



**February 2009**

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## **President's Message**

Fellow Division members,

The Division Board has been very busy this year. Striving to become a Division of Excellence is not just meeting criteria set out by the International Board. It also means staying in touch with our chapters and members-at-large and keeping in-tune with our strategic plan. Our strategic plan is always guiding our Board and the plan sets forth tactics the Board will focus on in order to meet our goals.

The first goal of our plan is: **Strategy # 1 - Michigan Division will become a primary educational resource for Division members by 2010.** We are looking at attendance at past annual meetings and leadership workshops to see if we are continuously reaching more members. We are striving to provide information on new technology so you will turn to us for that information. We are including opportunities for all Division members to participate in the planning of our annual meeting, thus offering leadership and learning opportunities. For the past 5 years the Division has offered leadership training in the fall. We plan to continue these workshops and we are always open to YOUR ideas on what YOU want the Division Board to offer in the way of educational opportunities.

**Strategy # 5 - Attendance at the Michigan Division Annual Meeting will increase by 10% each year - is obtainable with your help.** For the Annual Meeting, the Division Board offers a wonderful venue, fabulous speakers and lots of fun. We publicize the meeting as much as we can. You can help by asking your fellow members to join you at the meeting. Give a personal testimony about your attendance at MDAM at your chapter meeting. It will help others to "feel your excitement" and will get them eager to attend also.

Getting engaged in IAAP IS contagious - help spread the enthusiasm!

Yours in service,  
Diana Kengel CPS/CAP  
2008-09 Michigan Division President

## **Michigan Division Updates**

Bylaws amendments are *due February 15*

Nominations for Division Board are *due February 28* (see January High Speed Connections for more information)

Applications to take the May CPS and/or CAP exams are *due February 15*

### **Michigan Division Annual Meeting 2009 - Announcement**

The Michigan Division Board is pleased to announce that our IAAP International President, Barb Horton CAP will join us at MDAM 2009 at Shanty Creek in Bellaire, MI

- May 15-16, 2009
- Hotel reservations can be made on-line
- Registration materials will be out very soon
- Opportunities are still open on the MDAM planning committee.
- [Click here](#) to see what YOU can do.
- Silent Auction - See RTF Committee below
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### **Michigan Division Annual Meeting 2010 - Announcements**

**Meeting Date Change** - the 2010 Annual Meeting will take place on **May 21-22, 2010**

**International Guest** - President-elect, Susan Shamali CPS/CAP will join us at the DoubleTree Hotel in Bay City, MI.

In order to accommodate the wonderful opportunity to have our International President attend our Division meeting two years in a row, your Board voted to change the meeting date of the 2010 annual meeting (the previously announced date was May 14-15, 2010). This change is in keeping with our Bylaws and Standing Rules, which state that the preferred weekend for MDAM is the third weekend of May. Since the weekend of May 21-22 is the third full weekend in May 2010, the Board felt this change was appropriate.

**Pathways to Excellence** - [click here](#) to see how the Division is doing

Division of Excellence - Criteria #3 and Chapter of Excellence - Criteria #2

Congratulations to those members who earned their CPS and/or CAP rating. Your accomplishment helps your Chapter and the Division too.

Division of Excellence - Criteria #13 and #14

The Division Board submitted the Avery Great Results Division Achievement application and 60% of the chapters submitted applications also. Thank you to those chapters that helped the Division achieve this goal.

Chapter of Excellence - Criteria # 13

Congratulations to those chapters who submitted an Avery Great Results Chapter Achievement application.

Chapter of Excellence - Criteria # 15 and #16

There's still time to hold an Impact meeting and a new member orientation.

### **Committee News**

**Audit** - You still have time to submit your financial audit report to the Division Treasurer. Audit committee team leader Karen Herman is standing by to answer any questions you may have. She is also willing to help you get your audit done. (Chapter of Excellence - Criteria # 7)

**Historian** - Would you like to go down in history? Have your chapter nominate YOU for a Division Board position and you could be a future Division President! Take the [Michigan Division History Quiz 2](#) to be entered into a drawing at MDAM at Shanty Creek.

**Newsletter/Website Awards** - Due to family and work commitments, Robin Hutchisson has stepped down from the team leader position. Another Saginaw Valley Chapter member, Connie Lingle, is filling her shoes. The Board would like to thank Robin for her willingness to serve as team leader and welcomes Connie to this position.

All Chapters are encouraged to review the guidelines for the Newsletter and Website Awards on the Division website in the Member's Only area. Websites are currently being reviewed and hard copies of newsletters can be sent to Connie at the address in the guidelines. Questions can also be directed to Connie.

**RTF** - The silent auction at MDAM will benefit the RTF. Donations are not limited to chapters. Any member may donate an item or basket for the auction. Forms are available on the Division website and questions can be directed to the RTF committee co- team leaders, Cheryl Mangiapane and Susan Galda.

**Website** - Members are always asking "Where can I find out about other chapter meetings and special events?" Chapters can list their meetings on the "Community Calendar," and members, when logged in, can view all the events in one place. Be sure to list your Chapter name first, so its easy to find. Check it out and post your event today!

## Chapter News from Around the Division

### ***Grand Rapids Chapter***

The Grand Rapids Chapter is proud to present Joan Burge, an author and an administrative expert, on February 24th at the Radisson Grand Rapids. Click on this [flyer](#) for more information.

### **Ann Arbor Chapter**

The Ann Arbor Area Chapter of IAAP is proud to sponsor our first annual workshop Nurture Your Soul. We would like to extend a special invitation to all members to join us for this interactive workshop designed to help explore ways to live a more fulfilling, organized, and intentional life; from the "inside out and the outside in!" Click [here](#) for the Flyer for this event.

### ***Saginaw Valley Chapter***

The Saginaw Valley Chapter held their annual Administrative Professional of the Year event on January 14, 2009. There were two candidates Ms. Shirley Gould, CPS; and Ms. Margie Bachula, CPS. The Saginaw Valley Chapter follows modified guidelines of the former Secretary of the Year event held by the International Association of Administrative Professionals.

Ms. Margie Bachula, CPS, was named the Saginaw Valley Chapter Administrative Professional of the Year. Ms. Bachula has been a member of the chapter since 2001. She received roses, a certificate and plaque in addition to a desk clock. Shirley received a rose and certificate as a candidate.

Ms. Gould and Ms. Bachula represented our chapter well. The APOTY Committee commends both of our members on this achievement.

Our judges were Susan White, Staff Writer for the Saginaw News; Christine Greve, Regional Director, Michigan Small Business & Technology Development Center, Delta College and owner of Clutter's Last Stand; and Karen Easterling, Executive Administrative Assistant to the President and CEO of the Hemlock Semiconductor Corporation

## News from International

**New look** - the HQ website has a brand new feel and more changes are coming. Take a look at the sleek new

design at [www.iaap-hq.org](http://www.iaap-hq.org). Also, the on-line chapter join project is complete. Read more in the *Connections* published by HQ.

## Upcoming Educational Opportunities

Professional Education Conference (PEC) - March 9-11 - Gaylord Opryland Hotel in Nashville, TN

***Michigan Division Annual Meeting and Education Forum - May 15-16 - Shanty Creek Resort in Bellaire, MI***

***Name change*** - International Education Forum and Annual Meeting - July 26-29 - Minneapolis Convention Center in Minneapolis, MN

Certification Seminar - October 18-21 - Portland Marriott Downtown Waterfront in Portland, OR