

# IFMA Board Meeting Minutes – October 2014

Date: October 1, 2014  
Location: Maketewah Country Club

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

Absent: Kathleen Armstrong, Education Chair

## **Presidents Report:**

No report

## **Vice Presidents Report:**

World Work Place – over all meeting theme was – Getting younger professionals in to Facility Management

9 people attended the Chapter Dinner hosted by Janice.

**Janice** – will order business cards for President and Vice President.  
Then will order 500 generic cards for the rest of the committee chairs.  
Order from Moo Business Cards  
Also looking into ordering Envelopes with IFMA info.

## **Treasurer Report:**

\$32,460.23 – Starting Balance for September 2014

\$26,604.69 – Ending Balance for September 2014

Expenses for September included:

World Work Place expenses –

Winner of Professional Attendance prize – Bev Smith from Vantiv

Chapter Dinner

Mets Center Event, Gameworks event

Looking into RJE Check for foursome at golf outing – Huntington sent check and PNC didn't deposit into IFMA account. Huntington (RJE bank) is reconciling with PNC.

\*\*May need to find a replacement treasurer. Gary Tout has a potential to move out of Cincinnati. He will keep us posted on any developments

### **Secretary Report:**

Status on Rolling Power Point

Can we have a central place to put event photos?

### **Communications Report:**

**Beth** taking over IFMA Social Media and LinkedIn

**John** Will look in to website issues:

Cannot pay for Chapter Partner levels this year

Can we track attendance on the reports from registration?

Badges – can we print these on labels instead of having to manually print, cut and put into the clip badges?

### **Chapter Partner Report:**

Letter went out last week to kick off the Campaign to kick off so we can wrap up by end of year.

Already have 4 companies committed.

Website will not allow payment at this time. John Onnen is checking with Star Chapter.

### **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** needs program information from **Nina** for August Meeting

Kimberly Cruise from Express Scripts (Professional) was approved by the Board to become the Membership Chair position – will be added to distribution list and invited to November meeting.

Scott Weaver from Engineering Excellence (Associate) is interested in becoming more active in the Chapter.

7 new members since June 2014

**Brent** – Please send the Attendance Policy as it is written in our bylaws so it can be included in the minutes and can be referred to as needed.

**John** – Attendance Policy will be added to all Meeting invitations.

**Brent** – Will make an announcement at the next meeting about deadline for registering for programs – Typical: Close of Business of Friday before Tuesday event. Nina had 10 people register late on Tuesday morning for the September meeting.

**Janice** – will send membership an email to see if anyone has a space large enough to host a meeting (hold 50-70 people)

## **Programs Chair Report:**

Current Issues that need to be addressed:

Need meeting attendee's list after all monthly programs to go to Janice/Membership Chair? **Nina** -Janice needs August attendee list.

**Checklist** has been suggested again for ensuring all items are addressed for each program.

- Items to make the check list should include:
- Acoustics appropriate for a 40-50 person meeting
- Projector/Screen available for use
- Obstructions in the room
- Ready for a meeting (tables, chairs, etc)
- Place to put IFMA Sign (pop up)

**October 21st:** Keynote Speaker – Creating Conversational Intelligence

Locations: Sharonville Convention Center

Room will be determined by attendance number (cost of room rental will not change)

\$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 its Inspirational and personalized.

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

Promote this program as “Bring a Professional Member”

**Nina** – Will check to see how many books will be available

**John** – Will note on registration that the first “X” amount of people to register will be guaranteed a book. The rest will be first come first served. Registration will stay open until Friday before event

**November 18th:** Part 2 of Brady Mick presentation

**Nina** has a list of locations to look into.

**December 9th:** Holiday Social/Business Meeting  
Montgomery Inn

**January** – Potentially an Energy/Lighting Panel discussion.

**February 12th** – Facility Expo

**Education Report:** Brent will send notes from Kathleen

**Golf Chair Report:**

Charity Donation – Hospice of Cincinnati

Gave check at September meeting - \$3000 (that includes \$495 in putting contest, Split the Pot and Jello Shots)

**Past President Report:**

Beth will report on Facility Fusion at November meeting

**Round Table:**

Laptop needs new battery. Brent will do this.

Brent – sending files from last year Business Meeting to all of us to start getting together

**Next meeting:** November 5, 2014 8am – Maketewah Country Club

