



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®
Red River Chapter Meeting
January 5, 2010
Doublewood, Fargo ND

Dinner and networking

Call to Order

The meeting was called to order at 6:30 p.m. by Alana Erstad CPS/CAP

Introduction of members.

Members Present: Theresa Anderson, Darla Bakko, Alyssa Blomquist, Kristy Dugan CPS/CAP, Shelly Ernest, Alana Erstad CPS/CAP, Sherri Finke CPS, Kathy Hofer CPS, Michelle Holscher, Barbara Lee CPS/CAP, Christine Moore CPS, Char Rasmussen, Shelley Rice, Margo Rolczynski CAP, Sheila Watson and Kendra Wentworth

Guests Present: Angie Lambert

Approval of Agenda

The agenda was approved as presented.

Minutes of November 3, 2009 Red River . The minutes of the **November 3, 2009** 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 **November 16 to December 15, 2009**, beginning balance of **\$5,957.65**, income **\$71.00**, disbursements of **\$308.81**, with an ending balance of **\$5,719.84**. Alana Erstad CPS/CAP asked for clarification of the \$40 that was listed under Administration Supplies and it was for the post office box rental. The report was approved and filed for audit.

Correspondence

International: nothing

Division: Other chapter newsletters and the Division newsletter was resent for those who couldn't read it and if you are still having problems let Alana Erstad CPS/CAP know and she will get you a copy.

Chapter: Minutes from Chapter meeting and newsletter

Unfinished Business

There is no unfinished business

New Business

- Motion was made by the By-Laws committee moved that Article IV- Board of Directors Section 2. The Board of Directors shall
 - a. Transact business in person, by postal mail, courier service, electronic communication, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors.
 - b. Carry out the policies and objectives of the International Association of Administrative Professionals and supervise the affairs of this Chapter between its business meetings in accordance with the provisions in these Bylaws.
 - c. Approve an annual budget, prior to the September regular meeting, which shall be approved by the membership.
 - d. Arrange for an annual audit of the financial records of the Chapter.
 - e. May, by a three-fourths vote of its membership, remove any officer or committee chair for misconduct or neglect of duty, and such office shall be filled in accordance with the provisions of Article III.6.

Reason for amendment: To provide for transacting business by electronic communication.

No discussion. Vote was taken. Motion passed.

Motion was made by the bylaws committee that Article VI- Meetings Section 1 Regular and Annual Meetings

- A. Regular meetings of this chapter shall be held on the first Tuesday of each month, September through June, unless otherwise ordered by majority vote of the membership or the Board of Directors. **In case of emergency, business may be transacted by electronic communication, but shall require a majority vote of the membership.**

Reason for amendment: To provide for transacting business by electronic communication.

No discussion. Vote was taken. Motion passed. Barb Lee CPS/CAP mentioned that the Article was misread and should be read over. The first time it was read it was read as Article IV and should have been Article VI. The motion was reread. There was no discussion. The Vote was taken. Motion passed.

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Committee Updates

Community Outreach- Sherri Finke CPS announced that any member who emailed "Ask A Board Member" about the Chapter of Excellence program by January 18th would be put into a drawing for a free dinner. Nancy from PATH will be at next month's meeting to explain what PATH is. Also we will have a signup sheet for members to help put together a basket for one of PATH's graduating seniors.

Ways and Means-Christine Moore CPS passed out her report from the Holiday auction. Butter Braid Fundraiser order forms were handed out. Christine needs

the final order to her no later than February 15, 2010. Members can email, fax and mail her the order form. Christine Moore CPS will send out information on this in an email. The chapter makes a \$2.50 profit on each one sold. Every member who sells 30 or more will be entered into a \$500 drawing sponsored by the company of the Butter Braid's. The Braids will be delivered at March 4th's meeting. If members can't participate please let Christine Moore CPS know so she doesn't miss any orders.

APW-Will be at the Howard Johnson Inn, April 17th. Joel Vettel from the Fargo Police dept will be speaking. Door prizes are being accepted please give to Darla Bakko, Kris Dugan CPS/CAP and Margo Rolczynski CAP.

Adjournment

There being no further business, the January 5, 2010, Red River Chapter Meeting was adjourned at 7:35 p.m.

Respectfully Submitted – Darla Bakko

Good of the Order

Theresa Anderson won the Vista Grande flower drawing

Sheila Watson won the membership drawing

Margo Rolczynski CAP is going to be a grandma in July

Upcoming Dates

- January 19, 2010 Board Meeting, 5:30 pm PRACS, Alex McKinzie Room
4801 Amber Valley Pkwy, Fargo, ND
- February 2, 2010 Chapter Meeting, Doublewood Inn Fargo
- 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