



IAAP Rochester Chapter Board Minutes

Location: Courtyard Marriott

Time Called To Order: 5:41 p.m.

Date: June 23, 2011

Time Adjourned: 7:31 p.m.

Members Present: Linda O’Sullivan, Kathy Wilson CAP, Donna Dillemath CPS/CAP, Brenda Longman, Jennifer Garness, Carol Graumann Matz CPS/CAP, Naomi Goll CPS, and Michele Altman

Agenda Item	Discussion Conclusion
1. Minutes	<ul style="list-style-type: none"> Michele Altman moved to approve the February 24, 2011 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 process of reimbursing chapter delegates for attendance at the division annual meeting. Our Chapter Bylaws state that a delegate would attempt to share a room. Since there was a guest fee involved in sharing the room this year, Donna asked if the member sharing the room with the delegate was responsible for the guest fee. The group agreed to reimburse the member for the guest fee and to review the Bylaws during the next year.
2. Committee Reports	<ul style="list-style-type: none"> Linda discussed forming a certification study group to meet weekly at a downtown location. Michele Altman distributed a list of proposed programs for the upcoming year. Board approval will be requested at the August meeting. The next administrative conference with RCTC is April 18.
3. President’s Report	<ul style="list-style-type: none"> Linda will submit the Chapter of Excellence application shortly.
4. New Business	<ul style="list-style-type: none"> As incoming President, Naomi Goll said she was looking forward to working with all members. A calendar for the upcoming year was distributed. The July Board meeting will be held at SMMPA on July 21 at 5:15 PM. Members should use the south parking lot. Budget dollars needed for the upcoming year are to be submitted to the President by officers and committee chairs as soon as possible. They will be discussed at the July Board meeting.

Prepared by: _____

Approved: _____

Date: _____