



Harford Chapter #436310
Minutes – January 17, 2012

Jennifer Labe	President & Past Secretary
Linda Wilson, CAP-OM	Vice President
Sue Zapf	Treasurer
Pam Parks	Secretary

Attendees: Deb Ault; Debbie Cochran; Joan Collison; JoAnn Day; Laura Drake; Cindi Hall; Barbara Handy; Edna Jones-Johnson; Jennifer Labe; Shirley Lucas; Geri Moorhouse; Pam Parks; Patti Ross; Kathy Whaley; Sue Zapf. **Guests:** Joy George

I. Welcome

President Jennifer Labe opened the meeting at 6:10 p.m. The President then led everyone in the recital of the Pledge of Allegiance. The meeting was then adjourned to the computer lab.

II. Program

- a. The President introduced the presenter, Amy Coyner, who then conducted a class on Excel tips and tricks.
- b. Ms. Coyner was thanked and presented a parting gift upon completion of the class.

III. Business Meeting

- a. Division Meeting: The President participated in a Fundraising conference call. Preparation for the meeting continues and a site visit is planned for February. Registration is scheduled to open on 1 February.
- b. Budget: The Treasurer presented the November debit/credit report.
- c. Fundraiser: The President thanked the members for participating in the Giving Campaign. The spring fundraiser Log Cabin information will be distributed to the members soon.
- d. Chapter of Excellence: The President reported that four criterions are complete and that the Business Plan is near completion, which will satisfy a fifth criterion. Also, a new member orientation will be scheduled and conducted. The President encouraged the members to pursue Member of Excellence status.
- e. Miscellaneous:
 - i. Committee Reports are due at the February meeting. If Committee Chairs will not be in attendance, they must email their reports to the President on or before February 19th.
 - ii. The President will research the status of the 2011-2012 point schedules and report back to the Chapter.
 - iii. 50/50 Raffle: Shirley Lucas won the raffle. She received \$6.00 and \$6.00 went to the Chapter.
 - iv. IAAP Trivia Question: Kathy Whaley won the trivia question and received a gift bag.

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Pam Parks
Harford Chapter Secretary