



Harford Chapter #436310
BOARD MEETING
7/12/11, 5:45 p.m.
HEAT Center

Present:	Jennifer Labe	President & Past Secretary
	Linda Wilson, CAP	Vice President
	Shirley Lucas	Past Vice President
	Sue Zapf	Treasurer
	Norma Wagner	Past Treasurer
	Pam Parks	Secretary
	Debbie Hayes	Program Chair

- I. Office of Secretary Installation: Jen Labe and Debbie Hayes along with present board members conducted an informal installation ceremony for Pam Parks, Secretary, who was unable to attend the June installation ceremony due to illness.
- II. Budget:
 - A. Norma reviewed the 2010-2011 budget indicating that the final year end income was \$233.58.
 - B. The 2011-2012 budget was reviewed and Norma reiterated that the division will be collecting \$2 per member from each chapter to help fund the annual meeting. This amount has been built into the 2012 budget.
 - C. Norma mentioned that there may be an additional bonding fee for 2012 that is not included in the budget. This is due to division guideline changes that now state that two officer's signatures are required on checks; an additional officer will need to be designated as a signer at the bank. It was discussed that a change to the By-Laws needed to be made to reflect these changes. Norma, Jen, Linda and Sue will make arrangements to meet at the bank and transfer signing authority to the new officers.
 - D. Norma discussed that an Executive Decision will be made at the Division Board meeting to replace Harford Chapter with DE-MD-DC Division as the host of the Annual Division Meeting as Harford Chapter is not financially able to host this meeting.
 - E. The progress of the Financial Review was discussed. Heather Gasswint, Amy Roberts and Eileen Mosier are conducting the review. The results of the review must be submitted by 15 August.

III. 2012 Meeting Dates

- A. A vote was taken to decide whether to rotate the monthly meeting night. It was decided, by unanimous vote, that the meetings will remain on the 3rd Monday of each month.
- B. It was decided that the January 2012 meeting will be held on Tuesday, January 17th. Deb/Jen will verify conference room availability for this date.
- C. It was decided that the March 2012 meeting will be held on Monday, March 26th. Deb/Jen will verify conference room availability for this date.

IV. September Meeting Speaker: Roberta Miller, Division Certification Chair, is scheduled to speak at the September 19th meeting. Jen mentioned that she wants to recognize Norma and Emma Dill at the September meeting for achieving Member of Excellence in 2011.

V. October Open House

- A. Cheryl Eibner from Dale Carnegie Training will speak at the October 17th meeting. Deb has offered for the Chapter to distribute flyers for Ms. Eibner outlining the class that she is teaching at HCC.
- B. This meeting will be conducted at the Hays-Heights House. The Hays-Heights House has been booked.
- C. The meeting agenda times were discussed and it was suggested that Ms. Eibner be given an hour for her presentation. The following timeline was suggested:
 - a. 5:15pm-5:45pm Networking/Dinner
 - b. 5:45pm-6:00pm Chapter presentation on what IAAP has to offer
 - c. 6:00pm-7:00pm Speaker
 - d. 7:00pm-7:15pm Chapter presentation: Wrap up benefits of becoming an IAAP member
 - e. 7:15pm-7:30pm Door prizes and adjournment
- D. Door Prizes: It was suggested that the amount of door prizes be cut back from previous years. Norma indicated that she had items at home for two door prizes that she would prepare for the meeting. It was suggested that the Chapter contact Office Depot and Avery for donations to be used as door prizes.
- E. Deb will apply for recertification points for this meeting.
- F. The Division should be invited to the October Open House.

VI. Chapter of Excellence Criteria: Jen provided a handout outlining the changes to the Chapter of Excellence Criteria.

VII. Strategic Plan: Jen discussed that the Chapter currently has a completed Strategic Plan but that it will be distributed to the Board via email and revised collectively at the next Board Meeting. The revisions will be based on the Chapter of Excellence Criteria with emphasis

on education and increasing membership. Jen will also email strategic plan development guidelines.

VIII. Changing of the Guard: Each new board member met with the exiting officer to review the office duties.

IX Miscellaneous: Listed below are miscellaneous topics discussed:

- A. A cookie swap was suggested as an idea for the December meeting.
- B. Jen suggested two speakers for upcoming meetings: Ryker Hughes for March; topic: Conflict Resolution and Amy Coyner for January; topic: Excel or Powerpoint.
- C. Norma suggested that the topic for one meeting should be on women's health issues and suggested that someone reach out to Joan Collison to see if she could suggest someone.
- D. The Board meetings are generally scheduled on the 1st Tuesday of the month. Jen will send out an email. It was discussed that the meeting time will be changed to 4:15pm and held at HEAT, Room 203.
- E. Committees: Jen will send out an email with the status of all the committees. The following outlines current committee status:
 - a. Bi Laws: Shirley Lucas, Chair; Carol Sherman and Geri Moorhouse, CAP, members
 - b. Nominations: Currently no Chair or Members. This committee will be reclassified as a Special Committee and the Bi Laws will be updated to reflect the change.
 - c. Membership: Cheryl Harvey, Chair; Deb Ault, member (roster); Caroline Randall, member
 - d. Education/Program: Deb Hayes, Chair; Andrea Jenkins, member
 - e. Fundraising: Janine Lumpkins, Chair; Pam Parks member
 - f. Publicity: Emma Dill, Chair; Deb Hayes, member
 - g. Nurture/Sunshine: Patty Ross; Chair
 - h. Certification: Linda Wilson, CAP, Chair; Denise Smith, CAP, member
- F. Jen to email Tammy Dowell in catering to give her the new Harford Chapter IAAP POC changes.