



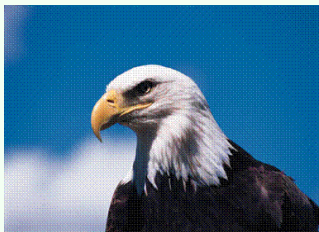
SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!
Fall 2011

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Ohio Public Facilities Maintenance Association

OPFMA is a not for profit 501(c)(3) independent educational trade organization



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Editor's Note:

Next Edition - Dec. 2011

Submission Deadline for articles and ads is December 01, 2011

Follow the Publication Terms on page 8 or contact the editor.

OPFMA – 2011 Conference and Trade Show

By Alexandra Schneider, OPFMA Administrator/CEO

More than ever before energy costs are the highest concern of every facility, small or large, and every household across Ohio. Energy efficiency and proper maintenance procedures is everyone's priority.

As energy matters and searching for new solutions and real facts is the maintenance sector's focus, the OPFMA strived to organize a two day event packed with seminars and a vast array of exhibitors from all fields to meet your interests and needs.

Understanding the high impact that the maintenance employees of the public sector have on energy efficiency, OPFMA has put in place 21 educational and informative seminars you will find beneficial to attend.

To see the Workshops' Schedule visit our website at: www.opfma.org

There are five tracks to select from: Energy & Sustainability, Facility Operations, Safety & Security, Innovative Technology, and Maintenance

Having fewer funds and more challenges, public facilities are maximizing their internal resources by giving high priority to their employees' Continuing Education and Professional Development.

For decades, the OPFMA Annual Conference and Trade Show has proven to be a valuable source of training and professional development for maintenance employees at all levels!

OPFMA Conference also provides the continuing education required by the yearly renewal of the BOC certificate!

It is the most affordable training that can be packed into two days of educational seminars!

After a long day of learning and gathering info to take back to your facilities and put to use, it's time for Dinner with friends and peers!

Live Entertainment - The Drive Band!!

Come - Learn - Meet New People - Have Fun!

Still Time to Register - Reserve Your Seat Today!

2011 OPFMA Annual Conference & Trade Show
Oct 24th & Oct 25th

Attendee Registration Deadline - Oct 14th

Visit: www.opfma.org

Download Your Registration Form - Complete & E-mail or Fax to OPFMA Office.



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2011 Trade Show

Exhibitors Registered by Sep 1st

●

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 Cotterman & Company, Inc.
 Four Seasons Environmental, Inc.
 Farnham Equipment Co.
 CCG Energy Solutions, Inc.
 Service-Tech Corp
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 H.E.A.T. Total Facility Solutions
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 Building Control Integrators
 Jackson Geothermal Inc.
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 Dovetail Construction Co, Inc.
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 AEP Ohio
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 Tandus
 Siemens Industry, Inc.
 Energy Optimizers, USA
 Trane Building Services
 Dawnchem Inc.
 Ohio Dept. of Development/ERD
 Aspen Energy Corporation
 Turf Renewal Co.

●

OPFMA is organizing the Trade Show to offer the Attendees the opportunity of enlarging their knowledge and seeing new services and products firsthand.

The Trade Show is another source of useful important info and contacts for Attendees to gather for their facilities!

Visit Them - Ask Questions - Get Info!

OPFMA New Members – Welcome Aboard!

On behalf of our long term loyal members and new ones alike, OPFMA is happily extending a

Very Warm “Welcome Aboard”!

Individual Member

Bryan McCollum - Alexander Local Schools - Maintenance
Robert J. Yux - Centerville City Schools - Assistant Superintendent
Kenneth A. Kaczay - Village of Sheffield - Administrator
Chuck Knight - Loudonville-Perrysville Exempt Village Schools - B & G Maint. Super

Institutional I Member

Knox County Board of DD - Jennette Carpenter - I.S. Facility Director

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I Supply Company - Paige Pollard - Account Development
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Building Control Integration - Eric Male - Building Automation Systems
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Third Sun Solar - Gerald Kelly - Communication Director
Ameresco - Douglas Lafever - Senior Account Executive
HydroStop-United Coating - Kim Bistro - Marketing Coordinator
Aspen Energy Corporation - Jason Heinmiller
Turf Renewal Co - Mark Workman - President

On Leadership and Management

Leadership is the art of getting from people more than they think they are capable of giving.

Management is about doing things right - Leadership is about doing the right thing.

Three “musings” on leadership:

- Leaders care;
- Leaders set the pace;
- Effective leaders make work fun.

Leadership is not about enabling or ‘facilitating’ - making things easy. True leadership is about calling forth the gifts of people - it’s physically exhausting and needs lots of enthusiasm.

Management is essentially about making decisions.

Management is good at processes but seldom realizes that real management is about winning the hearts and minds of people.

Responsibility means the work or job delegated.

Authority means giving the subordinate the power to make decisions.

Accountability means “carrying the can.”

All endeavors depend on people, and the success of an organization depends primarily on the ability of its managers - at all levels - to obtain the commitment and enthusiasm of those responsible to them.

Relocating to a New Facility Environmental Considerations for Moving Operations to a New Location

By Chad Reynolds, Business Development Director

For any public service entity or private business, moving into a new facility is an exciting yet exhausting experience. While the move is generally steeped in optimism predicated by the expansion of staff/services or upgrades in equipment and amenities, dealing with the scores of organizational details can be overwhelming. Planning new construction, renovations, furniture choices, contractor schedules, etc. can be stressful to say the least. In the midst of this chaos, environmental issues can be given low priority or simply ignored altogether.

The purpose of this article is to briefly address some common environmental issues often neglected during relocation: hazardous materials/chemical management, underground storage tanks, asbestos, and indoor air quality.

Hazardous materials/chemical management

Chemicals of various types can be found throughout most facilities and are commonly used by custodial and maintenance personnel. Most schools, universities, and hospitals typically operate laboratories that involve the use of corrosive liquids, flammable solvents and toxic substances. In addition, mercury-containing devices such as thermometers and manometers are often found in laboratories.

Over time, many chemicals become obsolete or are simply no longer needed. Transitioning to a new facility is the perfect time to address chemical hygiene by taking inventory of chemicals, disposing of or recycling unneeded materials, and cleaning-up any spilled materials. Consulting with an experienced hazardous materials management specialist can help ensure all local, state and federal (RCRA) regulations are met and materials are managed properly.

Underground Storage Tanks

Many public facilities utilize underground storage tanks (USTs) to store gasoline and diesel fuel for use in busses (schools) or other vehicles, and emergency generators. Rural facilities and those operating boiler heating systems commonly utilize USTs to store heating oil/kerosene.

Releases from UST systems are not uncommon and can be the result of faulty piping, tank deterioration, dispenser malfunction, or spills during tank filling. Issues to consider when leaving or decommissioning a facility with UST systems include: management of unused fuel, regulatory closure of the UST system(s), and remediation of any associated contamination. It is also wise to research the previous uses of a property prior to purchase/relocation to ensure that there are no unresolved issues associated with USTs historically operated on the property.

Editor's Note

To learn more about how to effectively manage these and other environmental issues, please attend the "Environmental Issues – Minimizing Liability and Cost" workshop presented by Allied Environmental Services, Inc., as part of the 2011 OPFMA Conference in Columbus, Ohio on October 24, 2011.

Asbestos

Asbestos is a general term used to describe a group of naturally occurring silicate minerals used in insulating materials and fire/chemical resistant surfaces. Asbestos is a known carcinogen and is regulated by two federal statutes: the Asbestos Hazard Emergency Response Act (AHERA), which governs the management of asbestos in schools; and the National Emission Standards for Hazardous Air Pollutants (NESHAP), which regulates the management of asbestos in commercial buildings undergoing renovation or demolition.

When transitioning to a new facility, it is important to know the types, locations, quantities and condition of any asbestos-containing materials located in the "new" facility. Asbestos can be safely maintained in-place if in good condition. However, the abatement of asbestos can present a significant financial burden if future renovations or demolition are required.

Indoor Air Quality

The quality of indoor air can be affected by a variety of conditions including ineffective ventilation, excessive moisture, interior processes and equipment use, materials storage, and building materials.

When transitioning to a new facility, occupants often choose to replace finish materials such as flooring/carpeting, paint and wall coverings. These materials commonly contain volatile organic compounds (VOCs) that can be emitted to the indoor air, causing unpleasant odors, allergic reactions or other adverse symptoms in building occupants. To minimize adverse affects, many building owners choose to use building materials with low-VOC components when remodeling.

If a facility has been unoccupied for an extended period, problems associated with excessive moisture can arise as leaking pipes, foundations, and drainage issues are unattended. Excessive moisture/humidity can result in mold growth and can impact the quality of indoor air. When relocating to a facility that has been unoccupied/vacant for an extended period, it is recommended that an assessment of the facility be conducted prior to occupancy.

To prevent property devaluation, it is also recommended that the "old" facility be properly maintained while vacant and awaiting sale.

There are many environmental issues to consider when making the transition to a new facility.

Prioritizing environmental issues at the start of planning can help eliminate costly surprises and ensure a safe and smooth relocation.



Energy Efficiency Helps a Conservative Grow His Dayton-Area Business

Article reprinted with the permission of the Natural Resources Defense Council –
The leading environmental protection organization in the United States - www.nrdc.org

The Ohio unemployment rate may be closely tracking the national one: a dismal 8.6 percent in May. But at Greg Smith's [Energy Optimizers USA](#) (EOUSA) in Tipp City, Ohio, there's a job boom underway.



"We've gone from one employee less than two years ago - me - to 14 employees," says Smith, who, with much of his staff, is pictured here in the top right corner. The firm conducts comprehensive building energy-efficiency retrofits at schools and other government buildings.

Two recent hires are grads of the University of Dayton's Renewable and Clean Energy Program. "Now, I'm looking for another project manager," says Smith, who got his start in the energy-efficiency business while at Heating Ventilation and Air Conditioning giant Trane.

In a sluggish economy, EOUSA's rapid growth has been supported by Ohio policy: specifically an energy efficiency standard that requires Ohio's electric utilities to help customers save energy. These utilities in turn offer incentives to "buy down" the cost of efficiency upgrades. "The rebates are driving projects," Smith explains matter-of-factly.

In addition to the utility incentives, Smith's got a winning business model. He guarantees the buildings his company retrofits will hit their projected energy savings, or Smith sends a check for the difference. And then there's the plain truth that energy efficiency makes sense for just about everyone: "For a school system that's going to keep its buildings," says Smith, "payback on investment can be 5-6 years to 10-12 years. It creates a positive cash flow."

EOUSA's slogan is "Saving You Money While Saving Our Environment." But its owner confounds stereotypes and highlights green energy's broad appeal: Smith identifies, politically, as a conservative. "This is not what people think about when they think about conservatives," he says. "But I think energy efficiency and renewable energy are important for conservatives and independents to take note of."

Smith says promoting energy efficiency and renewable energy through legislation like [Ohio's Energy Efficiency Portfolio Standard](#) is in the country's best interest—and his state's best interest, too. "We need to be energy independent and stop buying all that foreign oil," Smith explains. Energy efficiency and renewable energy can revitalize our stalled economy, he believes. "In my mind," he says, "this is the next industrial revolution. We have smart people here who can do the engineering and the manufacturing."

Already, his clients and their communities are seeing the benefits of his company's work. [The Jackson City School district](#), with 5 schools and 2500 students, for instance, will lower its current \$1 million energy bill by close to \$160,000 annually, once the retrofits EOUSA's undertaken are complete, says Schools Superintendent Phil Howard. "If we can save a teacher's salary or two by doing this, it makes sense."

Energy Optimizers USA's 13 recent hires couldn't agree more.

Editor's Note:

Energy Optimizers USA, Greg Smith, is also an OPFMA Corporate Member offering support and contributing to our mission of educating the public maintenance sector! Having a highly efficient and amiable team, it's easy and pleasant working with them. OPFMA appreciates Energy Optimizers USA support and congratulates them for the superb success!

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Communication will be a lot less frustrating if everyone is aware that....

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- 30% of what we see
- 50% of what we see and hear
- 70 - 80% of what we say
- 90% of what we do

To get better cooperation and be more effective - chose wisely your ways of communication!

What is Performance Measurement and Verification?

Douglas Lafever, CMVP-Senior Account Executive, Ameresco

Measurement and Verification or M&V may be a new concept to you as you deepen your knowledge of energy management and conservation practices. The concept of measuring and verifying power consumption before and after an energy conservation project has been discussed and adopted over the years as a best practice by energy service companies and building owners alike. However, the methods to which this occurred and what standards of measurement were involved had never been universally agreed upon. This created uncertainty in a product (energy conservation services) that had increasingly involved long term financing, complex government grant programs, and utility provided rebates. In order to remove uncertainty and lower the barriers to funding future conservation programs, the International Performance Measurement and Verification Protocol, or IPMVP, was created.

The history of the IPMVP and its parent organization EVO (Efficiency Valuation Organization, which maintains and adapts the protocol to the changing technological world) stretches back to the U.S. Department of Energy in 1994. During these times, the U.S. economy was vibrant, but energy efficiency projects were less popular than expected due to the patchwork of M&V approaches and standards applied by the industry. An initiative pulled together by the U.S. Department of Energy drew energy

efficiency experts from North America in the beginning and later from all over the world.

The performance measurement and verification protocol became agreed-upon methods, eventually becoming the standards for both energy and water savings, or the IPMVP.

From its outset, the IPMVP had a clear mission to create accuracy in all aspects of measurement and verification. It is a guide to create completeness to the verification process in order to remove doubt and mitigate risk. It encourages a conservative approach to baseline creation and Energy Conservation Measures (ECMs) in order to be as realistic and pragmatic as possible. Relevancy is integral to the success of each ECM and must be discussed and proposed in order to create measureable success.

Finally, the protocol brings about transparency through a standardized and exposed process to encourage greater investment in energy efficiency projects. The IPMVP has four options depending upon the type of project and the potential savings. These options are A, B, C, & D and clearly spell out the methods of testing and verification for the success of any project. Not all energy services companies adhere to the protocol, and it is the mission of EVO to promote and enhance these measures for a more efficient America and the world.

Editor's Note:

For more info or questions contact, Douglas Lafever at: dlafever@ameresco.com or visit www.ameresco.com
Mr. Lafever is also an OPFMA BOC instructor for BOC 101, 102, 103, 104 & 107.

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Optimizing Bill Payment

You Can't Control What You Don't Measure Benchmarking

Richard G. Lubinski- President of Think Energy Management LLC,

An old business axiom says, "You can't control what you don't measure." Nearly everything in business is measured, tracked, monitored, analyzed, and benchmarked - except utility bills.

The ENERGY STAR® program and a number of utility benchmarking tools have made it easier to track energy consumption and costs than ever before. One of the most successful aspects of the ENERGY STAR program is the Portfolio Manager program, which enables building owners to benchmark their buildings against similar buildings in their region of the country. It's no longer acceptable to track only the cost of energy in an accounting system. We need to track the consumption and the utility bill data to have a basic understanding of utility expenses.

Optimizing Bill Payment

Making life more challenging, the utility business has gotten comfortable with things that aren't acceptable in any other area of business - estimated bills, short meter-reading periods, long meter-reading periods, etc. While utility companies retain the right to guess at your energy consumption, they also demand the right to charge you 18 % 24 %, or 36% interest if your payment is one day late. Some utilities have implemented a new practice, making their bills due 14 days after the bills are printed, almost guaranteeing that many customers will not pay on time - in effect, a rate increase without approval by the public service commission. In addition, energy-commodity firms require payment in 10 to 15 days, or you're subject to late payment fees. If it takes 2 or 3 days for the USPS to deliver your mail, the payment approval and payment window is even smaller; therefore it's important to process utility bills ahead of common NET 30 bills to avoid late fees. Borrowing money each month from utility companies is expensive.

If you receive multiple electricity, electricity commodity, natural gas, natural gas commodity, water, and sewer bills for one building, the utility bill payment process isn't easy. If you receive hundreds of utility bills each month for multiple buildings, the process is slow, complicated, and costly when you pay late fees. Many companies elect to outsource bill payment and administration to a local, regional, national, or international service firm. These firms not only make sure the bills are paid on time, but also provide a long list of services that can create a utility benchmarking database for your buildings.

Service firms typically use optical character recognition (OCR) to look at every element of each utility bill, including account number, meter numbers, billing date, due date, rate numbers, days in the billing period, actual vs. estimated billing, consumption, and amount due. The current data for each utility bill (and, sometimes, multiple meters within an aggregated utility bill) is entered into an electronic database. A database is the only intelligent way to manage utility bills and payments.

The utility database matures into a *real management tool*

when you compare the current period with the same period the prior year.

Once you have the data, the next step is to benchmark one building against another. Because you know each building's square footage, you can calculate energy units like kilowatt-hours per square foot. If the list is then sorted, it becomes clear as to which buildings are using more energy per square foot. Now you can look further into buildings with higher energy cost and consumption per square foot.

If your buildings are located across the state or country, you'll find wide variations in utility cost per unit and utility tariffs. You might pay 4 cents/kilowatt-hour in Tennessee and 25 cents/kilowatt-hour in New York or California. This fact of business life may lead you to invest first in energy-efficiency improvements in the higher-cost areas so that the company's return on investment (ROI) is higher.

When you overlay the energy cost per square foot, you immediately see that this isn't an apples-to-apples comparison. Although it's counterintuitive for business people, the key is to focus on the energy units and not the dollars. A useful tool is to convert the kilowatt-hours and dekatherms of natural gas into a more universal energy unit, or BTU. Now you have a report that shows the BTUs/square foot for all of your buildings. While this might seem like the end of the analysis, we still don't want to directly compare BTUs/square foot for an office building in Cleveland with one in Miami. Your data needs the overlay of heating degree days (HDD) or cooling degree days (CDD) that's available free from the U.S. Weather Bureau. The simple BTUs/square foot analysis should be portfolio wide as well as by state or region.

The Accounting Approach vs. the Database Approach

For a firm with an old-fashioned, "accounting-system only" approach, rate increases, estimated billings, and errors in meter readings may require a major investigation; however, a firm with a utility bill database can get to the meter level instantly and, in most cases, click on a PDF of the utility bills. In addition, a facilities manager understands utility bills, but the average accounting person may not. The difference in billing approach can involve thousands or tens of thousands of dollars. You can expect the utility's customer service department to defend its position, so you need to be equipped with the facts, including historical meter and billing records.

In an old-fashioned paper system, past utility bills for Building 999 are filed away in an archive, and probably by date vs. by payee. Electronic records become very useful in straightening out a metering or billing matter. Your utility company can supply the last 24 months of detailed metering/billing data; if given time to pull its records, the utility can go back many more years. In a few cases, we have gone back 5 to 10 years in monthly utility bills, resulting in tens, and even hundreds of thousands, of dollars in refunds.

2011 OPFMA Board of Trustees & Contact Information

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President: **Mark Wantage** - Ohio School Facilities Commission
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Ron.Atkins@vandalia-butler.k12.oh.us

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c.draganoiu@csuohio.edu

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Dan Colonel	Western Brown Local Schools	colon-d@wb.k12.oh.us
Tom Dodds	Lucas County Facilities	tdodds@co.lucas.oh.us
Jim Duckworth	Siemens Technologies Inc.	jimmie.duckworth@siemens.com
Tom Hand	BOC Instructor & Series Coordinator	tjhandcfm@sbcglobal.net
Mark Miciak	Polaris Career Center	mmiciak@polaris.edu
Reed Tarkington	Four Seasons Environmental, Inc.	rtarkington@fseinc.net
Steve Wolfe	Adams County/Ohio Valley Schools	steve.wolfe@ovsd.us

Note from the Editor:

Dear reader, OPFMA publishes the "SpotLight on Maintenance" for your benefit; to better serve your interests. Your feedback is of a paramount importance!

Suggestions – Sharing Experiences – and Constructive Criticism! Your contribution could help other readers by bringing in "SpotLight" topics and ideas that are of special interest to you!

Let your voice be heard - Just drop a note at: editor@opfma.org or visit www.opfma.org and click on "Contact Us" I would happily bring your ideas and comments in The SpotLight!

Thank you,
Alex

Publication and Submission Information

"Spotlight on Maintenance" is the official publication of the **Ohio Public Facilities Maintenance Association**, a 501(c)(3) not for profit organization for educational and professional development of public facilities maintenance employees. The newsletter is published quarterly and distributed in the second half of the month of **March, June, September and December**. A special edition would be added as events dictate. All materials published are copyrighted. The editor/publisher is Alexandra Schneider.

Deadline for Articles and Photos Submission - the 1st Day of the Month of Publication

All documents for submission **must be submitted in Word 2007** (or earlier) **format** and sent as an email attachment.
All photos **must be in JPEG format** and sent as an email attachment.

Mail us at:

OPFMA
PO Box 835
Cleveland, OH 44070

Contact Info:

Phone: (440) 716-8518 Fax: (440) 716-8519 Email: alex@opfma.org

2011 Board Meetings Schedule

Columbus

March 9th 2011

June 22nd 2011

September 8th 2011

December 7th 2011

Monthly Phone-Conferences are held on the 3rd Wednesday – except on the month when the board has meetings face-to face.

2011 Conference & Trade Show Oct 24th & Oct 25th

Columbus – Crowne Plaza North

Conference Committee Meetings:

Mar 23rd 2011 (phone)
 Jun 22nd 2011 (phone)
 Sep 19th 2011 (phone)

Oct 23rd 2011 Crown Plaza North

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www.opfma.org