



**BOARD
MEETING MINUTES**

Date: April 13, 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, Monty O’Hara, John Ruebel, Jim Hull
Guest: None

1. PRESIDENTS – Gary Rahn
 - a. IFMA Facility Fusion Review
 - i. President attended on behalf of Chapter, notes provided.
 - ii. Encourage members to participate in Councils.
 - iii. Chapter success dependent on Professional member involvement.
 - iv. Focus on FMP will lead to future CFM.
 - v. Best use of Chapter Administrator support is to relieve clerical burden.
 - vi. Tours open to non-members, Chapter opportunity to advertise.
 - vii. National trying to limit e-mails to two (2) per week.
 - viii. IFMA is a 501c6 organization – professional organization exempt from federal tax.
 - ix. National will share list of FM related charities.
 - x. Suggested implementing credit card usage policy.
 - xi. Focus group of Professional members with officers, chairs and committee members.
 - xii. Research Link-in group via keyword search – 10,000 members.
 - b. Continued to solicit opportunity for Volunteer Chair.
2. TREASURER – Gary Tout
 - a. March financial reports provided.
 - b. Noted additional account added for golf committee: Golf Committee Meetings (3000-70).
 - c. Chapter Partners: still need to collect \$ 2,000.00.
 - d. Currently evaluating the Chapter need for a bookkeeper, ongoing.
 - e. Board will begin budget evaluation in next few months, preliminary in May and layout in June.
3. MEMBERSHIP – Monty O’Hara
 - a. No report.
4. PROGRAMS – John Ruebel
 - a. Report provided by President.
 - b. April 19 – IFMA Healthcare Council
 - i. Time: 8:00 am – 12:00 pm.
 - ii. Presentation: IFMA Healthcare Council, Presenter: Glen Fischer
 - iii. Joint meeting with TSHE.
 - iv. Location: Shriners Hospital.
 - v. Professional members free, Associate members discounted.
 - vi. Current roster: 36.

- vii. Erin Rink will assist with registration.
 - c. April 26 – Fire Technology and Code
 - i. Sponsor: Honeywell.
 - ii. Time: 8:00 am – 12:00 pm.
 - iii. Location: Crowne Plaza-Blue Ash, OH.
 - iv. Joint meeting with IFMA Dayton and architectural/engineering community.
 - v. Current Roster: 10.
 - d. May 19 – Reds Social
 - i. 27 tickets sold, need to sell 23 more.
 - ii. Will open to non-members if tickets not sold by end of month.
 - e. Considering Professional member attendance program, tabled.
 - f. Due to low attendance figures at April ½ day seminars, will consider how these are marketed.
5. EDUCATION – Jim Hull
- a. Report provided by President.
 - b. CFM Training
 - i. Geoff Armstrong, Viox Services – offering/sponsoring CFM training for Viox employees.
 - ii. Offered opportunity for IFMA members to also participate in training. E-mail blast send to members, only one (1) member signed up.
 - iii. Training scheduled for: April 26 and 27, 2011.
 - iv. President or Vice President to send e-mail from personal address to advertise training opportunity.
6. GOLF – Erin Rink/Beth Osgood
- a. Committee meeting held on March 24th.
 - b. Deposit check delivered to Maketewah Country Club.
 - c. Next meeting: April 28th.
 - d. Donation/sponsor list will be provided to committee at that meeting.
7. CHAPTER PARTNERS – Gerry Borgman
- a. No tour available prior to Reds Social.
 - b. Requested board consider elimination of Chapter Partner recognition awards: \$ 1,000.00 savings per year.
 - i. Committee chair to e-mail Chapter Partners to solicit feedback.
 - ii. Tabled to May board meeting.
 - c. Requested board consider movement of Annual Business Meeting to September: allow for installation of officers, thank you to Chapter Partners and kick off of Chapter Partners campaign, tabled to May board meeting.
8. COMMUNICATIONS – John Onnen
- a. E-mail Blast – no changes.
 - b. Newsletter:
 - i. Distribution to Board for review next week.
 - ii. Distribution to Chapter end of April, electronic.
 - iii. Future issues to be sent by the 30th of the 1st month of the quarter.
 - iv. Committee will provide content, Chapter Administrator to provide formatting.
 - v. Format will allow for Chapter Partner advertisements.
 - vi. Will evaluate Chapter Partner benefits for 2012 to make sure they are in line with new format.
 - c. Website:
 - i. No major changes at this time.
 - ii. Content manager access to be provided to Communication and Programs Chairs only.
 - d. Social Media:
 - i. Facebook.
 - ii. Linked-in and Twitter.
 - e. Other items discussed:
 - i. Directory:
 - 1. Advised committee will not be handling at this time, tabled.
 - 2. Membership or Volunteer Committee (as ad hoc project) responsibility.
 - f. Entire committee present at last committee meeting.

9. STUDENT LIAISON – Open
 - a. No report.
10. CHAPTER ADMINSTRATOR – Amy Ostigny
 - a. Website – will provide content manager training to Programs and Communications committee chairs, needs to be scheduled.
 - b. Requested information for e-mail blast by end of day April 14th.
11. PAST PRESIDENT – Greg Wilson
 - a. No report.
12. SECRETARY – Brent Degenhardt
 - a. Outstanding items addressed in respective board and committee chair sections.
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, ongoing.
 - b. Committee chair job descriptions, ongoing:
 - i. Current chairs will draft.
 - ii. Performance based goals directed by strategic plan.
 - iii. Develop new chair – Volunteer.
 - iv. Transfer/transition plans.

NEXT BOARD MEETING – Wednesday, May 11, 2011; Panera Bread-Hyde Park; 8:00am
Minutes submitted by Brent Degenhardt, Chapter Secretary