

Pikes Peak Chapter IAAP, Chapter Meeting Minutes, November 10, 2009*Hostesses: Paula O'Keefe CPS/CAP, Bobbie Pratts CPS and Brenda Schultz
Greeter: Mary Dyster CPS/CAP

Location: Leon Young Center

Call to Order	President Carol Hardin CPS/CAP called the meeting to order.
Roll Call	Recording Secretary Kerstin Fracassini-Rieff accomplished the roll call and stated a quorum was present. There were 36 members and 3 guests.
President	President Hardin CPS/CAP introduced the 2009/10 Pikes Peak Chapter Board of Directors. Susan Hengel provided the invocation
Program	Vice President Rebecca Schmale CPS/CAP introduced Tony Beach from UMB Bank. He presented our program on retirement planning.
Minutes	Recording Secretary Fracassini-Rieff stated she would present the October chapter meeting minutes for approval when they were completed.
Treasurer Report	Treasurer Paula O'Keefe CPS/CAP presented the October financials. The treasurer's report was filed.
President	President Hardin CPS/CAP announced that she still needed members to serve as Chairs for Community Service, Nominating, and APOTY for the 2009-2010 chapter year. President Hardin CPS/CAP announced that the Board of Directors was starting a Leadership Mentoring Program. This would include having members shadow one of the Board Members, attend Board meetings, and possibly be assigned duties if willing to help out the Board. President Hardin CPS/CAP feels this will help take some of the fear out of running for a Board position. If anyone is interested in being a part of this program, all you need to do is contact any one on the Board. President Hardin CPS/CAP reminded the membership of the dues increase January 1, 2010. You can pay your dues ahead as many years as you want and this will not change your anniversary date. Headquarters has also come out with a Gift of Membership. Any member could send in a form to pay for another member's membership.
Vice President	Vice President Schmale CPS/CAP reported she was still working on finalizing speakers for our chapter meetings. Vice President Schmale announced that the Administrative Professionals Week (APW) luncheon would be held on April 21, 2010. The first meeting of the APW Committee will be held on December 2; more details will be announced shortly.
Chapter Liaison	Chapter Liaison Christine Schemmel CPS/CAP provided results of the October 2009 survey.
President-Elect	President-Elect Gloria Viebrock announced that we would have a gift exchange at the December chapter meeting. She indicated that those members wishing to participate in the gift exchange should bring a gift between \$10-\$20 in value. She also asked the membership to bring a dessert to the meeting to share, along with the recipe. This year we will charge a cover charge of \$7.00 for everyone. This will help to cover the cost of the hors d'oeuvres from Alpine Chef.
Certification Committee	Certification Committee Chair Gloria Viebrock conducted a CPS certification ceremony for Micki Vogt CPS. Micki Vogt was presented a name tag with her CPS rating.
Ways and Means Committee	Bobbie Pratts CPS, the Ways and Means Committee Chair, announced that we would be conducting a silent auction at the December chapter meeting.
Membership Committee	Membership Committee Chair Marilyn Sullivan CPS conducted the new member installation for Sue Dougherty.
Good of the Order	The 50/50 drawing was held.
Adjourn	There being no further business to conduct, the meeting was adjourned.

*Chapter minutes recreated by the Board of Directors, as the Recording Secretary, Kerstin Fracassini-Rieff, resigned from the Board of Directors, effective, December 1, 2009, and the minutes were not completed.