



IFMA Cincinnati Board Meeting Minutes

Date: February 13, 2013
Location: Ethicon-Endo Surgery

Attendees: Beth Osgood, President
Gary Tout, Treasurer
Erin Rink, Secretary
Janice Juergens, Membership Chair
John Onnen, Communications Chair
Gerry Borgman, Chapter Partners Chair
Kathleen Armstrong, Education Chair
Nina Downs, Program Chair
Vacant, Golf Chair

Absent: Brent Degenhardt, Vice President, Gary Rahn, Past President

TREASURER REPORT - Gary Tout: Fraudulent charges have been reversed.

Sponsor dollars are still coming in. February should wrap up the Chapter Sponsors.

Reds outing down payment has been sent in.

January's opening balance was \$22,119; closing balance was \$23,613.

Accountant – Gary and the Accountant basically are performing the same duties. He is putting the information into the forms for her to turn into a 'quick books' type program.

Look into the Chart of accounts and possibly starting over to simplify the process and to give more accurate account of where the money is being spent. If we set up a new chart of accounts there will be a conversion chart from old to new. IF this is the route we take, it would be implemented for the July 1, 2013 new fiscal year for IFMA.

VICE PRESIDENT - Brent Degenhardt: No report

PROGRAMS – Nina Downs: Welcome to Nina in her new position as the Programs Chair! New committee members that are likely to help her are: Tim Fightmaster, Jessica Fahnke, and Teresa Simos. Would like to have they generates some ideas for the programs, help find presenters, hosts and sponsors. Need to focus on programs that will give the audience some useful information to take away from the meeting. Presenters should be 'generic' in their presentation – no sales pitch- but offer any further information on their company after the presentation to those interested.
New name tag system is being worked out – no more strings.

Current listing of Programs:

March 22- Queen City Tower Tour Great American Insurance

Meeting in the Conference Center – Tour of Health Center, Lobby and Central Plant (10-12 ppl at one time for central plant tour)

Janice will contact Perry to talk about program content.

Nina to get program agenda set.

April – Mary Fromming Simplex Grinnell

May – Reds Outing – Machine Room Patio – NEW LOCATION!

Members Free, Guest \$75 (one guest per member)

June – Open

July – Open

September – Open – Tentative - National Speaker

October – Golf Outing

November – Open

December -Holiday Social

Program ideas:

Envelope Electrochromic Glazing – Jeremy Mack, Sage Glass

5/3 Sustainability – Janice to look into this and report back in March.

Gerry to send an email to Gold and Platinum sponsor to see if they will pencil in a date to speak at a meeting so we can get them on the calendar instead of scrambling at the last minute to find sponsor speakers.

Communications - John Onnen: Nina joined the meeting this month to go through updating the website for the upcoming and past programs.

2nd quarter Newsletter going out March 30th to include articles for: Education, Facility Fusion, Reds outing & Recap of Queen City Tower Tour & Facility Expo.

Need to look into separate memo area to give specifics on payment (give clarification on two different payments of same amount).

SECRETARY – Erin Rink: Template work is in progress. Alpha Graphics has all the member info.

Janice sent the February roster to Erin. Directory listing will be updated based on that.

Checking in with Rachel at Alpha Graphics to see how we can go about a print directory as well as an online directory. Online directory will need a person dedicated to updating on a regular basis if this is how we want to proceed. Discuss in March the possibilities.

MEMBERSHIP – Janice Jergens: Janice has gotten some feedback from members on the programs we've had in the last couple of months.

1. Other meetings have more structure than what we've recently been doing.
Discussion based on trying work on details for each meeting – Introduction of the Board, Chairs, new members and guests.
2. Box Lunches in laps is not appealing
This seems to be a very rare occurrence but will keep that in mind for future programs.

Janice sent Erin Rink the most current roster for the Directory.

EDUCATION – Kathleen Armstrong: Aisin World Corp – Kathleen and Brent going to present to the organization on February 28, 9a – 10a. Aisin World Corp has reached out to IFMA Cincinnati because they would like their facility managers to acquire professional certifications and would like IFMA Cincinnati involved in quarterly meetings. This offers IFMA a potential for new members.

Beth Osgood obtained a presentation from IFMA National to present to Aisin World Cup. She will meet with Kathleen and Brent to discuss the presentation and content.

CHAPTER PARTNERS – Gerry Borgman: \$15,000 in sponsorship as of February 13, 2013. New table tents will be printed by Phipps. Gerry will check with the companies that are sponsors to be sure we have the most current logos before we go to print with new table tents. Gerry will have them ready for the March meeting.

ROUNDTABLE –

Facilities Fusion: April 2-4 in Los Angeles, CA
National will pay for a board members registration; local chapter will pay for travel
Kathleen Armstrong will attend on behalf of the chapter.

Golf Chair – position is vacant – Beth will send out an email to the chapter to see if anyone is interested in the position. Need this position filled before March Board meeting.

Discussions for March:

At the January luncheon, ten people registered and did not attend. Gary Rahn would like to make sure they are deleted from the roster so they are not included in the World Workplace drawing for free attendance. Jennifer will send the list to Gary Tout and Gerry Borgman. We need to start charging members who register and do not attend. – **Did this list get passed on?**

Programs – Structure outlined and figured out.
Social hour for June/July meeting?
Table Survey: every meeting
5/3 Program – Janice
Directory – Online version?

There being no further business, the meeting was adjourned.

NEXT BOARD MEETING – March 13, 2013, 8a, Ethicon-Endo Surgery