

Ohio Valley Institute of Food Technologists

Minutes

An executive committee meeting of the Ohio Valley Section of the Institute of Food Technologists was held on November 30, 2005 as a teleconference at The Ohio State University Department of Food Science in Columbus, Ohio and at Aerotek Scientific in Cincinnati, Ohio. Board members present in Columbus were Carol Borland, Jeannine Delwiche, Steve Dimler, Rachel Liggett, and Tedley Pihl. Board members present in Cincinnati were Karen DeWitt, Orlan Jennings, Debby Poskanzer, Lisa Sanders, Sophia Sperelakis, Becca Weinstein, Mona Wolf, and Kay Young. V.M. Balasubramaniam, Rachel Crockett, Mark McLaughlin, Bill Riddle, Kumar Vasist, and Don Wampler sent regrets. A quorum of board members being present, the meeting was called to order at 4:38PM.

1. Minutes of the previous meeting were presented. Motion was made to approve the minutes of the previous meeting as written. Motion passed unanimously.
2. Treasurer's report from Orlan Jennings
 - a. In addition to the written report (pasted below), IRS Form 990 was filed because of large account balances to avoid inquiries from the IRS regarding where money is coming from and where it is going

Treasurer's Report - September - November 2005		
Checking Account: Balance as of 1/29/05		\$8,596.20
Income/Credits		
Receipts	Meeting - Nov Receipts	1,785.00
Receipts	Meeting - Oct Receipts	624.00
IFT National	Member Dues	\$78.00
	Sub-Total:	\$2,487.00
Expense/Debits		
Sophia Sperelakis	Meeting Sep - Door Prizes	22.57
Tracy Mattingly	Meeting Sep - Honorium	50.00
Sheraton North	Meeting Nov - Deposit	500.00
Vineoklet Winery	Meeting Sep - Dinner	3,395.00
Wolfe Services	Newsletter - July	196.19
OS Food Science Club	OSU Food Science Club	3,000.00
Staples	Meeting Oct - Misc	65.51
IFT National	Member Dues paid locally	12.00
American Red Cross	Donation at meeting	306.00
Staples	Newsletter Printing	361.89
USPS	Newsletter Postage	74.00
Rachael Crockett	Meeting Oct - Food	630.12
	Sub-Total:	\$8,613.28

Savings Account: Balance as of 11/29/05		\$30,429.11
Income/Credits		
Huntington Bank	Interest - Oct	66.85
Other Notes:		
Still have some expenses from November meeting. Bill was to be sent.		
I transferred \$5000 from savings to checking.		
Orlan Jennings		
Treasurer, OVIFT		

- b. Report was made on three accounts at OSU to which OVIFT can contribute: 1) investment account (endowed) with ~\$50,000; 2) income account (from endowment) with ~\$3500; 3) department account from which students are paid. Currently, \$2500 annual donation maintains President's Club (PC) status which allows purchase of season football tickets and other benefits. The contributions to students helps maintain our not-for-profit status with the IRS. Jeannine Delwiche recommended running the larger scholarships through these accounts to maintain PC status and having the smaller travel awards paid directly from the treasurer to streamline the process.
 - c. There was discussion about OVIFT supporting programs at other colleges besides OSU and Jeannine Delwiche suggested that they might have to be a student chapter of IFT in order to benefit. *Kay Young and Orlan Jennings volunteered to investigate the possibility of recruiting new student chapters from other universities, namely University of Cincinnati/Cincinnati State and Ohio University.*
3. Secretary's report by Rachel Liggett
 - a. Everyone was in favor of placing executive committee meeting minutes on the OVIFT website. Motion was made that it is acceptable to vote on motions electronically and that the majority's decision should be recorded and ratified in the minutes of the following executive committee meeting. Motion passed unanimously.
 - b. After discussion, it was agreed upon that the secretary will invoice all unused dinner reservations one time and that the secretary may use discretion in collecting the debt when there is a valid excuse
4. Chair Elect's report by Jennifer Kaiser
 - a. No report
5. Chair's report by Steve Dimler
 - a. Debby Poskanzer verified from the By-Laws that the executive committee can ask an officer to resign if that person is not properly or adequately conducting the duties of the position for four months. The executive committee can then fill the vacancy by appointment. Motion was made to ask Tony Moore to resign from his positions of Alternate Councilor and Newsletter Editor. Motion passed unanimously. *Steve Dimler will write a letter to Tony Moore notifying him of the board's decision.* The Alternate Councilor position will be filled during the next election and Rachel Liggett will assume the responsibilities of Newsletter Editor for the remainder of the term.

6. Reports from meeting organizers
 - a. October from Rachel Crockett
 - i. 50 in attendance; total contribution of \$496 to American Red Cross for Hurricane Katrina Relief
 - ii. Steve Dimler commented that it was a very nicely coordinated event that could be held again in conjunction with the Food Science Club as a social event but that it probably shouldn't replace a regular monthly meeting because the event was largely attended by students with very few regular members and there was no educational component.
 - iii. Mona Wolf suggested having a history log of statistics about dinner meetings including venues, months, cities, presence of alcohol, topic and member breakdown. *Mona Wolf and Steve Dimler to write a template for meeting organizers to complete regarding their event; Sophia Sperelakis is considering the possibility of being a historian for OVIFT to maintain these records.*
 - b. November by Lisa Sanders
 - i. Over 50 in attendance representing over 20 companies; over \$200 raised for American Diabetic Association
 - ii. Lisa Sanders commented that written guidelines would have been useful for planning the event. *Lisa Sanders will write down the information that she would have found useful in planning the meeting so that it is available for future meeting organizers.*
 - c. February by Rachel Liggett
 - i. Committee of Food Science Club members has been formed and will meet week of December 5, 2005 to start planning
 - d. March by Tedley Pihl
 - i. The President of Wyandot will speak at the dinner after the tour; no alcohol is allowed
 - ii. *Cincinnati board members may organize a carpool or charter a bus to the event*
 - e. April by Jennifer Kaiser
 - i. To be held the afternoon of April 20, 2006 at the Sharonville Convention Center
 - f. Golf outing from Steve Swaby
 - i. No report
7. Unfinished business
 - a. Must vote to change the By-Laws. By-Laws currently state that the Secretary should announce the changes at a meeting and copies of the By-Laws and Ballots should be mailed to everyone. There is no required minimum number of members that must vote but 2/3 of votes must be in favor of the changes. *Debby Poskanzer to check on the possibility of voting electronically. Rachel Liggett to make announcement at February meeting.*
 - b. Mona Wolf reported two submissions and one idea for the fall conference: 1) chocolate workshop by Cargill and Wilbur Chocolates; 2) CEO for the Day; 3) fuzzy front end. There will likely be 2-3 morning speakers, paid lunch and 2-3 afternoon speakers. Committee members will meet in January to prepare a proposal for the next executive committee meeting. There was agreement that October 2006 would be a good time to hold the conference and there was a suggested budget of \$10,000.
 - c. *Kay Young will look into booking Valley Vineyard for next year*
8. New business

- a. *Jeannine Delwiche will collect OVIFT scholarship applications. Debby Poskanzer, Kay Young, Tedley Pihl and Steve Dimler volunteered to review scholarship applications.*
- b. *Jeannine will send an email requesting that each current officer submit at least one nomination for the upcoming elections. Open positions include Chair-Elect, Councilors and Members-At-Large. Orlan Jennings agreed to stay on as Treasurer. Rachel Liggett agreed to stay on as Secretary and Newsletter Editor.*
- c. *Teleconference set for Thursday, February 2, 2006 at 4:30PM to be held at The Ohio State University Department of Food Science (Parker Bldg, rm 120) in Columbus and Aerotek Scientific in Cincinnati; Aerotek will call OSU at 614-292-6234.*

Meeting adjourned at 5:58PM.