

Ohio Valley Institute of Food Technologists

Minutes

An executive committee meeting of the Ohio Valley Institute of Food Technologists was held on February 3, 2005 as a teleconference at The Ohio State University Department of Food Science in Columbus, Ohio and at Aerotek Scientific in Cincinnati, Ohio. Present in Columbus were Laura Batdorf, Jeannine Delwiche, Steve Dimler, Christie Goerlitz, Rachel Liggett, Mark McLaughlin, and Bill Riddle. Present in Cincinnati were Karen DeWitt, Debby Poskanzer, Sophia Sperelakis, and Kay Young with Becca Weinstein visiting. A quorum being present, the meeting was called to order at 4:34PM.

1. The minutes of the previous meeting were approved as written.
2. Treasurer's report from Orlan Jennings given by Jeannine Delwiche
 - a. A written report was submitted (pasted at the end)
 - b. No one had any questions for Orlan
3. Secretary's report given by Rachel Liggett
 - a. The newsletter is now posted online in pdf format; as more newsletters are published, older newsletters will be kept in an online archive.
 - b. Barry Martin completed the online web reservation page and it is up and running; reservations for the Feb. meeting have been received. Total cost = \$1000
 - c. Asked for discussion regarding total automation of online meeting reservations using databases; this would save the secretary 6 or more hours per event and give members the opportunity to update their own contact information. Barry Martin quoted the job at \$1000. It was suggested the members be able to cancel their reservations online as well. *Motion was made to further update the current reservation webpage to be fully automated. Motion passed unanimously.*
4. Chair Elect's report given by Steve Dimler
 - a. Nothing to report
5. Chair's report given by Jeannine Delwiche
 - a. Nothing to report
6. Reports from meeting organizers
 - a. January given by Kay Young: meeting went great even though the facility was not quite ready and check-in was complicated
 - b. February given by Rachel Liggett: plans are well under way, asked that everyone encourage their colleagues to attend
 - c. March given by Karen DeWitt: Portion Pac tours will start at 4PM with a strict 4:30 cutoff, non-disclosure and GMP documents need to be completed before arrival; buffet dinner will be held at Marriot NE with a cash bar - a vegetarian entrée will be requested; Amanda Heffelfinger will speak. *Motion was made for Amanda's transportation and hotel expenses to be reimbursed. Motion passed unanimously.* Donations for the YWCA Battered Women's Shelter will be the community service activity; there will be door prizes, and two free dinners will be offered for tour guides
 - d. April given by Steve Dimler: 28 paid registrants to date; Mona & Bala will speak during the event; Flavors of North America will be contacted about giving a free talk; there wasn't much interest in having a dinner so a list of local restaurants will be compiled
 - e. May given by Jeannine Delwiche
 - i. Nothing to report
 - f. Golf outing from Steve Swaby given by Rachel Liggett

- i. A registration form for the event is now posted and downloadable from the OVIFT website
- 7. Unfinished business
 - a. Karen and John Litchfield are on the nominating committee; the current secretary and treasurer have agreed to run again; some people have been recruited to run but there are still open positions; ideas for people in Columbus should be sent to Kay—skipping ahead to 8b – national has offered to hold elections online for sections that submit their information by February 22, 2005; Kay will try to have the list of candidates ready by then
 - b. Scholarship requirements: no industry representatives have responded to Jeannine's request to interview candidates; eight candidates were notified, only 4 responded. *Motion was made to give the four \$500 scholarships to the four candidates that responded. Motion passed.* The scholarship review committee was asked to make a list of interview questions for future years as part of their recommendations
 - c. Debby reported survey results; those living around Cincinnati mostly attend Cincinnati meetings, and those living around Columbus mostly attend Columbus meetings; members thought OVIFT was good at providing networking opportunities and interesting speakers; members thought OVIFT could be better at providing employment and volunteer opportunities and charitable activities; results will be posted on the OVIFT website
- 8. New business
 - a. Sophia suggested adjusting the secretary's term in order to assure a continued, smooth running of the section. *Motion was made to change the section By-Laws in order that the secretary's term be extended to two years, with a maximum of two consecutive terms, for which he/she may run for re-election uncontested. Motion passed unanimously.*
 - b. See 7a
 - c. Other new business
 - i. OVIFT was awarded an excellence award and a certificate of merit for the 2003-2004 program year; these awards will be scanned and a virtual hall of fame will be created on the website for everyone to view.
 - ii. Bob Joseph will be unavailable to attend the Councilor's meeting in July 2005 and needs an alternate to cover his absence
 - iii. February 18, 2005 is the deadline for the next newsletter
 - iv. Teleconference set for June 9, 2005 at 4:30PM to be held at The Ohio State University Department of Food Science in Columbus and Aerotek Scientific in Cincinnati; Aerotek will call OSU at 614-292-6234

Meeting adjourned at 5:32PM.

Treasurer's Report -

December 2004 - January 2005

| | | |
|-------------------|--------------------------|-------------|
| Checking Account: | Previous Balance 12/1/04 | \$6,811.95 |
| | Balance as of 2/1/05 | \$13,119.70 |

Income/Credits

| | | |
|--------------|---------------------------|-----------|
| Deposit | Meeting - Nov Receipts | 211.00 |
| Receipts | Meeting - Jan Receipts | 2,743.00 |
| IFT National | Member Dues | 1,637.00 |
| Registration | Suppliers Nite - Receipts | 5,500.00 |
| | Sub-Total: | 10,091.00 |

Expense/Debits

| | | |
|-----------------------|--------------------------|------------|
| Huntington Bank | Service Fee | 3.00 |
| Catherine Skinner | Meeting - Jan door prize | 50.00 |
| Cash | Cash for Cash Box | 100.00 |
| Holiday Inn | Meeting - Feb Deposit | 700.00 |
| Midwest Culinary Inst | Meeting - Jan Dinner | 2,930.25 |
| | Sub-Total: | \$3,783.25 |

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|------------------|----------------------|-------------|
| Savings Account: | Balance as of 2/1/05 | \$35,357.93 |
|------------------|----------------------|-------------|

No Activity

Other Notes:

The Midwest Culinary Center reported they had lost the check and I sent them a new one. However the first check did clear the bank. I think they forgot they deposited it and thought it was lost. In any case, they will straighten out the situation and refund the service fee to us. The business manager is out until 2/7 so I don't have further word on a resolution.

Orlan Jennings
Treasurer, OVIFT