



## IAAP Rochester Chapter Minutes

**Location:** Heintz Center – HA112

**Time Called To Order:** 7:15 p.m.

**Date:** February 1, 2011

**Time Adjourned:** 7:50 p.m.

**Members Present:** Linda O’Sullivan, Mary Claire Hachmeister, Michele Altman, Brenda Longman, Kathy Wilson CAP, Donna Dillemath CPS/CAP, Carol Graumann Matz CPS/CAP, Brenda Phillips, Judy Kunkel, and Naomi Goll.

**Guests Present:** Diane Penning, Juliene Brady.

Agenda Item	Discussion Conclusion
1. Minutes	<ul style="list-style-type: none"> <li>• Mary Claire Hachmeister moved to approve the December 7, 2010 chapter minutes. The motion was seconded. All voted “AYE.” Motion adopted.</li> </ul>
2. Treasurer’s Report	<ul style="list-style-type: none"> <li>• Donna Dillemath explained that the chapter banking account will be handled online in the future to avoid additional service fees from the bank. This matter was discussed with the Board at the January board meeting. This will also give the chapter treasurer the ability to print copies of the checks as well as statements as needed. The treasurer’s reports for December 2010 and January 2011 were filed for audit.</li> </ul>
3. Committee Reports	<ul style="list-style-type: none"> <li>• Mary Claire distributed coupon books and solicited volunteers for the upcoming Herberger’s fundraiser. The sale day is February 26.</li> <li>• Brenda Phillips, APW Chair, provided an update on the Administrative Professional Week event on April 27 at RCTC. Our chapter is sponsoring the exhibit hall. Linda O’Sullivan and Mary Claire Hachmeister are also on the committee. The chapter is charging vendors \$30 per table and working on sign up forms for the vendors. Linda O’Sullivan is handling the contacts for the vendors. Based on member survey results, vendors with business interests and women’s interests will be invited to participate. The cost to attend is \$99.</li> <li>• Carol Graumann Matz, Certification Committee Chair, said the last day to sign up for the May 2011 certification test is February 15.</li> </ul>

	<ul style="list-style-type: none"> <li>Brenda Longman, Nominations Committee Chair, said that every member will be contacted by Brenda and Kathy Wilson shortly regarding interest in the open positions for next year. Position descriptions were distributed along with member history records for those who might be interested. The open positions include president, president-elect, treasurer, secretary, and a board position.</li> </ul>
4. President's Report	<ul style="list-style-type: none"> <li>Linda said the program for the March chapter meeting will be on E-mail Outlook Management with Laura Zacharda-Jones presenting. The April program will be on PowerPoint.</li> <li>A survey will be sent to members shortly about chapter meeting content. Results will be shared at the March meeting.</li> <li>Linda complimented Michele Altman on her chapter commitment this past year as president-elect. Michele has decided not to pursue the presidency next year.</li> </ul>
5. Old Business	<ul style="list-style-type: none"> <li>Four members of the chapter are currently working on the Member of Excellence Award. Linda provided an update on the Chapter of Excellence Award status.</li> </ul>
6. New Business	<ul style="list-style-type: none"> <li>The Division Annual meeting will be held in May in Brainerd from May 20 through 22.</li> <li>The chapter scholarships were discussed. Chapter Bylaws regarding the criteria required were distributed. Linda will be checking into the application form for this. This item will be discussed at the March meeting.</li> <li>Leadership training will be held on March 12 for two hours. This is required training for board members and optional for any chapter member.</li> <li>Linda submitted the Avery application and the chapter's updated strategic plan to IAAP International.</li> </ul>

Prepared by: Kathleen Wilson CAP

Approved: Linda O'Sullivan

Date: March 1, 2011