

# IFMA

## Board Meeting Minutes 12/14/2016

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**14 December 2016 / 8:30-10:00 AM / Conference Call 888-330-1716,  
Pass Code 2264069**

### ATTENDEES

Brent Degenhardt, Janice Neff, Jim Hull, Erin Rink (phone), Cindy Begley, Gerry Borgman,  
Tony Coffaro, Mark McKiernan, John Onnen (phone)

### Unable to Attend

Kimberly Kruse

### AGENDA

#### **Last Meeting Follow-up**

- Approval of Board Meeting Minutes (July - November 2016)
  - Brent Motioned and Jim Hull second - approved.
- JN - contacted Components for address to send Donation to IFMA Foundation GWI. No response yet.
  - Janice will follow up with Josh at IFMA National for address

#### **New Business**

- Component Generated Chapter Reports - slow, but steady progress
  - Have not had an update with Star Chapter recently. No IFMA National upload either. Janice will follow up after holidays.
- November Program Feedback
  - Sharonville Convention Center - good venue, good food.
  - No cost for the space - only food - would be more affordable if we have event sponsors. Will work on that for 2017
  - Expected about 40 people - only 5 no shows and one non registered.
- December Program Cut-Off is 12:00 noon; 12/16/16
  - John confirming all is set up through the website to cut off.
- Partnership with other local organizations
  - BOMA; good resource

- On Distribution list to keep up with how they operate.
- Dayton Chapter - March 2017
  - March Madness/Facility Expo (only IFMA)
  - Interested in partnering with Cincinnati Chapter
  - Looks like it will be at Planes in West Chester
- NAWIC - TBD
  - Still looking into it. Janice went to an event and it was more social than informational.

### **Board Participation Concerns**

- JN hopes to meet with all Board Members (individually), by end of year to discuss obstacles that may be preventing full engagement.
  - Still a few board members to meet with

### **Board/Committee Chairperson Reports**

- Past-President
  - a. Turned over 3 boxes of historical info to Janice
- President
- Vice President/Golf Committee Chairperson
  - a. Still outstanding \$ for some hole sponsors on golf outing. Emails have been sent to companies to get payment or confirmation they paid.
  - b. IFMA Foundation donation of \$1000 should be taken out of the Education budget - not golf.
  - c. Rosies Girls - will donate \$1500 from golf outing
- Treasurer
  - a. Balance in the account \$29,877
  - b. Behind on revenue for 2017
  - c. Sponsorships/partnerships coming in for December so that should help a bit.
  - d. Golf- showing \$7300 deficit - need to reallocate funds.
- Secretary
  - a. No report
- Chapter Partners
  - a. Showing \$5000 committed for 2017 Chapter Sponsors (only \$3,250 has been paid)
  - b. Showing 2 companies not paid for 2016 - Scioto and Interface - remove them from sponsorship promotion.
- Communication
  - a. Will add February meeting info to website as soon as we finalize the details.
- Education - Open Position
  - a. Rick Spurlock update - Committee chairperson
    - i. New management at US Playing Card and is interested

in the Education Chair position.

ii. Janice will forward the Job Description to him.

- Membership - Open Position
  - a. No report on numbers
  - b. Janice spoke with Kimberly. She is officially stepping down from Membership leadership.
    - i. Janice will take temporary Membership Chair position until it's filled
  - c. Janice will get the numbers from the IFMA National website
  - d. Star Chapter - Membership numbers not aligning with our National Membership roster.
    - i. Currently have a 60 day grace period for dropped/lapsed membership then they move to non-members.
      - 1. Still get IFMA Emails.
    - ii. Member Upload is not correct - we show 196 members - duplicates, expired, etc. are showing in the current membership roster

Total Members-

Associates -

Professional -

Lifetime -

Retired -

Young Professional -

- Programs
  - December - Firehouse Grill (Blue Ash)
  - January - Memorial Hall/3CDC
  - February - Brady Mick (location TBD)
    - Workplace Strategy Update
  - March - March Madness and Facilities Expo w/Dayton Chapter
    - Planes - West Chester - Need to confirm location
  - April - Reds Game
    - Thursday, April 6<sup>th</sup>
    - NO charge to membership
    - Has been budgeted for 60 tickets at no charge
    - Deposit still needs to be sent in (Reds have new system and are trying to figure it out)
  - May - MadTree
    - Considering 4pm or 4:30pm start time
    - New location
  - June - Duke Energy Envision Center (tentative)
  - July - Golf Outing
  - August - TBD
  - September - TBD

- October - National Speaker
  - Look into WWP 2017 Theme and consider piggybacking on to that
  - Ask membership what they would like to hear about
- November - TBD
- December - Annual Business Meeting
- January 2018 - Music Hall
- Mark Fisher at the Cincinnati Zoo has committed to hosting an event - possibly September or October

#### **Action Items**

- Membership Survey Questions (3-5)
  - National Speaker topic
  - What facility tours would you be interested in for 2017?
  - How would you like to engage/connect with the chapter (social media, email, text, etc).

#### **Next Month's Agenda**

- Recruit committee members at December's Annual Business Meeting
  - Strongest needs - social media, programs, membership, education
- Administrator Needs?
  - Do we want to add a paid Administrator in 2017?
  - Define Roles + Responsibilities
    - Administrative tasks - attend board meetings, sponsorship slide update, meeting agendas, Social media, etc.
  - Target for July 2017 (start of FY 2018)
  - Janice to reach out to contact to see if she can get an idea of per hour price and how much time would be needed.
  - \$25/hour - 10 hours per week = \$13,000/Year
    - Would need to raise dues and/or membership numbers

Next meeting: Wednesday, January 11<sup>th</sup>. Anderson Center 7850 Five Mile Road, Cincinnati OH 45230