

SWANI Chapter of IAAP

Meeting Minutes

- When:** November 16, 2010
- Where:** Bushel & Pecks, Beloit
- Speaker:** Deputy Paul Kremer, Rock County Sheriff's Department
- Present:** Laura Manke, Mandy Doersam, Tammy McElwee, Lisa Skarlupka, Kim Rebarchek, Nancy Arnold, Sally Keena, Roxanne Matteson, Aimee Bierman, Brenda Groninger, Gloria Huschka
- Next meeting:** Tuesday, December 14, 2010
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I. Welcome and Introductions

President Sally Keena welcomed all members and guests.

II. Dinner

Buffet with roast beef, side dish, salad and dessert.

III. Program

Deputy Paul Kremer gave a great presentation to us about workplace violence and conflict resolution. He had everyone laughing with his stories of how he's dealt with some conflicts in his line of work.

Key notes that I took away from the presentation were that any crime that happens at the workplace is considered workplace violence – it doesn't necessarily have to be something that happened among employees.

Open communication is key in the workplace regarding legal matters such as restraining orders an employee may have against someone, or vice versa. Management must know about these things and make sure that there are company policies in place to keep everyone safe.

The definition of conflict (cop version) is, "the inevitable result of human interaction." Those of us that have been married or have raised kids can relate.

It was a very entertaining presentation, but I have to admit that he could use one of us to help him proofread his slide deck. No missing periods or misplaced apostrophes can be overlooked in a room full of administrative assistants.

IV. Business

Minutes – Roxanne Matteson motioned to approve the October meeting minutes as written, seconded by Kim Rebarchek.

Treasurer's Report – Gloria Huschka motioned to approve, seconded by Roxanne Matteson.

Pathways to Excellence – Nancy Arnold said the chapter received a \$50 check from the division at FEC for being a Chapter of Excellence last year – congrats to everyone for helping with this effort. We're on track for doing it again this year too.

IAAP Web Community – Sally Keena noted there is still a handful of members who do not have a profile on the IAAP Web Community. Glares from the president don't seem to be budging those stubborn members, but maybe a rubber mallet will? ;o)

V. Announcements

It was noted that next month's meeting is a week earlier due to the holiday. It is our annual shoebox raffle so get creative! The charitable organization that will benefit from the money raised is yet to be determined.

The 50/50 raffle winner (\$20) was Nancy Arnold. There were also 4 gift bags raffled and the winners of those were: Kim Rebarchek, Tammy McElwee, Lisa Skarlupka and Sally Keena.

VI. Good of the Order

Our own Mandy Doersam will be playing in a band concert this Friday, November 19, at the Highland Community College – see her for details.

Sally Keena said the renovations to the outdoor ice skating rink at Traxler Park are scheduled to be done soon and they hope to open prior to the area schools winter break. They're looking for volunteers to work the concession stand and hand out skates. Contact Sally for details.

VII. Adjournment

Adjourned at 8:35 p.m.