

IAAP Razorback Board Meeting
October 12, 2011
Arkansas Alumni Association, 491 Razorback Road
Rutledge Conference Room
Fayetteville, AR

Present: Debbie Blume, CAP, Linda Dizney, CAP, Sandy Hancock, CPS, Sharon Harvey, April Martin, Stephanie McGuire, CAP, Jean Mitchell, CAP, Marilyn Smith, Bernardine Vanderlip

The meeting was called to order at 11:31 a.m. by Bernardine Vanderlip.

The minutes from the September board meeting were approved as written.

The September 2011 financial report and quarterly report were distributed.

COMMITTEE REPORTS:

APW: Debbie Blume, CAP has not heard anything from the Benton County chapter recently.

Bylaws: No report.

CPS/CAP: Stephanie McGuire, CAP reported that we are scheduled for conference calls on November 7, 14, 21 and 28. Ruth Hirsch is the only member so far who has signed up for the study sessions. Stephanie is working on finding a location and hopes that others will join in. For the CAP exam, there are two study books; the cost is \$165 for both. For the CAP-OM exam, there is one book; the cost is \$110. Sandy Hancock, CPS asked if the chapter can copy pages from the books; Stephanie will ask Cheryl Cook, CAP/CPS. Linda Dizney, CAP asked if the committee members will be attending the meetings. Stephanie responded that she will ask for help from the other members if it is needed but at this time Ruth is the only member scheduled to attend. Linda Dizney, CAP mentioned that the name of the committee should be changed. Stephanie will ask Debbie Blume, CAP to change the name to "certification committee" in the bylaws. Bernardine asked if we needed to vote to approve the purchase of the books. Stephanie wants to check to see if we can copy pages so a vote will be held later by email.

Education:

- Boss's Day:
A draft registration form/flyer for Boss's Day was distributed. Sharon Harvey asked if a vegetarian/non-chicken option was available; Sandy Hancock, CPS will check. Tamara Ellenbecker pointed out that some formatting changes were needed on the first and last pages so that all text can fit on the pages. Bernardine asked that Sandy get with Debbie Blume, CAP as soon as possible so that the flyers can be finalized and sent out to the membership. Sandy asked if we will have our regular chapter meeting in conjunction with the Boss's Day lunch. Bernardine advised that we will not have a full chapter meeting but may have a few

announcements. The question was posed as to whether or not the chapter will pay for the lunches of multiple bosses. The board voted to pay for the lunches for up to two bosses; if a member has more bosses who attend, then the member should pay for the lunches for the extra bosses. Linda Dizney, CAP asked if this meeting would also be a membership recruitment meeting. April Martin read from last month's board meeting minutes that we decided last month that it would be. There will be no access to PowerPoint and there will not be time for a presentation. Sandy Hancock, CPS asked if the chapter would be covering the cost of nonmembers' bosses; the chapter is only covering the cost for members' bosses. Marilyn Smith says that the flyer/registration form should clarify this on the back page. Marilyn needs the final version of the flyer/form by November 1 in order to get it out for publicity.

- **October Chapter Meeting:**

Tamara Ellenbecker showed a one minute video on breast cancer awareness. She would like to show this video at the October chapter meeting and give out a pink ribbon pin and fact sheet. Jean Mitchell, CAP said the video presents a serious point in a lighthearted manner. The board voted to allow Tamara to show the video. This meeting will be held on October 25 at 5:30 pm at the Washington Regional Farm House. Michelle Hunsaker will present "Eat That Frog" and the meal will be potluck. RSVPs will be collected by Bernardine Vanderlip and Stephanie McGuire, CAP will be coordinating the potluck signup. Stephanie requested that all correspondence be sent to her UARK email account and that we have approval for this meeting to count as one certification point.

- **Faith In Action (December Chapter Meeting):**

Bernardine has been asked by Janet Moulden if the chapter wanted to adopt the same two ladies as last year. Sharon Harvey asked if the chapter has to limit the number of adoptees to two. Tamara Ellenbecker suggested that we use the same two ladies as last year and adopt a third. The board was in agreement to do this.

Historian: Stephanie McGuire, CAP reported that she will be bringing the chapter scrapbook to all chapter meetings from now on. She has three flash drives and a lot of discs so she will purchase an external drive for all pictures.

Legacy: Linda Dizney, CAP reported that next month is the month for Legacy and that she has not heard what we are doing this year.

Membership Recruitment: The chapter billing report and the chapter statistics were distributed. We have lost a member. We need to get busy and recruit. Marilyn Smith's area has two new people coming in and the Dean pays for memberships. Linda Dizney, CAP passed out an evaluation that must be completed for Chapter of Excellence if a chapter holds a new member orientation session.

Newsletter: April Martin needs information on this month's program; Debbie Blume, CAP is working on getting something to her. April also reported that she has room for another article if someone wants to

write something; Jean Mitchell, CAP mentioned that the two webinars that she participated in recently were very good. Jean will submit an article regarding the webinars.

Nominations: Sharon Harvey will take another look at upcoming deadlines.

Publicity: Marilyn Smith reported that we are right at the deadline for publicity for the October chapter meeting. November 1 is the deadline for Boss's Day.

Ways and Means: Sharon Harvey reported that the silent auctions held at chapter meetings have not gone as well as planned. She could use donations of office books for the book sale. She will continue to bring the books and coffee mugs to the chapter meetings. Sharon presented two options for fundraising: calendar cards and wallet cards. Bernardine would like more information before going forward with these. Sharon would like a decision by the next board meeting.

Website: No report.

OLD BUSINESS:

The Business Plan was approved as is to send out to the membership.

A survey to the chapter members was discussed. Jean Mitchell, CAP mentioned that question three should be changed from "I" to "If". Also on question six, add a free field so that if a member is interested in serving in a leadership capacity, there is an opportunity to give contact information. The survey was then approved to send to the membership.

NEW BUSINESS:

The Health and Benefits Fair is November 17. Linda Dizney, CAP said that we have not gained a member from the fair. Sandy Hancock, CPS asked if we have given away a membership as a prize. Linda does not remember us doing that in the past. Because it doesn't seem fruitful and it is hard to get volunteers to work the table, we will not participate in the fair this year.

Stephanie McGuire will do more research and talk to others before presenting information on social media. She will send more information through email.

Linda Dizney, CAP had a question about voting at board meetings. She doesn't see anything in the bylaws that states that only board members can vote. A suggestion was made that when the board meeting agenda is sent to the membership, verbiage encouraging members to attend, to comment on issues, or to contact a board member and express any opinions should be added.

The meeting was adjourned at 12:47 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'April Martin', with a long horizontal stroke extending to the right.

April Martin