



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Meeting

April 6, 2010

Doublewood, Fargo ND

Dinner, networking and speaker Valerie King, CPS/CAP NW District Director

Call to Order

The meeting was called to order at 7:30 p.m. by President Alana Erstad,
CPS/CAP

Chapter member introduction

Members Present: Mary Asheim, Darla Bakko, Kristy Dugan CPS/CAP, Shelly Ernest, Sherri Finke CPS, Jen Gjestvang, Barb Lee CPS/CAP, Ann Marschke, Christine Moore CPS, Marni Morrison, Deb Renner, Kristi Rotvold CPS/CAP, Margo Rolczynski CAP, Becky Slusher CPS, and Sheila Watson

Guests Present: Joan Gatzmeyer, CPS/CAP, Kathy Marquette, Cyndi Johnson, Sandy Seedorf, Katie Haberman, Jodi Smart, Amber Eichhorn, Kasey Marohl and Monica Borlaug

Installation of new Member: Jen Gjestvang

Approval of Agenda

The agenda was approved as presented.

Minutes of March 2, 2010 Red River . The minutes of the March 2, 2010 Red River Chapter Meeting sent via e-mail to members were reviewed and approved as submitted.

Treasurer's Report

Kristy Dugan CPS/CAP reported for the period of February 16, 2010-March 15, 2010 beginning balance of \$5,369.48 income \$474.25, disbursements of \$1,840.60, with an ending balance of \$4,003.13. The report was approved and filed for audit. Deb Renner brought up the fact that there wasn't any income on the line item of Scholarship (potluck). Kristy is sure she put it on regular meals but will check it out and correct it on next month's report.

Correspondence

International: EFAM registration

Division: Chapter newsletter, division meeting registration and division survey

Chapter: Minutes from Chapter meeting and newsletter

Unfinished Business

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Scholarship-Follow up with Marcia Goodyear CPS on who was selected.

New Business

- It was voted on by the board to send two students to a local event instead of the 20th Annual conference for present and future administrative professionals. Alana Erstad CPS/CAP is going to find out from Marcia Goodyear CPS on who was selected to send to APW event and will be paid by the chapter.

Committee Updates

Community Outreach- Sherri Finke CPS Passed around a signup sheet for members to help put together a basket for one of PATH's graduating senior which will be distributed in May. Please bring items to the May meeting. A list was in the March newsletter or email Sherri Finke CPS for items still needed.

Ways and Means-Christine Moore CPS on what she found out regarding raffles and drawings at the state level. As long as it's going to scholarships it can be done. Joan Gatzmeyer CPS/CAP also commented that Live and Silent Auctions are permitted and that the chapter can put together a basket for the division meeting.

APW-Will be at the Howard Johnson Inn, April 17th. Brochures were handed out and please mail them back to Darla by the 12th of April. Door prizes are being accepted please bring the day of the event and Friday April 9th is the last day for Member of the year nomination forms.

CPS/CAP-Shelly Ernest will be taking the exam in May.

Adjournment

There being no further business, the April 6, 2010, Red River Chapter Meeting was adjourned at 8:00 p.m.

Respectfully Submitted – Darla Bakko

Good of the Order

Marni Morrison won the Vista Grande flower drawing

Kris Dugan, CPS/CAP won the membership drawing

Alana Erstad, CPS/CAP gave an update on Cetero layoffs and that she has rescued a new dog.

Upcoming Dates

- April 17, 2010 APW event at the Howard Johnson Inn, Fargo
- April 20, 2010 Board Meeting, 5:30pm PRACS, Alex McKinzie Room 4801 Amber Valley Pkwy, Fargo, ND
- May 4, 2010 Chapter Meeting, Doublewood Inn Fargo

Red River Chapter: www.redriver-iaap.freesevers.com

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