



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Board Meeting

April 20, 2010

4801 Amber Valley Parkway, Fargo, ND 58104

Call to Order

The meeting was called to order by President, Alana Erstad CPS/CAP at 5:15 pm April 20, 2010.

Board Members Present: Darla Bakko; Kristy Dugan, CPS/CAP; Alana Erstad, CPS/CAP; Shelly Ernest; Sherri Finke, CPS; and Margo Rolczynski CAP

Member present: Christine Moore, CPS

Minutes of March 16, 2010 Board Meeting

The minutes of the March 16, 2010, Board Meeting were approved as written.

Treasurer's Report

Kristy Dugan, CPS/CAP reported for the period of March 16, 2010, through April 15, 2010, beginning balance of \$4,003.13 income of \$2,071.00, disbursements of \$774.29, with an ending balance of \$5,299.84. Report is filed for audit.

Correspondence

- International-President Susan Shamali, CPS/CAP email
- Division – Several chapter newsletters
- Chapter – APW reminder

Officer/Committee Reports

- Community Outreach – Sherri Finke, CPS reported donations for the Path basket are due this month Another flier will be e-mailed and items needed will be included in the newsletter
- CPS/CAP – Shelly Ernest is studying for the May exam
- Education – Shelly Ernest is waiting for Marcus Lacher to get back to her with meeting topic.
- Membership – Christine Moore, CPS handed out an updated membership list with 37 current members
- Newsletter – Sherri Finke, CPS needs all articles by April 23, 2010.
- Publicity – Sherri Finke, CPS put APW in The Forum April 10th. Also going to submit member of the year and scholarship winner as soon as she get's bio's.
- Sunshine – Margo Rolczynski, CAP sent April cards, good luck card to Connie Aakers on her new job and also thank you to Fran Dexter, CPS for her years as an IAAP member and wish her well on her retirement.
- Ways and Means –Alana Erstad, CPS/CAP will be selling calculators at Division meeting and will charge \$6.00

- APW – Darla Bakko reported that Lt Joel Vettel was a success the evaluations rated him as a four and the food received a three and people preferred a Saturday event over a weekday.

Unfinished Business

Sherri Finke, CPS made a motion to pay for all of the M State attendees. Kristy Dugan, CPS/CAP made a second. Discussion was to send check to M State. Motion carried.

New Business

Registration for Spring Conference will be paid for the alternate.

Adjournment

There being no further business, the April 20, 2010 Board Meeting of the Red River Chapter was adjourned at 5:55pm

Respectfully Submitted

Darla Bakko

Good of the Order

Upcoming Dates

- May 4, 2010 -- Chapter Meeting, Doublewood Inn , Fargo, ND
- May 18, 2010 – Board Meeting, 5:30pm PRACS, Alex McKinzie Room, 4801 Amber Valley Pkwy, Fargo ND
- June 4, 2010 – Chapter Meeting, Doublewood Inn, Fargo, ND
- June 15, 2010 – Board Meeting
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Red River Chapter: www.redriver-iaap.freesevers.com

MN-ND-SD Division: www.iaap-mnndsd-division.org

IAAP International: www.iaap-hq.org