



**BOARD
 MEETING MINUTES**

Date: October 12, 2011
 Location: Ethicon Endo-Surgery, Blue Ash, Ohio

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

Absent: Brent Degenhardt, Greg Wilson, Monty O’Hara, John Ruebel
 Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Updates on Chapter website, insurance policies, tax status, internal controls, Treasurer responsibilities and charitable donations.
 - b. Needs updated Conflict of Interest statements for board members.
 - c. Procedure Manual: template is already developed. Gary to coordinate procedure to update and keep current with Brent. Need to define and capture what is to be documented.
2. **VICE PRESIDENT/TREASURER – Gary Tout**
 - a. Recommended and approved transfer of credit card processing from Sterling to PNC.
 - b. Update on current financials.
 - c. Currently evaluating the Chapter need for a bookkeeper, ongoing.
3. **MEMBERSHIP – Monty O’Hara**
 - a. No report.
4. **PROGRAMS – John Ruebel**
 - a. No report. As per Amy, next program is Nov. 15 at Envision Center.
5. **EDUCATION – Jim Hull**
 - a. No report.
6. **GOLF – Erin Rink/Beth Osgood**
 - a. There were 100 golfers for the outing. Details have not yet been captured. Full report to be given at the next board meeting.
7. **CHAPTER PARTNERS – Gerry Borgman**
 - a. 95 letters were sent last week.
 - b. New award has been identified for next years’ sponsors.
 - c. There are still 10-12 awards not claimed. Gerry will either keep, hand deliver, or mail to the recipients.

8. COMMUNICATIONS – John Onnen
 - a. No meeting was held this past month.
 - b. Communications are on schedule.

9. STUDENT LIAISON – Open
 - a. No report.

10. CHAPTER ADMINSTRATOR – Amy Ostigny
 - a. No report.
 - b. Add first time attendee to meeting registration page, ongoing.
 - c. Chapter Administrator will evaluate calendar link/reminder e-mail notification for meeting registration, ongoing.

11. PAST PRESIDENT – Greg Wilson
 - a. No report.

12. SECRETARY – Brent Degenhardt
 - a. No report.

13. ROUNDTABLE
 - a. Interest in preparing 2011 IFMA Cincinnati calendar: to include programs dates, editorial deadlines, member drives, newsletters and e-mail blasts, ongoing.
 - b. Committee chair job descriptions, ongoing.

NEXT BOARD MEETING – Wednesday, November 9, 2011; Ethicon-Endo Surgery; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary and recorded by John Onnen, Communications Chair.