



**BOARD
 MEETING MINUTES**

Date: June 13, 2012
 Location: Ethicon Endo-Surgery, Blue Ash, Ohio

Members:	Gary Rahn	President	Janice Juergens	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: Gary Tout, John Onnen, Jennifer Brumfield, Janice Juergens and Gerry Borgman
 Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. IFMA Cincinnati – Virtual Office
 - i. Site visited by Gary Rahn, Beth Osgood and Brent Degenhardt.
 - ii. New address and phone for IFMA Cincinnati.
 - iii. One (1) year lease signed, effective June 1, 2012.
 - b. Need to update and approve by-laws, will address with Secretary.
 - c. Needs updated Conflict of Interest statements for board members, ongoing.
 - d. Procedure Manual:
 - i. Template is already developed.
 - ii. President to coordinate procedure to update and keep current with Secretary.
 - iii. Need to define and capture what is to be documented, ongoing.

2. **VICE PRESIDENT/TREASURER – Gary Tout**
 - a. No report.
 - b. Budget for 2013, report via Gary Rahn.
 - i. President requested budget updates from the committee chairs on behalf of the Vice President/Treasurer.
 - ii. Beth Osgood, Gary Tout and Gary Rahn will review budget and e-mail to board for approval.
 - iii. Budget will be finalized at July board meeting.
 - c. Chapter laptop purchase options, ongoing.
 - d. Currently evaluating the Chapter need for a bookkeeper, ongoing.

3. **MEMBERSHIP – Janice Juergen**
 - a. No report.
 - b. Board approved Ken Theisen attendance as no charge guest at all programs thru October.
 - c. Professional Member Attendance program announced via e-mail.

4. PROGRAMS – Jennifer Brumfield
 - a. No Report.
 - b. June 19 – Eco Development
 - i. Location: Free Store/Foodbank, 1250 Tennessee Avenue, Cincinnati, OH.
 - ii. Time: 11:30 am – 1:30 pm.
 - iii. Officers to be sworn in and introduced.
 - iv. Current roster: 29.
 - c. July – West Chester Medical
 - i. Location: West Chester Medical Center.
 - ii. Time: 11:30 am - 1:30 pm.
 - iii. Date T.B.D.
 - d. October 8 - IFMA Cincinnati Charity Golf Outing.
5. EDUCATION – Kathleen Armstrong
 - a. Advised board she will pull current CFM list from roster.
 - b. Will be e-mailing CFM to determine how they are getting maintenance points.
 - c. Will work with programs committee regarding program content development.
 - d. Will reach out to Dayton and Louisville chapters to determine interest in joint CFM study course.
6. GOLF – John Ruebel
 - a. Co-chair, Tim Fightmaster, Planes Companies.
 - b. Current committee: 10 members.
 - c. Budget provided to board via e-mail.
 - d. Already signed a few sponsors and foursomes.
 - e. Next meeting: June 14, 2012.
7. CHAPTER PARTNERS – Gerry Borgman
 - a. Payment still due from three (3) Chapter Partners, need to collect \$ 1,250.00.
 - b. New chapter partner, Jani-King.
8. COMMUNICATIONS – John Onnen
 - a. Report provided via e-mail and Beth Osgood.
 - b. Website:
 - i. Addressing a few issues found in website.
 - ii. Reviewed with Chapter Administrator, who will address.
 - iii. IFMA contact information updated.
 - iv. Board and committee chair information updated.
 - c. Vendor Directory:
 - i. Received response from approximately 1/3 of members.
 - ii. Will take photos of members at June program, if needed.
 - iii. Printing: Phipps at approximately \$ 90.00.
 - iv. Considering mailing to all members.
 - v. Goal is to mail by end of June.
 - d. Next meeting: June 18, 2012.
9. STUDENT LIAISON – Open
 - a. No report.
10. CHAPTER ADMINISTRATOR – Amy Ostigny
 - a. May Chapter Administrator report provided, via e-mail.
 - b. Linked-in group will be evaluated upon completion of website updates.
11. PAST PRESIDENT
 - a. No report.

12. SECRETARY – Brent Degenhardt

- a. Members interested in volunteering for committees:
 - i. James Dixon (Jani-King) – Chapter Partners.
 - ii. Contact information provided to respective committee chair(s).
- b. All outstanding items addressed in respective board member section.

13. ROUNDTABLE

- a. Strategic Planning Meeting: will revisit in August/September as a board.

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