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# High Speed Connections



January/February 2012

## President's Message

Hello Everyone,

Happy New Year! Can you believe that we're beginning the second half of our IAAP year? Time is sure flying by. The first half of our year was **"Remarkable"** with MDEW and all of the chapter activities; and it will be just as **"Remarkable"** in the second half with all of the APW events around the state, MDAM in Grand Rapids and getting ready for the next year.

We have created Michigan Division e-groups for the Chapter Presidents, Chapter Treasurers, Chapter Secretaries, Chapter Vice Presidents/President-Elects and Chapter Membership Teams. Invitations went out to those in these offices in December. Please accept the invitation and use this resource to connect with others in your position, share ideas, concerns and questions. This is a great tool to keep connected and gain knowledge.

Are you interested in stepping up to a leadership position? Michigan Division is looking for members that want to grow in a leadership role. Become a part of the Michigan Division Board, grow personally and professionally and get to know members from all over the state. It is a very rewarding experience helping all the chapters and members of Michigan Division. We would love to have you as part of the team. See Jean's article in the Monthly Team Leader Reports.

Don't forget to submit any bylaw changes to Karen Charnawskas by February 15. This is your chance to be involved in the workings of the Division. More information can be found on the Michigan Division website or by contacting Karen Charnawskas.

Remember to fill out your 2012 Avery Great Results Division and Chapter Achievement Awards application and take the chance to win dollars for your chapter. I know we can all use more money for education. Applications are due by February 1. More information can be found in the International Library.

And remember to check out information for the Michigan Division awards on our website.

Have a great second half of our IAAP year! I know it will be filled with **"Remarkable"** meetings, education and networking.

*Marcia*



**MDAM 2012 - Holiday Inn-Airport - Grand Rapids May 18-19, 2012**  
**Ruth Sorensen, MDAM Coordinator**

VOLUNTEERS FOR THE MDAM 2012 TEAM - We are trying to fill our volunteer positions for our upcoming annual meeting in May 2012. Your Michigan Division Board needs the assistance of members who are willing to volunteer to make our annual meeting memorable and successful. Please check out the volunteer positions at our website. You can find the link on the Michigan Division website under the Meetings/Events tab listed under MDAM 2012. On the website, you will find sheets that describe the duties for each volunteer position. If you have any questions regarding volunteering as a part of the MDAM team, feel free to contact me at [mdamcoordinator@iaapmichigan.org](mailto:mdamcoordinator@iaapmichigan.org).

<http://www.iaapmichigan.org/MichiganDivision/MeetingsEvents/MDAM/2012MDAM/CallforVolunteers/>

Thank you for considering being a part of our MDAM team!

**Pathways to Excellence Update** – Melissa Sundquist, CAP-OM

As of December 31, 2011, all Michigan Division chapters have fulfilled at least the first three criterion required for Chapter of Excellence and some have completed four. I'd say we're well on our way to becoming a Division of Excellence!

The next criterion to be met is Criterion #5 (bet you thought it would be #4, but you thought wrong – ha! ha!), which is submitting your chapter's Strategic/Business Plan. The deadline for submission to me is close of business April 30, 2012.

Someone from each chapter's board – whoever is coordinating the submission of CoE documents for your particular chapter – will need to send your Strategic/Business Plan to me by that time so I can compile all information and forward to International by the required deadline.

I know with all of my emails and phone calls it may seem like I'm nagging at times, but really, they are just friendly reminders to submit your documentation. The division board is being very proactive and somewhat nitpicky, for lack of a better word, to make sure your documents are submitted on time and contain the correct information. We don't want any chapter to be disqualified because not enough information was provided, etc., as International will be auditing chapters on a random basis. We don't want to take the chance that documents will not be accepted due to omission of information or missed deadlines. Your success is important to us and if it means nagging in order to obtain the information, I'll be the biggest nagger you've ever seen and be darn proud of it! Just kidding – but seriously, we'll do what it takes to make sure that each and every one of the Michigan Division chapters obtain CoE because your members are all excellent and strive every day to maintain that excellence.

Congratulations to all chapters on the progress you've made on the Pathway to Excellence!

You are all truly REMARKABLE!



### Ads on Michigan Division Website

We are taking ads for the Michigan Division website, see the guidelines below. Check out Kelly Reggio's ad for her MICHE bag business on our website. This can be any member's, their friend's or associate's business.

1. Cost for a one year (August 1 to July 31) ad on MI Division website will be \$75.00.
2. Renewal fee must be received by July 21 to continue the ad. If not received by the MI Division treasurer by July 21, the ad will be removed on August 1.
3. Payment will be sent to the MI Division treasurer.
4. The site builder's guide from IAAP will be followed to place the ad on the website.

### MI Division Team Leader Tip of the Month

#### • **Nominations – Jean Weaver, CAP-OM**

The call for nominations for candidates for the 2012-2013 Michigan Division Board of Directors has gone out to all chapter presidents and division members-at-large. Division officers come from members of our division who are dedicated, hard-working, and willing to share their knowledge and expertise with their IAAP associates. Are you willing to serve? Michigan Division cannot exist without the support of dedicated division members. If you meet the minimum qualification criteria (printed in the November/December MD HSC), I encourage you to take the leap to remarkable and please consider becoming a candidate for Michigan Division Office.

Chapter members interested in becoming a candidate, please let your chapter president know as soon as possible. Division members-at-large interested in becoming a candidate; please contact me as soon as possible. A vote to nominate candidates must be conducted at the applicable chapter level or amongst the division members-at-large. The deadline for nominations is February 28, 2012.

Tips for chapter presidents:

1. When submitting the nominations form, please make sure:
  - a. All blanks are filled in; and
  - b. It is signed by both the candidate and president.
2. If you do NOT plan to nominate a candidate from your chapter, please notify the Nominations Team Leader by February 28, 2012. I should hear from ALL chapter presidents, whether they nominate a candidate or not.


Tips for candidates:

1. The information you provide on your nomination form is what is used for your biography portion on the slate of candidates report, which is distributed to the division members, so if you want something included in your bio, be sure to include it on the nomination form.
2. You will also be requested to provide a photo for inclusion on the slate of candidate's report, so you may want to start posing for the camera if you don't already have a good photo to submit.

Tip for chapter nominations committees: If you haven't already done so, you may want to issue a call for nominations at the chapter level. It's never too early to start recruiting candidates to fill your chapter's board positions for 2012-2013.

If you have any questions, please contact me.

- **RTF – Sue Colon**



*Happy Holidays! Here we are at the hustle bustle time of year when we celebrate with family and friends, sharing gifts from the heart to those who mean so much to us.*

*Many of us also remember those who struggle for resources this time of year with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.*

*If you are planning your end-of-year giving, please consider a tax deductible donation to the RTF. Go to [www.iaap-rtf.org](http://www.iaap-rtf.org) for more information or to complete an online donation.*

*Your contribution will not only help to provide housing assistance for administrative professionals, age 55 and older, who are in need, but will also be used for the maintenance and upkeep of Vista Grande, the world's first – and only – retirement community for administrative professionals!*

### Star Performers

This is just a reminder that you don't need to wait until closer to MDAM to nominate someone as a Star Performer.

The forms are available on the Michigan Division website and are easy to complete.

You can nominate anyone – it doesn't have to be a member of your own chapter. Maybe someone from another chapter spoke at one of your meetings and you thought they did a great job. Maybe a couple of chapters got together and coordinated an event and you appreciate the time and effort they put forth. Or maybe one of your chapter members stepped up in a time of need. Whatever the reason, don't hesitate to recognize them. They will appreciate you doing so.

Let's get going and submit those nominations! You'll be glad you did!



### Website Links

- MI Division Awards & Star Performer ([link](#))
- Certification ([link](#))
- Newsletter Award ([link](#))
- Website Award ([link](#))
- Nominations ([link](#))
- Bylaws ([link](#))



### **Upcoming Events**

- Avery Great Results Div. and Chapter Achievement Award Application  
Deadline - February 1, 2012
- Certification Exam registration deadline - February 15, 2012
- Spring Conference - Las Vegas - March 5-7, 2012
- Certification Exam - May 5, 2012
- MDAM - Grand Rapids - May 18-19, 2012
- EFAM - Grapevine, Texas - July 22-25, 2012

### **Chapter News from Around the Division**

#### **January Meetings and Topics** *(more information can be found on each chapter's websites)*

- 01/05 - Ann Arbor Chapter - Critical Skills for Today's Administrative Professional  
01/05 - Grand Rapids Chapter - Robert's Rules of Order - Basic  
01/09 - Kalamazoo Chapter - How to Market Yourself - Elaine Tasker  
01/10 - Detroit Chapter - Parliamentary Procedure Overview  
01/11 - Saginaw Valley Chapter - Developing Successful Relationships Between Admins & Managers  
01/12 - Kelly Services Chapter - Workplace Violence - Paul Whelen  
01/17 - Lansing Tuebor Chapter - Educational Program TBD  
01/17 - Oakland County Chapter - Administrative Assistance in a Virtual World - Carolyn Berg  
01/18 - Western Shores Chapter - Technology Etiquette  
01/19 - Northern Michigan Chapter - Mike Cherry - Cherryland Humane Society  
01/19 - Midland Chapter - Jeremy Bond - CMU IT/Computer Instructor  
01/24 - Sandy Shores Chapter - People Reading - Effective Communications  
01/27 - Kelly Services Chapter - Disaster Recovery - Rosie Rivel

#### **February Meetings and Topics**

- 02/?? - Ann Arbor Chapter - Network Event: Building our Chapter and Strengthening our Connections  
02/02 - Grand Rapids Chapter - TBD  
02/06 - Kalamazoo Chapter - Accounting for Non-Accountants - Brad Miller  
02/08 - Saginaw Valley Chapter - APW of the Year Event - Panel Discussion with Event Judges  
02/14 - Detroit Chapter - Change Management  
02/15 - Personal Banking and Finance  
02/16 - Kelly Services Chapter - Lean Six Sigma - Diane Lasek  
02/16 - Northern Michigan Chapter - Human Resources - Carol Ross, Manpower  
02/19 - Western Wayne Chapter - Welcome to Tier 1 Talkers - Kalrav Buch, Toastmasters Int'l  
02/21 - Lansing Tuebor Chapter - Educational Program TBD  
02/21 - Oakland County Chapter - Get Organized - Avery, Megan Moons  
02/23 - Midland Chapter - Tammy Griffin - Manager Employee Health & Fitness Coordinator - CMU  
02/28 - Sandy Shores Chapter - We've Got to Stop Meeting Like This