



**BOARD  
 MEETING MINUTES**

Date: April 11, 2012  
 Location: Ethicon Endo-Surgery, Blue Ash, Ohio

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

Absent: Brent Degenhardt, Monty O’Hara, John Onnen  
 Guest: Jennifer Brumfield

1. **PRESIDENTS – Gary Rahn**
  - a. Officer Positions for upcoming election:
    - President – Beth Osgood
    - Vice President – Brent Degenhardt
    - Treasurer – Gary Tout
    - Secretary – Erin Rink
    - Past President – Gary Rahn
    1. Bios and Photos needed of Nominees
    2. Announce Nominees in April Meeting – Elections will be open for one month.
    3. July 1, 2012 new board will take office
  - 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. March 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. No report
  - b. Membership: 125, Professional: 62/Associate: 58.
  - c. Received cards from trade show booth, committee will follow up.
  - d. Secretary requested Chapter Administrator request attendee list from trade show manager.
  - e. Vendor Directory-interested in developing to assist Associate members (See Roundtable).
  - f. 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.
  - g. Committee:
    - i. Lost several members.
    - ii. Next committee meeting, end of March.
    - iii. Secretary and Chapter Administrator requested opportunity to attend.
  - h. Chair requested board work to find someone to chair committee.
- 4. PROGRAMS – Jennifer Brumfield
  - a. April 17 – Cincinnati Zoo. Solar Panel Project
    - i. Location: Cincinnati Zoo
    - ii. Time: 11:30 am – 1:30 pm
    - iii. Current Registration: 20.
  - b. May 3 – Reds Outing.
    - i. 25 out of 50 tickets available have been claimed
  - c. June – Eco Development
    - i. Location: TBD
    - ii. Time: 11:30 am – 1:30 pm
- 5. EDUCATION – Kathleen Armstrong
  - a. Committee member: Keith Koerner.
  - b. CFM points:
    - i. Chapter can provide 1 Maintenance Points for CFM or FMP points per instruction hour and ½ point for attending event.
    - ii. No need to pre-approve programs.
    - iii. Chair will prepare documents for CFM members.
    - iv. IF we want to support CEU's for other organizations, IFMA, would have to submit to other organizations (ex. AIA, USGBC, etc) to get their credits.
  - c. Goal: Get more people to become CFM Certified
    - i. Educate our existing CFM's to the programs
    - ii. Get information out to membership
  - d. Exam will be revamped in Spring of 2013
  - e. Review Workshop – One day
  - f. Knowledge Center – Could be a good resource for membership to see at a meeting
  - g. Check in with existing CFM's and see how they are getting their points.
- 6. GOLF – John Ruebel
  - a. Trying for Early May for first meeting
  - b. Currently looking for co-chair.
- 7. CHAPTER PARTNERS – Gerry Borgman
  - a. Payment still due from two (e) Chapter Partners, need to collect \$ 1,000.00.
  - b. Invoices sent.
- 8. COMMUNICATIONS – John Onnen
  - a. No report
  - b. Website: Live!
- 9. STUDENT LIAISON – Open
  - a. No report.
- 10. CHAPTER ADMINSTRATOR – Amy Ostigny
  - a. March 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 April 23, send April 30.

11. PAST PRESIDENT

- a. No report.

12. SECRETARY – Brent Degenhardt

- a. No report.

13. ROUNDTABLE

- a. Vendor Directory:
  - i. Have a copy of the Louisville chapter Member directory
  - ii. Communications committee will look into and assist with developing.
  - iii. Chapter Administrator advised may be able to get commitment from Phipps to cover cost of printing.

NEXT BOARD MEETING – Wednesday, May 9, 2012; Ethicon-Endo Surgery; 8:00am

Minutes prepared by Erin Rink, Golf Committee Co-Chair and submitted by Brent Degenhardt, Chapter Secretary.