



Meeting Minutes Date: January 23, 2013

Attendees: Abbi Palsma, Laurie Simonson, Renee Moelders, Sheila Denny-Andrews, Lynn Robinson, Arlis Esnough, Amy Mettlach

President Report: - Chris Schroers

- Chris was unable to attend

Vice President Report: - Renee Moelders

- Renee held a discussion regarding how to get better attendance at the monthly meetings as well as whether we should consider changing the boat cruise to another activity during the summer.
- Renee mentioned that there is a new member to the group from Schecter, Dokken, Kanter

Secretary Report: - Sheila Denny-Andrews

- Nothing to Report

Treasurer Report: – Dale Pust

- Dale was unable to attend

National: - Laurie Simonson

- Prices for the 2013 Practice Management conference go up on February 1, so Laurie reminded us to register now and take advantage of the lower price. The conference will be held in Detroit, MI.

Other: -Stephanie Schmidt from MNCPA

- Another day (Saturday, March 23) was added for Taxline 2013. Volunteers are still needed to answer the phones. Taxline will be held from March 18 to 23. For more information, contact Tanya Mellen at tmellen@mncpa.org
- On February 18, the MNCPA will be hosting a session entitled “Making meetings better”. This will run from 8:00 to 9:30 am and will be held at the MNCPA offices.

Program: Laurie Simonson discussed “**Extraordinary Firm Administrators**” and expanded on her 15 tips:

- Make the firm your #1 client
- Develop communication skills
- Network
- Keep yourself educated
- Keep balance in your life/work
- Develop your image
- Build a great team
- Be decisive
- Stay positive
- Be indispensable
- -Pick your battles
- -Promote/market your achievements
- -Measure performance indicators
- -Be reliable & responsible
- -Manage your time