

IFMA Board Meeting Minutes – August 2014

Date: August 13 2014

Location: METS Center

Attendees: Brent Degenhardt, President
Janice Neff, Vice President & Membership Chair
Erin Rink, Secretary & Golf Chair
Nina Downs, Program Chair
Gerry Borgman, Chapter Partnership Chair
Kathleen Armstrong, Education Chair
Gary Tout, Treasurer – via phone
Beth Osgood, Past President – via phone

Absent: John Onnen, Communication Chair

Presidents Report:

Brent will send a survey with best times for board meetings going forward.

Conflict of Interest were passed out and need to be turned in by all next month. New Board installation requires everyone to sign – even if we've signed in the past.

ALL: Signed Conflict of Interest

Recertification submitted on August 8th.

Beth Osgood put a lot of time into the prep work and made the process easier on Brent and Gary.

Reviewed 2014-15 Budget and board approved.

"Giving Policy" – local chapter will need to get approval from IFMA National on any donation to a charity larger than \$5000.

Brent will forward a copy to all for review.

Treasurer Report:

July transactions:

Golf Outing expenses and payment

World Workplace expenses registration (drawing winner)

2014-15 will have a negative balance for next year – have to get back in to mid \$20k vs the \$30k.

Reasons for this at this point have a lot to do with two golf outings for the fiscal year of 2013-14.

Expense review for 2014-15:

Golf outing – no major changes

Sponsorship – keeping even with 2013

Membership – no major changes

Programs – no major changes

Administration fees – no major changes

IFMA Conference Expense – Increase

FM Training – increase budget to \$4000

Scholarship – will go towards IFMA Foundation since we currently don't have any students.

Website – fees \$1200/year – have \$2000 in budget.

First year is completed with Star Chapter so we will need to start paying for any IT support required.

Communications Report:

No report

Chapter Partner Report:

Magna Dry – still trying to get them to pay.

September kicks off Campaign

Used to wait until after golf outing but will start a month earlier this year

Can defer payments to 2 installments if more enticing to sponsors.

John O. - Rolling PowerPoint with Chapter Partners

Update Quarterly

Due for September meeting

Brent will reach out to John to discuss format:

Gold – individual slides

Silver – all on one page

Future Program Dates

Last Social event

Table tents – still not standing up – having to retro-fit - need to look at reprinting.

Membership Chair report:

132 Members

77 Professionals

51 Associates

1 Young Professional

1 Lifetime Members

1 Retired (new designation)

1 IF – IFMA Fellow (new designation)

Janice looking into what the new designations mean – Retired and IF

New members in July include:

Sharonville Convention Center

AIC

Young Professional

IFMA National has opened up changes to the YP designation to be voted on by local chapters.

Raise the age limit from 30 to 35 – approved by Cincinnati

May not exceed 5 years as YP – approved by Cincinnati

Reduce dues for YP – denied by Cincinnati – tabled for next year

Committee Chair Position

Working to recruit new Membership Chair

Potential Candidates:

Paul Abshire with St. Elizabeth - Professional Member

Scott Weaver with Engineering Excellence - Associate Member

Tom Wilson with Viox- Professional Member

**Discussion still open if Membership Chair should be an Professional member or if ok to have Associate Member

Thought the direction was to have Professional vs Associate in this position.

Need to reach out to each candidate to see what level of time commitment they can give.

Benefits of IFMA are different for Professional vs Associate Member

QUESTION: Is there a ratio of Professional vs Associates on the Board?

Review bylaws

Programs Report:

July Meeting - Program Registration

Nina: Still need to get who checked in to meeting vs who registered – to Janice

August 19th: Active Shooter - Fifth Third 580 Building – catered by people in building.

September 23rd: 3CDC - Program Title? - **Nina**

Location GameWorks – Newport on the Levee
Chapter Partner to speak - GBBN – Jack Randall
GOLF OUTING CHECK PRESENTATION - HOSPICE

October 21st: Keynote Speaker – Creating Conversational Intelligence

Locations: Sharonville Convention Center
\$200 room charge negotiated down from \$1000 because they are now a member of IFMA.

Caterer is onsite

Lunch to start promptly at 11:30am – no networking time but will assign seating to allow for networking at lunch table.

Presentations for Chapter Partners will happen during Lunch

Viox will do the Chapter Partner speech – Adam Heaton or Mark Asbach

Buffet will be served and eaten before presentation

Speaker – 60-75 minute presentation

Book - Janice read the book – thinks it's Inspirational and personalized.

All approved to purchase books for the October meeting and will raffle off

Promote this program as "Bring a Professional Member"

November 18th: Part 2 of Brady Mick presentation

ALL: Location suggestions – would like to have smaller atmosphere and more intimate.

December 9th: Holiday Social – Museum Center -ERink gave all information to Nina for Museum Center

January – Open

February 12th – Facility Expo

General Notes:

Send email to Membership to see if any have programs they would like to facilitate

May be good to wait to do this until after WWP to see if any new topics come up there.

Program Ideas:

Panel Discussion – (potential topics) Green, Lighting, Energy

Ask members to be a panelist

Have a professional member moderate

QUESTION:

When do we present our Year in Review aka Business Plan to the membership?

Education Report:

Kathleen will be reaching out to Committee members by September to see who is still interested in helping.

Training for CFM – plan to get it on the calendar and get set up – even if no commitment at this time from membership. Setting details might help drive some commitment

Need to purchase Modules – will see if WWP is offering any discounts/promo prices

Train the Trainer: Janice Neff

Update: Expensive for the program - \$1400 approx cost.

Too much for 5/3 and Janice (personal expense) to support at this time.

Golf Chair Report:

Committee met on 8-5-14 for a meeting wrap up.

Good meeting start time – February for June outing

Committee thinks Noon shotgun start is good –

Gives everyone half day of work then come to course

Also allows everyone to 'shop' raffle baskets

Not worried about heat of the day

Lessons Learned

Maketewah to provide lunch

More water needed

Good mix of beer types and quantity (bump up

Yuenglign)

Rent a speaker system for better communication to golfers

Add Emcee for event to promote putting contest, raffle baskets and to keep everyone aware of how much time until play starts.

Putting Contest – more signage, change rules (3 putts for \$5)

Jell-O Shots went over well but went better when they were 'donation' rather than \$1 each.

Fix layout at registration to eliminate confusion on where the players need to register/pay for tickets

Money Collected:

Raffle \$2285

Shoot Out - \$640

Split the Pot - \$614 - \$307 – Direct to Hospice

Putting Contest - \$135 – Direct to Hospice

Jello Shots - \$53 – Direct to Hospice

Charity Donation – Hospice of Cincinnati

Recommend \$2000-\$3000 – Get board approval in September

ERink – get with **Beth** to review "Giving Policy"

What meeting should we invite them to for check presentation? September

ERink – Let Marilyn Bunch know that we need Hospice at September meeting.

Missing payments from:

Spectra – Hole Sponsor \$200 (resent invoice 8/12/14)

Turner (Lee Groh) – Putting Contest \$500 (resent invoice 8/12/14) – UPDATE Paid – 8/15/14

Viox #2 (Adam Heaton)– Foursome \$550 (resent invoice 8/12/14)

Turner (Lee Groh)– Foursome \$550 (resent invoice 8/12/14) UPDATE Paid – 8/15/14

RJE – Foursome \$550(resent invoice 8/12/14)

Create new invoice

ERINK IPS – partial basket payment \$250

How do I do this?

2015 Outing

Mark McKiernan has agreed to be new golf chair

Erin Rink will stay on to help committee

Confirmed for June 29, 2015 at Maketewah

They will send invoices out after last outing in October

Past President Report:

Beth will report on Facility Fusion at September meeting

Beth will get with Janice on dinner at WWP.

Janice has touched base with the winner of the WWP drawing and all arrangements have been made.

Round Table:

Laptop needs new battery. Brent will do this.

Brent will send out survey to see what works best for everyone's schedule for future board meetings.

Next meeting: TBD