



Approved

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Meeting

May 4, 2010

Doublewood, Fargo ND

Dinner, networking and meeting

Call to Order

The meeting was called to order at 6:25 p.m. by President Alana Erstad,
CPS/CAP

Chapter member introduction

Members Present: Theresa Anderson, Mary Asheim, Darla Bakko, Peggy
Cossette, Kristy Dugan CPS/CAP, Shelly Ernest, Sherri
Finke CPS, Jen Gjestvang, Michelle Holscher, Barb Lee
CPS/CAP, Ann Marschke, Marni Morrison, Shelly Rice, Kristi
Rotvold CPS/CAP, Margo Rolczynski CAP, Becky Slusher
CPS, and Sheila Watson

Guests Present: None

Installation of new Member: None

Approval of Agenda

The agenda was approved as presented.

Minutes of April 6, 2010 Red River . The minutes of the April 6, 2010 Red
River Chapter Meeting sent via e-mail to members were reviewed and approved
as corrected.

Treasurer's Report

Kristy Dugan CPS/CAP reported for the period of March 16, 2010-April 15, 2010
beginning balance of \$4,003.13 income \$2,071.00, disbursements of \$774.29, with
an ending balance of \$5,299.84. The report was approved and filed for audit.

Correspondence

International:

Division: Chapter newsletter, division meeting registration, email sent out looking
for members to serve on committees

Chapter: Minutes from Chapter meeting and newsletter

Committee Updates

Community Outreach- Sherri Finke CPS and Alana Erstad, CPS/CAP will be taking the PATH basket to them in May. Thank you for everyone who donated items.

Ways and Means-Christine Moore, CPS will be selling chapter calculators at Division meeting for \$6 a piece.

APW-Darla Bakko gave the final report.

Unfinished Business

- Chapter of Excellence was reviewed by Alana Erstad, CPS/CAP we have met 12 of the 19 criteria's so far.
- CPS/CAP exam is going to be held Saturday May 8, 2010 Peggy Cossette, Shelly Ernest and Jen Gjestvang will be taking the exam
- GEM form please send to Alana Erstad, CPS/CAP by Friday May 7, 2010
- Boss of the year Deadline is May 15, 2010

New Business

- June chapter meeting will be held with the Detroit Lakes Chapter in Fargo.
- Delegate to the 2010 Annual Meeting in Bloomington Minnesota. Kristy Dugan, CPS/CAP made a motion to send the delegate uninstructed. Shelley Rice made a second. No discussion. Motion passed.
- Delegate to 2010 International Meeting. Kristy Dugan, CPS/CAP made a motion to send the 2010 International Delegate to Boston, MA uninstructed. Shelley Rice made a second. No Discussion. Motion passed.
- Election of officers. Barb Lee, CPS/CAP chairman of the nomination committee announced the candidates for the 2010-2011 year and called for nominations from the floor. There were no nominations from the floor. Nominations ceased and a paper ballot was taken.

2010-2011 Red River IAAP Chapter Board Members:

- President-Sherri Finke, CPS
- President Elect- Darla Bakko
- Vice President- Sheila Watson
- Secretary- Marni Morrison
- Treasure – Margo Rolczynski CAP
- Treasure Elect- Peggy Cossette

New Members will be installed at the June Meeting

- Strategic Planning. Ann Marschke made a motion to go with the Holiday Inn for next years chapter meetings. Sheila Watson made a second. The discussion by Shelley Rice is that the Doublewood's service was good and they were very helpful. Darla Bakko made a motion to amend the first motion to vote on the Doublewood, Holiday Inn, Howard Johnson and Wingate as meeting places for next year. Kristy Dugan, CPS/CAP made a second. Kristi Rotvold, CPS/CAP suggested we do a paper vote. Holiday Inn was voted as the choice to hold the 2010-2011 meetings. Shelly

Ernest and Sheila Watson will work together on finalizing the details and choosing a menu.

- Shelly Ernest announced the speakers that she has already scheduled for next year. We need a couple more.
- Potluck location was discussed and Kristi, Rotvold, CPS/CAP made a motion to leave it up to the board to decide where the 2010-2011 location was going to be. Margo Rolczynski, CAP made a second. No Discussion. Motion passed.

Adjournment

There being no further business, the May 4, 2010, Red River Chapter Meeting was adjourned at 7:15 p.m.

Respectfully Submitted – Darla Bakko

Good of the Order

Sherri Finke, CPS is going to be a mother-in-law
Sherri Finke won the Vista Grande flower drawing
Alana Erstad, CPS/CAP won the membership drawing
Marni Morrison, Jen Gjestvang, Barb Lee, CPS/CAP and Kristy Dugan,
CPS/CAP received a promotion at Merit Care on April 25, 2010

Upcoming Dates

- May 18, 2010 Board Meeting, 5:30pm PRACS, Alex McKinzie Room 4801
Amber Valley Pkwy, Fargo, ND
- June 1, 2010 Chapter Meeting, Doublewood Inn Fargo
- June 15, 2010

Red River Chapter: www.redriver-iaap.freesevers.com

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

IAAP International: www.iaap-hq.org