



IAAP Rochester Chapter Meeting Minutes

Location: Chester's Restaurant
Date: December 6, 2011

Time Called To Order: 6:30 p.m.
Time Adjourned: 7:00 p.m.

Members Present: Donna Dillemath CAP, Jill Gardner, Brenda Longman, Linda O'Sullivan, Carol Graumann Matz CAP-OM, Naomi Goll CAP, Mary Claire Hachmeister, Judy Kunkel, Iris Matthys, Salwa Seif and Kathy Wilson CAP.

Guests: Laurie Holland, Saad Attalla (Salwa's spouse), Robert Hachmeister (Mary Claire's spouse).

Agenda Item	Discussion/Conclusion
Minutes	<ul style="list-style-type: none"> President Naomi Goll, welcomed members and guests to our December Chapter meeting. Carol Graumann Matz made a motion to approve the November 1, 2011 chapter minutes, seconded by Mary Claire Hachmeister. All voted "AYE". Motion approved.
Icebreaker	<ul style="list-style-type: none"> Iris Matthys planned and led the group in a fun icebreaker. We will plan to have icebreakers at chapter meetings in 2012. A sign-up sheet was available to give members an opportunity to sign up.
Survey	<ul style="list-style-type: none"> A survey was distributed to members to seek input on education programs. Conducting a member survey is part of our strategic plan.
Chapter Brochures	<ul style="list-style-type: none"> Naomi Goll encouraged members to take a bundle of chapter brochures to distribute in the business community where the company would let us display our brochures. This is a way to promote our chapter.
For the Good of the Chapter	<ul style="list-style-type: none"> Mary Claire Hachmeister shared the benefits of belonging to IAAP.
Holiday Treat Bags	<ul style="list-style-type: none"> To show member appreciation, the board distributed cards and treat bags.
Thank you	<ul style="list-style-type: none"> A thank you was read from Kristi Rotvold, Northwest District Director, thanking the chapter for sharing our newsletter.
Treasurer's Report	<ul style="list-style-type: none"> Treasurer's report was reviewed and filed for audit.
Committee Reports	<ul style="list-style-type: none"> Membership/PR Committee: Participation in the 2012 RCTC APW Vendor Fair was discussed. A motion was made by Linda O'Sullivan to participate in the RCTC APW Vendor Fair on April 18, 2012. A memo will be sent to past vendors to obtain feedback on last year's show and to determine interest. If enough interest is shown, our chapter will proceed in hosting the vendor fair, seconded by Carol Graumann Matz. Motion approved. Fundraising: Mary Claire Hachmeister indicated that we had great participation in the Herberger's fundraising event. Everyone was thanked for their participation. The spring sale is April 27 and 28. We will decide at an upcoming meeting if our chapter will again participate. Certification: Carol Graumann Matz reminded chapter members interested in taking the May 5, 2012 test to sign up by February 15, 2012.

Prepared by: Linda O'Sullivan

Approved: _____

Date: _____