



MINUTES
IAAP Chapter Meeting
July 29, 2010



Engineering South – Fayetteville, AR

Present: Debbie Blume; Linda Dizney, CAP; Tamara Ellenbecker; Kim Ferguson; Linda George; Sandra Hancock, CPS; Sharon Harvey; April Martin; Janet Moulden; Carrie Pennington; Marilyn Smith; Susan Williams

President Mary Herrington called the meeting to order at 11:30 a.m. and invited Linda George to the podium. Ms. George introduced Mary officially as the program speaker for the day.

PROGRAM

President Herrington presented a Razorback Chapter Informational Program to the members which included information on:

1. A brief report on the 2010 IAAP International Forum & Annual Meeting (EFAM):
 - The new FY11 logo was unveiled to be Passion & Purpose;
 - Dortha Gray, CPS/CAP, Southwest District Director is the Arkansas-Oklahoma Division contact this year.
 - The Arkansas-Oklahoma Division Board of Directors were named (see website for listing);
 - Avery Award Recipients were named.
 - Chapter of Excellence Awards were named
 - A Southwest District Membership report included a total of 5,565 members, six disbanded chapters, one professional and three student chapters chartered.
 - International Proposed amendments were all approved as proposed (posted on web).
2. Razorback Chapter Membership
 - Please mark your calendars for October 7 at 5:30 p.m., a membership program to be held at the Center for Seniors. This is a new member recruitment meeting and we encourage you to invite one or more guests to attend!
 - Membership reports are available to officers online.
3. Board and Chapter Meetings
 - Board and chapter meetings dates/times are posted on the website. Chapter board meetings are open to all members and are currently being held at the Alumni House the first Tuesday of each month starting at 12:30 p.m.
 - Chapter meetings are scheduled in the AT&T Room at the Engineering Research Center (unless otherwise posted) on the fourth Tuesday of each month starting at 11:30 a.m.

4. Chapter and Member of Excellence
 - For the second year in a row, the Razorback Chapter received recognition as a Chapter of Excellence (for 2009-2010).
 - Members of Excellence for 2009-2010 were Debbie Blume, Tamara Ellenbecker, Linda Dizney, CAP, Sandy Hancock, CPS, Mary Herrington, Dana Ledbetter, Stephanie McGuire, and April Martin.
 - This year Bernardine Vanderlip and Stephanie McGuire are administering the Chapter and Member of Excellence programs. Members are encouraged to participate and complete the Member of Excellence forms and send to Bernardine or Stephanie.

5. Chapter Scholarship
 - The Razorback Chapter Scholarship supports members who do not receive financial support from their place of business. The scholarship may be used for IAAP annual dues, registration to the A-O Division annual meeting, a partial registration to EFAM, or towards the certification exam. Last year was the first year the scholarship was awarded – to Michelle Depperschmidt. Funds are received through fundraisers which include the sale of coffee cups, candy bars and books.
 - The fall application deadline is Monday, August 2. Please submit the application to Debbie Blume.

6. Certification
 - A study session is currently underway. The group currently meets weekly on Wednesday evenings and Thursday lunchtime at the Alumni House. For more information, please contact Sandy Hancock.
 - IAAP International has announced plans to restructure the Certification references and process effective November of 2011. CPS will be changed to CAP; CPA will be changed to CAP-OM (organizational management).

7. Razorback Chapter Committees
 - Ms. Herrington reviewed the committees for FY11 and encouraged members to participate. The committees are posted on the chapter website.

8. Reminders/Notices
 - A meeting to review the strategic and marketing plan will be held on August 10 at 5:15 p.m. at the Alumni House. All members are invited to attend and provide their comments.
 - Please mark your calendars now for Administrative Professionals Week April 25-29. An Administrative Professionals Day will be sponsored by the Benton County and Razorback Chapters on April 27, 2011. Committee members are needed!
 - The A-O Strategic Planning Meeting will be in Oklahoma City on Saturday, August 21, 2010.
 - National Boss' Day is Friday, October 17, 2010.
 - The A-O Division Annual Meeting will be held June 10-12, 2011 in Bentonville and is hosted by the Benton County Chapter.
 - The 2011 IAAP International Education Forum & Annual Meeting will be held July 24-27 in Montreal, Canada.
 - If you are interested in mentoring to new members, please contact Linda Dizney

MINUTES

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

1. Add CAP to Jean Mitchell's name;
2. Correct the spelling of Tamara Ellenbecker;
3. Change the word "amendment" to "correction" in the last sentence of Approval of Minutes;
4. Add CPS to Sandy Hancock's name under Chapter Bylaws

Sharon Harvey made a motion to approve the minutes as corrected. Linda Dizney, CAP seconded the motion. The motion carried and was unanimous.

TREASURER'S REPORT

President Herrington explained the meaning of the terminology "filed for audit" as the Board has reviewed the report and the report will be held for the end of the year audit. Ms. Herrington reported that the June 2010 report presented to the membership has been filed for audit.

NEW MEMBER RECOGNITION

Chair Linda Dizney, CAP introduced Carrie Pennington, presented her with an IAAP membership packet, and welcomed her to the chapter on behalf of the membership. Ms. Dizney noted that Cindy Weber with Arvest Bank was also a new member and the chapter will officially recognize her at the next meeting.

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)

Members were encouraged to show their Passion for IAAP and sign up now for the FY11 committees.

NEW BUSINESS

Linda Dizney, CAP shared with the membership the result of a contest between the Arkansas and Oklahoma chapters for last year. It was regarding who had the most Member of Excellence participants. At the A-O Division meeting the results were tabulated and reported that Arkansas won the contest. The interesting fact to note is that there are three chapters in Arkansas and six in Oklahoma. Within Arkansas, the Razorback Chapter has the most members sign the commitment form. Let's keep up the good work for this year too!

ANNOUNCEMENTS

- The A-O Strategic Planning Meeting will be in Oklahoma City on Saturday, August 21, 2010.
- The NWA Business Women's Conference will be held September 21, 2010. This conference will qualify on the Member of Excellence form.
- The fall deadline for the Chapter Scholarship is August 2 to Debbie Blume
- Boss's Appreciation Luncheon will be held October 15, 2010. Lori Kruse and Allison Ellison are co-chairing the event.

- The 8th annual Savor the Flavor event is being held September 7, 2010. Janet Moulden encouraged members to volunteer or purchase tickets.

GOOD OF THE ORDER

Debbie Blume presented July pins to those who answered the Question of the Month correctly.

Q: What does EFAM stand for?

A: Educational Forum Annual Meeting

There being no further business, the meeting was adjourned at 12:23 p.m.

Respectfully Submitted,
Debbie Blume