



# Approved

## INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Board Meeting

June 15, 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  
June 15, 2010.

Board Members Present: Darla Bakko; Alana Erstad, CPS/CAP; Kristy Dugan,  
CPS/CAP; Sherri Finke, CPS; and Margo Rolczynski  
CAP

Members present: Peggy Cossette; Barb Lee, CPS/CAP; Marni Morrison; Christine  
Moore, CPS and Sheila Watson

### **Minutes of May 18, 2010 Board Meeting**

The minutes of the May 18, 2010, Board Meeting were approved as corrected.

### **Treasurer's Report**

Kristy Dugan, CPS/CAP reported for the period of May 16, 2010 through June 15,  
2010, beginning balance of \$5,034.40 income of \$955.01, disbursements of  
\$1,868.13, with an ending balance of \$4,121.28. The calculators will be moved from  
Annual Meeting to Administrative Supplies. Report will be filed for audit as corrected.

### **Correspondence**

- International-
- Division – Several chapter newsletters
- Chapter – Chapter newsletter

### **Officer/Committee Reports**

- Community Outreach –
- CPS/CAP – Peggy Cossette reported they haven't heard on the results yet  
and that Peggy Cossette and Jennifer Gjestvang will be taking CAP in  
November.
- Education –Sheila Watson stated that Daphne Meyers, Director of Sales for  
the Holiday Inn will be September.
- Membership –
- Newsletter – Sherri Finke, CPS turning over to Jennifer Gjestvang and there  
will be no summer newsletter.
- Publicity – Sherri Finke, CPS member of the year was in the Forum over the  
weekend. The student of the year still has not made it and Sherri will be  
putting the announcement that Alana Erstad, CPS/CAP was elected as  
Division Secretary. Jennifer Gjestvang will be taking over publicity.
- Sunshine – Margo Rolczynski, CAP sent June cards. Sheila Watson will be  
taking over the Sunshine committee for next year.

- Ways and Means –Christine Moore, CPS calculators at Division meeting made \$42.00 and the basket made \$21.00 also there are 6 butter braids left for sale that someone did not pick up. Christine Moore, CPS paid the chapter for them. If anyone would like some please contact Christine.
- Committee Updates—Sherri Finke, CPS will email an updated version of the committee's for next year.

### **Unfinished Business**

- Alana Erstad, CPS/CAP would like all committee and officer year end reports by Thursday June 17th.
- Next year's pot luck will be at MState.
- Alana Erstad, CPS/CAP will review the chapter of excellence but stated the two categories that hurt us was Education and Membership. All information has to be submitted by July 5, 2010.

### **New Business**

- August 14<sup>th</sup> is Leadership Boot Camp in St. Cloud watch for more information to come out and anyone interested contact Sherri Finke, CPS and will arrange car pooling.
- The Holiday Inn is going to be the place we hold our Board meetings for the 2010-2011 year in the Club I or Club II room.
- Barb Lee, CPS/CAP needs June roster report so she can work on the Membership Roster

### **Adjournment**

There being no further business, the June 15, 2010 Board Meeting of the Red River Chapter was adjourned at 6:10pm

Respectfully Submitted

Darla Bakko

### **Good of the Order**

Margo Rolczynski CAP found a home for Squeaker

Kristy Dugan, CPS/CAP is getting new siding and windows on her house

### **Upcoming Dates**

- July 27 , 2010 – Board Meeting, Holiday Inn Fargo, ND
- July 17-22, 2010 EFAM
- August 17, 2010 Board Meeting, Holiday Inn Fargo, ND

Red River Chapter: [www.redriver-iaap.freeservers.com](http://www.redriver-iaap.freeservers.com)

MN-ND-SD Division: [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)

IAAP International: [www.iaap-hq.org](http://www.iaap-hq.org)