



Harford Chapter #436310
Minutes – September 19, 2011

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

Attendees: Vicki Corkran; Laura Drake; Cindi Hall; Cheryl Harvey; Deb Hayes; Andréa Jenkins; Jennifer Labe; Shirley Lucas; Janine Lumpkins; Pam Parks; Carol Sherman; Norma Wagner, CPA; Linda Wilson, CAP; Sue Zapf

I. Welcome

- a. President Jennifer Labe opened the meeting at 6:00 p.m. The Harford Chapter Board Members and Distinguished Division Board Member were introduced. The President reminded the attendees to purchase 50/50 raffle tickets, if interested. She also introduced the new trivia question game & rules, stated the trivia question, and announced that the winner would receive a gift. The President then led everyone in the recital of the Pledge of Allegiance.

II. Program

- a. The Program Chair, Deb Hayes, introduce the guest speaker; Roberta Miller, CPS/CAP. Roberta, DE-MD-DC Division Certification Chair, shared how IAAP certification can improve professional qualifications, increase skills and knowledge, and raise self esteem. She also provided an overview of the changes to the certification process and exam, ways to prepare for the exam, and recertification requirements.
- b. The President reminded the attendees that Vice-President Linda Wilson, CAP serves as Harford Chapter's Certification Chair.

III. Business Meeting

- a. Budget: The Treasurer gave an update of the 2011-2012 budget and spending to-date.
- b. Division Announcements:
 - i. Fall Education Meeting: October 8th, Dover, DE
 1. Those interested in carpooling should contact Pam Parks; each interested will be contacted regarding the arrangements closer to the meeting date.

2. Information regarding the meeting is located on the Division Website.
- ii. June Meeting:
 1. Each Chapter was required to send the Division \$2 per Chapter member to offset the costs of the June meeting.
 2. Each Chapter must hold a fundraiser with proceeds donated towards the costs of the June Meeting.
 - a. Harford Chapter Board members will provide a Harford County themed basket to be raffled at the Fall Education Meeting on October 8th.
 3. Harford Chapter will host the Fundraising area of the June meeting.
 - c. Member Recognition: Laura Drake and Heather Gasswint were recognized for completing the Harford Chapter Financial Review.
 - d. Member of Excellence: Emma Dill and Norma Wagner, CPA were recognized for achieving IAAP Member of Excellence for 2010-2011.
 - e. Chapter of Excellence: The President encouraged the members to achieve their Member of Excellence status for 2011-2012 as the requirement for Chapter of Excellence is 7% of membership, or 3 members for Harford Chapter.
 - f. Chapter Program Schedule: The Program Chair outlined the 2011-2012 program schedule.
 - g. Committee Participation: The President encouraged members to participate in committees. A roster of current Committees with those participating listed was passed among the attendees. The members were asked to join a Committee and it was specifically requested that someone volunteer to Chair the Community Service Committee. The President reminded the members that serving on a Committee satisfies one of the criteria for achieving Member of Excellence.
 - h. 50/50 Raffle: The Raffle was won by Pam Parks. She won \$7.50 and the Chapter received \$7.50.
 - i. Fundraising: Ideas for fundraising were discussed. The members unanimously agreed that the Papa John's 'buy one get one' card would be a great idea for the fall fundraiser. The Fundraising Chair will provide the details to be presented at the October Board Meeting. Log Cabin candy will continue to be the spring fundraiser.
 - j. IAAP Trivia Question: The President announced that Linda Wilson, CAP, had answered the trivia question correctly and Linda received the prize.

The meeting adjourned at 7:25pm.

Respectfully submitted,

Pam Parks
Harford Chapter Secretary