



IAAP Rochester Chapter Minutes

Location: Heintz Center – HA112

Time Called To Order: 7:00 p.m.

Date: March 1, 2011

Time Adjourned: 7:35 p.m.

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

Guests Present: Jill Gardner

Agenda Item	Discussion Conclusion
1. Minutes	<ul style="list-style-type: none"> • Mary Claire Hachmeister moved to approve the February 1, 2011 chapter minutes. The motion was seconded. All voted “AYE.” Motion adopted.
2. Treasurer’s Report	<ul style="list-style-type: none"> • The treasurer’s report for February 2011 was filed for audit.
3. Committee Reports	<ul style="list-style-type: none"> • Mary Claire said the chapter had sold the required 50 books prior to sale day. This means the chapter will receive \$250 for the coupon books sold plus a percentage of the sales from sales day. • Mary Claire said the APW committee members were in the process of contacting vendors for exhibit room space. The Administrative Professional Week event will be held on April 27 at RCTC. Our chapter is sponsoring the exhibit hall. The cost to attend is \$99. • The April program will be on PowerPoint. • Carol said there will be a new certification test in November 2011. CAPs will become CAP-OM and the CPS will change to CAP at that time. • Brenda Longman, Nominations Committee Chair, and Kathy Wilson will be contacting all members this week to see if they are interested in any of the officer or committee chair positions.
4. President’s Report	<ul style="list-style-type: none"> • Linda distributed and discussed a member survey which she asked everyone to complete. The survey will be e-mailed to members who were not able to attend the meeting.
5. New Business	<ul style="list-style-type: none"> • The Division Annual meeting will be held in May in Brainerd from May 20 through 22. • Linda said there will be leadership training on March 12 from 1:30 p.m. to 3:30 p.m. for officers, committee chairs and any

	<p>other interested chapter member. The training will be held at the Southern Minnesota Municipal Power Agency. A light snack and beverages will be provided.</p> <ul style="list-style-type: none"> Linda distributed a Bylaw and Standing Committee recommendation with respect to Chapter Standing Rules for Awards. The revisions would delete the awards for attendance to the annual meeting and the award for completion of the certification exam. The rationale for the revisions is to comply with IRS tax regulations for 501C6 organizations such as IAAP which does not permit association funds to inure through the benefit of an individual. Linda explained that Char Wilkinson at IAAP Division said the chapter could vote on these changes at this meeting. Linda moved to approve the Bylaw changes as submitted by the Committee. All voted "AYE." The motion was approved. Linda will also check with IAAP Division to see if alternate delegate expenses can be reimbursed which is also covered in Rochester's Bylaws.
6. Other Business	<ul style="list-style-type: none"> Kathy Wilson's Member of Excellence application has been submitted and approved by International.

Prepared by: Kathy Wilson CAP

Approved: Linda O'Sullivan

Date: April 5, 2011