



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Board Meeting

February 16, 2010

4801 Amber Valley Parkway, Fargo, ND 58104

Call to Order

The meeting was called to order by President, Alana Erstad CPS/CAP at 5:35 pm February 16, 2010.

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

Minutes of January 19, 2010 Board Meeting

The minutes of the January 19, 2010, Board Meeting was approved as written.

Treasurer's Report

Kristy Dugan CPS/CAP reported for the period of January 16, 2010 thru February 15, 2010 beginning balance of \$4,626.30 income of \$2,151.50, disbursements of \$1,408.32, with an ending balance of \$5,369.48. Report is filed for audit.

Correspondence

- Division- Several chapter newsletters, call for nomination email and the incentive for Spring conference and study group opportunities for CPS/CAP
- Chapter-January board minutes, February chapter minutes and hotel update for spring conference.

Officer/Committee Reports

- By-Laws— Barb Lee CPS/CAP reported that the By-Laws have been approved by Division and were sent out to members and will be posted on our website.
- Committee Outreach – Sherri Finke CPS reported that she received the list from PATH and will include it in our newsletter
- CPS/CAP – Shelly Ernest signed up to take the CPS exam.
- Education – Shelly Ernest and Sherri Finke CPS are working on getting credits for next chapter meeting. Thirteen evaluations were turned in last chapter meeting regarding the PATH presentation and all were 3 and 4's.
- Membership – Notifications of non-renewals were handed out.
- Newsletter – Sherri Finke, CPS needs all articles by February 19, 2010. The Boss of the Year insert will also be added.
- Publicity Sherri Finke, CPS will advertise the APW event in the Forum and radio stations.
- Sunshine -- Margo Rolczynski CAP sent February cards.
- Ways and Means –At the Spring meeting in Bloomington there will be a 50/50 drawing and also a book by Dave Ramsey for the fund raiser.

- APW-Darla Bakko handed out the brochure and asked for corrections or additions and will print out some to have at the April chapter meeting and also include it in the newsletter for March.

Unfinished Business

None

New Business

Sherri Finke, CPS asked if it was possible to get reimbursed for the train ticket to EFAM. Margo Rolczynski CAP made a motion to reimburse Sherrie Finke CPS for her transportation to EFAM. Shelly Ernest second. No Discussion. Motion passed.

Meeting location proposal was handed out by Shelley Ernest and the board made some corrections and Shelley asked if anyone had ideas. Darla Bakko will contact the Howard Johnson Inn and Kris Dugan, CPS/CAP will check to see if she can find a room at Meritcare for 15-20 people and have the meals catered in.

Adjournment

There being no further business, the February 16, 2010 Board Meeting of the Red River Chapter was adjourned at 6:15pm

Respectfully Submitted – Darla Bakko

Good of the Order

Kris Dugan, CPS/CAP received a promotion at Sandford Health/Meritcare.

Margo Rolczynski, CAP had a wonderful time in Mexico.

Alana Erstad, CPS/CAP is bowling for Big Brother's Big Sister's program and is in a new relationship.

Upcoming Dates

- March 2, 2010 – Chapter Meeting, Doublewood Inn , Fargo, ND
- March 16, 2010 – Board Meeting, 5:30pm PRACS, Alex McKinzie Room, 4801 Amber Valley Pkwy, Fargo ND
- April 6, 2010 -- Chapter Meeting, Doublewood Inn , Fargo, ND
- April 17, 2010 – APW luncheon at the Howard Johnson Inn, Fargo, ND
- April 20, 2010 – Board Meeting, 5:30pm PRACS, Alex McKinzie Room, 4801 Amber Valley Pkwy, Fargo ND
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Red River Chapter: www.redriver-iaap.freeservers.com

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

IAAP International: www.iaap-hq.org