

OHIO DIVISION ANNUAL MEETING
"Follow Your Dreams ... To The Emerald City"
Embassy Suites Hotel Dublin
Dublin, OHIO
JUNE 23 - 25, 2006

The Ohio Division Annual Meeting began on Friday, June 23, 2006 with the seminar titled: "Networking: How to Work a Room". The speaker was Ted Janusz. Elaine Riley, of the Dublin Chapter, introduced the speaker.

An Open House began at 7:00 p.m. on Friday, June 23, 2006. The 2005-2006 Ohio Division Board was introduced. The slate of officers for 2006-2007 was introduced. Entertainment for the evening was Tim Omark and Southern Justice Band. The Host Committee was also introduced.

Kim Messersmith CPS, Ohio Division Parliamentary Advisor, conducted the delegates' briefing held at 8:30 a.m., Saturday, June 24, 2006.

The 56th Annual Meeting of the Ohio Division was called to order on Saturday, June 24, 2006 at 9:00 a.m. Karen Whiteside, member of the Polaris North Star Chapter, was the invocator. Julia Morgan performed the National Anthem. Carrie Lowe CPS, Ohio Division President, led the assembly in reciting The Pledge of Allegiance.

Special greetings were given by:

Dodie Winebrenner, President, Dublin Chapter
Gloria Elliott CPS, President, Tire Town chapter
Judy Stoff, Meeting and Convention Sales Manager from the Dublin Convention & Visitors Bureau
Lee Palaschak, General Manager, Embassy Suites Hotel

The Registration Committee reported a total of 32 first-time attendees.

The following special guests were in attendance were:

Mary Ramsay-Drow CPS/CAP, International Great Lakes District Director
Patti Speer, International Southwest District Director
Patricia Siebrasse, Kishwaukee Chapter
Deanna Brown CPS, Elgin Chapter, RTF Great Lakes District Appointee

Chrissy Blackwell CPS/CAP, Ohio Division Treasurer, assisted Carrie Lowe CPS, Ohio Division President, with the Omega Memorial Service, followed by the Friendship Choir, which was led by DonElla Cunningham, a member of the Cincinnati Chapter.

President Carrie Lowe CPS presented the State of the Division.

The Annual Meeting recessed at 9:40 a.m. and reconvened at 9:55 a.m. for the business session.

Pat Towns CPS/CAP, Dublin Chapter, presented the Registration Report as of 8:45 a.m. Saturday, June 24, 2006:

International Officers	2
Division Officers	6
IAAP Members	174
Guests	14
Total Registration	196

Pat Towns CPS/CAP, Chair of the Credentials Committee, Dublin Chapter, presented the Credentials Report as of 8:45 a.m. Saturday, June 24, 2006:

Number of Chapters in Ohio	28
Number of Division Board Delegates	6
Number of Chapter Delegates	25
Members-at-Large Delegate	1
Total eligible to vote	32
A quorum is constituted and is (One more than 50%)	17
Two thirds of the voting body is established at	21

Pat Towns CPS/CAP made a motion to adopt the Credentials Report as presented; the motion passed as presented.

Pages were Tracy Metzger CPS, Columbus Chapter, Mary Wildi CPS/CAP, Zanesville Chapter, Teri Kinikin, Dublin Chapter, and Terri Austin CPS/CAP, Heart of Ohio Chapter.

Marcie Hawkins CPS/CPS, Ohio Division Vice President, made a motion to waive the reading of the Rules of Order and approve the rules as printed; the motion passed as presented.

Marcie Hawkins CPS/CAP, Ohio Division Vice President, advised the assembly that there were no corrections to the Program. A motion was made to adopt the Program as printed.

Laura Elvey CPS, Ohio Division Corresponding Secretary, stated that correspondence was sent to the Great Lakes District Presidents of Illinois, Indiana, and Michigan for their annual meetings and also summarized correspondence received from:

- IAAP International President, Kay E. Enlow CPS/CAP
- International Great Lakes District Director, Mary Ramsay-Drow CPS/CAP
- Great Lakes District Division Presidents from Michigan and Wisconsin

Chrissy Blackwell CPS/CAP, Ohio Division Treasurer, provided a summary of the Treasurer's Interim Report. Hearing no questions regarding the May 31, 2006 Treasurer's Interim Report, it will be filed for audit. Each chapter will receive a copy of the final report after the audit has been completed.

The Tellers for the Business Session were:

- Jennifer Stoff CPS – Chair, Wings Chapter
- Kay Kramer CPS/CAP, Polaris North Star Chapter
- Marilyn Waddell CAP, Western Reserve Chapter

The Timers for the Business Session were:

- Andrea Zacher CPS, North Coast Chapter
- Geraldine (Gerri) Dowling, Middletown Chapter

Vickie Lewis CPS/CAP, Chair of the Committee on Nominations, presented the slate of officers for the 2006-2007 term:

President-Elect	Marcie Hawkins CPS/CAP
Vice President	Connie Switts
Recording Secretary	Laura Elvey CPS
Corresponding Secretary	Chrissy Blackwell CPS/CAP
Treasurer	Susan Straub CPS/CAP

Since the bylaws make provisions when there is only one candidate for an office, election for President-Elect, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer were by voice vote. All delegates were in favor of electing Marcie Hawkins CPS/CAP to the office of President-Elect, Connie Switts to the office of Vice President, Laura Elvey CPS to the office of Recording Secretary, Chrissy Blackwell CPS/CAP to the office of Corresponding Secretary, and Susan Straub CPS/CAP to the office of Treasurer.

All those elected will serve with Theresa Yagielo.

Mary Ramsey-Drow CPS/CAP, International Great Lakes District Director, gave an update from International.

Mary Gay Williamson CPS, Chair of Bylaws and Standing Rules Committee, presented the following proposed amendments to the Bylaws and Standing Rules:

AMENDMENT #1

RESOLVED, That Article IV – Officers, Qualifications, Nomination and Election, Term and Duties, Section 5, Paragraph E, Subparagraph 3, be amended by striking the word “mail” and replacing with the word “distribute”.

Current Wording:

3. Coordinate, publish and **mail** the Division newsletter, *The Buckeye Broadcaster*.

Proposed Wording:

3. Coordinate, publish and **distribute** the Division newsletter, *The Buckeye Broadcaster*.

There being 30 votes in the affirmative and 0 vote in the negative, the Amendment passed. (Amendments to the Bylaws require a 2/3 vote – 21.)

AMENDMENT #2

RESOLVED, That Article V Board of Directors, Section 2, Paragraph A, be amended by inserting the word “e-mail”.

Current Wording:

- A. Transact business in person, by mail, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors and be supported by written record.

Proposed Wording:

- A. Transact business in person, by mail, conference call, or **e-mail**. For adoption, any business shall require a majority vote of the Board of Directors and be supported by written record.

There being 32 votes in the affirmative and 0 vote in the negative, the Amendment passed. (Amendments to the Bylaws require a 2/3 vote – 21.)

AMENDMENT #3

RESOLVED, That Article VI Meeting, Section 1, Paragraph E, Subparagraph 3, be amended by striking the word "Secretary" and inserting the word "Treasurer".

Current Wording:

3. A written proxy authorized by a chapter and executed by its President and **Secretary** must be received by the Ohio Division Vice President 30 calendar days prior to the official start of Annual Meeting.

Proposed Wording:

3. A written proxy authorized by a chapter and executed by its President and **Treasurer** must be received by the Ohio Division Vice President 30 calendar days prior to the official start of Annual Meeting.

There being 32 votes in the affirmative and 0 vote in the negative, the Amendment passed. (Amendments to the Bylaws require a 2/3 vote – 21.)

AMENDMENT #4

RESOLVED, That Article VI Meetings, Section 1, Paragraph I, be amended by inserting the words "or e-mail".

Current Wording:

In the event of an emergency, the Board by a two-thirds vote may cancel an Annual Meeting. Chapter Presidents and Division Members at Large shall be notified of the cancellation and the Board shall provide for the conduct of necessary business by mail.

Proposed Wording:

In the event of an emergency, the Board by a two-thirds vote may cancel an Annual Meeting. Chapter Presidents and Division Members at Large shall be notified of the cancellation and the Board shall provide for the conduct of necessary business by mail **or e-mail**.

There being 32 votes in the affirmative and 0 vote in the negative, the Amendment passed. (Amendments to the Bylaws require a 2/3 vote – 21.)

AMENDMENT #5

RESOLVED, That Article VII Committees, Section 1, Paragraphs C and E, be amended by deleting the current items C and E and inserting a new item C and renumbering the remaining paragraphs accordingly.

Current Wording:

- C. Education and Program shall implement programs and educational projects.
- E. Image Committee shall provide assistance to the chapters to implement and promote programs to enhance the image of the administrative professional; to encourage member involvement in areas that affect the administrative professional occupation; and to acknowledge administrative professional achievement during Administrative Professionals Week®.

Proposed Wording:

- C. Image and Education Committee shall implement programs and educational projects. The Committee shall provide assistance to the chapters to implement and promote programs to enhance the image of the administrative professional; to encourage member involvement in areas that affect the administrative professional occupation; and to acknowledge administrative professional achievement during Administrative Professionals Week®.

There being 32 votes in the affirmative and 0 vote in the negative, the Amendment passed. (Amendments to the Bylaws require a 2/3 vote – 21.)

AMENDMENT #6

RESOLVED, That Article XI Amendments, Section 1, Paragraph 1, be amended by inserting the words “or e-mail”.

Current Wording:

These Bylaws may be amended at any Annual Meeting: By a two-thirds vote, provided copies of the proposed amendments have been **mailed** to Chapter Presidents and Division Members at Large no later than 60 days prior to the meeting.

Proposed Wording:

These Bylaws may be amended at any Annual Meeting: By a two-thirds vote, provided copies of the proposed amendments have been **mailed or e-mailed** to Chapter Presidents and Division Members at Large no later than 60 days prior to the meeting.

There being 32 votes in the affirmative and 0 vote in the negative, the Amendment passed. (Amendments to the Bylaws require a 2/3 vote – 21.)

AMENDMENT #7

RESOLVED, That Standing Rules, Paragraph 1, Subparagraph b, be amended by deleting "b" in its entirety and renumber the remaining items accordingly.

Current Wording:

1. Annual Meeting:
- b. For purposes of presenting awards, the chapters shall be divided into groups according to their membership size, i.e. 1-19 members, 20-59 members, 60-99 members, and 100+ members as of April 30. Group sizes should be determined every year to provide a fair and equal representation of chapters in each category. At the discretion of the board, certificates shall be presented in the following categories or other categories of awards to be presented at Annual meeting.
 - (1) CPS. Chapters having the greatest percentage of members participating in the CPS examination during the previous fiscal year.
 - (2) CAP. Chapters having the greatest percentage of members participating in the CAP examination during the previous year.
 - (3) IAAP Student Chapter Program. Chapters having the greatest number of points per member earned for participation in accordance with a point schedule with the period for computation of points from July 1 through May 1.
 - (4) STUDENT EDUCATION. Chapters not sponsoring an IAAP Student Chapter having the greatest number of points, using a predetermined point schedule, with the period of computation of points from May 1 through April 30.
 - (5) MEMBERSHIP. Chapters having the greatest percentage of membership gain from May 1 through April 30. To be eligible for awards, chapters must have been chartered as of July 1 of the current fiscal year.
 - (6) MEMBERSHIP RETENTION. Chapters having the greatest percentage of members retained during the current year.
 - (7) RETIREMENT TRUST FOUNDATION. Chapters making the largest per capita contribution to the Retirement Trust Foundation between May 1 through April 30, based on number of members as of April 30.
 - (8) ATTENDANCE. Chapters having the largest percentage of members in attendance at the Annual Meeting (full registration only) based on number of members as of April 30. The Host Chapter is ineligible.

Proposed Wording:

1. Annual Meeting:
- b. Delete in its entirety and renumber remaining items.

There being 27 votes in the affirmative and 5 votes in the negative, the Standing Rule was adopted. (Amendments to the Standing Rules may be adopted by a majority vote without previous notice. They may be amended or rescinded by two-thirds vote without previous notice, and a majority vote if notice was given at a previous session or in the call to the Annual Meeting.)

The 56th Annual Meeting of the Ohio Division recessed at 11:10 a.m., Saturday, June 24, 2006.

The 56th Annual Meeting of the Ohio Division reconvened at 12:00 p.m., Saturday, June 24, 2006 for the Recognition Luncheon. Becky Graham CPS/CAP, Wings Chapter, gave the invocation. Karen Knisley CPS/CAP, Chair of the Certification Committee, Heart of Ohio Chapter, acknowledged those who were successful in attaining the Certified Professional Secretary and/or Certified Administrative Professional rating, along with those who recertified the Certified Professional Secretary and/or Certified Administrative Professional rating. She was assisted by Melinda Chappell CPS/CAP.

Joan Giba CPS and Sue Zacher CPS/CAP, Co-Chairs of the Past Presidents' Scholarship Committee, presented scholarship awards to Cheryl Carroll from North Lawrence and Andrea Sommers from Senecaville.

The 56th Annual Meeting of the Ohio Division recessed at 1:30 p.m., Saturday, June 24, 2006.

Elaine Riley, Dublin Chapter, introduced the Saturday afternoon seminar speaker, Mr. Bruce Boguski – "Going for our dreams and achieving the impossible".

The 56th Annual Meeting of the Ohio Division reconvened at 7:00 p.m., Saturday, June 24, 2006 with the introduction of the Ohio Division Board by Karen Allen CPS/CAP, Chair of Protocol. An invocation was given by Melinda Chappell CPS/CAP. The 56th Annual Meeting of the Ohio Division recessed at 7:30 p.m., Saturday, June 24, 2006 for dinner.

The 56th Annual Meeting of the Ohio Division reconvened at 8:15 p.m., Saturday, June 24, 2006, with Theresa Yagiello, Ohio Division President-Elect, presiding over the Division Awards portion of the program.

Laura Elvey CPS, Ohio Division Corresponding Secretary, presented the Student Education Awards to chapters not sponsoring a Student Chapter during the period of March 1 of the previous year through February 28 of this year:

There were no participating chapters in the 1 – 19 category.

Chapters with 20-59 members with 5.86 points per member:	Athens Chapter
Chapters with 60-99 members with 4.59 points per member:	Cincinnati Chapter
Chapters with 100+ members with 2.92 points per member:	Wings Chapter

Melinda Chappell CPS/CAP, Member of the Certification Committee, presented the Certification Awards:

There were no participating chapters in the 1 – 19 member category.

Chapters with 20-59 members with 17.07% of their membership sitting for the CPS exam:

North Coast Chapter

Chapters with 60-99 members with 6.15% of their membership sitting for the CPS exam:

Dublin Chapter

Chapters with 100+ members with 7.27% of their membership sitting for the CPS exam:

Wings Chapter

There were no participating chapters in the 1 – 19 category.

Chapters with 20-59 members with 10.81% of their membership sitting for the CAP exam:

Athens Chapter

Chapters with 60-99 members with 9.23% of their membership sitting for the CAP exam:

Dublin Chapter

Chapters with 100+ members with .91% of their membership sitting for the CAP exam:

Wings Chapter

Theresa Yagiolo, presented the Membership Awards:

Chapters with 1-19 members with 43.75% increase in membership: Polaris North Star Chapter

Chapters with 20-59 members with 23.81% increase in membership: Wayne County Chapter

Chapters with 60-99 members with 17.65% increase in membership: Dublin Chapter

Chapters with 100+ members with 20.35% increase in membership: Tire Town Chapter

Chapters with 1-19 members with 88.89% retention in membership: Black River Chapter

Chapters with 20-59 members with 92% retention in membership: Middletown Chapter

Chapters with 60-99 members with 88.33% retention in membership: Glass City Chapter

Chapters with 100+ members with 85.45% retention in membership: Tire Town Chapter

Lynn Haney CPS/CAP, Chair of the Retirement Trust Foundation, presented the Retirement Trust Foundation Awards based on the amount of contributions per member from March 1 of the previous year through April 30, 2006:

There were no participating chapters in the 1 – 19 category.

Chapters with 20-59 members with a contribution of \$10.73 per member: North Coast Chapter

Chapters with 60-99 members with a contribution of \$29.71 per member: Tire Town Chapter

Chapters with 100+ members with a contribution of \$6.62 per member: Wings Chapter

Laura Elvey CPS, Ohio Division Corresponding Secretary, presented the Attendance Awards based on the chapters having the largest percentage of members in attendance at the 56th Ohio Division Annual Meeting using membership figures as of April 30, 2006 (Host Chapter not eligible for this award):

Chapters with 1-19 members with 3 members present (25% of its membership):

Delaware Chapter

Chapters with 20-59 members with 5 members present (23.81% of its membership):

Wayne County Chapter

Chapters with 60-99 members with 24 members present (24.24% of its membership):

Tire Town Chapter

Chapters with 100+ members with 18 members present (16.36% of its membership):

Wings Chapter

Theresa Yagielo, Ohio Division President-Elect, presented the Executive of the Year Award and the Chapter of the Year Award:

Executive of the Year: William Jackson, Vice President - Nationwide Financial
Nominated by: Brenda Mason CPS/CAP – Dublin Chapter

Chapter of the Year:

Chapters with 61+ Members with 730 points:	Yo-Mah-O Chapter
Chapters with 31-60 Members with 1182 points:	The Harding Chapter
Chapters with 0-30 Members with 787 points:	Medina County Chapter

Vickie Lewis CPS/CAP and DeDe Tschantz CPS/CAP, installed the 2006-2007 Ohio Division Officers.

The theme for the 2006-2007 year is “Guiding The Way For Future Generations”.

The 56th Annual Meeting of the Ohio Division recessed at 9:10 p.m., Saturday, June 24, 2006.

The 56th Annual Meeting of the Ohio Division reconvened at 8:15 a.m. Sunday, June 25, 2006. Daphne Milan, CODI Chapter, provided the invocation. Elaine Riley, Dublin Chapter, introduced the Sunday morning speaker Denise E. Jenkins, “Balance Our Professional and Personal Lives.”

The 56th Annual Meeting of the Ohio Division recessed at 10:15 a.m. Sunday, June 25, 2006 and reconvened at 10:30 a.m. for the business session. Pat Towns CPS/CAP, spokesperson for the Registration Committee, Dublin Chapter, provided the registration report as of 8:00 a.m. Sunday, June 25, 2006:

International Officers	2
Division Officers	6
IAAP Members	188
Guests	29
Total Registration	225

Mary Lou Wilton CPS/CAP, member of the Past Presidents’ Committee, provided the results of the Past Presidents’ Scholarship: Luggage, airline tickets, gold outing, memorial donation, and silent auction. The total proceeds were \$3903.32.

Joanne Eitel, Finance Committee Member, provided the report on the final results of the Finance Committee results. Total proceeds were \$465.00.

Lynn Haney CPS/CAP, Chair of the Retirement Trust Foundation Committee, provided the report for their total proceeds: \$164.

Pattie Harris CPS/CAP and the Tire Town Chapter members extended an invitation to the 2007 Ohio Division Annual Meeting, June 22 - 24, 2007. The theme will be “Invite Adventure” at the Sheraton Suites in Cuyahoga Falls.

The Cincinnati Chapter offered a bid to host the 2008 Ohio Division Annual Meeting. Carrie Lowe CPS, Ohio Division President, accepted the bid on behalf of the Ohio Division Board.

Theresa Yagielo provided announcements for the 2006-2007 program year.

Presentation:

Marcie Hawkins CPS/CAP acknowledged Lynn Robinette CPS/CAP in appreciation for chairing the 2006 ODAM Committee. All committee and chapter members were acknowledged.

Carrie Lowe CPS, Ohio Division President, presented her 2005-2006 Farewell Message.

Presentation:

Carrie Lowe CPS, Ohio Division President, presented the gavel and Division President's pin to Theresa Yagielo.

Theresa Yagielo presented the Past President's pin to Carrie Lowe CPS.

With no further business coming before the 2006 Ohio Division Annual Meeting, the Annual Meeting adjourned at 11:30 a.m. on Sunday, June 25, 2006.

Respectfully submitted,

Connie Switts

Connie Switts
Recording Secretary

Carrie Lowe CPS

Carrie Lowe CPS
President

(Note: Original, Signed Copy on File)

Clarification of Ohio Division Annual Meeting Awards Calculation

A question arose from the Ohio Division Annual Meeting Awards Banquet with regard to the Tire Town Chapter winning the Membership Growth Award for Chapters with 100+ members, the Membership Retention Award for Chapters with 100+ members, the Retirement Trust Foundation Award for Chapters with 60-99 members, and the ODAM Attendance Award for Chapters with 60-99 members. After further review, the Ohio Division Board did find an error in awarding the Membership Retention Award. The correct winner of this award for chapters with 100+ members was the Wings Chapter with 85.45% of chapter members retained. A certificate will be sent to the Wings Chapter for this award.

Membership Growth and Retention Awards are based on members gained and retained using membership scoreboard figures from May 1, 2005 to April 30, 2006. Percentages are calculated using the number of members added or deleted divided by the number of chapter members as of May 1, 2005.

Retirement Trust Foundation Awards are based on chapter contributions to the RTF between May 1, 2005 and April 30, 2006. Per member contributions are determined by the number of chapter members as of April 30, 2006.

Although the Tire Town Chapter did have the highest membership growth for chapters with 100+ members, their membership did decline. Because of this decline, as of April 30, 2006, their membership figures placed them in the category with chapters with 60-99 members when awarding the RTF Awards and the ODAM Attendance Awards.

We apologize for the confusion, and hope this clarifies any questions brought to our attention. ODAM 2006 was the last time these awards will be given separately. We hope to have many chapters participate in the Chapter of the Year program.

Ohio Division Board of Directors