

Minutes of the 58th Annual Meeting and Education Forum

Indiana Division

International Association of Administrative Professionals®

May 14-16, 2010

The 58th Annual Meeting and Education Forum of the Indiana Division International Association of Administrative Professionals® was called to order at the Holiday Inn Conference Center in Columbus, Indiana, at 9:15 a.m. on May 15, 2010. The theme for the 2009-2010 Annual Meeting of the Indiana Division was "Discover the Power of IAAP®".

Call to Order

The members of the Indiana Division Board and invited guests led the processional. Members of the Columbus Police and Fire Department Color Guard presented and posted the colors. After posting of the colors, the Chair led the recitation of the Pledge of Allegiance. A member of the Columbus North High School choir sang our National Anthem.

Opening Ceremonies

President Walters extended a welcome to all in attendance and stated that the Indiana Division Board, along with the Annual Meeting co-chairs, were delighted that they chose to spend this weekend in Columbus.

Welcome

President Walters introduced Paula Shelton, Co-Chair of 2010 Annual Meeting. Paula extended a warm welcome on behalf of the Athens of the Prairie Chapter and the Indiana Division Board.

President Walters introduced Stephanie Bowers from the Holiday Inn Conference Center. Ms. Bowers extended a welcome to all attendees on behalf of the entire staff of the Holiday Inn and provided additional general information regarding the hotel.

**Introductions of
Holiday Inn and City of
Columbus**

President Walters introduced Ann DeVore with the Columbus City Council, who extended a warm welcome to all attendees on behalf of the mayor and the City of Columbus.

President Walters called a brief recess to prepare the head table for the business meeting. She reminded the delegates and alternates to check in with the Credentials Committee prior to the business session.

Recess

Saturday Morning Business Session

President Walters called to order the business session of the 58th Indiana Division Annual Meeting and Education Forum of the International Association of Administrative Professionals at 9:35 a.m.

Call to Order

President Walters reported that during the past month, the Division Board had accepted the resignation of Mia Gutridge as Division Secretary. The board filled the vacancy in accordance with Article II, Section 6 of the Indiana Division Bylaws by appointing Jenny Knoebel CPS/CAP to complete the term of Division Secretary.

President Walters introduced the following individuals seated at the head table:

- Melinda Burton - Indiana Division Annual Meeting Co-Chair (Athens of the Prairie Chapter)
- Paula Shelton - Indiana Division Annual Meeting Co-Chair (Athens of the Prairie Chapter)
- Norma Jean Graves CPS/CAP, Indiana Division Treasurer ('500' Chapter)
- Jenny Knoebel CPS/CAP, Indiana Division Secretary ('500' Chapter)
- Karen Blankenship, Indiana Division Vice President (Indy Northside Chapter)
- Teresa Walters CAP, Indiana Division President (Tawasi Chapter)
- Marjorie Weber, PRP, CPP-T, Parliamentarian
- Wendy Melby CPS/CAP, Great Lakes District Director
- Rose Killian CPS, Bylaws & Standing Rules Committee Chair (Lafayette Chapter)
- Phiandra Peck CAP, Chair, Nominations Committee ('500' Chapter)

**Introduction of
Head Table**

President Walters introduced the following meeting participants:

Timekeeper would be Beverly Wilson CPS/CAP, a member of the Evansville Chapter The pages were students from the Ivy Tech Community College: Theresa McKinley and Sharon Williams. President Walters thanked all of them.

**Introduction of
Timekeeper and
Pages**

President Walters instructed members on the procedure to contact their delegate: the delegates name should be put on the outside of their note, they should raise their signal card, and a page would then take the note and deliver it to the correct individual.

**Instructions on
Contacting a
Delegate**

President Walters commented on the successful Open House and thanked the Athens of the Prairie Chapter for a fun and successful evening

Open House

President Walters reminded members that if they were participating in the silent auction, the items had been moved to the Hospitality Suite, which was the Herald Room on the second floor. If you haven't already, please be sure and support the Division Scholarship by purchasing raffle tickets. All fundraising raffles and auction items will be awarded on Sunday.

**Fundraising
Projects**

President Walters recognized Registration Committee Chair Joyce Rose-Weisberger CPS/CAP, member of the Indy Northside Chapter, Indianapolis, who reported the following registrations as of Saturday, May 15, 2010, at 9:22 a.m.:

**Registration
Committee Report**

International Officers:	1
Division Officers	4
Members with Full Registrations	48
Division Members at Large	2
Students	3
Nonmembers	0
TOTAL	58

President Walters recognized Credentials Committee Chair Judy Lehner CPS, member of the River Bend Chapter. Judy reported the following authorized voting members as of Saturday, May 15, 2009, at 9:00 a.m.:

**Credentials
Committee Report**

Division Officers	4
Chapter Delegates	8
Division Members-at-Large	1
TOTAL	13
Chapter Alternates	8

Judy Lehner CPS moved for the adoption of the Credentials Report. The report was adopted. President Walters declared the Credentials Report ratified as the official roll call of the voting members of this Annual Meeting.

The following delegates were in attendance:

Delegates in Attendance

- Athens of the Prairie Chapter, Columbus: Paula Shelton
- Evansville Chapter, Evansville: Vicki Schmitt
- '500' Chapter, Indianapolis: Mary Duffer
- Indy Northside Chapter, Indianapolis: Constance S. Whitman CPS/CAP
- Lafayette Chapter, Lafayette: Rose Marie Killian CPS
- Maple Chapter, Goshen: Sally Biller
- River Bend Chapter, South Bend: Joyce Ann McCoy
- Tawasi Chapter, Fort Wayne: Janet Myers
- Division Members-at-Large: Bobbie Wilcoxin CPS/CAP

The following Indiana Division Officers were in attendance:

President: Teresa Walters CAP
Vice President: Karen Blankenship
Secretary: Jenny Knoebel CPS/CAP
Treasurer: Norma Jean Graves CPS/CAP

With 13 Delegates registered, the chair declared that a quorum was present.

Secretary Knoebel moved the adoption of the Indiana Division Annual Meeting and Education Forum Rules as printed on pages 6 and 7 of the Printed Program. The meeting rules were adopted.

Meeting Rules

Secretary Knoebel read corrections to the Printed Program and moved for the adoption of the Printed Program, as corrected, to become the official order of business for the 2010 Annual Meeting. The Printed Program was adopted as corrected.

Printed Program

With the adoption of the Credentials Committee Report, the Annual Meeting rules, and the Printed Program as corrected, the 58th Indiana Division Annual Meeting of the International Association of Administrative Professionals was prepared to conduct business.

President Walters reported that the minutes of the 2009 Annual Meeting and Education Forum, in accordance with Article III, Section 5.C.2, were posted on the Indiana Division website and members were notified via the Indiana Division Board Letter. The Division Board of Directors approved the minutes as printed and they were not read.

2009 Minutes

President Walters stated that the theme for this year was "The Power of Commitment." With the help of great leadership at the chapter level, we worked together to achieve great results. The Division officers also worked closely with committee chairs throughout the year to accomplish the division goals. President Walters thanked each of them for their commitment and leadership. The annual reports will be posted on the Division website, and written copies will be provided upon request. President Walters invited chapter presidents, division officers and/or division committee chairs to add their comments to their written reports.

Reports of Indiana Division Officers and Committee Chairs

President Walters recognized Norma Jean Graves CPS/CAP, Indiana Division

Treasurer's Report

Treasurer, '500' Chapter, Indianapolis, Indiana. Treasurer Graves reported that Division funds had been transferred from Key Bank to Old National Bank. One of the two CD's designated for the scholarship fund was cashed, which was \$2,797.39.

The beginning balance as of 7/1/2009: \$11,533.98
Ending Balance as of May 14, 2010: \$13,606.29

Audit Report

President Walters thanked Janet Myers and Sandra Schmidt CPS/CAP, Tawasi Chapter, for their diligent work on the audit of the 2008-2009 financial records. The audit report was adopted by the Board and will be posted to the members' only section of the Division website.

The Chair recognized Jenny Knoebel CPS/CAP, Indiana Division Secretary, '500' Chapter, Indianapolis. Secretary Knoebel announced that letters had been received from the Illinois, Michigan, Ohio, and Wisconsin Divisions. Since all welcome letters were similar, she only read the letter from the Illinois Division.

Secretary Knoebel read Bylaws Article III, Section 3.B. and 3.C., Officer Qualifications, Nomination and Election. President Walters recognized Nominations Committee Chair Phiandra Peck CAP, '500' Chapter, Indianapolis, who presented the following slate of officers:

Nomination of 2010-11 Indiana Division Officers

- President: Teresa Walters CAP, Tawasi Chapter, Fort Wayne
- Vice President: Norma Jean Graves CPS/CAP, '500' Chapter, Indianapolis
- Secretary: Phiandra Peck CAP, '500' Chapter, Indianapolis
- Secretary: No Nominations

President Walters called for nominations from the floor.

Nominations From Floor

For the office of President and Vice President, there were no nominations from the floor.

Since the notice of this nomination, Phiandra Peck CAP, '500' Chapter, had withdrawn her nomination for Division Secretary.

Jenny Knoebel CPS/CAP, '500' Chapter, nominated Barbara Brown CPS/CAP, Tawasi Chapter, for the office of Division Secretary. There were seconds from Janet Myers, Tawasi Chapter, and Rose Killian CPS, Lafayette Chapter. As qualifications and supporting documents of the candidate were submitted to the delegates and she has agreed to serve, the Chair declared Barbara Brown CPS/CAP nominated for the office of Secretary.

President Walters called for nominations from the floor for Treasurer.

Karen Blankenship, Indy Northside Chapter, nominated Phiandra Peck CAP for the office of Division Treasurer. There were seconds from Joyce Ann McCoy, River Bend Chapter, and Vicki Schmitt, Evansville Chapter. As qualifications and supporting documents of the candidate were submitted to the delegates and she has agreed to serve, the Chair declared Phiandra Peck CAP nominated for the office of Treasurer.

President Walters stated that when there is but one nominee for an office, in accordance with Article II, Section 3.C, the officers may be elected by voice vote. There was only one "no" vote cast; therefore, the Chair declared the following officers elected for Indiana Division for the 2010-2011 fiscal year beginning on

Election of 2009-2010 Indiana Division Officers

July 1, 2010

- President: Teresa Walters CAP, Tawasi Chapter, Fort Wayne
- Vice President: Norma Jean Graves CPS/CAP, '500' Chapter, Indianapolis
- Treasurer: Phiandra Peck CAP, '500' Chapter, Indianapolis
- Secretary: Barbara Brown CPS/CAP, Tawasi Chapter, Fort Wayne

President Walters stated that serving as a Division officer requires leadership, dependability, acceptance of responsibility, flexibility, organizational skills, public speaking abilities, executive abilities, and being a team player. She stated that as the Board begins to work together to serve the chapters in Indiana, these abilities, plus others, become very evident. As the Board becomes a team, everyone grows and the Division becomes stronger.

President Walters announced the next business in order was the report of the Bylaws and Standing Rules Committee. Secretary Knoebel read Article IX. Section 1 of the Bylaws.

Bylaws and Standing Rules Committee

President Walters asked if the proposed amendments were distributed in accordance with Article V.2.A.4 of the Bylaws. Secretary Knoebel responded yes.

The Chair recognized Rose Killian CPS, Co-Chair of Bylaws and Standing Rules Committee, Lafayette Chapter.

By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article II, Section B by increasing dues for Associate Member's membership by striking out \$155.00 and inserting \$180.00. Submitted by the Indiana Division Board of Directors

Bylaws Amendment 1

Reason: International dues were increased in January 2010, so the amendment brings the dues in line with International dues structure.

Recommendation: The Indiana Division Bylaws and Standing Rules Committee and the Indiana Division Board of Directors recommend adoption.

The vote was unanimous and the amendment passed.

The Chair asked Co-Chair Killian to proceed.

Bylaws Amendment 2

By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article III, Section 5, 3.B by inserting the words "and/or the" in 3 between the words "Host Chapter" and "appointed." Therefore, 3 would then read: Be Division Coordinator for Annual Meeting and Leadership Conference, serving in this capacity as liaison between the Board of Directors and the Host Chapter and/or the appointed committee chairs.

Submitted by the Indiana Division Board of Directors

Reason: The Indiana Division Board of Directors would like to clarify that a single chapter may serve as the Host Chapter for the Indiana Division Annual Meeting.

Recommendation: The Indiana Division Bylaws and Standing Rules Committee and the Indiana Division Board of Directors recommend adoption.

The vote was unanimous and the amendment passed.

The Chair asked Co-Chair Killian to proceed.

Bylaws Amendment 3

By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article V, Section 2. C. 5 to define the membership of the Division Scholarship Subcommittee by substituting the following wording for the

present wording of 5 so that when adopted, C. 5 will read: "Shall be charged with the administration of the Division Scholarship and provide leadership to the Division Scholarship Subcommittee comprised of one (1) member of each professional chapter, and one (1) Indiana Member-at-Large. This committee shall be appointed by the Division President with recommendations from each professional chapter. The duties of this subcommittee are as follows: a) Collect all applications; b) Submit the report of the committee to the Board; c) Notify all applicants, including the selected recipient, of their status by mail 21 days prior to the Annual Meeting and Education Forum; d) Present the scholarship at the Annual Meeting and Education Forum; 3) In the event of a tie, the chair of the Professional Development/International Projects Committee will determine the recipient."

Submitted by: The Indiana Division Board of Directors

Reason: The Division Board of Directors wants to clearly define the development of the Division Scholarship Subcommittee and how it is comprised. In case of a tie, item "e" clearly states determination of a recipient of the scholarship.

Recommendation: The Indiana Division Bylaws and Standing Rules Committee and the Indiana Division Board of Directors recommend adoption.

The vote was unanimous and the amendment passed.

The Chair asked Co-chair Killian to proceed.

Standing Rules Amendment 1

By direction of the Indiana Division Board of Directors, I move to amend the Indiana Standing Rule 5. C to clarify coverage of unavoidable loss at any Division meeting by adding a sentence at the end of 5. C to read: "Any profits from any Division meeting shall be deposited in the Division Treasury. Should the Division appoint a Host Chapter, the Division shall reimburse the chapter any unavoidable loss due to the cancellation of this meeting."

Submitted by: The Indiana Division Board of Directors

Reason: The Division Board of Directors wants to clarify that Host Chapters will be reimbursed in the event of a cancellation of a Division meeting.

Recommendation: The Indiana Division Bylaws and Standing Rules Committee and the Indiana Division Board of Directors recommend adoption.

The vote was unanimous and the amendment passed.

The Chair asked Co-chair Killian to proceed.

Standing Rules Amendment 2

By direction of the Indiana Division Board of Directors, I move to amend the Indiana Standing Rules by adding a new rule #14 to read: "The Indiana Division Treasurer will request copies of the annual Third Party Liability Insurance invoice as distributed to each Indiana professional chapter from the chapter's treasurer during the first quarter of the fiscal year. The Indiana Division will assume responsibility and submit payment to the International office for invoices received from said chapters. Should any Indiana professional chapter submit payment directly from their chapter to the International office, they may submit a request to be reimbursed by the Indiana Division budget, upon providing a copy of the original invoice as processed by that chapter."

Submitted by: The Indiana Division Board of Directors

Reason: The Division Board of Directors would like to include the process for chapters paying Third Party Liability Insurance as required by the International office.

Recommendation: The Indiana Division Bylaws and Standing Rules Committee and the Indiana Division Board of Directors recommend adoption.

The vote was unanimous and the amendment passed. Co-Chair Killian stated that was the end of the report of the 2009-2010 Indiana Division Bylaws and Standing Rules Committee. President Walters thanked Rose and the committee for their hard work on this report.

President Walters recognized the Indiana Division Committee Chairs. She stated that without their efforts throughout the past year, the Indiana Division would not have experienced its successes. The Board of Directors extended thanks and appreciation to each of them.

**Recognition of
Indiana Division
Committees**

- 2010 Annual Meeting: Melinda Burton and Paula Shelton, Athens of the Prairie Chapter
- Audit: Janet Myers, Tawasi Chapter
- Bylaws and Standing Rules: Rose Killian CPS, Lafayette Chapter
- Chronology/History: Constance Whitman CPS/CAP, Indy Northside Chapter
- International Projects & Professional Development: Marlene Slaubaugh CPS, Maple Chapter
- Membership: Paula Shelton, Athens of the Prairie Chapter
- Student Program: Joyce McCoy, River Bend Chapter
- Website: Denise Goveia, Maple Chapter

President Walters announced that the Recognition Luncheon would be held in Ballroom D/D2 at 12:00 noon. She also reminded all committee chairs to take their files to the Hospitality Suite in Herald Room, for distribution the 2010-2011 Committee Chairs.

Announcements

The business session was recessed until Sunday, May 16, 2010.

Recess

President Walters welcomed everyone to the Indiana Division Recognition Luncheon. The luncheon is a special time to acknowledge the successes of the past year by recognizing individuals and chapters. President Walters recognized Rose Killian CPS, Lafayette Chapter, who provided an inspirational message.

**Recognition Luncheon
Invocation**

President Walters recognized former Indiana Division Presidents who were present:

**Recognition of
Former
Indiana Division
Presidents**

- Beverly Wilson CPS/CAP (2008-2009)
- Sally Biller (2003-2005)
- Diana D. Nickler CPS/CAP (1998-2000)

She also recognized former Indiana Division officers who were present:

**Recognition of
Former
Indiana Division
Officers**

- Virginia Wilson (2007-2008 & 2008-2009 Treasurer)
- Jenny Knoebel CPS/CAP (2005-2006 & 2006-2007 Treasurer)
- Denise Goveia (2004-2005 Secretary)
- Vicki Schmitt CPS (2000-2001 Recording Secretary)
- Joyce Ann McCoy CPS (1997-1999 Treasurer)
- Laretta Schrock (1987-1988 Recording Secretary)

President Walters recognized Secretary Knoebel who presented the long-service awards to those present. Certificates will be mailed to those not present.

Long Service Awards

Five Years

- Mary Duffer, '500' Chapter
- Deb Bragg, Tawasi Chapter

- Brian Johnson, Tawasi Chapter

Ten Years

- Beth Cripe, Maple Chapter

Fifteen Years

- Marlene Slaubaugh CPS, Maple Chapter
- Shelly Schaller, River Bend Chapter

Twenty Years

- Vicki Schmitt, Evansville Chapter

Thirty-Five Years

- Laretta Schrock, Maple Chapter

Secretary Knoebel introduced Marlene Slaubaugh CPS, member of the Professional Development Committee and a member of the Maple Chapter, Goshen. She recognized the individuals who received the Certified Professional Secretary rating in 2009. Certificates will be mailed to all CPS recipients.

CPS Recipients

- Holly Havener CPS, '500' Chapter
- Sharon Metcalf, CPS, Lafayette Chapter
- Anne Arthus, CPS, River Bend Chapter
- Laura McGlothlin CPS, Lafayette Chapter
- Dolores Long CPS, Lafayette Chapter
- Suzanne Alfrey CPS, River Bend Chapter
- Pamela Sacco, CPS, River Bend Chapter
- Sharon Johnson CPS, MAL

Marlene recognized the individuals who received the Certified Administrative Professional rating in 2009. President Walters and Vice President Blankenship presented the certificate to those present. Certificates will be mailed to those who received the CAP rating in 2009 and were unable to attend.

- Maria Berthiaume CPS/CAP, '500' Chapter (Present)
- Diane Prosser CAP, '500' Chapter
- Anne Arthus CPS/CAP, River Bend Chapter
- Julia Splinder CPS/CAP, Evansville Chapter
- Tammy Long CPS/CAP, Evansville Chapter
- Lisa Heuing CPS/CAP, Evansville Chapter
- Leslie Johnson CAP/CAP, '500' Chapter
- Lindsay O'Brien CPS/CAP, Indy Northside Chapter
- Susan Godin CAP, River Bend Chapter

Marlene recognized the individuals who recertified in 2009. President Walters and Vice President Blankenship presented certificates to those in attendance. Certificates will be mailed to those who were unable to attend.

**CPS/CAP
Recertification**

- Sandra Schmidt CPS/CAP, Tawasi Chapter
- Cheryle Smith CAP, '500' Chapter
- Beth Gootee CPS/CAP, MAL
- Sharon Sullivan CPS, Athens of the Prairie Chapter
- Janice Perigo CAP, Evansville Chapter (Present)
- Catherine Matthews CPS/CAP, '500' Chapter
- Cathy Eads CPS, '500' Chapter
- Cecilia Overshiner CPS, Indy Northside Chapter

CPS Award Certificates were presented to chapters with the greatest percentage

Chapter CPS/CAP

of their members taking the CPS examination in 2009.

Awards

Chapter with up to 35 members:

- Lafayette Chapter with four sitting for the examination and four receiving recognition or 16 percent of its membership

Chapter with 35 or more members:

- '500' Chapter with two sitting for the exam and two receiving recognition or 10 percent of its membership.

CAP Award Certificates to chapters with the greatest percentage of their members taking the CAP examination in 2009.

Chapter with up to 35 members:

- River Bend Chapter with two sitting for the exam and two receiving recognition or 10 percent of its membership.

Chapter with 35 or more members:

- '500' Chapter with three members sitting for the examination and three receiving recognition or six percent of its membership.

Marlene then recognized all CPS and CAP holders present.

President Walters recognized the advisors from each of the student chapters who work tirelessly to encourage participation of our students in our organization and profession. Certificates were presented to advisors in attendance. Certificates will be mailed to the following advisors who were unable to attend.

Recognition of Student Chapter Advisors

Indiana Business College – Mini 500 Chapter – Diane Heavin
Ivy Tech Community College Evansville – Lana Bunner CPS and Beverly Wilson CPS/CAP (Present)
Ivy Tech Community College Indianapolis – Beverly Dozier and Margaret Baumer
Ivy Tech Community College East Central – East Central Ivy Chapter – Danna Bishop

Jenny Wilson, Athens of the Prairie Chapter, Columbus, served as chair of the Membership Committee. Jenny presented Membership Awards to all chapters experiencing a membership increase for the period from June 30, 2009 through April 30, 2010.

Chapter Membership Awards

- Tawasi Chapter: 1.01%
- Evansville Chapter: 1.04%
- Athens of the Prairie Chapter: 1.07%

Melinda Burton, Athens of the Prairie Chapter, Columbus, presented the Travel and Attendance Awards.

Travel and Attendance Awards

- The Travel Award was presented to the Tawasi Chapter, having traveled the greatest number of miles based on mileage between Fort Wayne and Columbus multiplied by the number of members (9) having full registration.
- The Attendance Award was presented to the Athens of the Prairie Chapter, having the highest percentage of chapter members attending annual meeting having full registrations. They had 43 percent of their members in

attendance.

Secretary Knoebel announced the Outstanding Chapter Contest Awards. President Walters presented a certificate and the monetary award to the winning chapters:

- Chapter with up to 35 members that accumulated the points from September 1, 2009 through April 30, 2010 was the Athens of the Prairie Chapter, Columbus.
- Chapter with 35 or more members that accumulated the points from September 1, 2009 through April 30, 2010 was the '500' Chapter, Indianapolis.
- The chapter with the most overall points from September 1, 2009 through April 30, 2010 was the Athens of the Prairie Chapter.

President Walters recognized Paula Shelton for announcements. Information on church services was provided in the registration packets and available in the Hospitality Suite. Social hour for the banquet would be in pre-function area, with the banquet to begin at 6:30 p.m. in CBR D/D2.

The Seminar, "Car Key Factor" presented by Brian Blasko was to begin at 2:00 p.m. in CBR C.

President Walters welcomed everyone to the presentation on "Car Key Factor." President Walters recognized Vicki Schmitt, President of the Evansville Chapter, who introduced Brian Blasko. Vicki reminded everyone to pick up their certificate of attendance or recertification points after the seminar, along with completing evaluation sheets.

Saturday Evening Banquet

President Walters welcomed members and guests to the 58th Indiana Division Annual Meeting Banquet. Introduction of those seated at the head table were made.

- Lorri Courtney, Tawasi Chapter
- Wendy Melby CPS/CAP, Great Lakes District Director
- Jenny Knoebel CPS/CAP, Division Secretary
- Karen Blankenship, Division Vice President
- Teresa Walters CAP, Division President
- Norma Jean Graves CPS/CAP, Incoming Division Vice President
- Barbara Brown CPS/CAP, Incoming Division Secretary
- Phiandra Peck CAP, Incoming Division Treasurer

President Walters introduced her husband and official photographer for the weekend, Jan Walters

Lorri Courtney of the Tawasi Chapter, Fort Wayne, provided the inspirational message. The head table was adjourned to the main floor to eat with family and friends. Following the meal, the Heartland Cloggers provided the evening's entertainment.

President Walters recognized the chapter presidents. She thanked them for their

Outstanding Chapter Contest Awards

Announcements

Introduction of Seminar Speaker

Welcome Introduction of Head Table

Introduction of Guests

Inspirational Message and Entertainment

Recognition of

hard work and efforts throughout the year, without them the Indiana Division would not have had such a successful year. The Board of Directors extended their thanks and appreciation to each of them for encouraging their members in achieving the Division goals.

Chapter Presidents

2009-2010 Indiana Division Chapter Presidents:

- '500' Chapter: Phiandra Peck CAP
- Athens of the Prairie: Paula Shelton
- Evansville Chapter: Vicki Schmitt
- Indy Northside Chapter: Constance Whitman, CPS/CAP
- Lafayette Chapter: Rose Killian CPS
- Maple Chapter: Sue McCall
- River Bend Chapter: Joyce McCoy
- Tawasi Chapter: Janet Myers

President Walters recognized another special group of people that she could not have done without this year, the Division Officers.

Recognition of Division Officers

- Karen Blankenship – Vice President
- Norma Jean Graves CPS/CAP – Treasurer
- Jenny Knoebel CPS/CAP – Secretary

President Walters announced and recognized the winner of the Indiana Division IAAP Award of Excellence, i.e. Harrison College. Angela Schrader accepted the award for Harrison College.

Presentation “Award of Excellence”

Wendy Melby CPS/CAP, Great Lakes District Director, conducted the installation ceremony for the 2010-2011 Indiana Division Officers. Following the ceremony, the assembly stood and expressed its support of the officers by applause.

Installation of 2010-2011 Indiana Division Officers

Teresa Walters CAP presented her incoming President's message.

Incoming President's Message Announcements

President Walters recognized Paula Shelton for announcements.

The assembly was recessed for a short period while the DJ set up for the evening of music and dancing.

Recess

Sunday Morning Omega Service

Vice President Blankenship conducted the Omega Service with the assistance of Secretary Knoebel. A white rose was placed in memory of the following member:

Omega Service

- Phama Wickizer, Kikthawenund Chapter, Anderson (disbanned)
- Evelyn Moore Gasper, Tawasi Chapter

Secretary Knoebel also placed a white rose in memory of all the members of the Omega Chapter in the State of Indiana.

There was a short recess until the brunch began.

Sunday Brunch

President Walters introduced Sally Biller, member of the Maple Chapter, who provided the inspirational message.

Inspirational Message

President Walters recognized the following Members of Excellence and asked them to lead the food line:

- Evansville Chapter: Janice Perigo CAP, Rhonda Schenk CPS/CAP, Vicki Schmitt, Beverly Wilson CPS/CAP, and Lana Bunner
- Tawasi Chapter: Cheri Umphrey CPS/CAP, Lana Bunner
- Maple Chapter: Denise Goveia
- '500' Chapter: Jenny Knoebel CPS/CAP, Norma Jean Graves CPS/CAP, Phiandra Peck CAP, Malinda Ireland
- Indy Northside Chapter: Karen Blankenship, Connie Whitman CPS/CAP
- Lafayette Chapter: Marta Foth, Rose Killian CPS

President Walters then recognized the following Chapters of Excellence: Evansville, '500', Tawasi, Lafayette and Indy Northside.

President Walters introduced Susanne Riehe, whose presentation was "Acing an Interview."

Introduction of Speaker

President Walters convened the business session at 10:30 a.m.

Business Session Reconvened International Update

President Walters then introduced Wendy Melby CPS/CAP, Great Lakes District Director, who provided us with an update from the International headquarters and Retirement Trust Foundation.

Karen Kohn, CPS/CAP, GLD Representative from the Retirement Trust Foundation gave information on the updates to the foundation and the giving program.

President Walters announced that the 2012 Annual Meeting and Education Forum will be hosted by the Maple Chapter and would be at the Essenhaus in Middlebury, Indiana, May 18-20, 2012.

2012 Annual Meeting

The 2011 Annual Meeting and Education Forum will be held on May 13-15, 2011, at the Hilton North in Indianapolis, hosted by the Indy Northside Chapter.

2011 Annual Meeting

President Walters recognized Slaubaugh CPS, Maple Chapter, member of the International Projects/Professional Development Committee. Marlene reported that the silent auction had 10 items and netted donations totaling \$409: \$222 for RTF and \$187 for Research & Development.

International Projects/ Professional Development Committee

President Walters recognized Karen Blankenship, who thanked Melinda Burton and Paula Shelton for co-chairing the 2010 Annual Meeting and Education Forum, along with the rest of the Athens of the Prairie Chapter.

Special Presentations

President Walters had a few reminders:

Reminders

- The "Directory for 2010 2011 Incoming Division Officers" form should have been sent to current chapter presidents. This form needs to be completed as soon as possible and submitted to Headquarters to ensure your chapter continues to receive correspondence.
- Proxy forms for International Convention have been mailed. If your chapter will not be able to send a representative to EFAM this year, please be sure to complete the proxy form and have another delegate represent your chapter.

President Walters recognized Beverly Wilson CPS/CAP for serving as our Timekeeper and presented her with a certificate of appreciation.

**Recognition of
Timekeeper**

The Chair called for Good of the Order at 11:05 a.m. Door prizes and raffle winners were announced during this time, as well as comments shared by members.

Good of the Order

President Walters adjourned the 58th Indiana Division Annual Meeting and Education Forum of the International Association of Administrative Professionals sine die at 11:25 a.m., Sunday, May 16, 2010.

Adjournment

Jenny Knoebel CPS/CAP
Secretary, Indiana Division, IAAP