

Administrative Professional Association

Meeting Minutes

02/10/09

1 Call to Order by Maury Koffman

Action Taken

- A Attendance
Cynthia Schneider, Sharon Nichols, Deb Porter, Jean Chisnell, Ann Hancock, Sean Leahy, Nick Bourland , Leo Sell, Rachel Zakhem, Catherina Canfield and John VanDyken Vivian Leung
- B Excused: Vicki Tormala, Ramiro Gonzales
- C Unexcused:
- D Visitors
- E Approval of Agenda
Motion made by: Leo Sell, Second: Sean Leahy
Leo/Cynthia moved to approve Nick to the Board.
Motion seconded by: Ann
Passed: Unanimously
Move the approval of Board member to first order of business.
- F Approval of Minutes
Motion made by: Sean Leahy, Second: Rachael Zakhem

2 Reports

- G Presidents Report
- H Treasurers Report
Just received Audit, going through and will report next month.
- I Committees
Membership-Area Rep
Presentation by Christina Canfield for New Membership & survey
Area-Rep organization and start-up
- J UniServe Report

3 MEMBERSHIP COMMENTS AND CONCERNS

4 BUSINESS AND DISCUSSION ITEMS

* MEA Region Election Presentation

Credentialing discussion for upcoming 2009 APA

* Election

Election Calendar to E-Board

Motion made by Leo Sell, Second: Sean Leahy:
Recommendation to use the same credential as last year for this year - net ID and last 4 dig of the soc.
Passed: Unanimously

A post card needs to be made and sent to members regarding the election and timeline.

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- * TDE Ameritrade Update
Account has been closed and funds moved to MSUFC account.

- APA Newsletter
We will be sending out the link to members to take them to the electronic newsletter

- Set date of April and May monthly meetings
March 3 for next meeting. April 14th will be fine, May 19th

- CAPAC Report by Leo

5 Announcements

2009 ESP Statewide Conference March 20-21
Higher Ed Conference end of March
Higher Ed Conference in Oct
Lobby Day Wed next week @ 7:30 am Radisson
Downtown.

6 Move into Ex Session 3:22 pm/3:36 Leo/Rachael

7 Meeting Adjourned

4:30 PM