



**BOARD  
MEETING MINUTES**

Date: February 8, 2012  
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	Kathleen Armstrong	Education
		Past President	Erin Rink, Beth Osgood	Golf
	John Onnen	Communications	Gerry Borgman	Chapter Partners
	Amy Ostigny	Chapter Administrator	Open	Student Liaison

Absent: Kathleen Armstrong, Monty O’Hara  
Guest: Jennifer Brumfield

1. **PRESIDENTS – Gary Rahn**
  - a. No changes to Chapter dues will remain the same for the upcoming fiscal year.
  - b. Board nominations:
    - i. Nominations will be announced at April membership meeting.
    - ii. Voting will occur at May membership meeting.
  - c. Needs updated Conflict of Interest statements for board members, ongoing.
  - d. Procedure Manual: template is already developed. President to coordinate procedure to update and keep current with Secretary. Need to define and capture what is to be documented, ongoing.
2. **VICE PRESIDENT/TREASURER – Gary Tout**
  - a. January financials provided.
  - b. Chapter registered agent fees deducted from February dues remittance.
  - c. Sterling no longer processing credit card transactions (due to early shut off of cancelled contract), PNC being set up.
  - d. Credit card transaction currently being processed via phone.
  - e. Chapter budgeted for board attendance at Facility Fusion.
  - f. Chapter laptop purchase options, ongoing.
  - g. Currently evaluating the Chapter need for a bookkeeper, ongoing.
3. **MEMBERSHIP – Monty O’Hara**
  - a. No report.
  - b. President advised membership chair has established booth assignments for Facilities Maintenance Expo.
  - c. Board approved purchase of new banner which will include mission and vision statements.
  - d. President will purchase gift card for giveaway at Facilities Maintenance Expo.
4. **PROGRAMS – John Ruebel**
  - a. February 9 – Facilities Maintenance Expo and IFMA Luncheon
    - i. Location: Oasis Conference Center, Loveland, OH.
    - ii. Expo: 9:00 am – 3:00 pm.
    - iii. Luncheon: 11:30 am – 1:15 pm.

- iv. Speakers: Pedco and Kroger.
    - v. Current Registration: 34, 20 of which are guests.
  - b. March 20 – Potential: Christ Hospital expansion plan presentation and tour.
  - c. April 17 – Open
  - d. May 3 – Reds Outing
  - e. Potential program: Great American Ballpark Tour.
- 5. EDUCATION – Open
  - a. No report.
- 6. GOLF – Erin Rink/Beth Osgood
  - a. Received contract from Maketewah Contry Club for 2012 outing.
  - b. 2012 planning will begin in May.
  - c. Potential chairs being identified.
- 7. CHAPTER PARTNERS – Gerry Borgman
  - a. Received commitments of \$ 14,500.00, \$ 3,500.00 short of goal.
  - b. Potential partner: Polygon Group.
  - c. Payment still due from several Chapter Partners.
- 8. COMMUNICATIONS – John Onnen
  - a. Newsletter: Published January 31, 2012.
  - b. Website:
    - i. Designer: Bebe Kinnett, Absolute Web Designs.
    - ii. Met with on February 6, 2012.
    - iii. Contract will be e-mailed to President and Secretary for approval and execution.
    - iv. Anticipates website completion four (4) weeks from receipt of contract.
    - v. Draft will be prepared for board approval in next few weeks.
    - vi. Hosting fee \$20.00 per month.
- 9. STUDENT LIAISON – Open
  - a. No report.
- 10. CHAPTER ADMINSTRATOR – Amy Ostigny
  - a. January Chapter Administrator report provided.
- 11. PAST PRESIDENT
  - a. No report.
- 12. SECRETARY – Brent Degenhardt
  - a. Outstanding items covered under each committee chair and board report.
- 13. ROUNDTABLE
  - a. Program Attendance:
    - i. Chapter hopes to encourage attendance at meetings
    - ii. Website will contain three (3) options under meeting registration dropdown: Member, Guest and First Time Attendee.
    - iii. Website will contain explanation of each registration option.
    - iv. Guest Attendance Policy:
      - 1. Allow attendance as a guest to up to three (3) membership meetings per calendar year (excluding Reds and Golf Outings).
      - 2. Secretary will e-mail board guest attendance policy.
  - b. Vendor directory being evaluated, ongoing.
  - c. Committee chair job descriptions, ongoing.

NEXT BOARD MEETING – Wednesday, March 14, 2012; Ethicon-Endo Surgery; 8:00am  
Minutes submitted by Brent Degenhardt, Chapter Secretary.