

ELMIRA-CORNING CHAPTER IAAP
BOARD MEETING MINUTES
February 6, 2012

We did not hold our monthly meeting during the months of December 2011 and January 2012. Our February meeting was held at the Big Flats Community Center. There were nine members present. The following members were in attendance: Sue Cordier, Deb Dunbar, CAP-OM; Alice Hartman, CAP-OM; Linda Newell, Joann Pierce, Nancy Riesbeck, CAP-OM; Melissa Terry, Diana Wetmore (NYSD President) & Violet Wilson

Deb Dunbar, CAP-OM opened the Board meeting at 6:30 p.m.

MINUTES: The November 2011 minutes were distributed via e-mail. Deb asked if there were any additions or corrections. There being none, Nancy Riesbeck, CAP-OM made a motion to accept the minutes as presented. It was seconded by Sue Cordier and the motion was carried.

TREASURER'S REPORT: Melissa Terry distributed copies of the Treasurer's Report for the fiscal year to date. Nancy Riesbeck, CAP-OM made a motion to approve the reports and Violet Wilson seconded. Motion carried. They will be filed for audit. Melissa wants to know when she has to have a budget in place. Since we won't be meeting in March, she will need to present it in April.

Deb Dunbar, CAP-OM called Sue Cordier to the podium and read a letter from Bianca Constance, Northeast District Director, honoring Sue as a "Shining Star". Afterward, Diana Wetmore, NYSD President, presented Sue with a special certificate for being recognized as a "Shining Star".

COMMITTEE REPORTS:

Administrative Professionals Week – Nancy Riesbeck, CAP-OM reported that we will have the Admin. Day Luncheon at the Crystal House again. Sam has agreed to work with us on a different menu. We have sent him a deposit to hold the date. Nancy has also contacted Dr. Douglas, President of CCC, to speak at the luncheon and she has accepted. Shana Wilson has been contacting vendors for door prizes. Nancy will call a meeting of her committee soon.

By-Laws and Standing Rules – none

Education, Program & CAP – Sue Cordier presented our program tonight, "Business Etiquette – The New Rules of the Digital Age". Certificates for CEU's were given to attendees.

Membership – It was noted that Jane Tucker has dropped her membership. Nancy Riesbeck, CAP-OM is making up cards for new members since Headquarters no longer sends them out.

Committee on Nominations – Joann Pierce reported that we do not have a full slate of officers yet as we need a Vice President. She said the other officers are: Deb Dunbar, CAP-OM, President; Alice Hartman CAP-OM, Secretary; and Violet Wilson, Treasurer.

Chemung County Council of Women – Alice Hartman, CAP-OM will be our representative and will attend the upcoming meeting at noon on February 16th, which will be held at the Steele Memorial Library. She has been asked to give a short presentation on IAAP.

No one has heard anything from Jane Tucker. Someone said her house is up for sale.

CPS & Education – Deb Dunbar was notified before Christmas that she passed the exam and is now a CAP-OM. She said the test was difficult, but she has a great feeling of accomplishment.

Ways & Means – No report.

Website - Violet Wilson continues to update the website.

RTF – No report

CORRESPONDENCE:

Chapter – None

Division – None

International – Deb received a letter from Sheila Venner, RTF Chairman.

UNFINISHED BUSINESS – Members turned in box tops to Melissa Terry tonight. She said she has received about 400 of them. She must turn them in by February 14. If anyone forgot theirs tonight, she can still take them until Tuesday.

Joann Pierce, Melissa Terry and Alice Hartman CAP-OM all wrapped Christmas presents at the Arnot Mall for the American Cancer Society in December. The 3-hour shift, from 4-7 p.m. turned out to be very slow. We were surprised to see Donette Loehr and her husband. They were in town for a wedding and had us wrap the wedding gift.

NEW BUSINESS – Diana said that NYSD is working on a marketing kit to send out every month. It was suggested we might make use of Facebook. Deb and Linda will work on putting information on it.

Open Forum – Deb went around the table and asked each member what she would like to see our chapter do if time and money were no problem. The following were the responses:

Diana Wetmore – would like to see our chapter host the NYSD meeting.

Joanne Pierce – would like to have more members attend the annual meeting.

Violet Wilson, Melissa Terry and Linda Newell - all would like us to have a workshop/seminar.

Alice Hartman, CAP-OM and Nancy Riesbeck, CAP-OM would like to increase our membership.

Sue Cordier - would also like more members and suggested radio & TV marketing.

Deb Dunbar, CAP-OM – Wants to start a chapter or “Club” at CCC. Cost and time would be an issue. Diana suggests using a webinar to show the students what IAAP is all about.

Another suggestion was to have some of our older members mentor or act as a “buddy” to new Members. Nancy Riesbeck CAP-OM will be Linda Newell’s buddy; Alice Hartman CAP-OM Will be Brenda Benza’s buddy.

Meeting adjourned at approximately 8:00 p.m.

Respectfully submitted,

Alice Hartman, CAP-OM, Secretary