



**BOARD  
 MEETING MINUTES**

Date: March 14, 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: Beth Osgood, Gary Rahn, Gary Tout  
 Guest: Jennifer Brumfield

1. **PRESIDENTS – Gary Rahn**
  - a. No report.
  - b. Needs updated Conflict of Interest statements for board members, ongoing.
  - c. 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. No report.
  - b. February financials provided prior to meeting.
  - c. Chapter laptop purchase options, ongoing.
  - d. Currently evaluating the Chapter need for a bookkeeper, ongoing.
  
3. **MEMBERSHIP – Monty O’Hara**
  - a. Membership: 125, Professional: 62/Associate: 58.
  - b. Received cards from trade show both, committee will follow up.
  - c. Secretary requested Chapter Administrator request attendee list from trade show manager.
  - d. Vendor Directory-interested in developing to assist Associate members (See Roundtable).
  - e. Professional Member Recruitment Event:
    - i. Potentially held in April.
    - ii. Need 30 prospects, with hopes of 10 attendees.
    - iii. Large door prize.
    - iv. Requested board provide prospect list.
  - f. Committee:
    - i. Lost several members.
    - ii. Next committee meeting, end of March.
    - iii. Secretary and Chapter Administrator requested opportunity to attend.
  - g. Chair requested board work to find someone to chair committee.
  
4. **PROGRAMS – John Ruebel**
  - a. March 20 – Great American Ballpark Tour and Happy Hour.

- i. Locations: Great American Ballpark, Cincinnati, OH and Moerlein Lager House, Cincinnati, OH.
    - ii. Time: 2:00 pm – 3:30 pm.
    - iii. Current Registration: 60.
  - b. April 17 – Potential: Christ Hospital expansion plan presentation and tour or Energy Alliance rebate programs.
  - c. May 3 – Reds Outing.
- 5. EDUCATION – Kathleen Armstrong
  - a. Committee member: Keith Koerner.
  - b. CFM points:
    - i. Chapter can provide 1 point per instruction hour and ½ point for attending event.
    - ii. No need to pre-approve programs.
    - iii. Chair will prepare documents for CFM members.
- 6. GOLF – Erin Rink/Beth Osgood
  - a. New chair: John Ruebel.
  - b. Currently looking for co-chair.
- 7. CHAPTER PARTNERS – Gerry Borgman
  - a. Payment still due from three (3) Chapter Partners, need to collect \$ 1,500.00.
  - b. Invoices sent.
- 8. COMMUNICATIONS – John Onnen
  - a. Newsletter: a little behind, due to website.
  - b. Website:
    - i. Revamped, easier to navigate.
    - ii. Final changes made March 12.
    - iii. Will provide draft for board approval, March 19.
    - iv. Live, April 1, pending board approval.
- 9. STUDENT LIAISON – Open
  - a. No report.
- 10. CHAPTER ADMINISTRATOR – Amy Ostigny
  - a. February Chapter Administrator report provided.
  - b. Noted new mailing address.
  - c. Website training and access will be provided to Program and Communication Chairs.
  - d. Recommended board access National best practices site and participate in conference calls.
  - e. Requested information for e-mail blast by March 23, send March 30.
- 11. PAST PRESIDENT
  - a. No report.
- 12. SECRETARY – Brent Degenhardt
  - a. Reds outing contract executed.
  - b. Guest Attendance Policy:
    - i. Associate member substitute attendance limitations removed.
    - ii. Board voted and approved.
    - iii. Secretary will update and e-mail to the board for records and posting.
  - c. Outstanding items covered under each committee chair and board report.
- 13. ROUNDTABLE
  - a. Vendor Directory:
    - i. Communications committee will look into and assist with developing.
    - ii. Considering listing of Professional members as well.

- iii. Chapter Administrator advised may be able to get commitment from Phipps to cover cost of printing.
- b. Membership growth tools discussed during recent National conference call, per Erin Rink:
  - i. Potential member referral program.
  - ii. Mentor to new members.
  - iii. IFMix-monthly happy hour.

NEXT BOARD MEETING – Wednesday, April 11, 2012; Ethicon-Endo Surgery; 8:00am  
Minutes submitted by Brent Degenhardt, Chapter Secretary.