



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Board Meeting

March 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 5:30 pm
March 16, 2010.

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

Minutes of February 19, 2010 Board Meeting

The minutes of the February 19, 2010, Board Meeting were approved as corrected.

Treasurer's Report

Kristy Dugan CPS/CAP reported for the period of February 16, 2010, through March 15, 2010, beginning balance of \$5,369.48 income of \$474.25, disbursements of \$1,840.60, with an ending balance of \$4,003.13. Report is filed for audit.

Correspondence

- Division – Several chapter newsletters, Annual Meeting registration, information regarding the Sioux Falls Chapter disbandment. Chapter monies will go to education at the Division level. Members left will become Members at Large
- Chapter – February board minutes and March chapter minutes

Officer/Committee Reports

- Community Outreach – Sherri Finke CPS reported donations for the Path basket are slow in coming. Another flier will be e-mailed and items needed will be included in the newsletter
- CPS/CAP – Shelly Ernest is studying for the May exam
- Education – Shelly Ernest shared an Ideas List showing people and topics. A number of people have given topic suggestions. Val King will be our guest speaker at the April 6 chapter meeting. Gail Nelson has been secured to speak at the Oct. 5, 2010, chapter meeting. Evaluations from the March 2 chapter meeting were low for the speaker and meal.
- Membership – Jen Gjestvang will be installed at the April 6 chapter meeting.
- Newsletter – Sherri Finke CPS needs all articles by March 26, 2010.
- Publicity – Sherri Finke CPS is looking at putting a flier together for advertisement of APW
- Sunshine – Margo Rolczynski CAP sent March cards.
- Ways and Means – Christine Moore reported by Alana Erstad CPS/CAP Butter braid money will be given to Kris Dugan CPS/CAP on Wednesday, March 17. The Butter braids needed to make the orders that were shorted or

filled in error will be delivered to Christine on Thursday. Everyone affected by this has been notified. In reviewing the brochure for the spring conference, it was noted there is a \$25 table charge, for three days, at the conference. Alana Erstad CPS/CAP will contact Division Board for details regarding the fee.

- APW – Reminder will be placed in the newsletter
- Scholarship – Deadline was March 15. Alana Erstad CPS/CAP will send a message to Marcia Goodyear CPS to get the number of applicants and for any decision on the winner. Plaque order needs sufficient lead time. Discussion on what colleges are included in the application process. One possible addition would be IAAP members returning to school. Alana will also visit with Marcia about this. Sherri Finke CPS, as Division person for the student chapters will see if other colleges in the area – Minnesota School of Business and Rasmussen College, would have an interest in starting a student chapter. Student receiving the scholarship for 2009 will have their January membership dues paid if the certificate of membership is presented. Alana will check on the student membership moving to a professional membership and also if this was incorporated in the application or just for 2009.
- President Elect – Sherri Finke CPS submitted Alana Erstad's CPS/CAP name for the office of Secretary for the MN-ND-SD Division. The nomination was due by March 15, 2010, to Kristi Rotvold CPS/CAP

Unfinished Business

RFP was sent to a few places. The deadline is April for discussion at the May meeting. Howard Johnson Inn has a tentative hold. Some members would still like to go place to place and have meals catered. Discussion by the board noting a consistent place is nice for new people attending and when inviting prospective members easy to tell them when and where we meet. Are there lunch size portions from the Howard Johnson to possibly lower the meal cost?

Val King has requested gas reimbursement when she comes to speak at the April chapter meeting. Kris Dugan CPS/CAP should be given the receipt(s) so a check can be written to Val for the expense.

New Business

Decision to not make a donation from the chapter to the 20th Annual Conference for Present and Future Administrative Professionals, but for the Spring Annual Conference in Bloomington. Motion by Sherri Finke CPS for the chapter to pay for registration for one student to attend the annual meeting in Bloomington. Second by Margo Rolczynski CAP. Discussion – the fee is \$115. Concern for the extra costs not covered, i.e., travel, lodging, etc. Could the local APW event be considered? Vote taken, motion failed. Motion by Margo Rolczynski CAP to pay for two M State student registrations for the Red River Chapter APW event on April 17, 2010. Second by Kris Dugan CPS/CAP. Discussion – Carrie Ward should be contacted to see if there is any interest. Vote taken, motion carried. Alana Erstad CPS will contact Carrie Ward.

Alana Erstad CPS/CAP will attend the Spring Annual Conference in Bloomington, MN as delegate and Sherri Finke CPS will attend as alternate, for the first two days.

On Sunday the roles will reverse and Sherri will serve as delegate and Alana will serve as alternate. Motion by Sherri Finke CPS for the chapter to pay registration fee, hotel, mileage and other necessary meals for our delegate to attend the annual conference in Bloomington, MN. Second by Kris Dugan CPS/CAP. Discussion – will this be as in the past; paid in advance or reimbursed after the conference? Bylaws reviewed and this would need to be approved by membership. Vote taken, motion fails.

Bylaws committee will review Standing Rules & Procedures, #2 Expenses, A & B.

Adjournment

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

Respectfully Submitted

Margo Rolczynski CAP

Good of the Order

Kris Dugan, CPS/CAP – Bon Jovi was AWESOME!

Upcoming Dates

- 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
- May 4, 2010 – Chapter Meeting, Doublewood 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