



IAAP Rochester Chapter Minutes

Location: Heintz Center – HA112

Time Called To Order: 6:55 p.m.

Date: May 3, 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, Naomi Goll CPS, Jill Gardner, Brenda Longman, Salwa Seif and Iris Matthys.

Agenda Item	Discussion Conclusion
1. Minutes	<ul style="list-style-type: none"> Mary Claire Hachmeister moved to approve the April 5, 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 April 2011 was filed for audit. Additional monies from vendors for the APW event will show up in the May report.
3. Committee Reports	<ul style="list-style-type: none"> The June meeting will be held at “Saints on Second.” Michele said there will not be a speaker. All members are encouraged to bring guests and discuss topics for next year as well as meeting location. The APW event in April at RCTC was well attended by members and vendors. The speakers were excellent. Brenda Longman and Linda O’Sullivan visited a Minnesota School of Business function to provide them with information about IAAP. They have a medical assistant program.
4. President’s Report	<ul style="list-style-type: none"> The Division Annual meeting will be held in May in Baxter MN. Several members plan to attend. The chapter agreed to donate a basket for RTF fundraising and used books. IAAP International Proposed Amendment 1 was distributed for discussion. The proposed wording states that a chapter must have a minimum of 15 members. This proposal will be discussed at the division annual meeting.
5. New Business	<ul style="list-style-type: none"> Salwa Seif was installed as a new member. Mary Claire Hachmeister moved that the ballot be dispensed with since all candidates were running unopposed, seconded by Donna Dillemath CPS/CAP. All voted “AYE.” The following officers were elected for the 2011/2012 year: Naomi Goll CPS - President; Brenda Longman – Treasurer; Jennifer Garness –

	<p>Board (one year), and Carol Graumann Matz CPS/CAP – Board (two year). Terms commence July 1, 2011.</p> <ul style="list-style-type: none">• Michele Altman moved to send the delegate to the Division annual meeting uninstructed, seconded by Mary Claire Hachmeister. All voted “AYE.”
6. Other Business	<ul style="list-style-type: none">• The committee list for the 2011/2012 year was distributed. Volunteers are still needed.

Prepared by: Kathy Wilson CAP

Approved: Linda O'Sullivan

Date: June 7, 2011