



**BOARD
MEETING MINUTES**

Date: November 10, 2010
Location: Loth, Cincinnati, Ohio

Members:	Gary Rahn	President	Monty O’Hara	Membership
	Reed Tarkington	Vice President	John Ruebel	Programs
	Gary Tout	Treasurer	Jim Hull	Education
	Brent Degenhardt	Secretary	Erin Rink, Beth Osgood	Golf
	Greg Wilson	Past President	Gerry Borgman	Chapter Partners
	Amy Ostigny	Chapter Administrator	Open	Student Liaison

Absent: Jim Hull, Reed Tarkington, Greg Wilson
Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Potential Communications chair: Matt Proudfit, Tecta or John Onnen, Alpha & Omega
 - b. Member survey:
 - i. Results provided to board.
 - ii. Recipients of \$20 and \$50 gift cards to be drawn and announced at November meeting.
 - c. Strategic plan report submitted to Barbara Zlatnik, IFMA National on August 10, 2010. Follow up meeting scheduled for December 9, 2010, Location: GBBN, Time: T.B.D.
2. **TREASURER – Gary Tout**
 - a. October financial reports provided.
 - b. Currently evaluating the Chapter need for a bookkeeper, ongoing.
 - c. Noted two (2) charges from Phipps Reprographics, looking into to determine if duplicate.
3. **MEMBERSHIP – Monty O’Hara**
 - a. Membership at 158
 - i. Professional
 - ii. Associate
 - iii. Young Professional
 - iv. Student
 - v. Lifetime
 - vi. Retired
 - b. Committee:
 - i. Currently three (3) members. Could use five (5) members.
 - ii. Looking to meet with committee in November to discussion membership drive programs and division of duties.
 - iii. Member Responsibilities:
 1. Guest and potential member follow-up calls.
 2. Retention calls.
 - iv. Discuss and prepare membership campaign:
 1. Contest to draw new professional members.
 2. Professional member attendance: WW drawing.
4. **PROGRAMS – John Ruebel.**
 - a. November 16 – ADA Code Changes presented and sponsored by CR Architects and ASI, Location: KLH Engineers.
 - b. December 8 – Holiday Social, Location: Maketewah.

- i. Entertainment: Fat Head Davis.
 - ii. Charity: Northern Kentucky Foster Adoptive Parent Association.
 - c. January 18 – Annual Business Meeting, Location: T.B.D., Potential: Cincinnati Zoo.
 - d. February 3 – Maintenance Expo.
 - i. Potential presentation: Commissioning, Presenter: PEDCO.
 - ii. Evaluating ability to provide additional maintenance points (i.e. AIA and GBCI/USGBC)
 - e. March 15 – T.B.D., Potential tour: Queen City Tower or potential presentation: 3CDC.
 - f. April 19 – Healthcare Council presentation and joint meeting with TISHE, Location: T.B.D.
 - g. May – Reds Social
- 5. EDUCATION – Jim Hull
 - a. No report.
- 6. GOLF – Erin Rink/Beth Osgood
 - a. No report.
- 7. CHAPTER PARTNERS – Gerry Borgman
 - a. Goal: \$18,000.
 - b. No letters mailed. E-mailed campaign letter and followed up with two (2) calls.
 - c. Campaign letter to be included in newsletter.
 - d. Chair:
 - i. Called on all current partners.
 - ii. Commitments: \$7,250.
 - iii. Received: \$1,500.
 - e. Committee:
 - i. 1st meeting held, eight (8) members.
 - ii. 1st round of calls completed.
 - iii. 2nd round of calls to be completed by November 12, committee will:
 - 1. Confirm contact information, including e-mail address.
 - 2. Verify spam filter approval of ifmacincinnati.
 - 3. Identify interest in volunteering for specific activities, committees or leadership positions.
 - f. Chapter administrator to provide a list of potential partners to chair.
 - g. Per Chapter administrator potential platinum partners: KLH and Turner.
- 8. STUDENT LIAISON – Open
 - a. No report.
- 9. CHAPTER ADMINISTRATOR – Amy Ostigny
 - a. Chapter administrator to provide editorial calendar, E-mailed to board November 9.
- 10. PAST PRESIDENT – Greg Wilson
 - a. No report.
- 11. SECRETARY – Brent Degenhardt
 - a. Guest and Substitute Policy e-mailed to board for review November 11, Vote will occur December 10.
 - b. Outstanding items addressed in respective board and committee chair sections.
- 12. VICE PRESIDENT – Reed Tarkington
 - a. No report.
- 13. ROUNDTABLE
 - a. Interest in preparing 2011 IFMA Cincinnati calendar: to include programs dates, editorial deadlines, member drives, newsletters and e-mail blasts.
 - b. Board voted to reduce guest fee to \$20.
 - c. Programs chair to evaluate surveys to determine best presentations at WWP. Potential power speakers for Chapter meetings.
 - d. Prospect database includes six (6) professional members.
 - e. Adding guest to registration page, no charge.
 - f. Committee chair job descriptions, ongoing:

- i. Current chairs will draft.
- ii. Performance based goals directed by strategic plan.
- iii. Develop new chairs – Volunteer and Social Media/Communications.
- iv. Transfer/transition plans.

NEXT BOARD MEETING – Wednesday, December 8, 2010; Loth; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary