



MINUTES
IAAP Chapter Meeting
August 24, 2010



Engineering South – Fayetteville, AR

Present: Kathie Biondi; Debbie Blume; Debbie Clark; Linda Dizney, CAP; Kim Ferguson; Linda George; Sandra Hancock, CPS; Sharon Harvey; Mary Herrington; Terri Huckleberry; April Martin; Stephanie McGuire; Janet Moulden; Benardine Vanderlip; Susan Williams

President Mary Herrington called the meeting to order at 11:40 a.m. and invited Linda George to the podium. Ms. George introduced Peter Hine. Peter did a presentation on Document Imaging and Storage System.

PROGRAM

Peter Hine

Peter comes to us from the IT Services Department where he works with the empower team.

Peter presented suggestions on the following:

- Business Process design
- Document Types
- Imaging
- Naming Conventions
- Storage Options
- Workflow engines
- Business Process Design

Systems should support the way you do business, with all the new technology, there are always new inventions on various ways to store your files. The business process is difference in each individual office. You have to select the one that works best for you.

You should scan documents upon their arrival and then route them as needed.

MINUTES

With a call for motion to approve the minutes, a few corrections were suggested:

1. Line item 8, first bullet: change bylaws to strategic and marketing plan
2. Line item 8 second bullet: change August to April; Add "An" in front of Administrative, Add "on" after Chapters.
3. Under Treasurers Report: remove "that"
4. Under Announcements, bullet three: Capitalize August; bullet four: Change spelling to Kruse and Change last name from George to Ellison.

Sharon Harvey made a motion to approve the minutes as corrected. Janet Moulden seconded the motion. The motion carried and was unanimous.

TREASURER'S REPORT

President Herrington explained that the Audit Committee met and the report would be forthcoming.

OLD BUSINESS

President Herrington noted that many items were on sale which supported the Chapter Scholarship program:

- Used Books (contact: Linda Dizney, CAP)
- Coffee Mugs and Administrative Professionals Week (APW) pin (contact: Mary Herrington)
- Candy Bars (contact: Sandy Hancock, CPS)

2010-2011 Member of Excellence

Bernardine Vanderlip stated that forms are available through her or online and she also passed out the Commitment Forms for (AO and International).

NEW BUSINESS

Chapter Mentoring Program:

Bernardine Vanderlip passed out forms for the Mentoring Program – If you are interested in learning more about IAAP, submit a form and someone will be assigned to you for the mentoring program.

Bernardine also passed our forms to submit if you are interested in being a mentor and helping someone learn more about the organization.

Top Recruiter Award:

Linda Dizney stated the member who recruits the Most New Members from September 1, 2010 – May 31, 2011 will receive a special recognition award.

The Top Recruiter will be announced at the Razorback Chapter Annual Meeting on June 28, 2011

Fall Member Scholarship:

Debbie Blume recognized Stephanie McGuire as the winner for the Razorback Chapter Member Scholarship 2010. Stephanie plans to use the funds from the scholarship to get IAAP Certification.

Legacy Committee Collecting School Supplies:

Sharon Harvey stated that the collecting of school supplies would continue through the end of September. They will be asking for donations for the Retirement Fund in November.

Janet Moulden made a motion for ½ of the school supplies go to Owl Creek School and the other ½ go to the Fayetteville Administration Building to be distributed as needed to various Fayetteville Public Schools in need of supplies. Debbie Blume seconded the motion. The motion carried and was unanimous

Strategic Plan:

Mary Herrington stated that “The Chapter of Excellence” criteria was reviewed and posted on the website.

ANNOUNCEMENTS

- Avery Box tops – Mary Herrington brought forms if you were interested in this.
- Refer to the website to learn more about the Bylaws
- April will be making a call for Newsletter articles. The articles should be 200 words or more.

GOOD OF THE ORDER

Mary Herrington passed out Certification of Excellence Certificates to the following recipients:

Debbie Blume

Dana Ledbetter

April Martin

Stephanie McGuire

Q: What is IAAPedia?

A: A definitive set of terms for IAAP Community

There being no further business, the meeting was adjourned at 12:30 p.m.

Respectfully Submitted,
Debbie Clark