



## BOARD MEETING MINUTES

Date: August 11, 2010  
 Location: Loth Inc, 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: Reed Tarkington, John Ruebel  
 Guest: None

1. **PRESIDENTS – Gary Rahn**
  - a. Strategic Plan Report submitted to Barbara Zlatnik, IFMA National on August 10, 2010. Barb will advise of appropriate next step. A follow up meeting will be scheduled at that time.
  - b. Discussion regarding the member survey.
    - i. Contact information will be added.
    - ii. Incentive (\$50.00 gift card) and phone calls from the board discussed.
    - iii. President will follow up with Amy Campbell, IFMA National to determine best practices to maximize response.
  - c. Membership has been and will continue to be advised of Strategic Planning process the board is currently undertaking.
  
2. **TREASURER – Gary Tout**
  - a. Recertification financial reports submitted August 2, 2010.
  - b. Chapter Administrator services will broken down by committee on monthly reports.
  - c. Future reports to include: Summery, Committee Breakdown and 2011 Budget Worksheet.
  - d. Currently evaluating the Chapter need for a bookkeeper.
  - e. Chapter Website – Guivision
    - i. Chapter Administrator requested information to determine exactly what she is able and not able to do.
    - ii. Chapter Administrator unable to change home page and Committee page and photos but able to update event and registration information.
    - iii. Received July invoice for \$250.00.
  - f. Chapter Administrator to invoice for no shows at meetings.
  
3. **MEMBERSHIP – Monty O'Hara**
  - a. Membership at 159
 

i. Professional	73
ii. Associate	76
iii. Young Professional	4
iv. Student	3
v. Lifetime	2
vi. Retired	1
  - b. As a sponsor, Alexander Patterson Group needs to have a member, Pat Hudepohl.
  - c. McGill Smith Punshon needs to transfer membership.
  - d. Interested in membership:
    - i. Jeff Smith, Agape

ii. Rich Ferris, Simplex Grinnel

4. PROGRAMS – John Ruebel.
  - a. No Report
  - b. August 17 – Red Cross Tour, Emersion Design and Four Seasons sponsor. Registered: 47.
  - c. September 28 – Green Cleaning presented and sponsored by City Wide Maintenance and Jancoa, Location: Cort Furniture.
  - d. October 11 – Golf Outing.
  - e. November 16 – ADA Code Changes and Wayfinding presented and sponsored by CR Architects and ASI, Location: T.B.D.
  - f. December 8 – Social.
  - g. Add Member Number field to registration as a reminder-waiting on proposal.
5. EDUCATION – Jim Hull
  - a. Green cleaning presentation coming together.
  - b. Education Survey – interested in having sent via IFMA National and/or added to member survey.
  - c. Young Professional/Student Members – evaluating and working with IFMA National on availability of leadership and project management training.
6. GOLF – Erin Rink/Beth Osgood
  - a. Large active committee.
  - b. Met with Maketewah Country Club Golf Pro and Chef the week of August 2.
  - c. Dinner cost \$19/person. More food will be available than last year.
  - d. Eliminated 3<sup>rd</sup> place prize.
  - e. Nine (9) foursomes, 39 golfers paid.
  - f. Contest and hole sponsorships good commitment, seven (7) paid.
  - g. Food, water and goodie bag sponsors committed.
  - h. Larosa's donating lunch.
  - i. Rain dates: October 25 or November 8.
  - j. Ball Drop
    - i. Prize will be up to \$1,000.00 per winner and four (4) winners.
    - ii. Eleven (11) tickets sold, 230 distributed.
    - iii. Alzheimer's Association will be selling tickets at memory walks on September 11 and October 2. ProKids advertising tickets online.
    - iv. Blast e-mail will be sent to membership to encourage sales.
7. CHAPTER PARTNERS – Gerry Borgman
  - a. Committee to meet in September.
  - b. Will focus on committee involvement
8. STUDENT LIAISON – Open
  - a. No report.
9. CHAPTER ADMINISTRATOR – Amy Ostigny
  - a. Interested in scheduling time to review powerpoint for chapter leaders during board meeting.
  - b. Board voted to have all future IFMA Update's sent via e-mail, a cost savings of \$3,000.00 per year.
  - c. IFMA Cincinnati e-mails sent thru Constant Contact. Some tracking/trending available. Chapter Administrator will provide the tracking/trending reports to the board.
10. PAST PRESIDENT – Greg Wilson
  - a. All remaining information and material provided to President.
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.
  - 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.
- b. Discussion regarding adding a Social Media Chair to the board.
- c. Coordinated e-mail blasts
  - i. Board interested in minimizing the number of e-mail blasts sent to membership.
  - ii. Limit to three (3) per month:
    1. Event specific – sent 30<sup>th</sup> of month.
    2. Newsletter including event information and committee requests– sent 15<sup>th</sup> of month.
    3. Ad Hoc, as needed.

NEXT BOARD MEETING – Wednesday, September 8, 2010; Ethicon Endo Surgery; 8:00am  
Minutes submitted by Brent Degenhardt, Chapter Secretary