

IAAP Razorback Chapter Meeting
January 25, 2011
AT & T Room, Engineering Research Center – Fayetteville, AR

Present: Debbie Blume, CPS/CAP, Linda Dizney, CAP, Tamara Ellenbecker, Kim Ferguson, Linda George, Sandy Hancock, CPS, Terri Huckleberry, Lori Kruse, Mary Herrington, Stephanie McGuire, CPS/CAP, April Martin, Carrie Pennington, Marilyn Smith, Susan Williams

The meeting was called to order at 11:31 a.m. by President Mary Herrington. Members that were present introduced themselves.

Linda George presented Becca Garner who spoke about laws for success.

The minutes from the December chapter meeting were approved as amended:

- Add Susan Williams to the list of attendees.

Treasurer's Report: Candy bar sales were suspended due to the scholarship program being put on hold. However, we will resume selling the candy bars and keep the funds in reserve until the scholarship program can be started up again. Members should contact Debbie Blume, CPS/CAP if they are interested in selling candy.

ANNOUNCEMENTS:

Linda Dizney, CAP asked for ideas for the chapter's 10th anniversary in April. Instead of a separate event we will have a celebration at the April meeting.

April Martin needs newsletter articles for February.

Mary Herrington announced that the 2010 - 2011 committee list has been updated and is on the website.

Mary Herrington announced that committee service applications are due February 1.

Administrative Professionals Week is April 27. To help, members should contact Sandy Hancock, CPS. There are a variety of ways to get involved including greeting attendees and stuffing goody bags. There will be four speakers, door prizes and a vendor fair.

The answer to the question of the month was given and buttons were distributed to those who answered correctly.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

April Mad

April Martin