



IAAP Rochester Chapter Board Minutes

Location: Home of Mary Claire Hachmeister **Time Called To Order:** 5:42 p.m.

Date: January 27, 2011 **Time Adjourned:** 7:00 p.m.

Members Present: Linda O’Sullivan, Mary Claire Hachmeister, Kathy Wilson CAP, Donna Dillemath CPS/CAP, Michele Altman and Brenda Longman

Agenda Item	Discussion Conclusion
1. Minutes	<ul style="list-style-type: none"> • Donna Dillemath moved to approve the November 18, 2010 board meeting minutes. The motion was seconded. All voted “AYE.” Motion adopted.
2. Treasurer’s Report	<ul style="list-style-type: none"> • Donna Dillemath discussed the December treasurer’s report with the board. The chapter will receive a \$14 service charge if we select the 15th of the month as our financial month-end. Donna discussed this issue with another financial institution that would not require the fee, but would require new checks to be printed up. We can eliminate the fee from our US Bank account by going online. The chapter would receive a debit card which would be secured by the treasurer with our chapter checks. Online access would be shared by the president and treasurer. It was the consensus of the board to stay with US Bank and begin banking online. US Bank will credit us for the service fees if we do this. • Donna is following up with members who still owe money for the December meal at Assisi Heights.
3. President’s Report	<ul style="list-style-type: none"> • Linda O’Sullivan said she would like to do a member survey after the February chapter meeting for succession planning and member interests with the results available at the March chapter meeting. • Linda presented a draft of the Avery Award application for the Chapter of Excellence to the group. The application is due February 1. • IAAP chapter scholarships to the Division annual meeting held in May were discussed. The Chapter Bylaws cover eligibility for the awards. This item will be discussed at the chapter meeting and copies of the Bylaws will be distributed.

4. Action Items	<ul style="list-style-type: none"> • Mary Claire Hachmeister said that the next Herberger's community day sale will be on February 26. Coupon books and a signup sheet will be distributed at the February chapter meeting. • Brenda Longman, Nominations Committee Chair, said that she and Kathy Wilson would be contacting all members in the future regarding their interest in chapter leadership positions for the upcoming year. She also said that they have met with our newest member, Judy Kunkel.
5. New Business	<ul style="list-style-type: none"> • There will be leadership training session on either March 12 or March 19 from 1:00 p.m. to 3:00 p.m. at the SMMPA office. Linda will confirm the date shortly and announce it to members. Attendance by board and certain committee chairs is required for Chapter of Excellence requirements, but the training is open to all. • Michele Altman announced that she will not assume the presidency at the conclusion of her term as President-Elect.

Prepared by: Kathy Wilson CAP

Approved: Linda O'Sullivan

Date: February 24, 2011