



**Montgomery County Chapter
436370
New Ideas presented July 24, 2010 at the
2010 – 2011 Strategic Planning and Leadership Discussion**

Participants:

1. Lisa Edwards, CPS/CAP, President
2. Tess Dillon, CPS/CAP, Vice President
3. Shanthi Srinivasachar, CPS/CAP, Secretary
4. Marlene Stein, CPS, Treasurer
5. Daffanie Bell
6. Marylou Bono
7. Charlotte Fredell, CAP
8. Laurie Giner
9. Cynthia Lacey, CPS
10. Linda Opoku
11. Della Sanders, CPS/CAP
12. Rosemary Turner
13. Shelly Williams

Regrets: Kathy Ford

- 1) At the meeting: The following members/potential members agreed to be committee chairs indicated against their name:
 - a) Laurie Giner: Newsletter with help from Marylou Bono
 - b) Marylou Bono: Program Chair; Laurie Giner: Member
 - c) Linda Opoku: Point Schedule Coordinator and Hospitality Chair
 - d) Daffanie Bell: Website Committee Member assisting Della Sanders, CPS/CAP, Website Chair.
- 2) All other chairs remain the same as listed on the committee listing distributed at the meeting. However committee members are needed for a majority of the committees.
- 3) Lisa Edwards, CPS/CAP, reported that certification and recertification changes at EFAM will be presented to chapter members by inviting Roberta Miller, CAP of the DE-MD-DC Division to the Chapter's September Meeting and New Member Orientation and Installation. Lisa has already sent an invite email to that effect.
- 4) Hospitality Committee is also entrusted with the responsibility of keeping chapter members' records updated through maintenance of a paper notebook which will be brought to each chapter meeting. Members in attendance will sign in the book. The book will basically contain the name of the member, log of chapter meetings attended,

recertification points, professional education obtained, conferences attended, etc. Each member's record will facilitate easy retrieval by that member to complete his/her point schedule and/or member of excellence criteria. Linda Opoku agreed to take on that responsibility and will use an Excel pivot table to update members' records electronically.

- 5) Suggestions from Laurie, Della and Marlene:
 - i) Allow members to pay a one-time meeting fee for all Chapter meetings taking place during that year
 - ii) Raise the meeting fee to \$7.00 in order to supply a more substantial dinner

- 6) Marylou Bono, Program Chair presented the following speaker topics that the chapter could utilize to present programs:
 - a) Finances in a Troubled Economy – Marylou has two speaker possibilities
 - b) Admin of the Future - What are Our Options:
 - i) Microsoft Certification
 - ii) OfficePro: Laurie talked to OfficePro and is waiting for detailed information from them
 - iii) Virtual Assistant: Laurie has requested MedImmune for a tour of their virtual board rooms and a presentation
 - c) Hands-On Technology
 - i) Management Skills
 - ii) Professionalism- personal coaches
 - iii) Floating speakers in DC
 - iv) Speakers in Montgomery College
 - d) Hold an Office Tech Expo (Go Green, Ergo and new products)
 - e) Educational/Vocational Opportunities for Admin – Lisa will get a speaker who will facilitate a presentation and discussion.

In order to move forward with the above, Program Chair Marylou Bono, asked the Executive Board to formulate a budget and a survey to get input from chapter members on the types and categories of programs they would like presented. Marylou reiterated that we consistently and continuously advertise our chapter's programs through weekly e-News, Chapter website and newsletter which will immensely help retaining our members and attracting new members to the Chapter. Charlotte agreed to work with Marylou in refining her program survey by categorizing specific topics under broad headings (subjects).

- 7) Administrative Professionals Week: Laurie suggested we partner with Dog Fish Head restaurant in Gaithersburg during APW and they will donate a percentage of their proceeds to us. This item needs to be explored further.

- 8) IAAP Web Community: Marlene suggested that we move our chapter website to the IAAP Web Community which will result in more coverage.

Respectfully submitted,

Shanthi Srinivasachar, CPS/CAP Secretary