

DRAFT

**International Association of Administrative Professionals
Kachina East Valley Chapter
Minutes April 13, 2010
Fiesta Inn Resort, Tempe**

ATTENDANCE:

Board Members:

Nancy Rung CPS (President), Marina Higdon (VP/Programs), Nancy Riley CPS (VP/Site Coordinator), Yvonne Miles (VP/ Membership), Theresa Lovato, CPS/CAP (Treasurer)

Members:

Cheryl Amick, Susan Bozile, Jennette Buckley, Jessica Cherry CPS/CAP, Rena Christensen, Janice Cissna CPS, Lea Cordilla, Jan Cramer, Katie Daggett, Dorothy Galvez CPS/CAP, Sheryl Hand CPS, Rose Kallevig, Patricia Koblewski, Cynthia Leedom CAP, Jan Mahoney, Denise Malavasi CPS/CAP, Veronica Morales, Kathy Paulsen, Pamela Ruiz, Helen Siordian, Donna Ward, Diane Wiese

Guests:

Pam Asti (Member-at-Large), Cynthia Buda, Dr. Patricia Gangi DTM (speaker), Kim Hennis CAP (Scottsdale Chapter), Joe Mizzi (Office Team), Garrett Messerly (Office Team), Lucy Coltman (Member- at- Large)

Call to Order

Nancy Rung CPS, President, called the meeting to order at 8:15 p.m.

Meeting Minutes

The February 9, 2010 meeting minutes were adopted as presented

Financial Report

The February and March Treasurer's reports were filed for audit

Introduction of New Member

Yvonne Miles, Vice President of Membership, welcomed Rena Christensen to the International Association of Administrative Professionals (IAAP) Kachina East Valley Chapter and presented a small token of welcome.

Administrative Professionals Day Conference

It was reported that 135 registrations have been received for the April 22nd event.

Nominations Committee

Nominations Chair, presented the slate of officers for presentation at the May Annual meeting.

President: Marina Higdon

Vice President/ Programs: Jan Cramer

Vice President/Site Coordination: Jessica Cherry CPS/CAP

Vice President/ Membership: Janice Cissna CPS

Secretary: Nancy Riley CPS

Nominations from the floor will be accepted at the May Annual Meeting. The President thanked the Chair and Committee Members, Lee Cordilla and Rose Kallevig, for their service.

2012 Division Educational Forum and Annual Meeting

The motion to present a bid to host the 2012 Division Educational Forum and Annual Meeting was adopted. The question was raised that more information should be presented. Since the bid is due by April 15th the President assured members that the bid could be withdrawn prior to the start of the Division Educational Forum and Annual Meeting. The Board will develop the additional information requested and present at the May Annual meeting.

Good of the Order

None

Next Meeting: Tuesday May 11, 2010

Registration: 5:30 p.m.

Dinner: 6:00 p.m.

Program: 7:00 p.m.

The meeting adjourned at 8: 40 p.m.

Submitted by Nancy Riley CPS, acting Secretary