



**BOARD
MEETING MINUTES**

Date: November 16, 2011
Location: Ethicon Endo-Surgery, Blue Ash, Ohio

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

Absent: Greg Wilson, John Onnen, Amy Ostigny
Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. E-mailed membership regarding volunteer requests including committee chair and officer opportunities
 - b. President will follow up with those indicating interest.
 - c. Needs updated Conflict of Interest statements for board members, ongoing.
 - d. Procedure Manual: template is already developed. President to coordinate procedure to update and keep current with Secretary. Need to define and capture what is to be documented, ongoing.

2. **VICE PRESIDENT/TREASURER – Gary Tout**
 - a. October financials provided.
 - b. Reviewing Sterling contract to determine necessary notice for transitioning processing to PNC.
 - c. Reviewing Guivision contract, need to obtain from Chapter Administrator.
 - d. Beth Osgood evaluating Chapter laptop purchase options. Will provide recommendation to the board.
 - e. Currently evaluating the Chapter need for a bookkeeper, ongoing.

3. **MEMBERSHIP – Monty O’Hara**
 - a. Beth Osgood, Gary Tout and Brent Degenhardt offered assistance with committee.
 - b. Chair working with committee to develop top prospects and grassroots marketing efforts.
 - c. Chair interested in understanding how many associate members do business with professional members.
 - d. President requested committee identify potential member/guest gifts and provide to board for approval.

4. **PROGRAMS – John Ruebel**
 - a. December – Holiday Social
 - i. Requesting can good donation.
 - b. January – Potential tour at Queen City Tower.
 - c. Potential Programs:
 - i. Resource warehouse tours.
 - ii. BHDP-“Generation Changes and Effect on Workplace” presentation.

5. EDUCATION – Open
 - a. No report.
6. GOLF – Erin Rink/Beth Osgood
 - a. Next golf outing: October 8, 2012.
 - i. Will require \$ 1,000.00 check to Maketewah Country Club to hold date.
 - ii. Board approved.
 - b. 2011 Golf Outing Recap:
 - i. 102 paid golfers.
 - ii. Income: \$ 22,595.00 / Expenses: \$ 17,238.00
 1. Donation of \$ 1,000.00 made to Resource. Noted in expenses.
 2. Check presentation to be made at holiday social.
 3. Total profit: \$ 5,357.00
 - c. Committee chairs interested in stepping down. Transition document has been created.
7. CHAPTER PARTNERS – Gerry Borgman
 - a. Chapter Partnership campaign update:
 - i. 11 companies indicated they will participate this year.
 - ii. 2 companies have paid.
 - b. Board approved allowing payment plans, if required.
 - c. Will resend letters highlighting value of Chapter Partnership.
 - d. Noted National is currently soliciting Corporate Sustaining Partners.
8. COMMUNICATIONS – John Onnen
 - a. No report.
9. STUDENT LIAISON – Open
 - a. No report.
10. CHAPTER ADMINSTRATOR – Amy Ostigny
 - a. No report.
 - b. Add first time attendee to meeting registration page, ongoing.
 - c. Chapter Administrator will evaluate calendar link/reminder e-mail notification for meeting registration, ongoing.
11. PAST PRESIDENT – Greg Wilson
 - a. No report.
12. SECRETARY – Brent Degenhardt
 - a. No report.
 - b. Outstanding items covered under each committee chair and board report.
13. ROUNDTABLE
 - a. Interest in preparing 2011 IFMA Cincinnati calendar: to include programs dates, editorial deadlines, member drives, newsletters and e-mail blasts, ongoing.
 - b. Committee chair job descriptions, ongoing.

NEXT BOARD MEETING – Wednesday, December 14, 2011; Ethicon-Endo Surgery; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary.