

IAAP Razorback Board Meeting
September 7, 2011
Arkansas Alumni Association, 491 Razorback Road
Greenwood Room 220B
Fayetteville, AR

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

The meeting was called to order at 11:33 a.m. by Bernardine Vanderlip.

The minutes from the August board meeting were tabled.

The board discussed whether or not meetings should be tape recorded to aid with the accuracy of minutes. This was something that Tamara Ellenbecker reported that was discussed at EFAM. Jean Mitchell, CAP voiced a concern that sometimes sensitive information is discussed which the board would not want recorded (scholarship decisions, for example). Sandy Hancock, CPS supported recording the meetings only for the purpose of clarifying minutes and mentioned that the tapes should not be stored for a long period of time. April Martin thought that a small tape recorder would be helpful. Linda Dizney, CAP will look for a tape recorder.

Sandy Hancock, CPS gave the Treasurer's Report. The notice for third party liability insurance has been received and should be paid by next week. The monthly financial report was distributed.

COMMITTEE REPORTS:

APW: Debbie Blume, CAP thinks that we should go ahead and check into reserving a location for the 2013 APW conference. Debbie has reached out to Benton County to see when they will start meeting; it will probably be sometime this month. Debbie needs more members on the committee; particularly someone to chair it next year (2013).

Bylaws: Sandy Hancock, CPS brought up that the term "strategic plan" has been changed to "business plan" per International and that the bylaws should be changed to reflect this. Linda Dizney, CAP will check to see if we should submit these changes to Division now or if we should wait. Anytime the bylaws are changed the Division must be notified.

CPS/CAP: Jean Mitchell, CAP distributed a flyer for a free webinar which will be hosted by the Illinois Division on September 19. Jean has been in touch with Stephanie McGuire, CAP to see if this is something that those in our chapter who are certified would be interested in watching together as a group. The webinar is worth one certification point. Jean has a room with the appropriate technology and asked if this could be considered as a Razorback Chapter sponsored meeting. The Board agreed that since this would not be made available to all chapter members that it would not count as a Razorback Chapter sponsored event.

Bernardine read an email from Stephanie McGuire, CAP: Ruth Hirsch has the study materials; conference call study sessions sponsored by the Division for the May exam are upcoming.

Education: Debbie Blume, CAP will be sending April Martin information and a flyer for this month's meeting. The decision to hold the September chapter meeting at the Alumni House was made. April Martin will bold the change of location in the newsletter. The Board approved holding the October chapter meeting at Washington Regional; Debbie Blume, CAP will check on availability. The November chapter meeting will also be our Boss's Day celebration at AQ Chicken House as well as a membership recruitment meeting. Linda Dizney, CAP asked if the membership committee should be working with the Boss's Day committee; Debbie Blume, CAP thought that was a good idea. The Board decided not to hold Hangin' For The Holidays event again this year but to have a Community Service Night in February. This would be the second membership recruitment meeting of the year. Ideas such as making valentines for nursing home residents and collecting gently used clothing for Peace At Home were discussed.

Historian: Stephanie McGuire, CAP has not had a chance yet to go through digital pictures.

Legacy: Linda Dizney, CAP has not seen any information on the web on whether or not the donation drive will be in November.

Membership Recruitment: Chapter statistics were distributed as well as a sample exit interview. The chapter mentoring program falls under the duties of the Vice President. Marilyn Smith said that she would work on recruiting more members to serve as mentors.

New Chapter Building/Student: No report.

Newsletter: April Martin needs articles for the newsletter.

Nominations: No report.

Publicity: Marilyn Smith asked if Debbie Blume, CAP could copy her when she sends the meeting announcement for this month's meeting to April Martin for the newsletter so that she can forward it to Newswire and HR.

Ways and Means: The spa basket that the chapter took to the AO Division Education Forum in Fort Smith went for \$40; the three tins went for \$5. Debbie Blume, CAP asked if the committee could work on getting some door prizes for the November meeting.

Website: Sandy Hancock, CPS reported that the August newsletter and Treasurer's report have been posted.

OLD BUSINESS:

Five members attended the Education Forum in Fort Smith on August 27.

Marilyn Smith is collecting Member of Excellence forms. So far she has received only two or three.

Changes to the Member of Excellence program were discussed. So far the biggest change is that there are two submissions to Division. Information is not due all at once as in the past. There is also more auditing. Every 20th member submission will be audited and every chapter will be audited.

The Board met last week to develop a business plan (previously called a "strategic plan"). Debbie Blume, CAP will type up what the Board discussed and will send to the Board.

Bernardine Vanderlip passed out old surveys that the chapter had used. She asked that each member of the Board review them later and email her by Monday the top 10 questions that the Board member thought should be asked to our chapter members.

A draft brochure for Boss's Day was distributed. The Board voted to let the chapter absorb the cost of lunch for bosses as appreciation. The Board voted to allow the committee to go over budget if necessary, but no more than \$100. The committee will be meeting to decide on a registration deadline. The event will be November 16.

NEW BUSINESS:

Tabled.

The meeting was adjourned at 1:11 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "April Martin", with a stylized flourish at the end.

April Martin