



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Meeting

March 2, 2010

Doublewood, Fargo ND

Dinner, networking and speaker Linda VanDyke of H&R Block

Call to Order

The meeting was called to order at 7:30 p.m. by President Alana Erstad
CPS/CAP

Chapter member introduction

Members Present: Connie Akers, Darla Bakko, Jessica Buzick, Kristy Dugan
CPS/CAP, Shelly Ernest, Sherri Finke CPS, Barb Lee
CPS/CAP, Christine Moore CPS, Marni Morrison, Deb
Renner, Kristi Rotvold CPS/CAP, Margo Rolczynski CAP,
Lorelee Rude CPS/CAP, Becky Slusher CPS, Sheila Watson
and Kendra Wentworth

Guests Present: Angie Lambert and Kris Holt

Approval of Agenda

The agenda was approved as presented.

Minutes of February 2, 2010 Red River . The minutes of the February 2, 2010
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 January 15-February 16, 2010
beginning balance of \$4,626.30 income \$2,151.50, disbursements of \$1,408.32, with
an ending balance of \$5,369.48. The report was approved and filed for audit.

Correspondence

International: Presidents Message

Division: 20th Annual conference for present and future administrative
professionals. Alana Erstad CPS/CAP is going to find out if there is a student
registration fee and if anyone from our area is already registered. If no one is
registered it was suggested that we sponsor a student from MState if anyone
was interested in going.

Chapter: Minutes from Chapter meeting and newsletter

Unfinished Business

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Scholarship-North Dakota State School of Science no longer has a program so we will award the scholarship to a student at MState. Marcia Goodyear CPS is working on it. We will look into other colleges next year such as Rasmussen and Minnesota School of Business to see if they have an administrative program.

Promotional item was voted on by the board to order a calculator/post it note with the IAAP Red River Chapter printed on it and will be handed out at APW and the extra's will be for sale. The price will be set once promotional item is received.

New Business

- Request for Division officers. Christine Moore, CPS made a motion to nominate Alana Erstad CPS/CAP for MN-ND-SD secretary. Sherri Finke CPS second. A paper vote was taken. Motion passed.
- Shelly Ernest asked for suggestions for meeting places and speakers for next year. This will be decided on at our May meeting.

Committee Updates

Community Outreach- Sherri Finke CPS Passed around a signup sheet for members to help put together a basket for one of PATH's graduating senior which will be distributed in May. Please bring items to the April meeting. A list was in the February newsletter or email Sherri Finke CPS for items still needed.

Ways and Means-Christine Moore CPS reported that the butter braid sales brought in \$500 for the chapter. There will be a 50/50 drawing held at the division meeting in May.

APW-Will be at the Howard Johnson Inn, April 17th. Brochures were handed out and please mail them back to Darla by the 12th of April. Door prizes are being accepted please give to Darla Bakko, Kris Dugan CPS/CAP and Margo Rolczynski CAP.

CPS/CAP-Shelly Ernest will be taking the exam in May.

Newsletter-Sherri Finke CPS handed out prizes for the members who answered the question in the newsletter. Sheila Watson and Margo Rolczynski CAP were the only two members to respond. Read your newsletter for more chances.

MOTY/GEM-Forms are in your roster and will also be in the newsletter. Deadline will be April 1st to turn those in.

Nominations-Barb Lee CPS/CAP reported that the committee is still taking nominations so if you are interested in running please contact her.

Adjournment

There being no further business, the March 2, 2010, Red River Chapter Meeting was adjourned at 8:00 p.m.

Respectfully Submitted – Darla Bakko

Good of the Order

Alana Erstad CPS/CAP won the Vista Grande flower drawing

Kendra Wentworth won the membership drawing

Kristi Rotvold CPS/CAP thanked the chapter for the sympathy card that was sent after her mother passed away. She is also running for NW District Director.

Darla Bakko is attending the IAAP Spring Education Forum in Reno, NV March 8-10, 2010

Upcoming Dates

- March 16, 2010 Board Meeting, 5:30 pm PRACS, Alex McKinzie Room 4801 Amber Valley Pkwy, Fargo, ND
- April 6, 2010 Chapter Meeting, Doublewood Inn Fargo
- April 20, 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