



**BOARD
 MEETING MINUTES**

Date: October 13, 2010
 Location: Loth, Cincinnati, Ohio

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|----------|------------------|-----------------------|------------------------|------------------|
| 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, John Ruebel, Greg Wilson
 Guest: None

1. **PRESIDENTS** – Gary Rahn
 - a. Strategic plan report submitted to Barbara Zlatnik, IFMA National on August 10, 2010. A follow up meeting will be scheduled for November.
 - b. Discussion regarding the member survey.
 - i. Received twenty (20) responses.
 - ii. E-mail to be sent directly from President requesting participation.

2. **TREASURER** – Gary Tout
 - a. September financial reports provided.
 - b. Currently evaluating the Chapter need for a bookkeeper, ongoing.
 - c. Anticipate a lot of golf outing expenses to hit next month.
 - d. Will consider adjustments to budget based on results of golf outing, re-evaluate in six (6) months.

3. **MEMBERSHIP** – Monty O'Hara
 - a. Membership at 155

| | |
|-------------------------|----|
| i. Professional | 72 |
| ii. Associate | 71 |
| iii. Young Professional | 3 |
| iv. Student | 3 |
| v. Lifetime | 2 |
| vi. Retired | 2 |
 - b. As a sponsor, Alexander Patterson Group needs to have a member, Pat Hudepohl.
 - c. McGill Smith Punshon needs to transfer membership.
 - d. New members:
 - i. Michael Dittmer, St. Elizabeth Medical Center
 - ii. Tom Knapke, Central Business Group
 - iii. Jeffrey Smith, Agape Instrument Service, Inc.
 - e. Interested in membership:
 - i. Les Tewiliger, Mohawk
 - f. Committee to focus on:
 - i. Follow up on dropped members.
 - ii. Strategy for professional draw.
 1. Professional members on committee.
 2. Rebuild committee process for contacting prospective professional members.
 - iii. Retention of current members.

4. PROGRAMS – John Ruebel.
 - a. November 16 – ADA Code Changes and Wayfinding presented and sponsored by CR Architects and ASI, Location: KLH Engineers.
 - b. December 8 – Holiday Social, Location: Maketewah.
 - c. Add member number field to registration page, completed.

5. EDUCATION – Jim Hull
 - a. No report.

6. GOLF – Erin Rink/Beth Osgood
 - a. 102 golfers registered, 92 golfers attended.
 - b. Net \$ 3,200.00 plus including donation to charity.
 - c. Positive feedback received the day of outing.
 - d. Ball Drop
 - i. Helicopter cancelled, drew by ticket.
 - ii. Four (4) awards of \$ 750.00.
 - iii. Net \$ 200.00
 - e. Committee wrap up meeting to be held next week, will discuss 2011 agenda.
 - f. Discussion:
 - i. Consideration of moving outing to May or September.
 - ii. 2011 review – date, drive of professional membership participation and large prize drawing.
 - g. Next outing scheduled for October 10, 2011.
 - h. Full report including financials to follow.

7. CHAPTER PARTNERS – Gerry Borgman
 - a. Draft campaign letter provided.
 - b. Discussion:
 - i. Potential benefit Platinum and Gold: opportunity to host monthly meeting.
 - ii. Personalize letters from committee chair.
 - iii. Require read receipt for e-mail campaign.
 - iv. Focus committee calls on golf outing foursome list.
 - v. Consideration of payment programs.
 - vi. Allow only one (1) platinum chapter partner, exclusive.
 - vii. Show platinum partnership on campaign letter at top left.
 - c. Three (3) phase campaign program: e-mail, letter and two (2) week follow up call.
 - d. Two (2) week follow up call, committee will:
 - i. Confirm contact information, including e-mail address.
 - ii. Verify spam filter approval of ifmacincinnati.
 - iii. Identify interest in volunteering for specific activities, committees or leadership positions.

8. STUDENT LIAISON – Open
 - a. No report.

9. CHAPTER ADMINISTRATOR – Amy Ostigny
 - a. Eleven (11) members registered for World Workplace.
 - b. Coordinated e-mail blasts:
 - i. Event specific – sent 30th of month.
 - ii. Newsletter including event information and committee needs/requests– sent 15th of month.
 - c. Chapter administrator to provide editorial calendar.

10. PAST PRESIDENT – Greg Wilson
 - a. No report.

11. SECRETARY – Brent Degenhardt
 - a. Secretary will review and redraft Guest and Substitute Policy for the next board meeting. Review of policy will occur during membership meetings, ongoing.
 - b. Outstanding items addressed in respective board and committee chair sections.

12. VICE PRESIDENT – Reed Tarkington

- a. No report.

13. ROUNDTABLE

- a. Discussion regarding adding a Volunteer Chair to board, tabled.
- b. Discussion regarding adding a Social Media/Communications Chair to the board, Candidate: Matthew Proudfit, tabled.
- c. 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.
- d. Support of website and e-mail bulletin for: “Energy Design Solutions” energy efficiency training by Columbia Gas of Ohio.

NEXT BOARD MEETING – Wednesday, November 10, 2010; Loth; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary