



Harford Chapter #436310
BOARD MEETING
9/7/11, 4:15 p.m.
HEAT Center

Present:	Jennifer Labe	President & Past Secretary
	Linda Wilson, CAP	Vice President
	Sue Zapf	Treasurer
	Pam Parks	Secretary
	Deb Hayes	Program Chair

I. Division Items:

a. Fall Education Conference/October 8/Fundraiser Table:

- i. A table has been reserved for Harford Chapter.
- ii. Harford Chapter will raffle off a basket filled with various “Harford County” items. Each board member will provide the items at their own expense.
 1. Decoy and wine glasses – Linda
 2. Bomboy chocolates – Jen
 3. Wine, candles, wine bottle stopper - Pam
 4. Basket – Sue
 5. Napkins or tablecloth – Deb
- iii. The board member will bring these items to the October 4th board meeting for assembly.
- iv. Jen to get raffle tickets from Andrea.
- v. Signage for the raffle table will need to be created.

b. Harford Chapter Responsibilities for June Division Meeting:

- i. Harford Chapter will be responsible for the fundraising area at the June Division Meeting.

II. September Chapter Meeting:

- a. The Secretary will send out meeting invitation to the Division Board Members.
- b. The President will check with HCC staff regarding the use of a microphone for the meeting.
- c. The Program Chair will provide the laptop for the meeting.
- d. The Program Chair will provide a parting gift for the speaker. The cost of the gift will be reimbursed from the Speaker Payment line item of the 2011-2012 budget.

III. October Open House:

a. Venue/Decorations:

- i. The Board decided that the only decorations needed would be three small center pieces. The centerpieces will be raffled at the end of the Open House.
- ii. The Treasurer will purchase 3 fall themed candy dishes and fill with candy.
- iii. The registration table will be set up in the hallway of the Hays-Heighe House.
- iv. The invitation for the October Open House needs to have parking options listed.
- v. The Secretary will draft the Open House invitation and forward to the President for final distribution to all guests. The speaker bio from the meeting schedule can be used for the invitation.

b. Potential New Member Packets:

- i. The Program Chair will assemble the 15 packets.
- ii. An invitation to join form will be included. The Program Chair will forward the electronic file to the President for printing.
- iii. The Program Chair will forward the electronic file of the final Meeting Schedule to the President for printing.
- iv. Newsletter: The President will contact the Publicity Chair for a current copy of the Harford Chapter news letter for inclusion in the packet.
- v. The Vice-President/Certification Chair will provide certification brochures to the Program Chair for inclusion in the packets.
- vi. The Program Chair will procure folders and labels.
- vii. The Program Chair will include the IAAP membership form in the packet.

c. Publicity:

- i. The President will contact the Publicity Chair to plan publicity actions for the Open House.

d. Speaker:

- i. The Program Chair will contact the speaker as a final confirmation.

e. Door Prizes:

- i. The 3 center pieces will be raffled as door prizes.

f. Miscellaneous:

- i. The President will contact Shirley Lucas and ask if she would be willing to present the “What’s in it for me?” portion of the Open House.
- ii. The Program Chair will send an electronic file of last year’s “What’s in it for me?” presentation to the President.
- iii. Open House meal budget: It was discussed that the food budget for the Open house should be approximately \$400. Items that should be

requested from the Catering Dept. include: Finger foods to avoid the need for utensils, china, coffee, iced tea, water.

- iv. The Program Chair will ask Andrea Jenkins to introduce the speaker at the October Open House.

IV. Budget:

- a. The Treasurer will prepare an updated budget reflecting spending totals to date to present at the September meeting. The Treasurer will provide the Board Members an electronic copy of the updated budget prior to the September meeting.

V. Miscellaneous Business/Schedule Next Meeting:

- a. The next Board Meeting will be held on Monday, October 4th, 4:15 pm, HCC, Edgewood Hall
 - i. The Treasurer will reserve the Edgewood Hall conference room for the meeting and notify the Board Members.
- b. Chapter Fundraisers:
 - i. Ideas discussed: Log Cabin, Worlds Finest, Yankee Candle, Dining Out
 - 1. The Secretary will research Yankee Candle and Worlds Finest and report back to the Board.
- c. The Program Chair will update and finalize the Harford Chapter Meeting Schedule and forward the updated electronic file to the President for submission to Division.
- d. The Vice President will research potential speakers to present on “Files and Folders” at the February 2012 meeting and report back to the Board.
- e. The Program Chair will finalize the March and April Chapter Meeting speakers.

The meeting adjourned at 5:40pm.

Respectfully submitted,

Pam Parks
Harford Chapter Secretary