



BOARD MEETING MINUTES

Date: September 8, 2010
Location: Ethicon-Endo Surgery, 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, Beth Osgood
Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Chapter to allow John Ruebel and Greg Wilson to change membership classification to Retired and continue involvement in local chapter at no cost. Chapter will work with members facing hardships on a case-by-case basis.
 - b. Strategic plan report submitted to Barbara Zlatnik, IFMA National on August 10, 2010. A follow up meeting will be scheduled for November.
 - c. Discussion regarding the member survey.
 - i. 2nd request for completion will be e-mailed to membership next week.
 - ii. Phone calls completed by Chapter Partnership committee will be used to remind members of need to complete survey.
 - iii. Incentive: three (3) \$ 25.00 gift cards to be provided to 1st three (3) members who complete survey and one (1) \$ 50.00 gift card to be provided to a member completing survey. Member to be selected at random from all members completing survey.

2. **TREASURER – Gary Tout**
 - a. August financial reports provided.
 - b. Administrator budget twenty-three (23) hours per month.
 - c. Currently evaluating the Chapter need for a bookkeeper, ongoing.
 - d. Chapter Website – Guivision
 - i. Chapter Administrator requested information to determine exactly what she is able and not able to do. Beta test of software allowing more control currently being completed by Guivision.

3. **MEMBERSHIP – Monty O'Hara**
 - a. Membership at 157

i. Professional	71
ii. Associate	73
iii. Young Professional	4
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. Thomas Koffel, Vora Technology Park
 - e. Interested in membership:

- i. Craig Grabow, Central Lawn Care, Inc.
 - ii. Gary Retherford
 - iii. Ez Housch, Monroe Mechanical
 - iv. Tim McCarty, JP Flooring
 - v. Shenan Murphy, West Shell/Colliers

- 4. PROGRAMS – John Ruebel.
 - a. September 28 – Green Cleaning presented and sponsored by City Wide Maintenance and Jancoa, Location: Cort Furniture.
 - i. Registered: 14, 2nd e-mail blast to be sent on September 15.
 - ii. Phone calls completed by Chapter Partnership committee will be used to encourage attendance. Will consider postponing meeting on September 19 if registration does not increase.
 - b. October 11 – Golf Outing, Location: Maketewah.
 - c. November 16 – ADA Code Changes and Wayfinding presented and sponsored by CR Architects and ASI, Location: TBD, Children’s or Christ Hospital being considered.
 - d. December 8 – Holiday Social, Location: Maketewah.
 - e. January – Annual Business Meeting, Role Strategic Plan out to membership.
 - f. Potential tour: Queen City Tower, Sponsor: Turner.
 - g. Add Member Number field to registration page – waiting on proposal. Approved by board at cost of \$ 125.00 to \$ 150.00.

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

- 6. GOLF – Erin Rink/Beth Osgood
 - a. Budgeted for 128 golfers.
 - b. Need to make new IFMA Cincinnati sign.
 - c. Sixteen (16) foursomes, 64 golfers paid. Committee to call last year’s golfers to encourage attendance.
 - d. Contest and hole sponsorships: fourteen (14) paid and twenty-two (22) committed.
 - e. Two (2) dinner sponsors and one (1) lunch sponsor-Larosas.
 - f. Helicopter Sponsor: McSwain.
 - g. Rain dates: October 25 or November 8.
 - h. Ball Drop
 - i. E-mail blast to be sent directly from Beth Osgood to membership to encourage all members to purchase or sell ten (10) tickets.
 - ii. Committee to call members who have tickets.
 - iii. Eighty-eight (88) tickets sold, 500 distributed.
 - iv. Four (4) committee members will be selling tickets at memory walk on September 11.
 - i. Fat Head Davis to perform 5:00 pm – 8:00 pm.
 - j. Next committee meeting September 21.

- 7. CHAPTER PARTNERS – Gerry Borgman
 - a. Chair will call past partners.
 - b. Committee will call non-past partners.
 - c. Will review bullet points with committee for discussion in solicitations.

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

- 9. CHAPTER ADMINSTRATOR – Amy Ostigny
 - a. Newsletter articles due September 15.
 - a. Interested in scheduling time to review PowerPoint for chapter leaders during board meeting.
 - b. IFMA Cincinnati e-mails sent thru Constant Contact. Tracking trending reports provided.

- 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. Coordinated e-mail blasts
 - i. Event specific – sent 30th of month.
 - ii. Newsletter including event information and committee requests– sent 15th of month, Deadline 1st of month.
 - iii. Ad Hoc, as needed.
 - iv. September e-mails:
 1. Golf Outing
 2. Membership Meeting
 3. Bulletin – 25-50 word committee updates.
- d. Chapter Administrator provided prospective member list to Membership Chair.
- e. Newsletter Content
 - i. Will request presenters provide recap article for newsletter.
 - ii. Opportunities for sponsors to provide articles.
- f. Committee chair job descriptions
 - 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, October 13, 2010; Loth; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary