



**BOARD  
 MEETING MINUTES**

Date: January 11, 2012  
 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 Ruebel, Erin Rink  
 Guest: None

1. **PRESIDENTS – Gary Rahn**
  - a. Chapter dues application due to National March 1, 2012.
  - b. Financial status:
    - i. Chapter has solid financial reserve.
    - ii. Membership budgeted at 110 for 2011-2012 fiscal year.
  - c. Looking at potential board and committee chair changes for next term:
    - i. Education – Kathleen Armstrong.
    - ii. Programs – Mary Sigmon.
    - iii. Will begin nomination process for board.
    - iv. Article requesting nominations and volunteers will be prepared for upcoming newsletter.
  - 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. December financials provided.
  - b. Chapter laptop purchase options, ongoing.
  - c. Currently evaluating the Chapter need for a bookkeeper, ongoing.
3. **MEMBERSHIP – Monty O’Hara**
  - a. Current roster: 120.
  - b. Committee pursuing mug purchase: \$ 5.00 per mug budgeted.
  - c. Committee will meet in January.
  - d. Requested assistance with booth at Facilities Maintenance Expo.
  - e. IFMA banner will be obtained prior to event from Erin Rink.
4. **PROGRAMS – John Ruebel**
  - a. No report.
5. **EDUCATION – Open**
  - a. No report.

6. GOLF – Erin Rink/Beth Osgood
  - a. \$ 1,000.00 check to Maketewah Country Club to hold date, mailed.
7. CHAPTER PARTNERS – Gerry Borgman
  - a. Received commitments of \$ 14,000.00, \$ 4,000.00 short of goal.
  - b. Potential partner: Oberson.
  - c. Will prorate thru 2012 for those interested in participating.
8. COMMUNICATIONS – John Onnen
  - a. Next meeting: 1<sup>st</sup> week of February.
  - b. Evaluating Chapter brochure update.
  - c. Newsletter:
    - i. Articles due: January 23, 2012.
    - ii. Publish date: January 30, 2012.
  - d. Website:
    - i. Looking at facelift and hosting move.
    - ii. Budgeting : \$ 2,000.00.
      1. Guivision: \$ 1,200.00 plus hosting and additional update fees.
      2. Alternate option \$ 1,400.00 and no update fees.
      3. Alternate will allow savings of \$ 50.00 a month in hosting fees.
    - iii. Schedule:
      1. Meeting with alternate designer on February 6, 2012.
      2. Upon commencement of design hope to have live in eight (8) weeks.
    - iv. Will update first time attendee registration option with facelift.
    - v. Will evaluate calendar link/reminder e-mail notification for meeting registration with facelift.
    - vi. Board approved funding for facelift and hosting move.
9. STUDENT LIAISON – Open
  - a. No report.
10. CHAPTER ADMINSTRATOR – Amy Ostigny
  - a. January 17 – Social Media
    - i. Location: Montgomery Inn, Montgomery, OH.
    - ii. Time: 11:30 am – 1:15 pm.
    - iii. Topic: Social Media.
    - iv. Speaker: Kendra Ramirez, Ascendum.
    - v. Current registration for January membership meeting: 35, anticipate 50.
  - b. February 9 – Facilities Maintenance Expo and IFMA Luncheon
    - i. Location: Oasis Conference Center, Loveland, OH.
    - ii. Expo: 9:00 am – 3:00 pm.
    - iii. Luncheon: 11:30 am – 1:15 pm.
  - c. May 3 – Reds Outing
  - d. Current program holes: March and April.
11. PAST PRESIDENT – Greg Wilson
  - a. No report.
12. SECRETARY – Brent Degenhardt
  - a. Outstanding items covered under each committee chair and board report.
  - b. Meeting minutes for November, December and January will be submitted by end of January.
13. ROUNDTABLE
  - a. Board and committee chairs will begin making calls to Professional members prior to events. Membership Chair will keep list updated.

- b. Vendor directory being evaluated, ongoing.
- c. Committee chair job descriptions, ongoing.

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