reds Social
 - i. 13 tickets sold.
 - ii. Erin Rink and Brent Degenhardt to assist in selling at March 15 event.
 - d. Advised Board and committee chairs:

- i. Louisville chapter hosting two (2) CFM courses.
- ii. IFMA Education brochure available.
- iii. Will solicit future sponsors: Schneider Electric, Siemens and ASI.

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. Updates on strategic plan to be e-mailed to Board and committee chairs.

14. ROUNDTABLE

- a. Membership Chair provided overview of pulling Chapter reports from IFMA National.
- 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, April 13, 2011; Panera Bread-Hyde Park; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary