



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Board Meeting

May 18, 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 May 18, 2010.

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

Member present: Christine Moore, CPS

Minutes of April 20, 2010 Board Meeting

The minutes of the April 20, 2010, Board Meeting were approved as written.

Treasurer's Report

Kristy Dugan, CPS/CAP was absent she will send out the treasures report next week for approval.

Correspondence

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

Officer/Committee Reports

- Community Outreach – Sherri Finke, CPS will be taking the basket to PATH on Wednesday May 19th.
- CPS/CAP – Shelly Ernest said the exam went pretty well
- Education – Shelly Ernest got approval for Education credits for June meeting. Sheila Watson and Shelly will sit down with the Holiday Inn and go over the contract and get speaker schedule lined up for next year.
- Membership – Christine Moore, CPS is going to order name tags. Alana Erstad, CPS/CAP
- Newsletter – Sherri Finke, CPS needs all articles by May 24, 2010.
- Publicity – Sherri Finke, CPS will be putting in the member of the year and also student of the year
- Sunshine – Margo Rolczynski, CAP sent May cards. Sherri Finke also asked to send cards to two past members who were promoted at United Way
- Ways and Means – Christine Moore, CPS will be selling calculators at Division meeting and will charge \$6.00
- Committee Updates—Sherri Finke, CPS said she has all committees filled except the Trust Foundation and that Darla Bakko new president elect will replace Sherri Finke, CPS on the Standing Rules and By Laws committee.

Sherri is going to be looking for a parliamentarian to oversee meetings for next year.

Unfinished Business

Alana Erstad, CPS/CAP would like all committee and officer year end reports by Wednesday June 9th. Next year's pot luck was discussed and we will ask members who would be willing to host it at their place of work.

New Business

Installation of new officers will take place at the June joint meeting with Detroit Lakes

Adjournment

There being no further business, the May 18, 2010 Board Meeting of the Red River Chapter was adjourned at 5:55pm

Respectfully Submitted

Darla Bakko

Good of the Order

Sherri Finke, CPS is going to Jamaica in December for her son's wedding

Upcoming Dates

- June 1, 2010 -- Chapter Meeting, Doublewood Inn , Fargo, ND
- June 15, 2010 – Board Meeting, 5:30pm PRACS, Alex McKinzie Room, 4801 Amber Valley Pkwy, Fargo ND
- July , 2010 – Board Meeting
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Red River Chapter: www.redriver-iaap.freesevers.com

MN-ND-SD Division: www.iaap-mnndsd-division.org

IAAP International: www.iaap-hq.org