



IAAP Rochester Chapter Minutes

Location: Heintz Center – HA112

Time Called To Order: 7:12 p.m.

Date: April 5, 2011

Time Adjourned: 8:00 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, Naomi Goll CPS, Jill Gardner, Jennifer Garness, Brenda Longman, and Iris Matthys.

Guests Present: Salwa Seif

Agenda Item	Discussion Conclusion
1. Minutes	<ul style="list-style-type: none"> • Mary Claire Hachmeister moved to approve the March 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 March 2011 was filed for audit.
3. Committee Reports	<ul style="list-style-type: none"> • Brenda Longman discussed the slate of nominations for the election of officers and distributed the committee list for volunteers. • Mary Claire said the APW committee members have finalized the vendors for the exhibit hall. The Administrative Professional Week event will be held on April 27 at RCTC. The cost to attend is \$99. Twenty-one attendees and 23 vendors are signed up so far. • The May program will be a Toastmasters presentation. • 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. A mock exam for \$10 will be available at the end of April. • Carol volunteered to help Iris with the year-end audit. Iris is the chair of the audit committee.
4. President’s Report	<ul style="list-style-type: none"> • The Division Annual meeting will be held in May in Brainerd from May 20 through 22.
5. New Business	<ul style="list-style-type: none"> • Judy Kunkel and Jill Gardner were installed as new chapter members. • Salwa Seif signed up as a new member. • Congratulations to our newest members! IAAP welcomes you.

6. Other Business

- "Enjoy the City" coupon books are available. Contact Brenda Longman if you are interested.

Prepared by: Kathy Wilson CAP

Approved: Linda O'Sullivan

Date: May 3, 2011