

Illinois  
**Administrative  
Professionals**



OFFICE PROFESSIONALS WORKING AND GROWING TOGETHER

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*Since 1948*

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**FY20 Annual Report**

## **President's Report—Donna Miller**

**The President** - Will preside at all meetings of this Association and of its elected officers and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than September 15 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

2019-2020 was a year of change for the Illinois Administrative Professionals. The organization started with Erika Hanson as president of the organization then Donna Miller took over in January 2020. Donna reminded herself that this organization isn't about her, it is our organization. We had people step up to fill in the gaps it was truly appreciated. March 2020, we saw the university close and we began working from home due to the COVID-19 virus. We learned how to move forward with our work as well as having our monthly meetings via Zoom.

We had some confusion in the transition from one presidency to another, I asked Jill Odom to assist us in what we needed to do and note what needed to be done moving forward. Not only was I the president and president-elect, I was also serving on two committees-Communications and Membership. Angie Wisheart and Jim McGraw helped with Membership roster to make sure we had current members.

Executive Board meetings were held on the second Wednesday of every month from Noon-1pm in 112 Engineering Hall (1308 W. Green Street). When we had bad weather, the meetings were held by Skype for Business. Our meeting room was centrally located on campus for individuals to walk to when the weather was good.

**Professional Development and Communication.** We continued the format that was laid out before us trying to meet in a centrally located buildings and keeping to our allotted time. Thanks to the Programs and Events committee, they brought us some guest speakers our membership enjoyed. In December 2019, we had a luncheon at the President's House on Florida Avenue, this event is every other year. I tried to keep the Facebook page and IAP website current, I found changes that needed to be made.

While we were going through the pandemic working from home, the committees were encouraged to reach out to their team to touch base and encourage each other. One thing I did while working on the Membership Committee, I made sure every visitor to our meetings and anyone who registered as a member received a thank you note from me. It helps to let people know that they matter to me and to the organization.

There is more work to be done to the organization. I am excited about FY21 and having new committee members with new ideas to push us forward.

**Activities and Procedures Document.** I have asked each committee to write out a procedures document and place into Box so others who want to take over the committee knows the steps. I am leaving the last paragraph that I am borrowing from a past president as a note of that needed to be done during each presidency.

I also know I recognized a need for a document outlining what I should be doing at the start and finish of my term, outside of what is indicated in the bylaws. Examples include: setting permissions in the Box folder, email, and website; work with the Registered Organizations Office to notify them of President and Treasurer turnover, etc. The Executive Board worked together to create a final document for every elected officer and committee. It is encouraged to share this document with all incoming committee members.

I am truly grateful and honored to take on this role and I thank the committee members who have stepped up to fill in the gaps.

Respectfully Submitted Donna Miller    August 13, 2020

## **Recording Secretary's Report—Colleen Hammel, Recording Secretary**

**The Recording Secretary** - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minutes book, will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Report for FY20

Colleen Hammel was elected as Recording Secretary for fiscal year 2020.

Minutes were taken for the following meetings:

### **Executive Board and General Meeting/Luncheon Minutes Recorded:**

#### **Report for FY20 (July 1, 2019 – June 30, 2020)**

Minutes were taken at the following meetings:

2019 July, Colleen Hammel

2019 August, Colleen Hammel

2019 September, Colleen Hammel

2019 October, Colleen Hammel

2019 November, Colleen Hammel

2019 December, Colleen Hammel

2020 January, Colleen Hammel

2020 February, Colleen Hammel

2020 March, Colleen Hammel

2020 April, Colleen Hammel

2020 May, Colleen Hammel

2020 June, Penny Ames and Colleen Hammel (Penny recorded Executive Board minutes while Colleen's husband had surgery); Colleen Hammel recorded the general meeting minutes

Minutes are available from the Illinois Administrative Professionals Executive Board and General Meetings in Box. The login is at <https://uofi.account.box.com/login> under the Illinois Administrative Professionals folder.

Respectfully submitted by Colleen Hammel, Recording Secretary

**Committee: Bylaws/Parliamentarian**

**Committee Member:** Angie Wisehart, Chair

**Committee Charge:** Amendments to the bylaws will be presented to this Association through this committee. Will keep the membership informed of all changes or proposed changes. The current version of the bylaws will be available on The Secretariat website, or to members of the organization upon request.

The Bylaws committee was composed of one person, Angie Wisehart, who served as Chair.

There were no changes to the bylaws during Fiscal Year 2020.

All bylaws policies were followed accordingly at all meetings throughout the year.

Respectfully submitted,  
Angie Wisehart, Bylaws/Parliamentarian

**Committee: Boss of the Year (BOTY)/Presidents House Luncheon/Office Professional of the Year (OPTY) Committee**

**Committee Members:** Lisa Yanello, Penny Nigh, Beth Lewis, Sharetta Hall (resigned November 2019)

**Committee Charge:** BOTY: This committee solicits nominations and selects the BOTY recipient. The award is presented at the October luncheon. OPTY: This committee arranged to have our holiday luncheon at the President’s House every other year. This committee solicits nominations and selects the OPTY recipient. The committee plans and organizes the April luncheon at which time the award is presented. Things were very different for OPTY due to COVID.

**BOTY**

A nomination form and announcement were posted on The IAP website for two months prior to the October 2019 event to promote nominations. The nomination deadline was extended to October 3, 2019. There were two nominees:

- Ruth Franklin Sosnoff, Associate Director for Administration, National Center for Supercomputing Applications, nominated by Stacy Walker & Leta Summers;
- Angela Wolters, Director, Women in Engineering, Undergraduate Programs, nominated by Carolyn Hughes

The committee (Beth, Penny, Lisa) met via email and reviewed/ranked the nominations, where the nominees utilized a moniker to keep the names a secret. As only two nominees were submitted and one was clearly the best choice, no scores were taken. The committee members performed various tasks, such as reserving the event location at Engineering Hall, with Piato Cafe on the meal planning; updating the event program, purchasing the frame, certificate paper and certificate holders and created the certificates; purchasing gift bags and purchasing event decorations, updating the traveling plaque with the winner’s name via Trophy Time, and updating the speech.

The agenda for the event was as follows:

**Agenda for the 2019 Boss of the Year Luncheon**

2101 Everitt Hall

11:45 – 12:10 pm Guests arrive, check in, and begin eating – Piato Baked Potato, Soup and Salad Bar

12:10 – 12:20 pm President Hansen and committee chairs makes announcements

12:20 – 12:35 pm Lisa Yanello introduced guest speaker Angela Douglas who spoke of what it meant to be named Boss of the Year. Beth Lewis introduced guest speaker Melanie Loots who also gave her thoughts on what it meant to be named Boss of the Year.

12:35 – 12:45 pm Lisa Yanello announces the nominees and presents Ruth Franklin Sosnoff with her award. Committee members give her a gift bag.

12:45 – 12:50 pm Ruth makes a brief acceptance speech

12:50 – 1:00 pm Photographs of boss of the year with nominators.

The expenses for the event were as follows: BOTY Expenses for 2019

**Boss of the Year Expenses 2019**

Lunch Piato Café	362.00	
Mums Prairie Gardens	12.00	Expense for Budgeting Purposes

Plaque Trophy Time	7.80	
Gifts for BOTY - Erica Hansen	50.00	Expense for Budgeting Purposes
Frame Dollar Tree	1.00	Expense for Budgeting Purposes
Decorations for Table - Erica Hansen	25.00	Expense for Budgeting Purposes

**President’s House Luncheon**

**Committee Members:** Lisa Yanello, Penny Nigh, Beth Lewis, Sharetta Hall (resigned November 2019)

**Committee Charge:** work with Dena Bagger, the President’s wife’s events coordinator to host the Holiday Luncheon at the Presidents House. Lisa Yanello reached out the Ms. Bagger several times to arrange the event, including the number of guests, name tags and menu. The executive board made a motion that that only members in good standing would be able to attend this event and would not be allowed to bring guests.

Agenda for 2019 Presidents House Luncheon

- 11:30 – Committee members arrived to set up name tags and to greet guests
- 12:00 – Gifts were presented to both Ms. Bagger, the President’s wife and her dogs
- 12:05 – lunch was served
- 12:10 – tours of the house were given

The expenses for this event were as follows:

**President's Luncheon 2019**

Flowers for Dena Bagger – Sams Club	29.98	
Gifts for Dr. Johnson	75.00	Expense for Budgeting Purposes
Gifts for Dr. Killeen's Dogs	25.00	Expense for Budgeting Purposes

**OPTY**

Nomination requests were sent out in February 2020, emails went out to the supervisors of all eligible nominees for OPTY. Nominations were extended until March 31, 2020. There were six nominees:  
 Sarah Adams, Carle Illinois College of Medicine, Nominated by Tary Finefield & Dr. Judith Rowen  
 Andréa Fain, Cancer Center at Illinois, Nominated by Rohit Bhargava  
 David Perryn, Illinois State Water Survey, Nominated by Jen Sans  
 Barbara Russell, Nuclear, Plasma and Radiological Engineering, Nominated by Rizwan Uddin  
 Kathryn Walker, Spanish and Portuguese Languages, Nominated by Mariselle Meléndez  
 Megan Weeks, Prairie Research Institute, OVCRI nominated by Amy Dillman

The committee (Beth, Penny, Lisa) met via email and reviewed/ranked the nominations, where the nominees utilized a moniker to keep the names a secret. Scoring sheets were used for all nominees. By unanimous vote, Andréa Fain was selected as the Office Professional of the Year.

A Zoom meeting was held for OPTY with the hopes that an in-person celebration would be combined with the BOTY celebration in October 2020. Because of COVID, there were no expenses associated at the writing of this report. Penny Nigh will be taking the plaque to Trophy Time to add Andréa’s name. A separate expense report will be submitted once the celebration occurs.

## **Committee: Communications Committee**

**Committee Members:** Donna Miller (co-chair), Selena Douglass (co-chair)

**Committee Charge:** This committee will be responsible for effective information sharing with the membership. This includes: maintaining the website, monitoring and responding in a timely manner to email inquiries, posting information regularly on the social media accounts, and publishing a monthly newsletter. This committee is responsible for providing photography and publishing photos, and for archiving any and all official records of Illinois Administrative Professionals. This committee will also explore means to promote and increase awareness of Illinois Administrative Professionals.

The committee has continued what is expected of us. We regularly published a monthly newsletter, update the Facebook page and IAP website. We would send out notices and reminders to the members for the lunches, events and fundraisers. Selena was able to take pictures of the events and lunches until we started working from home in March 2020. We were able to have Kat Kernick and Sarah Wells join the committee to help publish the monthly newsletter and update Facebook while I was working on the role of the IAP President.

Respectfully Submitted, Donna Miller



## **Committee: Membership & Mentoring Committee**

**Committee Members:** Donna Miller (co-chair), Angie Wisheart(co-chair)

**Committee Charge:** To recommend eligibility, to adopt a membership process as described in Article IV, and to keep a list of names and addresses of all members including allied agencies designating those who are regular and honorary members. This committee conducts a membership drive in May for membership beginning July and ending the following June. This committee will also promote professional development by assigning an Executive Board member to reach out to new member to offer guidance, support and resources as a membership benefit.

At the beginning of the 19-20 membership year, we sent out a reminder through the IAP newsletter in July to renew their membership. Thank you to Angie Wisheart and Jim McGraw for their help to update the membership list. We have now a list of inactive members and active members. We removed the inactive members from the mailing list, so our true membership numbers were lower than previously reported in 2018.

We continued with sending out thank you emails to those who became members or renewed their membership. Periodically we received a list of individuals from IHR who are eligible to join Illinois Administrative Professionals, we would send a welcome email, a link to our newsletter, and an invitation to join a meeting. We received a few new members by this method. We also thanked our visitors for coming to a meeting and left the door open for them to join the organization.

Angie Wisheart worked on the Mentoring program which she did the previous year with success. Her report is as follows:

### **Mentoring**

The announcement for the 2019-2020 Mentoring Program went out to all IAP members in the September 2019 newsletter. In addition, then-President Erica Hanson promoted the program at the September General Meeting. A final call for mentors and mentees went out to the membership on September 24, 2019.

Six members replied with their interest to be mentees: 3 in the Leadership Skills area; 2 in the Basic Office Functions area; and, 1, in the Business Functions area. There were zero members who expressed an interest in becoming a member. A separate request went out in early October to the membership seeking mentors.

In mid-October, Angie Wisheart, Committee Co-Chair, matched the mentees and mentors based on their areas of interest. The entire group met on November 3, 2019 for introductions, review the program, and discuss projected outcomes and goals for each match. It was during this time, that one of the mentees withdrew her name from the pool due to a change in jobs.

Angie Wisheart instructed the matches that it will be left entirely up to them to each decide how they will cultivate their relationships but encouraged them to communicate regularly and often.

Mid-year reports from each mentor/mentee match were submitted in late February/early March. Purpose of the reports is to ensure that each match is working well together, and goals are being accomplished.

In mid-March the stay-at-home order was put into effect, and campus staff began working from home. Angie Wisehart continued to leave it to the mentors/mentees to communicate in ways which were most beneficial to themselves.

In May 2020, Angie Wisehart turned the program over to new committee members to evaluate the current program and conclude any year-end follow-ups that were needed.

**Conclusion**

At the conclusion of the FY20, there were 128 members the membership included 15 new members, 57 renewals and 56 retirees.

Respectfully submitted by Donna Miller (Membership) and Angie Wisehart (Mentoring)

## **Committee: Nominations & Election Committee**

**Committee Members:** Debbie McCall (co-chair), Michael Foellmer (co-chair)

**Committee Charge:** The duties of this committee will be to receive nominations, prepare a ballot, and announce the slate at the April meeting, containing in alphabetical order, the names of all nominees for each office. Nominations may also be made from the floor at the April meeting. Nominations from the floor must receive one second.

The Nominations and Elections Committee began accepting nominations for President-Elect, Recording Secretary and Treasurer starting in January and concluded March 23. A request for nominations was included in the January, February and March newsletters, as well as, announced at the monthly luncheons and posted to the Illinois Administrative Professionals webpage.

### Article X. Responsibilities of Elected Officers

Section 1. The President - Will preside at all meetings of this Association and of its elected officers and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than June 30 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

Section 2. The President Elect - Will assume office of President following term as President Elect. Will preside in the absence of the President and will perform other duties as ordinarily pertain to this office. Will assist the President in preparing Executive Board agendas and follow up on items raised at board or general membership meetings. If possible, will be liaison to Staff Advisory Council representing The Secretariat.

Section 3. The Recording Secretary - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minute's book will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Section 4. The Treasurer - Will assure sound financial management and accountability of resources. Will project an annual budget for approval at the July Executive Board Meeting. Will deposit all receipts of this Association and will make disbursements by University voucher. Expenditures not included in the annual budget approved each July will require presentation to and approval by the Executive Board prior to commitment. Will keep an account of all receipts and disbursements, making monthly reports to the Executive Board and an annual written report by June 30 of the current term. Will deposit the funds of this Association in accordance with Guidelines issued by University of Illinois Registered Organization Office. At the end of the elected term, will transfer the current records to the successor and will forward prior year's records to President to be archived.

The deadline to receive nominations for the 2020-2021 Illinois Administrative Professional (IAP) officers was March 1, 2020. A link to the nomination form was placed in the February 2020 Newsletter, and Nomination/Election forms were placed on tables at the February 19, 2020 career connections meeting.

One candidate, Jennifer Sans, accepted the nomination for the office of President-Elect, two candidates, Penny Ames and Carolyn Hughes, accepted the nomination for Recording Secretary and one candidate, Sandy Hardin, accepted the nomination for Treasurer.

Due to the COVID-19 pandemic and the Governor's stay-at-home order, an in-person meeting was not held in April. Therefore, the business of electing the 2020-2021 fiscal year officers was conducted electronically. The slate of officers was announced via a special email message on April 23, 2020, with further nominations solicited via email. Email nominations were closed as of 5:00pm on April 28, 2020. The results of the nominations of officers were announced in the May 2020 newsletter. A link to a short biography of each the candidates was sent to the membership via email.

Again, due to the unusual circumstances resulting from the coronavirus pandemic and the Governor's stay-at-home order, the election of officers for 2020-2021 was held electronically via Webtools.

Donna Miller, who served as President-Elect for 2019-2020, and who assumed the role of President in January of 2020, will continue as President for the 2020-2021 year. The results of the Webtools election for the 2020-2021 slate of officers were announced during the May general business meeting as follows:

President-Elect:	Jennifer Sans
Recording Secretary:	Penny Ames
Treasurer:	Sandy Hardin

No expenses were incurred by the Nomination and Election Committee.

Respectfully submitted,  
The Nomination and Election Committee  
Michael Foellmer and Deb McCall

## **Committee: Philanthropy Committee**

**Committee Members:** Jane Baumgartner co-chair, Deb Flessner, co-chair, Jill Odom, Jen Sans, Jennifer Bishop

**Committee Charge:** Strengthen the welfare of others by providing time, talent and/or charitable gifts. Through strengthening the welfare of others, we are able to improve, empower and enrich members of our community and community alike.

The Philanthropy Committee had a very productive year.

We had a Fall mum sale. We worked with Country Arbors in Urbana, Illinois. They gave us a great deal on the mums. We advertised this in the August and September newsletter and the mums were picked up on campus on September 19. Our profit from this sale was \$433.00

In November, we participated in the backpack project organized by the Daily Bread Soup Kitchen. This was advertised in the November newsletter and we collected items and backpacks through Nov. 20. Through the kind generosity of our members we collected 7 backpacks filled with each of these items:

Backpacks

Toiletries

Cold weather items (hats, scarves, gloves, socks, sweatshirts, long underwear, and regular underwear)

Cough drops

Books,

Decks of cards

Small fleece blankets

Candy, Gum and small food items

We also had one empty backpack and a few odds and ends to contribute. The Daily Bread Soup Kitchen was very appreciative of our contribution.

In December, we adopted a family for the holiday through Faculty Staff Assistance Services. They matched us with a campus family to help provide needs for their holiday season. Our family consisted of a grandmother who had become a foster mother to her two young grandchildren ages 6 & 2. Requested items were clothing for the children, food supplies and several special wishes for their Christmas morning. We were again, able to achieve this, due to the continued generosity of our members and with funds we achieved from the Fall mum sale. The family received the items on December 19, and we received a thank you note from the family in early January.

In February we hosted a mini philanthropic expo during our regular luncheon time. These organizations were present and provided us information on their needs and how their organizations benefit OUR community.

- C-U at Home: C-U at Home engages and mobilizes our community to house and support the most vulnerable homeless on their journey of healing and restoration.
- Sistering C-U: To provide a postpartum support network for families in Champaign county and enable them to successfully navigate the challenges of life with a newborn.

- Courage Connection: Our mission is to ensure everyone in our community has the education, support, and resources to live in safe, healthy relationships.
- The Daily Bread Soup Kitchen: Our mission is to feed the hungry of our community regardless of race, religion, or ethnicity. We welcome all volunteers to this service who share an unconditional positive regard for every human being. We provide a safe, respectful, and inviting environment in an atmosphere of hope and dignity.

This luncheon/expo was very well attended, and we received some good ideas for future philanthropic projects. Most of their needs are year-round so we hope to contribute soon.

Due to COVID-19 in the Spring of 2020 we were unable to have our usual Spring Flower Sale. We investigated possibilities, but it was too risky to pursue at the time.

## **Committee: Programs and Events Committee**

**Committee Members:** David Perryn (chair), Tenea Harris, Suzi Stadel, Marie Tan

**Committee Charge:** Programs & Events focused on maximizing professional development opportunities to IAP members throughout the year. This coordination involved working with campus and community partners, to bring a diverse selection of professional development offerings. P&E recognized that staff training levels varied across campus departments, so we were mindful of that while planning events.

The committee consistently strived to provide additional value to the IAP Membership.

P&E is made up of almost entirely new committee members. Tenea Harris, Suzi Stadel and Marie Tan all joined our committee for FY20 and recently re-joined the Program and Events Committee for FY21. Ms. Harris, Ms. Stadel and Ms. Tan joined IAP in 2019.

The P&E Committee organized and hosted a wide variety of events for FY20. The organization of each event included meeting deadlines for space reservations, speaker confirmations, and caterer selection for the Career Connections Events. During the event, check-in consisted of committee members organizing and distributing nametags and boxed lunches and the collection of money. The committee was also responsible for ensuring the room was left in an impeccable condition.

The P&E Committee encountered a unique and unprecedented situation this year. The COVID-19 pandemic caused us to go into lockdown, mid-March 2020. Due to the stay-at-home orders, the March and April 2020 meetings were postponed. During the lockdown, committee members were working from home and scheduled events that could be offered via Zoom, rather than in-person, starting with our May 2020 meeting. In June 2020, P&E surveyed IAP members to determine their level of interest in attending meetings in-person (following Illinois Department of Public Health and University Guidelines) vs. Zoom. Majority interest was to participate remotely using Zoom. Member input was also obtained to determine topics of interest for professional development.

### **Programs & Events Committee offered the following:**

Brown Bag on the Quad	July 17, 2019
Source2Pay/New Parking App	August 21, 2019
Travel & Expense Management (TEM)	September 18, 2019
Staff Human Resources (SHR) with Q&A	November 20, 2019
Peer Group Dynamics	January 15, 2020
Charity Expo featuring CU Organizations	February 1, 2020
Resume & Cover Letter Writing Tips	March 25, 2020-Postponed due to COVID-19
Election (By Email)/Check-in meeting (Zoom)	May 20, 2020
Gardening (Zoom)	June 17, 2020

### **Special Events Committee offered the following:**

Boss of the Year	October 16, 2019
Lunch at the President's House	December 18, 2019
Office Professional of the Year	April 15, 2020-Postponed due to COVID-19

The P&E Committee looks forward to offering additional professional development opportunities to IAP members in the upcoming year.

## **Committee: Scholarship Committee**

**Committee Members:** Penny Ames (co-chair), Dianne Tellschow (co-chair), Jill Ouellette.

**Committee Charge:** This committee is responsible for the coordination of the selection of the recipient of the Kathryn G. Hanson scholarship. The scholarship announcement is sent to Illinois high schools. The committee selects one recipient for a \$500 scholarship from the applications received and announces the recipient at the April luncheon. Due to the COVID-19 situation during spring 2020, there was no announcement at the April luncheon; instead an announcement was made through the June IAP Newsletter.

Penny Ames updated the contact information for all the high schools in Illinois using the IHSA website. Penny Ames emailed the Kathryn G. Hanson Scholarship application information to principals/guidance counselors on the list for each high school on February 13, 2020. The deadline to receive applications was March 9, 2020. Those applications mailed needed to be postmarked no later than March 9th.

This year we received a total of 34 applications/parts of applications with 32 being completed by the deadline. Of the 32 applications, 18 were eligible due to the applicants intended major being in a Business-related field and their intent to attend an Illinois institution. The Committee reviewed each application and entered their ratings of the applications on a working spreadsheet.

The following is the criteria we were looking for with each application:

1. Students who were interested in pursuing a business related major.
2. Students wanting to attend U of I, then we looked at students interested in attending any state school.
3. We also looked at GPA, extracurricular activities, and their essay.

The Committee narrowed down the 18-applicant pool to those we individually felt were the top three applicants. All three Committee members choose both Barbara Close and Kyle Zator as two of our individual top three applicants. We then, collectively, chose Barbara Close from Mercer High School in Aledo, Illinois as the as the Kathryn G. Hanson Scholarship recipient. We have noted Kyle Zator as the runner up in the event Barbara Close declined the Scholarship. Barbara will be studying Agricultural and Consumer Economics here at the University of Illinois.

A formal letter was mailed to Barbara Close on May 27, 2020. Barbara responded by email on June 3, 2020 to express her thanks and accept the award. Barbara followed up with a mailed handwritten thank you to IAP and the Scholarship Committee. Barbara will join us at a luncheon in the fall to be recognized for receiving the Kathryn G. Hanson Scholarship (this is pending our ability to gather in the fall related to COVID-19.)

Michael Foellmer assisted the Scholarship Committee in confirming that Barbara has accepted her admission offer, and I was able to further confirm that she is enrolled for the fall term. The \$500 scholarship was processed on June 4, 2020 in DAWS and then approved within DAWS on June 8, 2020. This award will reflect on Barbara's student account sometime in August 2020.

Respectfully submitted by Penny Ames, July 15, 2020.