



Board Meeting  
January 19, 2012  
SMMPA

5:15 p.m.      Call to Order

                  Review Minutes – November 17, 2011

                  Treasurer’s Report

                  Committee Reports  
                          RCTC Administrative Professional Conference Vendor Fair

                  Old Business  
                          Bylaws & Standing Rules Review

                  New Business  
                          Records Retention  
                          Administrative Professionals Week – April 22-28, 2012

                  Announcements

                  Adjourn