

IFMA

Board Meeting Minutes 11/2016

9 November 2016 / 8:30-10:00 AM / Conference Call 888-330-1716,

Pass Code 2264069

ATTENDEES

Brent Degenhardt (phone), Janice Neff, Jim Hull, Erin Rink (phone), Gerry Borgman, Mark McKiernan,

Unable to Attend

Kathleen Armstrong, Kimberly Kruse, John Onnen

AGENDA

Last Meeting Follow-up

- JN - Confirmed check has not been sent to IFMA Global Workforce Initiative
- Global Workforce Initiative:
 - Go ahead and send a check for donation of \$1000 (Jim Hull)
 - Janice was on conference call (11/8/16) getting caught up on GWI
 - 2018 FM will get a new designation in the Workforce that will stand alone - This will help recruit students into the field.

New Business

- Component Generated Chapter Reports
 - Mostly on Membership (new and dropped)
 - System seems to be filtering to chapter leaders again.
- Dayton Chapter November Program conflicted with ours; and therefore we will have limited attendance by their chapter.
 - They would like to partner with us on future events
 - We may want to consider their March Madness program

- Meeting/Program Equipment - Laptop, Microphone, Projector, Screen; this enables us to use the SCC for the cost of meals only
 - Janice has ordered portable microphone and a screen
 - Will get the rest of the equipment from Tony
 - Janice will keep all equipment and bring to each meeting.
- November Program Cut-Off is 12:00 noon; 11/11/16
 - Should those who do not register be turned away at the door; or charged a late fee? How much?
 - For November meeting - no charge but food for registered members only
 - Should this be a change in policy for our 2017 Program attendance?
 - Janice will bring back to board for a vote
 - How is it handled at other organizations?
 - How many extra meals (\$20.00) should be ordered?
 - For November meeting - should order 10% extra
 - Consider getting a ticket at the end of the registration process to give at the desk.
- October Program Feedback - nice venue, tour and meal (in JN's opinion).
 - Board agreed that it was a good program and venue even though it wasn't an education based program.
 - Easy to work with on the catering (Amy Tobin contact) allowed us to use our own to save money.
- Program Brainstorming Session will be held at a later date; due to absence of a number of key Board Members
- Partnership with other local organizations
 - BOMA - good resource but not for partnership
 - Dayton Chapter - New President (Ryan) - start looking for partnership opportunities
 - NAWIC - networking with the group - but might not be a partnership

Board Participation Concerns

- JN to meet with all Board Members (individually), by end of year to discuss obstacles that may be preventing full engagement.
 - Will plan to meet with each board member by the end of the year.

Board/Committee Chairperson Reports

- Past-President - Brent Degenhardt
 - a. Brainstorming session - reconnect with Board on new date
 - b. File Transfer to Janice - will try and get everything by week of 11/14/16

- c. Trying to figure out file retention - IFMA website lists what should be kept.
- **President - Janice Neff**
- **VicePresident/Golf Committee Chairperson - Mark McKiernan**
 - a. Golf Revenue discussed - Erin and Mark got together to figure up numbers from the outing so we can determine donation for Rosies Girls
 - i. Suggesting \$1500 donation
 - b. Need final bank reconciliation to confirm expenses, revenue from outing - Jim Hull to send this
 - c. Rosies Girls - Donation will be given at December Business Meeting.
 - d. Mark will contact Don Gleason at Maketewah to set July 2017 outing and get deposit (\$1000) to them to hold the date.
- **Treasurer Jim Hull**
 - a. Balance at the end of October 2016 - \$35,374
 - b. Balance has changed a lot because of golf outing money coming in and going out.
 - c. Jim would like to see if he can only receive emails on registrations that have money associated instead of Members registration with \$0.
- **Secretary Erin Rink**
 - a. No report
- **ChapterPartners - Gerry Borgman**
 - a. \$3500 Committed so far
 - b. Letter went out asking for Chapter partners - wrap up by end of 2016
 - i. Friend - \$250, Silver - \$500, Gold - \$1000, Platinum - \$2000
- **Communication John Onnen**
 - a. No report
- **Education- Vacant**
 - a. Still looking to fill this position
- **Membership - Kimberly Kruse**
 - a. No report

Total Members-
Associates -
Professional -
Lifetime -
Retired -
Young Professional -
- **Programs - Tony Coffaro (report by Janice Neff)**
 - **November - Sharonville Convention Center**
 - Janice will get all signed paperwork to the convention center by 11/9/16
 - Janice will bring equipment
 - Janice will talk to members that show up that aren't registered to let them know that the

policy will be changing in 2017

- **December - Firehouse Grill (Blue Ash)**
 - Details will be finalized by Janice 11/9/16
 - Charity for December meeting - Pregnancy West Center - Gerry will get a list of needed items - will post on our website when registration goes up
 - Annual Business Report - Brent will bring flash drive with PowerPoint - Janice will divide out and get committee chairs to update their report.
 - Survey will happen at December meeting - volunteer positions will be a target.
- **Program Ideas**
 - Lead pipes in buildings - Kathleen
 - DHL or St. Elizabeth - Brent
 - Newport Aquarium - Rick Dames
 - Taft Ale House
 - Music Hall Construction

Action Items

- JN Finalize Meals for December Annual Business Meeting

Next Month's Agenda

- **Next meeting: Wednesday, December 14, 2016 @8:30 am**
- Recommendations for Education Chair Committee
- Recruit at December's Annual Business Meeting