



**BOARD
 MEETING MINUTES**

Date: June 8, 2011
 Location: Panera Bread-Hyde Park, 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
	John Onnen	Communications	Open	Student Liaison
	Amy Ostigny	Chapter Administrator		

Absent: Reed Tarkington, Greg Wilson, Jim Hull, Erin Rink
 Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Discussion regarding Chapter Administrator:
 - i. Exhibit A provided, created baseline for discussion.
 - ii. Requested Chapter Administrator provide monthly fixed price proposal based on Exhibit A and recommended adjustments.
 - iii. Allow for Chapter Partnership incentives.
 - iv. Requested Chapter Administrator propose membership incentives, for consideration.
 - v. Reimbursable removed.
 - b. Chapter Administrator questions regarding contract:
 - i. Exhibit B will be provided.
 - ii. Confirmed board, Exhibit A has allowed for ½ of last years hours.
 - iii. Requested increase of Golf committee hours to 40.
 - iv. Indicated will provide updates to board by June 15th.
 - c. Requested committee chairs review Exhibit A to verify items and hours and provided appropriate adjustments by June 8th.
 - d. Update will be provided for Chapter Administrator review by June 9th.
 - e. Committee hours will be based on tasks, except golf, which will be based on hours.
 - f. Additional hours as approved by board and committee chairs.
 - g. Advised by Panera Bread, will begin remodeling August 1st and will eliminate community room. New meeting location T.B.D.
2. **TREASURER – Gary Tout**
 - a. Recertification will be reviewed and updated for July board meeting.
 - b. May financial reports provided.
 - c. Chapter Partners: still need to collect \$ 1,000.00.
 - d. Currently evaluating the Chapter need for a bookkeeper, ongoing.
 - e. Chapter Budget
 - i. Update provided.
 - ii. Requested final updates are provided by June 17th.
 - iii. Will submit for board approval in July.
3. **MEMBERSHIP – Monty O’Hara**
 - a. Current Roster:
 - i. Professional: 67
 - ii. Associate: 64

- iii. Lifetime: 2
 - iv. Young Professional: 4
 - v. Student: 0
 - vi. Retired: 1
 - b. Dropped since January:
 - i. Professional: 5
 - ii. Associates: 8
 - c. President requested:
 - i. Track membership numbers each month.
 - ii. Committee develops plans to grow membership.
 - iii. Committee organizes membership and break down tasks.
 - d. Discussion regarding campaign.
 - e. Looking for branding and consistent message.
 - f. Potential target: city facility managers.
4. PROGRAMS – John Ruebel
- a. Currently under budget.
 - b. June 21 – The Banks Project
 - i. Time: 11:30 am – 1:15 pm.
 - ii. Location: CR Architecture, 600 Vine Street.
 - iii. Panel Discussion: Carter Company, Village Green Company, Jeffrey R. Anderson, CR Architecture.
 - iv. Sponsor: CR Architecture.
 - v. Panel requested pre-submitted questions from attendees.
 - vi. President requested board submit questions as none have been submitted by membership.
 - c. July 19 – Chilled Beam System
 - i. Time: 11:30 am – 1:15 pm.
 - ii. Location: Fidelity Investments, Covington, KY.
 - iii. Tour and Presentation.
 - iv. Presenter: PEDCO.
 - v. Sponsor: PEDCO.
 - d. August 16 – Urban Solar
 - i. Time: 11:30 am – 1:15 pm.
 - ii. Location: 224 East 8th Street, Cincinnati, OH
 - iii. Tour and presentation.
 - iv. Sponsor: Solargy
 - e. September 7 – Employee Relations
 - i. Time: 11:30 am – 1:15 pm.
 - ii. Location: Cincinnati Zoo
 - iii. IREM joint meeting
 - iv. Topic: Dealing with unmanageable employees.
 - f. September 22 – Annual Business Meeting
 - i. Time: 4:00 pm – 6:30 pm.
 - ii. Location: ADC Art Gallery, 310 Culvert Street, 5th Floor, Cincinnati, OH.
 - g. October 10 – IFMA Cincinnati Charity Golf Outing
 - h. November – Possible Corenet joint meeting.
 - i. December – IFMA Cincinnati Holiday Social
5. EDUCATION – Jim Hull
- a. No report.
6. GOLF – Erin Rink/Beth Osgood
- a. Charity: Resource.
 - b. Next meeting: June.
 - c. Donation and sponsor list assigned to committee.
 - d. Marketing campaign to begin the week of June 13th.
7. CHAPTER PARTNERS – Gerry Borgman
- a. Committee chair e-mailed Chapter Partners to solicit feedback, plaque ok by respondents.
 - b. Plaque approved by board.

8. COMMUNICATIONS – John Onnen
 - a. E-mail Blast
 - b. Newsletter:
 - i. Distribution to Chapter week of June 13th, electronic.
 - ii. Next newsletter, September 30th.
 - c. Website
 - d. Social Media
 - e. Next meeting: 2nd Monday of June at Alpha & Omega.

9. STUDENT LIAISON – Open
 - a. No report.

10. CHAPTER ADMINSTRATOR – Amy Ostigny
 - a. Recommended establishing IFMA Cincinnati, Google account to allow for easy sharing of documents.
 - b. Website – content manager training to Programs and Communications committee chairs, needs to be scheduled.
 - c. Requested information for e-mail blast by end of day June 14th.
 - d. Interested in eliminating current IFMA Cincinnati e-mail address due to cost, free addresses available.

11. PAST PRESIDENT – Greg Wilson
 - a. No report.

12. SECRETARY – Brent Degenhardt
 - a. Outstanding items addressed in respective board and committee chair sections.
 - b. June board meeting agenda items:
 - i. Annual Business Meeting movement from January to September, board approved.
 - ii. Discussion regarding engaging existing vs. new members, tabled.

13. VICE PRESIDENT – Reed Tarkington
 - a. No report.

14. ROUNDTABLE
 - a. Interest in preparing 2011 IFMA Cincinnati calendar: to include programs dates, editorial deadlines, member drives, newsletters and e-mail blasts. See Chapter Administrator report regarding Google account, ongoing.
 - b. Committee chair job descriptions, ongoing:

NEXT BOARD MEETING – Wednesday, July 13, 2011; Panera Bread-Hyde Park; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary