



## IAAP Rochester Chapter Meeting Minutes

**Location:** Courtyard Marriott  
**Date:** November 1, 2011

**Time Called To Order:** 7:15 p.m.  
**Time Adjourned:** 8:00 p.m.

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

Agenda Item	Discussion/Conclusion
Minutes	Mary Claire Hachmeister made a motion to approve the October 4, 2011 chapter minutes, a second was made by Judy Kunkel. All voted “AYE”. Motion approved.
Treasurer’s Report	Treasurer’s report was reviewed and filed for audit.
Committee Reports	<ul style="list-style-type: none"> <li>• Fundraising: Mary Claire Hachmeister gave an update on the Herberger’s event. We have sold 50 books! This is the earliest we have ever met this goal. Mary Claire reviewed the sign up schedule. Thank you to everyone for selling and signing up to help with this fundraising event.</li> <li>• Certification: Carol Grauman Matz reported that the new certification changes go into effect on November 4, 2011. Those interested in taking the May 5, 2012 test will need to sign up by February 15, 2012.</li> <li>• Membership/PR Committee: Linda O’Sullivan and Brenda Longman gave an update. The Women’s Expo was a success. Those that signed up for the drawing were contacted and invited to the November Membership event. Winners of the books were identified and contacted. The Women’s Expo gave us an opportunity to inform many people in the Rochester community about our organization. We were also able to identify people that had a genuine need and interest in the organization. This was a positive experience for our chapter. Members were encouraged to attend the membership meeting on November 2, 2011. Dawn Staycoff, Division President is the guest speaker. Refreshments will be provided.</li> <li>• Bylaws: We are continuing our review of the Bylaws at the monthly board meetings.</li> </ul>
Strategic Plan	The Strategic Plan was reviewed and updated at the October board meeting. President Naomi Goll presented the revised Strategic Plan. Kathy Wilson made a motion to approve the Strategic Plan as revised. Brenda Longman seconded the motion. No further discussion. All voted “AYE”. Motion approved.

Research and Education Foundation	Naomi Goll announced that the Research and Educational Foundation (R&E) will launch its inaugural Education Forum and Annual Meeting scholarship program. This program is designed to assist qualified applicants who want to attend EFAM for the first time or those admins who are currently unemployed and would like to attend. Members were informed that they can donate to R&E. Members should consider applying for this scholarship. 2012 EFAM is in Grapevine, Texas. Applications must be submitted by January 31, 2012; successful applicants will be notified by March 31, 2012.
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Vendor Fair RCTC	RCTC asked if we'd like to host the April 18, 2012 RCTC Administrative Professional Conference Vendor Fair. Our part in the conference in 2011 was organizing the vendor fair. There was good discussion. Pros and cons were addressed. Donna Dillemath made a motion to table this agenda item until our December meeting, motion was seconded. All voted "AYE". Motion approved.
Directory	The Rochester Women's and Resource Directory was distributed to members. Our organization is listed in the directory.
Fall Conference	Naomi Goll shared highlights from the MN-ND-SD Division Fall Conference October 14-16 in Alexandria, Minnesota. There were 88 attendees. The spring conference is May 18-20, 2012 at the Radisson in Roseville, MN. Tamra Goodall, International President will be the special guest.
December Meeting	Details for the December meeting will be discussed and determined at the November board meeting. We will start doing ice breakers at our chapter meetings and Iris Matthys volunteered to do the December ice breaker.

Prepared by: Linda O'Sullivan

Approved: \_\_\_\_\_

Date: \_\_\_\_\_