



**BOARD  
 MEETING MINUTES**

Date: December 14, 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: Gary Rahn, Greg Wilson, Gerry Borgman  
 Guest: Matt Proudfit

1. **PRESIDENTS – Gary Rahn**
  - a. Notes submitted prior to meeting.
  - b. Kathleen Armstrong: interested in Education committee chair.
  - c. Will continue to follow up with others indicating interest in volunteering.
  - d. Needs updated Conflict of Interest statements for board members, ongoing.
  - e. 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. November financials provided.
  - b. Cancelled Sterling, effective January 30, 2012. New processor PNC.
  - c. Chapter laptop purchase options, ongoing.
  - d. Currently evaluating the Chapter need for a bookkeeper, ongoing.
  
3. **MEMBERSHIP – Monty O’Hara**
  - a. Current roster: 129.
  - b. Gary Tout, Brent Degenhardt and Amy Ostigny indicated interest in assisting with committee.
  - c. Potential Member Gift:
    - i. First time attendee (Professional Only): Mug (Cost: \$ 5.00 per mug).
    - ii. Referring member entered into drawing at each meeting with all those who referred attending Professional members. Draw for cooler or \$ 25.00 gift card.
    - iii. Board approved both items.
  - d. Considering the following events:
    - i. Professional Member Social
      1. Pre-Qualify and target thirty (30) potential professional members.
    - ii. New Member Social
    - iii. Associate Member Event
  - e. Concerned with Professional member attendance at meetings.
  - f. Need to share good news regarding members to members.
  - g. Requested three (3) Professional member referrals from board and committee chairs.

4. PROGRAMS – John Ruebel
  - a. Potential chair: Mary Sigmon.
  - b. January – program being developed. Will be confirmed by December 23, 2011.
  - c. Potential Programs:
    - i. Tours: Graeters, Union Terminal, United Way, Queen City Tower, Resource Warehouse, Christ Hospital.  
Presentation: Energy Summit, Tech Update: Kendra Ramirez or Dave Hatter– Focus on Twitter and Linked-In.
    - ii. Update on previous programs.
    - iii. National speaker.
    - iv. Potential ASHRAE Partnership.
  - d. February – Facilities Maintenance Expo
  - e. May – Reds Outing.
    - i. Date: T.B.D.
    - ii. Members will be free. One (1) guest per member will be allowed at \$ 75.00 per ticket.
    - iii. Tickets will be limited to 70. An initial purchase of 50 will be made.
  
5. EDUCATION – Open
  - a. No report.
  
6. GOLF – Erin Rink/Beth Osgood
  - a. Next golf outing: October 8, 2012.
  - b. \$ 1,000.00 check to Maketewah Country Club to hold date will be sent in January.
  
7. CHAPTER PARTNERS – Gerry Borgman
  - a. No report.
  
8. COMMUNICATIONS – John Onnen
  - a. Next committee meeting: January 9, 2012.
  - b. Twitter presentation by Matt Proudfit.
    - i. Another way to get information out to membership.
    - ii. Would like to scroll tweets at [www.ifmacincinnati.com](http://www.ifmacincinnati.com).
  - c. Newsletter e-mailed.
  - d. Website update under review.
  
9. STUDENT LIAISON – Open
  - a. No report.
  
10. CHAPTER ADMINSTRATOR – Amy Ostigny
  - a. Add first time attendee to meeting registration page, tabled to January.
  - b. Chapter Administrator will evaluate calendar link/reminder e-mail notification for meeting registration, tabled to January.
  
11. PAST PRESIDENT – Greg Wilson
  - a. No report.
  
12. SECRETARY – Brent Degenhardt
  - a. Will e-mail meeting attendee policy to board.
  - b. Outstanding items covered under each committee chair and board report.
  
13. ROUNDTABLE
  - a. Vendor directory.
    - i. Erin Rink advised will champion.
    - ii. Will look into and bring information to January board meeting.
  - b. Committee chair job descriptions, ongoing.

NEXT BOARD MEETING – Wednesday, January 11, 2012; Ethicon-Endo Surgery; 8:00am  
Minutes submitted by Brent Degenhardt, Chapter Secretary.