



**International Association of
Administrative Professionals®**
Kentucky Division

**MINUTES OF THE
57th KENTUCKY DIVISION
ANNUAL MEETING**

Ramada Conference Center, Lexington, KY

June 5-7, 2009

**ANNUAL MEETING THEME:
“FOOTPRINTS ON THE PROFESSIONALISM TRAIL”**

SATURDAY, JUNE 6, 2009

OPENING SESSION: 9 A.M.

- Call to Order: Mary Beth Shera CAP, Division President
- Invocation: Jerry England, Southern Heights Baptist Church
- Presentation of Colors: Bryan Station ROTC
- National Anthem and Pledge of Allegiance: Gillian D’Eramo
- Introductions: Mary Beth Shera CAP, Division President
- Greetings and Welcome: Pam Hogge, Blue Grass Chapter President
- Keynote Speaker: Tamra Goodall CPS/CAP, 2008-2009 Southeast District Director

CALL TO ORDER

President Shera called the meeting to order at 10 a.m.

REPORT OF REGISTRATION

In the absence of Annual Meeting Coordinator Joyce Jewell CPS, Pam Hogge, President of the Blue Grass Chapter, gave the report of registration as of 9 a.m., Saturday, June 6:

International Officers	1		
International Trustees RTF	0		
Institute for certification	0		
Institute for Education	0		
International Personnel	0		
International Committees	0		
Division Officers	5		
Chapter Delegates	6		
Chapter Alternates	2		
Members at Large Liaison	0		
Members at Large Alternate	0		
Members	19		
Guests	0		
Total Registration	33	Full: 25	Partial: 8

ADOPTION OF REPORT OF REGISTRATION

A motion was made by Cristy Poindexter and seconded to adopt the Report of Registration as presented. The motion was adopted. The voting body comprised of 5 Division Officers and 6 Chapter Delegates. There were 25 full registrations and 8 partial registrations.

ADOPTION OF AMENDMENT #19 TO THE DIVISION BYLAWS AND STANDING RULES

Jacky Ammerman CAP, Kentucky Division Vice President, Division Bylaws and Standing Rules Committee Chair, raised a question of privilege of the Assembly and moved the adoption of Recommended Amendment #19 to the Division Bylaws and Standing Rules, amending Article VI. Meetings, Section 3. Representation of the Division Bylaws and Standing Rules. The Amendment proposed to add the provision for an MAL Alternate to the Division Annual Meeting and specified how the MAL Alternate is appointed. The motion was amended to provide that if the Amendment is adopted, it would be put into effect immediately. A second was not required since the recommendation was from the Committee. The motion was adopted by an 11-0 vote.

Dottie Everly CPS Appointed as MAL Alternate

The Chair appointed Dottie Everly CPS to serve as MAL Alternate to this meeting and she was immediately seated.

Revised Report of Registration Adopted

The revised Report of Registration with the voting body comprised of 5 Division Officers, 6 Chapter Delegates, and 1 MAL Alternate was adopted by unanimous consent.

ROLL CALL

Secretary Cristy Poindexter called the roll. The following members responded, constituting a quorum.

President	Mary Beth Shera CAP	Present
President-Elect	Wanda Hart CPS/CAP	Present
Vice President	Jacky Ammerman CAP	Present
Secretary	Cristy Poindexter	Present
Treasurer	Laura Dziekonski	Present
Audubon	Theresa Morris	Present
Blue Grass	Pam Hogge	Present
Hopkinsville	Buffy Gaddis CPS/CAP	Present
Louisville	Reba Baldwin	Present
Northern Kentucky	Alice Schultz CPS (for Julie Lee)	Present
Paducah-KY Lake	Gloria Stewart CPS/CAP	Present
Member at Large	Dottie Everly CPS Alternate (for Elnora Shelby CPS)	Present

ADOPTION OF MEETING RULES

A motion was made by Cristy Poindexter and seconded to adopt the Meeting Rules for the 2009 Annual Meeting as printed in the program. The motion was adopted.

ADOPTION OF MEETING PROGRAM

A motion was made by Cristy Poindexter and seconded to adopt the printed Meeting Program as printed. The motion was adopted.

APPROVAL OF 2008 ANNUAL MEETING MINUTES

In accordance with Kentucky Division Standing Rule #7, the approval of the Annual Meeting minutes is granted to the immediate Past President and President. Minutes were approved and made available on the Division website.

INTERNATIONAL UPDATE

Tamra Goodall, CPS/CAP, 2008-2009 Southeast District Director

- International is using the book “7 Measures of Success”
- Updates to Web page; can subscribe to e-groups; document library
- Update to Mission Statement
- New Core Values
- Proposed recommendations to the Bylaws are posted on the Website, which includes the dues proposal

REPORTS OF DIVISION OFFICERS (Reports are attached to these minutes.)

- President Mary Beth Shera CAP
- President-Elect Wanda Hart CPS/CAP
- Vice President Jacky Ammerman CAP
- Secretary Cristy Poindexter
- Treasurer Laura Dziekonski
 1. Financial Report. Dziekonski reported a balance on hand of \$15,195 as of May 30, 2009. Members were asked to submit pending bills as soon as possible. The Treasurer’s report will be filed for audit.
 2. Membership Report. Dziekonski reported that as of June 30, 2008, the Division membership totaled 242. Membership totaled 198 as of June 30, 2009 (a decrease of 44 members).

REPORTS OF CHAPTER DELEGATES (Reports are attached to these minutes.)

- Audubon, Theresa Morris
- Bluegrass, Pam Hogge
- Hopkinsville, Buffy Gaddis CPS/CAP
- Louisville, Reba Baldwin
- Northern Kentucky, Alice Schultz CPS
- Paducah-Kentucky Lake, Gloria Stewart CPS/CAP
- Members at Large Liaison, Dottie Everly CPS
- Past President’s, Debbie Hooper CPS

REPORTS OF STANDING COMMITTEES

- Bylaws and Standing Rules, Jacky Ammerman CAP, Kentucky Division Vice President
 1. Adoption of Amendments #1 - #18 to the Division Bylaws and Standing Rules. The proposed Amendments were distributed at this meeting and were the same as those

posted on the Website by the deadline stipulated in our Bylaws, except that a third column was added to show how the particular provision would read if adopted. The distribution of the document in this format, on site, allowed consideration of the Amendments without reading current wording and complete proposed wording in full for each Amendment. A complete copy of the proposed Amendments is filed in the Secretary's minute book.

Jacky Ammerman CAP, Kentucky Division Vice President and Division Bylaws and Standing Rules Committee Chair, presented proposed Amendments #1- #18 individually and moved their adoption. The motions did not require a second since the recommendations were from the Committee. By a vote of 11-0, all Amendments, except Amendment #9, were adopted.

2. Amendment to Amendment #9. A motion was made by Alice Schultz CPS and seconded to strike the word "postmarked" and replace it with "dated." The motion to amend Amendment #9 was approved by a vote of 11-0. Proposed Amendment #9 as amended was adopted by a vote of 11-0.

RECESS

The meeting was recessed at 11:45 a.m. for the Recognition Luncheon.

RECOGNITION LUNCHEON

- Welcome and Introductions: Mary Beth Shera CAP, Division President
- Invocation: Gail Varner CPS/CAP
- Keynote Speaker: Terri Thompson, founder of Etiquette in Action
- Omega Chapter Ceremony: in memory of Luverta Gumkowski, Hopkinsville Chapter
- Certification and Recertification Honorees presented by Certification and Education Committee Chair Pam Cradic CPS, and assisted by Tamra Goodall CPS/CAP, 2008-2009 Southeast District Director:
 1. Lamps of Learning for CPS and CAP Recertification: Peggy W. Crane CPS/CAP; Mary Beth Shera CAP; Rhonda F. Rogers CPS/CAP; Janet Burnett CPS; Janice M. Clark CPS
 2. Lamps of Learning for CPS and CAP Certification in 2008: Karen R. Blair CPS/CAP; Lauren M. White CAP; Debbie Hilbert CPS; Melody A. Grapperhaus CPS; Mary M. Ransdall CPS; Barbara J. Lay CPS; Rhonda L. Jones CPS; Jessica L. Hundley CPS; Katherine S. Germann CPS; Regina M. Harvey CAP; Gail G. Varner CPS/CAP; Rhonda F. Rogers CPS/CAP; Karen S. Fitzgerald CAP
- Door Prizes and Announcements: Joyce Jewell CPS, Annual Meeting Coordinator

BUSINESS MEETING RECONVENES

The business meeting reconvened at 2 p.m.

REPORTS OF STANDING COMMITTEES (Continued)

- Membership, Alice Schultz CPS
- Strategic Plan, Dottie Everly CPS (The Plan, as adopted, is available on the Division website.)

- Wilma Yeary Award, Jean Stegmann CPS

REPORTS OF SPECIAL COMMITTEES

- Administrative Skills Task Force, Gail King CPS
- Web Master, Jacky Ammerman CAP, Kentucky Division Vice President

SPECIAL ORDERS: ELECTION OF OFFICERS

REPORT OF NOMINATING COMMITTEE

Wilma Yeary CPS/FLMI, Nominating Committee Chair, submitted Jacky Ammerman CAP as a candidate for President Elect. Nominations from the floor included: Julie Lee, Northern Kentucky Chapter, for the office of Vice President; Penny Weller CPS, Louisville Chapter, for the office of Secretary; and Laura Dziekonski, Member at Large, for the office of Treasurer.

2009-2010 Division Officers Elected

President: Wanda Hart CPS/CAP
 President-Elect: Jacky Ammerman CAP
 Vice President: Julie Lee
 Secretary: Penny Weller CPS
 Treasurer: Laura Dziekonski

NEW BUSINESS

Appointment of Audit Committee. In accordance with Kentucky Division Standing Rule #18, the Chair appointed the following members to complete an audit of the Division’s financial records for the 2008-2009 fiscal year: Kay Hayes CPS, Chair/Past Presidents Council; Betty Green CPS, Paducah-Kentucky Lake Chapter; and Bernida Belcher, Hopkinsville Chapter. The financial records report is due to the Kentucky Division Board by August 10, 2009.

2010 Annual Meeting Invitation

The 2010 Annual Meeting will be planned and conducted by the Annual Meeting Coordinating Committee in accordance with Bylaws and Standing Rules amendments adopted at the 2009 Annual Meeting.

FINAL REPORT OF REGISTRATION

Pam Hogge, President of the Blue Grass Chapter, gave the final report of registration as of 2 p.m., Saturday, June 6:

International Officers	1
International Trustees RTF	0
Institute for certification	0
Institute for Education	0
International Personnel	0
International Committees	0
Division Officers	5
Chapter Delegates	6

Chapter Alternates	2		
Members at Large Liaison	0		
Members at Large Alternate	1		
Members	18		
Guests	2		
Total Registration	33	Full: 25	Partial: 8

GOOD OF THE ORDER

ANNOUNCEMENTS

- Invitation to a reception in honor of Wanda Hart CPS/CAP and the 2009-2010 Kentucky Division Officers.
- Time and location of trips and tours; time and location of banquet.

BUSINESS MEETING ADJOURNED

The business meeting adjourned at 2:45 p.m. until the Banquet at 6:30 p.m.

BANQUET

- Call to Order and Introductions: Mary Beth Shera CAP, Division President
- Wilma Yeary Administrative Professional of the Year Award: Presented to Gloria Stewart CPS/CAP, President, Paducah-Kentucky Lake Chapter, by 2008 Wilma Yeary Award recipient Jacky Ammerman CAP and Jean Stegmann CPS, Chair of the Wilma Yeary Award Committee
- Invocation: Gail Varner CPS/CAP
- Awards:
 1. Kentucky Division Education Award. Presented to the Audubon Chapter by Pam Cradic CPS, Certification and Education Committee Chair
 2. Certificate of Achievement Award. Presented by Pam Cradic CPS, Certification and Education Committee Chair
 3. Membership Award. Presented by Alice Schultz CPS, Membership Chair
 4. Silver Spirit Award. Alice Schultz CPS, Membership Chair, presented the following Silver Spirit Awards:
 - 25 Years: Drucilla Belcher CPS, Hopkinsville Chapter
 - 30 Years: Reta Williamson, Hopkinsville Chapter; M. G. Hunt, Hopkinsville Chapter; Martha J. Thomas, Louisville Chapter; Jean Weidner CPS, Louisville Chapter; Milinda Harnice CPS, Paducah-Kentucky Lake Chapter
 - 35 Years: Jean Stegmann CPS, Paducah-Kentucky Lake Chapter
 - 40 Years: Barbara A. Nash CPS, Hopkinsville Chapter
- 2008-09 President's Remarks. Mary Beth Shera CAP, Kentucky Division President
- Installation of Officers. Tamara Goodall CPS/CAP, 2008-2009 Southeast District Director, installed the following 2009-2010 Kentucky Division Officers:

President: Wanda Hart CPS/CAP
President-Elect: Jacky Ammerman CAP
Vice President: Julie Lee
Secretary: Penny Weller CPS
Treasurer: Laura Dziekonski

- 2009-10 President's Remarks/Presentation of Gavel: Incoming 2009-10 President Wanda Hart CPS/CAP gave her speech titled "Power of Commitment." Following her remarks, she was presented with the gavel by President Shera. Incoming President Hart presented Ms. Shera with a Past President's pin.

ADJOURNMENT

The banquet was adjourned by 2008-09 Kentucky Division President Mary Beth Shera CAP.

Cristy Poindexter, Secretary

Mary Beth Shera CAP, President

Approved: _____

Secretary's Initials: _____