



**BOARD
MEETING MINUTES**

Date: May 9, 2012
Location: Ethicon Endo-Surgery, Blue Ash, Ohio

Members:	Gary Rahn	President	Janice Juergens	Membership
	Gary Tout	Vice President/Treasurer	John Ruebel	Golf
	Brent Degenhardt	Secretary	Kathleen Armstrong	Education
		Past President	Erin Rink, Beth Osgood	
	John Onnen	Communications	Gerry Borgman	Chapter Partners
	Amy Ostigny	Chapter Administrator	Open	Student Liaison
	Jennifer Brumfield	Program		

Absent: Kathleen Armstrong, John Ruebel
Guest: None

1. **PRESIDENTS – Gary Rahn**
 - a. Met with Tony Kaene, IFMA President over breakfast. Discussed: SFP/FMP, technology upgrades, bringing the organization into the future, new member orientation and table topics.
 - b. IFMA Cincinnati – Virtual Office
 - i. Execute board voted and approved.
 - ii. Will provide IFMA Cincinnati with permanent address and phone number.
 - iii. Will provide access to space for small meetings.
 - iv. Effective June 1, 2012, with first charge for space on July 1, 2012.
 - v. One (1) year lease will be signed.
 - c. Needs updated Conflict of Interest statements for board members, ongoing.
 - d. Procedure Manual: template is already developed. President to coordinate procedure to update and keep current with Secretary. Need to define and capture what is to be documented, ongoing.
2. **VICE PRESIDENT/TREASURER – Gary Tout**
 - a. April financials provided.
 - b. Requested all committee chairs create budget for 2013 by the June 13, 2012 board meeting.
 - i. Questions will be reviewed at that time.
 - ii. Budget will be finalized and approved by June 30, 2012.
 - c. Chapter laptop purchase options, ongoing.
 - d. Currently evaluating the Chapter need for a bookkeeper, ongoing.
3. **MEMBERSHIP – Janice Juergens**
 - a. Will work to re-establish meeting reminder calls to members.
 - b. Board voted and approved Professional member attendance program.
 - i. May 15th blast will provide details to membership regarding program.
 - ii. Winner will receive World Work Place – airfare, hotel and registration.
4. **PROGRAMS – Jennifer Brumfield**
 - a. May 3 – Reds Outing.
 - i. 50 Tickets used.

- ii. Positive remarks regarding event.
 - iii. Need to work on coordination of will call tickets for next year's event.
 - b. June 19 – Eco Development
 - i. Location: TBD
 - ii. Time: 11:30 am – 1:30 pm
 - c. July 17 – Speed Networking/Officer Introduction
 - d. Potential tours: airport, Graeters, and West Chester Medical.
 - e. Potential topic: workplace design and energy labeling for facilities.
 - f. Considering using Survey Monkey to request meeting ideas from membership and to survey meeting attendees.
- 5. EDUCATION – Kathleen Armstrong
 - a. No Report.
- 6. GOLF – John Ruebel
 - a. No Report.
 - b. Next meeting; May 10, 2012.
- 7. CHAPTER PARTNERS – Gerry Borgman
 - a. Payment still due from three (3) Chapter Partners, need to collect \$ 1,250.00.
- 8. COMMUNICATIONS – John Onnen
 - a. Meeting held May, 8, 2012.
 - b. Participated in National best practices conference call: our Chapter is very progressive based on size of Chapter.
 - c. Website: positive remarks. Looking into registration page issues.
 - d. Twitter: all committee members have access to site.
 - e. Next meeting: T.B.D.
- 9. STUDENT LIAISON – Open
 - a. No report.
- 10. CHAPTER ADMINSTRATOR – Amy Ostigny
 - a. March Chapter Administrator report provided, via e-mail.
- 11. PAST PRESIDENT
 - a. No report.
- 12. SECRETARY – Brent Degenhardt
 - a. Members interested in volunteering for committees:
 - i. Dora Weis (Nations Roof) – Membership.
 - ii. Marc Beller (AP Tech) – Programs.
 - iii. Contact information provided to respective committee chair.
 - b. All outstanding items addressed in respective board member section.
- 13. ROUNDTABLE
 - a. Vendor Directory:
 - i. Erin Rink working on development.
 - ii. Hope to publish hard copy by the end of June.
 - iii. Members will be e-mailed form to be filled out.
 - iv. Chapter will cover cost of printing, no advertisements.
 - v. Will be updated annually.
 - b. Volunteer Chair: incoming Vice President will assist with this function.

NEXT BOARD MEETING – Wednesday, June 13, 2012; Ethicon-Endo Surgery; 8:00am
 Minutes submitted by Brent Degenhardt, Chapter Secretary.