



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®
Red River Chapter Board Meeting
July 27, 2010
Holiday Inn 3803 13th Ave S Fargo, ND 58102

Call to Order

The meeting was called to order by President, Sherri Finke CPS at 5:35 pm July 27, 2010.

Board Members Present: Darla Bakko; Peggy Cossette, CPS; Sherri Finke, CPS; Marni Morrison; Margo Rolczynski CAP and Sheila Watson

Members present: Alana Erstad, CPS/CAP; Jennifer Gjestvang, CPS; Barb Lee, CPS/CAP and Christine Moore, CPS

Minutes of June 15, 2010 Board Meeting

The minutes of the June 15, 2010, Board Meeting were approved as corrected.

Treasurer's Report

Margo Rolczynski, CAP reported for the period of June 16, 2010 through June 30, 2010, she did not have the report. The report was tabled until next board meeting. The period beginning July 1, 2010 through July 15, 2010 balance of \$4,044.86 income of \$157.00, disbursements of \$250.00, with an ending balance of \$3,951.86. Report will be filed for audit.

Correspondence

- International-
- Division – Leadership training information
- Chapter – Avery Denison sent a letter thanking our chapter for participating.

Officer/Committee Reports

- Boss of the year- Margo Rolczynski CPS reported on behalf of Kristy Dugan, CPS/CAP that the budget will remain the same as last year.
- Community Outreach – No chair. Sherri Finke, CPS will contact individuals to see if they will help out.
- CPS/CAP – Jennifer Gjestvang, CPS reported the goals for the year.
- Education –Sheila Watson went over the list of speakers that have confirmed so far and has two months that have not been filled. Will get the final list to Membership committee when have all speakers confirmed.
- Membership – Christine Moore, CPS has scheduled a meeting for August 5 at Monsanto at 5:30pm. Budget will be the same as last year.
- Newsletter – Jennifer Gjestvang, CPS went over the goals for the newsletter and needs articles by August 26th.
- Publicity – Jennifer Gjestvang, CPS went over the goals for publicity and she will be putting Kristi Rotvold, CPS/CAP Northwest District achievement into

- the paper. Sherri Finke, CPS put in the Fargo Forum Peggy Cossette, CPS; Jennifer Gjestvang, CPS and Shelly Ernest, CPS new statuses and also Alana Erstad, CPS/CAP was elected as Division Secretary.
- Sunshine – Sheila Watson gave the budget and has sent out July's cards and will get August cards out this week. Margo Rolczynski, CAP will purchase stamps with the chapter card and get them to Sheila.
 - Roster- Barb Lee, CPS/CAP reported that she has 14 responses have it to the members by September's meeting.
 - Website- Barb Lee, CPS/CAP reported it's in process.
 - Ways and Means –Christine Moore, CPS reported the committee was meeting after the board meeting and will get the budget to Sherri Finke, CPS by the end of this week.
 - APW-Darla Bakko reported on the budget and the committee is working on a venue and speaker.

Unfinished Business

- By Laws and Standing Rules- Barb Lee, CPS/CAP reported that the committee will work on them page by page and update them in accordance with the Division By Laws and Standing Rules. The By Laws and Standing Rules are up for review in 2011.

New Business

- Chapter Budget has to be approved by September's meeting so please get all budgets into Sherri Finke, CPS and Margo Rolczynski, CAP ASAP.
- Strategic planning- Sherri Finke, CPS stated that is due at the end of the year and they will be based on Chapter of Excellence goals.
- Chapter of Excellence-Sherri Finke, CPS appointed Darla Bakko to update the chapter on where we stand monthly.
- Membership committee will act as meeting hosts at all Chapter meetings and will come up with ideas each month on table set up.
- Vista Grande-Peggy Cossette, CPS is going to do something special for November and March for awareness.
- Research and Development-was brought up on contributing more to this so we get better speakers at International, Division and chapter level. Brainstorming will take place at a later meeting.

Adjournment

There being no further business, the July 27, 2010 Board Meeting of the Red River Chapter was adjourned at 6:35pm

Respectfully Submitted

Darla Bakko

Good of the Order

Margo Rolczynski CAP is now a grandma as of July 19. Jack Allen was born weighing in at 8lbs 0 oz and measuring at 21" long

Upcoming Dates

July 27, 2010 IAAP Red River Chapter
Board Meeting

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- August 14, Leadership Seminar in St. Cloud
- August 17, 2010 Board Meeting, Holiday Inn Fargo, ND
- September 7, 2010 Chapter meeting at the Holiday Inn 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