

Minutes of the Fifty-Seventh Annual Meeting And Education Forum

Indiana Division

International Association of Administrative Professionals®

May 15-17, 2009

The Fifty-Seventh Annual Meeting and Education Forum of the Indiana Division International Association of Administrative Professionals® was called to order at Swan Lake Resort in Plymouth, Indiana, at 9:15 a.m. on May 16, 2009. The theme for the Annual Meeting of the Indiana Division for the 2008-2009 year was “It’s Your Game – Stay on Course with IAAP”.

Call to Order

The members of the Indiana Division Board and invited guests led the processional. Members of the Plymouth Boy Scout Troop # 251, Pack # 222 presented and posted the colors. After posting of the colors, the Chair led the recitation of the Pledge of Allegiance. Rose Killian CPS/CAP then sang our National Anthem.

Opening Ceremonies

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

Welcome

President Wilson introduced Jenny Knoebel CPS/CAP. Jenny extended a warm welcome on behalf of the Indiana Division Board.

**Introduction of
Past Indiana Division
Officer and Co-Chair
of 2009 Annual Mtg
Introduction of
David Smith
Director of Resort
Services for the
Swan Lake Resort**

President Wilson introduced David Smith, Director of Resort Services, for the Swan Lake Resort. David extended a welcome to all attendees on behalf of the entire staff of Swan Lake Resort, and provided additional general information regarding the Resort.

President Wilson introduced Laura Mann, Administrative Assistant for Mayor Senter of Plymouth, Indiana.

**Laura Mann,
Administrative
Assistant for Mayor
Senter of Plymouth, IN**

Laura extended a warm welcome to all attendees on behalf of Mayor Senter.

Keynote Address

President Wilson welcomed our Keynote Speaker, Bonnie Bazata, and introduced her. Bonnie began as the first executive director of the St. Joseph County Bridges out of Poverty Initiative in November, 2008. Prior to this, she was the Associate Director for the Center for Women’s Intercultural Leadership at Saint Mary’s College where she helped start the Center in 2002 and developed signature programs to support culturally competent women’s leadership.

For her work she has been awarded the St. Joseph County Jobs with Justice award in 2007, an Indiana Torchbearer award in 2006 from the Indiana Commission for Women and in 2006 a community service award from the Martin Luther King, Jr. Foundation of St. Joseph County.

President Wilson expressed our thanks to Bonnie, and presented her with a certificate of appreciation.

President Wilson called a 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 Wilson called to order the business session of the 57th Indiana Division Annual Meeting and Education Forum of the International Association of Administrative Professionals at 9:45 a.m.

Call to Order

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

**Introduction of
Head Table**

- ✦ Jenny Knoebel CPS/CAP, Indiana Division Annual Meeting Co-Chair ('500' Chapter, Indianapolis),
- ✦ Virginia Wilson, Indiana Division Treasurer ('500' Chapter, Indianapolis)
- ✦ Karen Blankenship, Indiana Division Secretary (Indy Northside Chapter, Indianapolis)
- ✦ Teresa Walters CAP, Indiana Division Vice President and Annual Meeting Coordinator (Tawasi Chapter, Fort Wayne)
- ✦ Beverly Wilson CPS/CAP Indiana Division President (Evansville Chapter, Evansville)
- ✦ Susan Shamali CPS/CAP, Parliamentarian
- ✦ Judy Lehner CPS, Nominations Committee member

President Wilson introduced the following meeting participants:

**Introduction of
Timekeeper and
Pages**

- ✦ Timekeeper, Lois Miller CPS, a member of the Lafayette Chapter, Lafayette, Indiana

The pages for the weekend were students from the Ivy Tech Community College – East Central student chapter. They are Gwen Stocker, Wonita Perry, June Williams, and Nicole Harper. Gwen and Wonita will be serving as pages today. President Wilson thanked them for joining us this weekend.

President Wilson 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, the Page will then take the note and deliver it to the correct individual.

**Instructions on
Contacting a
Delegate**

President Wilson commented on the successful Open House. She announced that if you are participating in the silent auction, the items were moved to the Hospitality Suite for the remainder of the weekend.

Open House

President Wilson reminded members that if they are participating in the silent auction, the items have been moved to the Hospitality Suite in Cottage 306 for the remainder of the weekend. Make sure you check back often to see if your bid still stands. If you haven't already, please be sure and support the Division Scholarship by bidding on the items donated by the division officers.

**Fundraising
Projects**

President Wilson recognized Registration Committee Chairperson, Sara Denny, member of the '500' Chapter, Indianapolis who reported the following registrations as of Saturday, May 16, 2009, at 10:42 a.m.:

**Registration
Committee Report**

International Officers	1
Division Officers	4
Members	
Full Registration	55
Members at Large:	
International	0
Division	3
Students	7
Non-members	<u>2</u>
TOTAL	72

President Wilson recognized the Credentials Committee Co-Chairs, Ann Boeke, member of the Evansville Chapter and Arline Bontrager CPS, member-at-large. Ann Boeke, Credentials Co-Chair, reported the following authorized voting members as of Saturday, May 16, 2009, at 10:32 a.m.:

**Credentials
Committee Report**

Division Officers	4
Chapter Delegates	8
Division Members-at-Large	<u>1</u>
TOTAL	13
Chapter Alternates	9

Rose Killian CPS, Co-Chair, moved for the adoption of the Credentials Report. The report was adopted. President Wilson declared the Credentials Report ratified as the official roll call of the voting members of this Annual Meeting.

It was noted that every chapter of the Indiana Division was represented.

Delegates in Attendance

The following delegates were in attendance:

Athens of the Prairie Chapter, Columbus	Jennifer Wilson CPS
Evansville Chapter, Evansville	Rhonda Schenk CPS/CAP
'500' Chapter, Indianapolis	Phiandra Peck CAP
Indy Northside Chapter, Indianapolis	Lindsay O'Brien
Lafayette Chapter, Lafayette	Rose Marie Killian CPS
Maple Chapter, Goshen	Sue McCall
River Bend Chapter, South Bend	Mia Guttridge
Tawasi Chapter, Fort Wayne	Cheri Umphrey CPS/CAP
Division Members-at-Large	Dana Bishop

The following Indiana Division Officers were in attendance:

President	Beverly Wilson CPS/CAP
Vice President	Teresa Walters CAP
Secretary	Karen Blankenship
Treasurer	Virginia Wilson

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

Secretary Blankenship moved the adoption of the Indiana Division Annual Meeting and Education Forum Rules as printed on pages 21 & 22 of the Printed Program. The meeting rules were adopted.

Meeting Rules

Secretary Blankenship 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 2009 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 57th Indiana Division Annual Meeting of the International Association of Administrative Professionals was prepared to conduct business.

President Wilson stated that the theme for this year was "Excellence in Action." 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 and they worked throughout the year to accomplish our goals. Thanks to each of you for your commitment and leadership. The Annual Reports from each of these individuals were included in your registration packet. Are there any questions regarding any of the annual reports? There were no questions and the reports were not read. President Wilson invited and Division Officer and/or Division Committee Chair to add their comments to their written reports.

Reports of Indiana Division Officers and Committee Chairs

President Wilson recognizes Virginia Wilson, Indiana Division Treasurer, '500' Chapter, Indianapolis, Indiana. Treasurer Wilson provided the Indiana Division Financial Report:

Account	Beginning Balance	Balance as of
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	07/01/08	03/30/09
Checkbook	\$7,663.00	\$17,227.00
CD – General		
CD – Scholarship Fund		

The chair recognized Pat Lawson, Gail Arthur and Rose Killian CPS/CAP who worked diligently on the audit of the 2006-2007 and 2007-2008 financial reports. These reports were adopted by the Board and have been posted to the members' only section of the Division website.

The Chair recognizes Karen Blankenship, Indiana Division Secretary, Indy Northside Chapter, Indianapolis, Indiana. Secretary Blankenship announced that we have received letters from the Michigan, Illinois, Wisconsin and Ohio Divisions. Since all welcome letters are similar she read the letter from the Wisconsin Division.

President Wilson recognized the Indiana Division Committee Chairs. She stated that without their efforts throughout the past year, the Indiana Division would not have experienced the successes we did. The Board of Directors extends our thanks and appreciation to each of you for encouraging all members in the Indiana Division to achieve our goal to remember our theme of "Excellence in Action."

- ✦ 2009 Annual Meeting Indiana Division Board and Jenny Knoebel CPS/CAP, '500' Chapter, Indianapolis
- ✦ Audit Committee Rose Killian CPS Lafayette
- ✦ Bylaws & Standing Rules Karen Blankenship, Indy Northside And Diana Nickler CPS/CAP, '500' Indianapolis
- ✦ Chronology / History Sue McCall, Maple Chapter, Goshen
- ✦ International Projects / Professional Development Macinea Dolby CPS, Indy Northside, Indianapolis
- ✦ Membership Janet Myers, Tawasi
- ✦ New Chapter Builder Norma Jean Graves CPS/CAP '500' Chapter, Indianapolis
- ✦ Nominations Mia Gutridge River Bend, South Bend
- ✦ Student Program Rhonda Schenk CPS/CAP, Evansville
- ✦ Website Denise Goveia

**Recognition of
Indiana Division
Committees**

Secretary Blankenship read Bylaws Article III, Section 3.B. and 3.C., Officer Qualifications, Nomination and Election. President Wilson recognized Nominations Committee Chairman, Lisa Holderman, Indiana Division Past President, River Bend Chapter, South Bend, Indiana, who presented the

**Nomination of
2009-2010 Indiana
Division Officers**

following slate of officers:

President	Teresa Walters CAP, Fort Wayne
Vice President	Karen Blankenship, Indianapolis
Secretary	No Nominations
Treasurer	Norma Jean Graves CPS/CAP Indianapolis

President Wilson called for nominations from the floor for the open office.
There are no nominations from the floor

**Nominations
From Floor**

Cheri Umphrey nominated Mia Gutridge, River Bend Chapter, for the office of Secretary.

Rhonda Schenck Evansville seconded.

President Wilson 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 being only "aye" votes cast, the Chair declared the following officers elected for Indiana Division for the 2009-2010 fiscal year beginning on July 1, 2009:

**Election of
2009-2010 Indiana
Division Officers**

President	Teresa Walters CAP, Tawasi Chapter, Fort Wayne
Vice President	Karen Blankenship, Indy Northside Chapter, Indianapolis
Secretary	Mia Gutridge, River Bend Chapter, South Bend
Treasurer	Norma Jean Graves CPS/CAP, '500' Chapter, Indianapolis

President Wilson 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 Wilson thanked the Tellers Committee for their willingness to serve as tellers: Sharon Metcalf and Betty Henderson CPS. Each member is presented a Certificate of Appreciation.

**Acknowledgment of
Tellers Committee**

President Wilson announced that the report on the Bylaws and Standing Rules Committee will be conducted during the Business Session tomorrow morning.

**Bylaws and Standing
Rules Committee**

President Wilson thanked **I do not have a copy of Bev's state of the division report – Do you?????????**

State of the Division

President Wilson announced that the Recognition Luncheon will be held in Salons 2 & 3 at 12:00 noon. She also reminded all committee chairs to take their files to the Hospitality Suite (Cottage 306) so they can be distributed to the 2009-2010 Committee Chairs.

Announcements

The business session was recessed until Sunday, May 17, 2009 in order to depart for the Recognition Luncheon.

Recess

President Wilson welcomed everyone to the Indiana Division Recognition Luncheon. This luncheon is a special time for us to acknowledge the

**Recognition Luncheon
Invocation**

successes of the past year by recognizing individuals and chapters. While the ways in which each of you have contributed to the success of the Indiana Division may vary, there is a common tie that binds – and that is that all of you have made a commitment to yourself, your profession, and IAAP. President Wilson recognized Melinda Burton, president of the Athens of the Prairie Chapter who provided us with an inspirational message.

President Wilson recognized former Indiana Division Presidents who were present:

- Sally Biller (2003-2005)
- Diana D. Nickler CPS/CAP (1998-2000)
- Ann Boeke (1996-1997)
- Wilma Galema CPS (1995-96)
- Arline Bontrager CPS (1990-91)

**Recognition of
Former
Indiana Division
Presidents**

She also recognized former Indiana Division officers who were present:

**Recognition of
Former
Indiana Division
Officers**

- ✦ Jenny Knoebel CPS/CAP (2005-2007) Treasurer
- ✦ Denise Goveia (2004-2005) Secretary
- ✦ Nadine Boyd (2003-2004) Treasurer
- ✦ Joyce Ann McCoy CPS (1997-99 Treasurer)

Not sure about attendance – please confirm

President Wilson recognized Secretary Blankenship who presented the long service awards.

Long Service Awards

Years	Member	Chapter
5	Linda L. Carlton	500
	Norma Jean Graves	500
	Kathy M. Johnson	500
	Janice E. Jones	Lafayette
	Kelly M. Jones CPS/CAP	Indy Northside
	Beverly R. Pleiss CPS	Evansville
	Susan A. Reichert Ryan	Indy Northside
	Julie A. Sinchak, CAP	MAL
10	Melissa J. Turpin	Evansville
	Joyce Rose Weisberger	Indy Northside
	Tamara Fry	River Bend
	Carol Novobilski	Indy Northside
	Debra K. Pohl	Evansville
	Leafy I. Quakenbush, CPS/CAP	500
15	Sharon K. Sullivan CPS	Athens of the Prairie
	Melissa Ward	MAL
	Melinda Burton	Athens of the Prairie
	Lorri L. Courtney	Tawasi
	Myrtle J. Englert	Evansville
	Barbara Espinda CPS/CAP	MAL
25	Ruby A. Gist CAP	500
	Sue A. Lightle	Indy Northside
	Cecilia Overshiner CPS	Indy Northside
	Paula Shelton	Athens of the Prairie
	Rita Buckles	Lafayette
	Miriam Kauffman	Maple
	Jenny M. Knoebel CPS/CAP	500
	Sue A. Kurtz	Maple
30	Loretta J. McVay CPS	Evansville
	Lois M. Miller CPS	Lafayette
	Diana D. Nickler CPS/CAP	500
	Roxanne Vanbibber	Evansville
	Wilma J. Galema CPS	Lafayette
	Debra S. Rush	MAL
40	Gail A. Dunn	Evansville
	Dolores Tromm	MAL

45	Maurine N. Cohoon Frances L. Craig	Evansville MAL
50	Evelyn L. Niedenthal	MAL

**Chapter Service
Awards
CPS Recipients**

Secretary Blankenship introduced Lindsay O' Brien, member of the Professional Development Committee and a member of the Indy Northside Chapter, Indianapolis. She recognized the individuals who received the Certified Professional Secretary rating in 2008. President Wilson and Vice President Walters presented certificates to those in attendance. Certificates will be mailed to those who were unable to attend.

✦	Genettia Abdul-Thani CPS	MAL
✦	Maria Berthiaume CPS	'500'
✦	Mary Bowles CPS	Evansville
✦	Lisa Heuring CPS	Evansville
✦	Tammy Long CPS	Evansville
✦	Beth Moore CPS	MAL
✦	Debra Notestine CPS	Riverbend
✦	Diane Peters CPS	MAL
✦	Marilyn Ratliff CPS	MAL
✦	Kimberly Wood CPS	MAL

Lindsay recognized the individuals who received the Certified Administrative Professional rating in 2008. President Wilson and Vice President Walters presented certificates to those in attendance. Certificates will be mailed to those who received the CAP rating in 2008 and were unable to attend.

✦	Bobbie Craft CAP	'500'
✦	Kelly Jones CPS/CAP	Indy Northside
✦	Patricia Manuel CPS/CAP	'500'
✦	Phiandra Peck CAP	'500'
✦	Nicole Peery CAP	Indy Northside
✦	Joyce Rose Weisberger CPS/CAP	Indy Northside
✦	Constance Whitman CPS/CAP	Indy Northside

Lindsay recognized the individuals who recertified in 2008. President Wilson and Vice President Walters presented certificates to those in attendance. Certificates will be mailed to those who were unable to attend.

**CPS/CAP
Recertification**

•	Janet Koenig CPS	Tawasi
•	Rhonda Schenk CPS/CAP	Evansville
•	Cheri Umphrey CPS/CAP	Tawasi
•	Janice Whitaker CPS	MAL
•	Jennifer Wilson CPS	Athens of the Prairie

CPS Award Certificates were presented to chapters with the greatest percentage of their members taking the CPS examination in 2008.

**Chapter CPS / CAP
Awards**

✦ Chapter with up to 35 members:
River Bend Chapter with one (1) sitting for the examination and one (1) receiving recognition or 4.5% of its membership

✦ Chapter with 35 or more members:
Evansville Chapter with three (3) sitting for the exam and three (3) receiving recognition or 4.5% of its membership.

CAP Award Certificates to chapters with the greatest percentage of their members taking the CAP examination in 2008.

Chapter with up to 35 members:

Indy Northside Chapter with four (4) sitting for the exam and four (4) receiving recognition or 13.7% of its membership.

✦ Chapter with 35 or more members:
'500' Chapter with three (3) members sitting for the examination and three (3) receiving recognition or 5.6% of its membership.

Lindsay then recognized all CPS and CAP holders present.

Lana Bunner, Evansville Chapter, Chairperson of the Student Chapter Committee, presented the Student Chapter Awards.

Student Chapter Awards

The Student Chapter Achievement Award is awarded to the Student Chapter with the greatest member participation in Student Chapter and IAAP activities from April 1, 2008 through March 31, 2009.

✦ Ivy Tech Community College - East Central Chapter

President Wilson 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
Ivy Tech Community College Indianapolis – Beverly Dozier and Margaret Baumer
Ivy Tech Community College East Central – East Central Ivy Chapter – Danna Bishop

Lorri Courtney, Tawasi Chapter, Fort Wayne served as chair of the Membership Committee. Lorri presented Membership Awards to all chapters experiencing a membership increase for the period from June 30, 2008 through April 30, 2009.

**Chapter Membership
Awards**

- 500 Chapter, Indianapolis (12%)
- Evansville, (3 %)

Jenny Knoebel CPS/CAP of the '500' Chapter, presented the Travel and Attendance Awards.

**Travel and Attendance
Awards**

The Travel Award was presented to the Evansville Chapter, having traveled the greatest number of miles based on mileage between Evansville and Plymouth.

The Attendance Award was presented to the ??????????

Secretary Blankenship announced the Outstanding Chapter Contest Awards. President Wilson presented a certificate to each chapter that participated.

**Outstanding Chapter
Contest Awards**

Chapter with up to 35 members:

- ✦ Athens of the Prairie Chapter (Columbus)
- ✦ Indy Northside Chapter (Indianapolis)
- ✦ Lafayette Chapter (Lafayette)
- ✦ Maple Chapter (Goshen)
- ✦ River Bend Chapter (South Bend)
- ✦ Tawasi Chapter (Fort Wayne)

Chapter with 35 or more members:

- ✦ '500' Chapter (Indianapolis)
- ✦ Evansville Chapter (Evansville)

President Wilson presented a \$25 check to the winners of the Outstanding Chapter Contest Awards competition:

- ✦ Chapter with up to 35 members:
Lafayette Chapter, Lafayette

- ✦ Chapter with 35 or more members:
Evansville Chapter

President Wilson presented a \$50 check to the chapter obtaining the highest points overall:

- ✦ Lafayette Chapter

President Wilson recognized co-chair Jenny Knoebel for announcements. Information on church services was provided in the registration packets. Information is also available in the Hospitality Suite.

Announcements

Social hour this evening will begin at 5:30 pm in Salon 3. The banquet will begin at 6:30 p.m. in Salon 2.

The Seminar, “*Managing Conflict with Confidence*” presented by Michelle Gladieux will begin in Salon 1 at 2:00 p.m..

President Wilson welcomed everyone to the presentation on “*Managing Conflict with Confidence.*” Each year the Indiana Division offers a seminar as part of our Annual Meeting and Education Forum. President Wilson recognized Rhonda Schenk CPS/CAP, president of the Evansville Chapter and Vicki Schmitt from the Evansville Chapter. The Evansville Chapter was responsible for planning the seminar today. They will share information on Recertification Points, evaluation sheets, and other general information as well as introduce our speaker, Michelle Gladieux.

Introduction of Seminar Speaker

Saturday Evening Banquet

President Wilson welcomed members and guests to the 57th Indiana Division Annual Meeting Banquet. Introduction of those seated at the head table were made.

Welcome Introduction of Head Table

- ✦ Lorri Courtney, member of the Tawasi Chapter
- ✦ Cheri Umphrey CPS/CAP
- ✦ Jenny Knoebel CPS/CAP
- ✦ Susan Shamali CPS/CAP International President-Elect
- ✦ Beverly Wilson CPS/CAP
- ✦ Teresa Walters CAP, Incoming President
- ✦ Karen Blankenship, Incoming VP
- ✦ Mia Gutridge
- ✦ Norma Jean Graves CPS/CAP, Incoming Treasurer

President Wilson introduced the special guests:

Introduction of Guests

- ✦ Jan Walters – Husband of Teresa Walters
- ✦ Bob and Joann Sutton

Lorri Courtney of the Tawasi Chapter, provided the inspirational message. The head table was adjourned to the main floor to eat with family and friends.

Inspirational Message and Entertainment

Following the meal, "Those Guys" a registered quartet of the Barbershop Harmony Society provided the evening entertainment.

President Wilson recognized a special group of our members, our Chapter Presidents. She thanked these individuals for their hard work and efforts throughout the year, without them the Indiana Division would not have had such a successful year. The Board of Directors extends our thanks and appreciation to each of you for encouraging all members in the Division to achieve our goal.

Recognition of Chapter Presidents

2008-2009 Indiana Division Chapter Presidents:

✦ '500' Chapter	Norma Jean Graves CPS/CAP
✦ Athens of the Prairie	Melinda Burton
✦ Evansville Chapter	Rhonda Schenk CPS/CAP
✦ Indy Northside Chapter	Macinea Dolby CPS
✦ Lafayette Chapter	Rose Killian
✦ Maple Chapter	Sue McCall
✦ River Bend Chapter	Mia Gutridge
✦ Tawasi Chapter	Janet Myers

President Wilson recognized another special group of people that she could not have done without this year, the Division Officers. Their support and dedication for the Division is commendable.

Recognition of Division Officers

- ✦ Teresa Walters CAP – Vice President
- ✦ Karen Blankenship - Secretary
- ✦ Virginia Wilson – Treasurer

President Wilson stated that we did not have applications submitted for the 2009 year. Please consider taking the opportunity in 2010 to nominate your company for this prestigious award..

Presentation "Award of Excellence"

Susan Shamali International President-elect and member of the Milwaukee Chapter, Wisconsin Division, conducted the installation ceremony for the 2009-2010 Indiana Division Officers. Following the ceremony, the assembly stood and expressed its support of the officers by applause.

Installation of 2009-2010 Indiana Division Officers

President Wilson recognized Cheri Umphrey, member of the Tawasi Chapter in Fort Wayne and Jenny Knoebel CPS/CAP, member of the '500' Chapter in Indianapolis. They remarked and congratulated Teresa Walters CAP on her election as incoming president.

Presentations

Teresa Walters CAP presented her incoming President's message. Teresa announced her theme "Power of Commitment".

Incoming President's Message

President Wilson recognized Annual Meeting Co-Chair, Jenny Knoebel CPS/CAP, for announcements.

Announcements

The assembly was dismissed so the newly elected Board of Directors could greet members and guests in the receiving line. Attendees were encouraged to use this opportunity to extend their congratulations.

Recess

Sunday Morning Omega Service

Vice President Walters conducted the Omega Service with the assistance of

Omega Service

Secretary Blankenship. A white rose was placed in memory of the following member:

- ✦ Margie R. Kinder, Evansville Chapter

Secretary Blankenship also placed a white rose in memory of all the members of the Omega Chapter in the State of Indiana. Vice President Walters shared 2nd Corinthians 9:15, 'Thanks be to God for God's indescribable gift.' She shared a message on the affects our individual, daily journeys have on those around us.

There was a short recess until the brunch began.

Sunday Brunch

President Wilson introduced Sharon Metcalf, member of the Lafayette Chapter, who provided the inspirational message. Brunch was served to the members.

**Inspirational
Message**

President Wilson introduced speaker Juliann Jankowski, executive director of leadership South Bend/Mishawaka.

**Introduction of
Speaker**

President Wilson presented Juliann with a certificate of appreciation.

The Chair recessed to prepare for the Business Session and reminded the delegates to check in with the Credentials Committee.

Recess

Sunday Business Session

President Wilson reconvened the business session at 10:30 am.

Reconvene

President Wilson recognized Sara Denny, '500' Chapter, for the Registration Committee report as of 10:33 am, Sunday, May 17, 2009.

**Registration
Committee Report**

International Officers	1
Division Officers	4
Members:	
Full Registration	55
Members at Large:	
International	0
Division	3
Students	7
Non-Members	<u>0</u>
TOTAL	72

Credentials Co-Chair, Ann Boeke, Evansville Chapter, Credentials Chair, reported the following authorized voting members as of Sunday, May 17, 2009, at 10:33 am:

Credentials Report

Division Officers	4
Chapter Delegates	8
Division Members at Large	<u>1</u>
TOTAL	13
Chapter Alternates	9

Ann Boeke, Evansville Chapter, Credentials Co-chair moved for the adoption of the Credentials Report. The report was adopted.

President Wilson announced the next business in order as the report of the Bylaws and Standing Rules Committee. Secretary Blankenship read Article IX. Section 1 of the Bylaws.

**Report of
Bylaws & Standing
Rules Committee**

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

The Chair recognized Paula Shelton, Athens of the Prairie, Columbus, Bylaws and Standing Rules Committee Co-Chair.

Amendment #1

By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article III. Section 2.B by deleting the second sentence in the paragraph and rewording the last sentence to In the event that nominations are not received for any one office prior to the date of the Indiana Division Annual Meeting, nominations may be accepted from the floor for a maximum of two (2) officers from the same Chapter or Division Membership at Large.

**Vote on
Amendment #1**

Submitted by the Indiana Division Board of Directors

Reason: To eliminate redundancy in the paragraph and to clarify qualifications for nominating two (2) officers from the same Chapter or Division Membership at Large

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

The chair recognized Rose Killian who expressed concerns for the amendment. The chair asked all those in favor, please rise and then be seated. The chair then asked for those opposed to please rise. Be seated. The vote was 6 in the affirmative and 7 in the negative. The amendment was not adopted.

The Chair asked Co-Chair Shelton to proceed.

Amendment #2. By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article III by striking Item 7 in its entirety and renumbering the remaining item.

**Vote on
Amendment #2**

Section 5. Duties

7. If serving a second term, coordinate Leadership Conference (LC).

Proposed wording - None

Submitted by: The Indiana Division Board of Directors

Reason: In recent years, the Leadership Conference has been offered in

conjunction with the Annual meeting; therefore, the vice-president is responsible for this event as stated in Article III, Section 5.B.3..

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

The Chair asked all of those in favor, please rise and then be seated. All those opposed, please rise. Be seated. The vote was unanimous. The amendment was Adopted and Article III of the bylaws was amended.

President Wilson asked Co-Chair Shelton to continue.

**Vote on
Amendment #3**

Amendment #3. By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article III. Section 5.B.3 by striking the words "Host Chapter and/or Committee" and inserting the words "appointed committee chairs".

Submitted by: The Indiana Division Board of Directors through the Indiana Division Bylaws and Standing Rules Committee

Reason: The Indiana Division Board of Directors hosts Indiana Division Annual Meetings and all chapters participate in the planning and hosting of the event. This amendment clarifies this decision.

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

Marlene Slabaugh CPS objected. She proposes that chapters should have the opportunity to host the meeting if they so choose.

The Chair asked all of those in favor, please rise and then be seated. All those opposed, please rise. Be seated. The vote was 3 in the affirmative and 9 in the negative with 1 abstaining. The proposed amendment was not adopted.

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**Vote on
Amendment #4**

President Wilson asked Co-Chair Shelton to continue.

Amendment #4. By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article V. Section 2.C by adding the words "International Projects" after the word "Development" and adding a new Item 6.

Submitted by: The Indiana Division Board of Directors through the Indiana Division Bylaws and Standing Rules Committee

Reason: For the past several years, the duties of the Professional Development Committee and International Projects Committee have been performed by one committee. This amendment combines those two committees and clarifies the duties. Also, a silent auction is held annually at the Indiana Division Annual Meeting and this clarifies for the committee which projects benefit from the proceeds.

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

Cheri Umphrey – Tawasi Chapter objected. She felt that the amendment lacks flexibility for the use of the proceeds.

The Chair asked all of those in favor, please rise and then be seated. All those opposed, please rise. Be seated.

The vote was nearly unanimous – 1 opposed.
President Wilson asked Co-Chair Shelton to continue.

**Vote on
Amendment #5**

Amendment #5 By direction of the Indiana Division Board of Directors, I move to amend the Indiana Division Bylaws Article V Section 2.D, by deleting it in its entirety.

Present Wording: D. The International Projects Committee shall promote interest in international projects on a Division-wide basis, including, but not limited to, IAAP's Building Fund, Institute for Certification, Institute for Education, Research and Educational Foundation, and Retirement Trust Foundation.

Submitted by: The Indiana Division Board of Directors through the Indiana Division Bylaws and Standing Rules Committee

Reason: For the past several years, the duties of the Professional Development Committee and International Projects Committee have been performed by one committee. This amendment combines those two committees and clarifies the duties.

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

The vote was unanimous to the affirmative and the amendment was adopted.

Standing Rule Amendment #1

By direction of the Indiana Division Board of Directors, I move to amend Standing Rule 5.C by deleting the words "and the Division shall reimburse the Host Chapter for any avoidable loss".

Present Wording:

C. Any profits from any Division meeting shall be deposited in the Division Treasury, and the Division shall reimburse the Host Chapter for any unavoidable loss.

Proposed Wording:

C. Any profits from any Division meeting shall be deposited in the Division Treasury.

Marlene Slabaugh, Maple Chapter and Lindsay O'Brien, Indy Northside Chapter expressed concerns over verbage. Suggested the proposed wording not reflect "profit".

The vote was unanimous in the negative. Was not amended.

Paula Shelton, Bylaws and Standing Rules Committee co-chair, stated that this concludes the report of the 2008-2009 Indiana Division Bylaws and Standing Rules Committee. President Wilson thanked Melinda Burton, member of the Athens of the Prairie Chapter and Ann Boeke, member of the Evansville Chapter as well for their participation on this committee.

**Conclusion of
Bylaws & Standing
Rules Committee
Report**

President Wilson introduced Susan Shamali CPS/.CAP, International President-Elect who provided us with an update from the International office.

International Update

The 2010 Annual Meeting and Education Forum will be held on May 14-16, 2010. Paula Shelton and Melinda Burton are coordinators for the event that will be held at the Holiday inn in Columbus, IN with the theme "Discover the Power of IAAP".

Invitation to 2009 Indiana Division Annual Meeting

President Wilson recognized Lindsay O'Brien CPS, Indy Northside Chapter, member of the International Projects / Professional Development Committee. Lindsay reported that the silent auction had 14 items and netted donations totaling \$541.

International Projects/ Professional Development Committee

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Benefit Breakfast Report Special Presentations

President Wilson recognized Teresa Walters CAP, Annual Meeting and Education Forum Coordinator.

President Wilson had a few reminders:

Reminders

- ✦ The "Directory for 2009-2010 Incoming Division Officers" form should have been mailed 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 New Orleans 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 a special presentation.

Presentation to President Wilson

Teresa presented President Wilson with her gavel and thanked her for all of her hard work and dedication that she has given to the Indiana Division Board during her tenure. She truly navigated our members to achieve "Excellence in Action".

Beverly expressed her appreciation to all in attendance. She enjoyed her year as president, and felt she had grown both as an administrative professional and an individual.

President Wilson recognized Lois Miller CPS, for serving as our Timekeeper,. A certificate of appreciation was presented to Lois.

Recognition of Timekeeper

The Chair called for Good of the Order. Door prizes and raffle winners were announced during this time as well as comments shared by members.

Good of the Order

President Wilson adjourned the 57th Indiana Division Annual Meeting and Education Forum of the International Association of Administrative Professionals sine die at 12:00 noon, Sunday, May 17, 2009.

Adjournment

Karen Blankenship
Secretary
Indiana Division, IAAP