



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Board Meeting

January 19, 2010

4801 Amber Valley Parkway, Fargo, ND 58104

Call to Order

The meeting was called to order by President, Alana Erstad CPS/CAP at 5:28 pm January 19, 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

Members Present: Christine Moore CPS

Minutes of November 17, 2009 Board Meeting and December 15, 2009

The minutes of the November 17, 2009, Board Meeting was approved as corrected and the minutes of the December 15, 2009 Board Meeting were approved as written.

Treasurer's Report

Kristy Dugan CPS/CAP reported for the period of December 16, 2009-January 15, 2010 beginning balance of \$5,957.65 income of \$30.00, disbursements of \$1,114.74, with an ending balance of \$4,872.91. Report is filed for audit. Kristy Dugan CPS/CAP also added she prepaid Sherri Finke's registration for National Convention and to get the special rate she also had to prepay her hotel which is \$1,160.00 this amount has not been taken out of our account. Kristy will put a notation on the budget line and also email Margo Rolczynski CAP treasure elect to have information regarding this for next year's budget.

Correspondence

- Division- there is going to be a conference call January 20, 2010 and Sherri Finke CPS will take the call. Two chapter's newsletters were sent out.
- Chapter-December board and chapter meeting minutes.

Officer/Committee Reports

- By-Laws— Barb Lee CPS/CAP sent the by-law changes to Char Wilkinson CPS for review she hasn't heard back from her yet. Barb also requested that Sherri Finke CPS and Kristy Dugan CPS/CAP to look at the committee manual and by-laws and respond by mid February.
- Committee Outreach – Sherri Finke CPS reported that PATH will be our project next month but have not heard from Nancy whether the student will be male or female.
- CPS/CAP – Shelly Ernest is thinking about taking the CPS exam in May. Will contact Barb Garaas CPS on setting up time to meet and study.
- Education – Shelly Ernest and Sherri Finke CPS are working on getting credits for next chapter meeting. Six evaluations were turned in last chapter

meeting regarding the Minute Taking presentation by Alana Erstad CPS/CAP and all were excellent.

- Membership – Christine Moore, CPS wants to do a member survey next year using Survey Monkey and is looking for questions and ideas from the board. There are several examples of installations for new members on the International Web site that she will get to the board to review and pick a couple of different ones to use during our installations. Christine would like the membership committee to meet with the by-laws committee and organize an orientation manual to use at a new members drive during APW week.
- Newsletter – Sherri Finke, CPS needs all articles by January 21, 2010. Feature officer Margo Rolczynski CAP-Treasurer Elect and feature committee Ways and Means- Christine Moore CPS. Sherri will also put the Boss of the Year form and Member of the Year form in the newsletter.
- Publicity Sherri Finke, CPS reported that the article for Christine Moore's achievement of CPS ran in the Fargo Forum on Saturday January 16, 2010. The article announcing that Kim Armbrust our scholarship winner did not run. Sherri will put it in again and if it doesn't run she is going to contact the Forum to see why not.
- Sunshine -- Margo Rolczynski CAP sent January cards out and also sent a card to Sandi Kemmet's family. Sandi was a member of the Sky Way chapter that passed away.
- Ways and Means – Christine Moore, CPS reported that at the Spring meeting in Bloomington there will be a 50/50 drawing and also a book by Dave Ramsey for the fund raiser.
- Nominations- Barb Lee, CPS/CAP and Shelley Rice met after the January chapter meeting. An email will be sent to all members calling for nominations for next year's officers.

Unfinished Business

Kristy Dugan, CPS/CAP brought up that she hasn't received notification from MSCTC for the scholarship winner Kim Armbrust. Margo Rolczynski CAP will visit with Marcia Goodyear, CPS and have her send Kristy an email.

New Business

Christine Moore, CPS is putting together a membership package and has pulled a few flyers from Internationals website. There is an option of sending it out electronically and any board member can do that but requests if it is done please notify the membership committee Christine Moore, CPS, Darla Bakko and Sherri Finke, CPS.

Darla Bakko brought up the fact that chapter meetings are called to order before dinner and some members don't stay for the meeting. Barb Lee, CPS/CAP suggested that we announce the change in the newsletter, send out an email and at the chapter meeting in February and start roll call in March right before the meeting.

Sherri Finke, CPS brought up a concern about sending out the meeting minutes two days after the chapter meeting that members wouldn't remember to bring them to the next chapter meeting. Christine Moore, CPS suggested putting the minutes up on the website. Darla will send to Barb Lee, CPS/CAP and she will develop a page for minutes and post them.

Christine Moore, CPS is going to contact International to get an updated membership list and share with all committees so everyone has a current list to update email lists etc.

APW/MOTY form is updated with the current dates and is in the membership roster.

Logo merchandise for APW and speakers was brought up and Darla Bakko and Sherri Finke, CPS will bring ideas to the next board meeting so we can get something ordered before APW week.

Christine Moore, CPS suggests to add an in-kind line to the budget to recognize donations for the chapter.

Adjournment

There being no further business, the January 19, 2010 Board Meeting of the Red River Chapter was adjourned at 6:25pm

Respectfully Submitted – Darla Bakko

Good of the Order

Darla Bakko is going to be an aunt again in August.

Upcoming Dates

- February 2, 2010 – Chapter Meeting, Doublewood Inn , Fargo, ND
- February 16, 2010 – Board Meeting, 5:30pm PRACS, Alex McKinzie Room, 4801 Amber Valley Pkwy, Fargo ND

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

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

IAAP International: www.iaap-hq.org