



October 2008

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Presidents Message

**It's a New Season for Excellence in Action in the IAAP Michigan Division
During the 2008-2009 year, let us all strive to excel as an IAAP member...**

By utilizing the tools and new skills we learn from conferences and seminars, to enhance our careers and our personal and professional development

By taking advantage of the conferences and seminars to network and build relationships with our counterparts and local vendors.

By promoting the IAAP professional image, for our local chapters, the Michigan Division, and IAAP as a whole.

By recruiting family, friends and co-workers to join IAAP so they too can put Excellence in Action!

By setting a goal to become a Member of Excellence.

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

Michigan Division Annual Meeting 2009

Hotel Reservations Now Open. Click [here](#) for the form and watch for the online registration link coming soon.

Call for Volunteers. Assist your division by participating in the planning and implementation of your Michigan Division Annual Meeting. Click [here](#) to see who has already made the commitment to volunteer at the annual meeting and where we could use your help. Click on the job title to see a description of what is involved. When you see a role that fits your abilities, click this [link](#) to take you to the commitment form. Thank you for ensuring your division has a successful annual meeting!

Michigan Division Education Workshop 2008

The Michigan Division completed a training session on Succession Planning and Strategic Planning on September 20th. Sixty-four members participated. The Vision Statements that were created during the break-out session are

posted on the Division Forum.

This training session helped meet criteria for the Pathways to Excellence Program for the following:

Division: Criteria #6 - Provide leadership training for chapter and division leaders which emphasized the development of chapter business (strategic) plan and succession planning.

Chapter: Criteria #9 - A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event of at least 60 minutes in length.

Member: Criteria #9 - Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).

Linda Adams, a Michigan Division member-at-large, was in attendance, and while talking with other members at her table Linda realized that many of them did not know the terms AMAL and DMAL. To read Linda's message to Chapter members and DMALS, [click here](#). To read more about AMALs and DMALS go to the bottom of the page.

International Convention and Education Forum 2009

Let's "Make Michigan Shine in 2009" by attending the International Convention and Education Forum to be held in Minneapolis, MN on July 26-29, 2009

Reservations are open for the Hotel, see the Headquarters Web Page for more information. The main hotel is already booked so if you are looking for a roommate go to the International Forums on the CBW. You'll find others who are willing to share a room and you can post a message that you are looking for a roommate.

A fun-filled and inexpensive way to travel to the convention is via a 4-hour ride across Lake Michigan on the historic SS Badger followed by a charter bus ride once we've docked in Manitowoc, WI. We'll reverse the trip when the convention is ended. **Please note that this event was sponsored by the late Linda Ray of the Sandy Shores Chapter. If anyone would like to make Linda's dream a reality, please let the Sandy Shores Chapter know that you would like to participate in this endeavor.** If you have not participated in the survey yet please click on this [link](#). If you have any questions, please contact the Sandy Shores Chapter.

Pathways to Excellence

We now have a link under Michigan Division for information on the Pathways to Excellence Program. On this page you will find a tracking link that you can watch to see how we progress toward becoming a Division of Excellence. We also put a form there for the Chapters to use to keep track of their progress.

Remember to turn in your chapter's 2007-08 audit report to the Division Treasurer and submit a 1st quarter financial statement to your chapter members to meet Criteria # 7 for Chapter of Excellence.

Community Based Web (CBW)

Create Forms on your CBW Website - Did you know that you can now create dynamic forms using your CBW websites? You can create online surveys for your membership and also create online meeting registration forms for members and potential members to fill out and submit. Any information submitted will be saved in a database for you to view and download as you wish. You can also create instant confirmation notices. Those who registered online for MDEW this year have already experienced how easy this form tool can be. This tool can be a great solution for chapters looking for an online registration system.

For more information, contact Robot Builders Inc. support at support@robotbuildersinc.com.

Retirement Trust Fund (RTF) - [Click here](#) to read the RTF Fall Article.

Michigan Division Updates

Michigan Division Budget Report - Per the Division of Excellence Criteria #7, [click here](#) for a copy of the 1st Quarter Budget Report for Michigan Division. It will also be available on the Members Only page.

Resource Manual - The Michigan Division Resource Manual has been updated and can be found on the Members Only page.

Strategic Plan - Per the Division of Excellence Criteria #19 the Michigan Division established a Strategic Plan that will be reviewed and updated throughout the year. The plan is available on the Division website on the Members Only page.

Time for Nominations - It is time for nominations for the Michigan Division Board. Talk to your chapter members to see if they may be interested in working on the Michigan Division Board. Nominations are now open for the International Board also.

All Chapters - Please note that the deadline to file the 990-N form is November 15th.

CPS/CAP EXAM

November is just around the corner, so for those sitting for the CPS and CAP exams we offer this advice:

- * Go into the room with confidence in yourself and in the knowledge you possess.
- * Read each question carefully, but do not read too much into it.
- * Your first choice for the right answer is usually the right one.
- * If you don't know an answer right away, skip it and go back to it later.
- * Leave the room with pride for taking a step toward becoming certified in your profession.

Good luck to all IAAP Michigan Division Members who are taking the CPS or CAP exams.

Chapter News from Around the Division

Northern Michigan Chapter

Northern MI Chapter Professional Development Seminar - **Success!**

35 ladies across the state including International Secretary Janine Reiserma were able to "Pump Up Their Productivity" on Friday, October 17 at the Holiday Inn West Bay. Not only were attendees showered with northern Michigan hospitality and fabulous fall colors but also gained top-notch computer training, learned how to stop being a procrastinator and become a more effective team player. Click [here](#) for pictures.

The Northern MI Chapter of IAAP was happy and proud to host this event that was made possible by the sponsorship of Corporate Express/Staples and TC Training Center.

Midland Chapter

The Midland Chapter's meeting on November 18 is entitled "No Time?? Meal Planning for the Busy Family". Kelly Biggs, owner of The Menu Manager, will be bringing a presentation for admins who are time-pressed and cooking-stressed! She will provide tips on how to reduce the amount of money spent on groceries, feed our families in a way that is healthy (this does not include McDonald's!), and make meal preparation a fun activity! Kelly will also share her entrepreneurship in describing how she started her business and an overview of her company.

Kelly is an enthusiastic person who loves what she does. Come and be a part of this exciting presentation.

For more information on meeting details, please contact Maxine Russell: mrussell@dow.com

The Midland Chapter is supporting the King's Daughter's Community Christmas Closet Project. Click [here](#) for more information.

Western Wayne Chapter

December 9, 2008 - Joint Chapter Meeting - Hosted by the Western Wayne Chapter

Program: Presented by Ellen and Paul Chute

Location: Schoolcraft College, Livonia

Time: 5:30 pm

Oakland County Chapter

Congratulations Toni Whitson CPS/CAP who recently received a promotion to First Level Officer at Comerica Bank. She gives a great deal of credit to this and other career achievements over the years to her membership in IAAP. Her involvement in various committees and projects in IAAP has contributed to her continued professional growth and career advancement.

Macomb Chapter

The Macomb Chapter had a successful Impact meeting on October 8. Two new members were recruited from this meeting, Linda Orlando and Kathy Kilgore. In addition we have a new member who joined us in August, Contessa Lopez. We would like to express a warm welcome to our new members!

DMALs and AMALs - Do you know who they are?

Chapter members, Division members, members-at-large. Is there a difference? Do you know who they are? You are a chapter member if you pay chapter dues every year. Most chapter members take advantage of the many benefits provided to them by belonging to a chapter in their area. You are a division member if you belong to a chapter, or if you pay division dues but not chapter dues. Members-at-large, (MALs), pay International dues, and may or may not pay division dues. To find out more about members-at-large and whether they are AMALs or DMALs, [click here](#).

Would you like to see your chapter or member news/information listed here? Article submission deadline for High Speed Connections is the 7th of each month. Contact Newsletter Editor, Michigan Division Communication Secretary, Ann Henkel at commsecretary@iaapmichigan.org