



March 2009

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Presidents Message

Dear fellow members,

Spring is just around the corner, and so is Administrative Professionals Day. Several of our Chapters are hosting events next month, so be sure to check out Chapter News from Around the Division near the bottom of the newsletter. Following on the heels of APW/APD, attendees at our Annual Meeting will take care of Division business and participate in educational opportunities. They'll also enjoy a memorial golf outing, networking and fun! I sure hope YOU are planning to join us.

Yours in service,
Diana

Diana Kengel CPS/CAP
2008-09 Michigan Division President

Michigan Division Updates

Michigan Division Annual Meeting 2009 - Announcement

Six (6) Recertification Points will be offered in total for all of our Speakers at MDAM

- May 15-16, 2009
- IAAP International President, Barb Horton CAP will give an International update
- Hotel reservations can be made on-line
- Registration is now available on-line
- Opportunities are still open on the MDAM planning committee.
- [Click here](#) to see what YOU can do. (Volunteer to help your Michigan Division)
- Silent Auction - See RTF Committee below

Michigan Division Annual Meeting 2010 - Announcement

Meeting Date Change - May 21-22, 2010 (see notice in the February edition of the High Speed Connections) International President-elect, Susan Shamali CPS/CAP will join us (she'll be President in 2010).

Pathways to Excellence - [click here](#) to see how the Division is doing - we have achieved 12 out of the required 14 criterion, and are working on a few more.

Chapters - Be sure your Board Contact knows where you stand - chapters who meet 12 of the criteria for a Chapter of Excellence by **March 31** will receive recognition at MDAM.

Chapters and Members - Let your chapter Board know that you have submitted your application. The Chapter with the greatest percentage of members who submit their application to become a Member of Excellence to Headquarters and the Michigan Division President-Elect prior to **May 1** will be recognized at MDAM.

Members - Achieve eight of the criteria for a Member of Excellence and submit your application to become a Member of Excellence to Headquarters and the Michigan Division President-Elect prior to **May 1** to be entered into a drawing for a \$25 gift card at MDAM.

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)

Bylaws and Standing Rules - Proposed amendments will be sent out soon. Be on the lookout for amendments to the International bylaws also. If you have any questions about them, please don't hesitate to discuss them with your Board Contact prior to the vote at annual meeting.

Historian - Take the [Michigan Division History Quiz 3](#) to be entered into a drawing at MDAM at Shanty Creek. These quizzes are meant to be fun - *you don't have to be right* to be entered into the drawing and you don't have to be present to win. Participation is all that's required. If you missed the first two quizzes, here's a second chance: [Michigan Division History Quiz 2](#)
[Michigan Division History Quiz 1](#)

Membership - Bay Arenac ISD Student Chapter

The Division Board and the Division Membership Committee extends a warm welcome to all of the new student members - 31 of them! We know that the experience and education you receive from your membership in IAAP will be beneficial throughout your career.

There's still time to recruit a new member. Members who recruit a member between April 1, 2008 and **March 31, 2009** will be entered into a drawing for a \$25 cash prize at MDAM.

Newsletter/Website Awards - 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 Lingle CPS at the address in the guidelines. Questions can also be directed to Connie.

RTF - MDAM Silent Auction Reminder - Attention Chapter Officers (and any member interested in contributing) - Once again, a SILENT AUCTION will be held at MDAM. This is a very popular event, so start thinking about donating a basket (s) or item. The proceeds from the silent auction will benefit the IAAP Retirement Trust Foundation (RTF).

Please notify Susan Galda of your plans to participate at susan.galda@providence-stjohnhealth.org.

Division Awards - Chapter donations to the RTF must be received by the Trust by **March 31** in order to qualify for the Division awards.

Website - The Macomb Chapter is piloting a program to help bring awareness of IAAP to local businesses, with the intention of attracting sponsors to support the cost of the Community Based Web. If your chapter would like to participate, the sponsor packet is posted on the website. Jan Gaulin or Michelle Trosper will be happy to assist you in getting this program in motion for your chapter. Results will be shared in a future High Speed Connections.

Nominations - The Slate of Nominees for the 2009-2010 Michigan Division Board of Directors is now available. Login to the MD website and go to Local Members - MD Members Only page.

Chapter News from Around the Division

Kelly Services Chapter

The Kelly Services Chapter was chosen to host the "2009 SkillsSoft Administrative Professionals Briefing" on Wednesday, April 22, 2009. Watch for details on their website.

Kalamazoo Chapter

The Kalamazoo Chapter is hosting a seminar on "Advancing Your Future" it will include: Virtual Administrative Assistant, Microsoft 2003 & 2007 Tips, Interviewing and Resume Writing, and the Power of Networking on Friday, April 17, 2009. Click [here](#) to see the flyer for this event.

Macomb, Oakland County, Tri-County, West Metro and Western Wayne Chapters

These five chapters are hosting an APW Event on Thursday, April 23, 2009 at the Glen Oaks Country Club in Farmington Hills. Presentation entitled: "Crusin' Through Life at 35 MPH" presented by Brian Blasko. Click [here](#) for the flyer.

Midland and Saginaw Valley Chapters

Two chapters have joined together to present "Caring for Yourself in Chaos", presented by Dr. Cal LeMon, President of Executive Enrichment, Inc. on Wednesday, April 22, 2009 at 9:30 a.m. Click [here](#) to register for this event or click here for flyer.

Saginaw Valley Chapter

The Saginaw Valley Chapter is hosting a 2009 Administrative Professional Day Dinner at 7:00 p.m. on April 22nd with a program on "Customer Service, Reaping What you Sow, Planting Seed of Excellence" presented by Ricardo Davila, Manager of Organizational Development at Covenant HealthCare. Click [here](#) for more information.

Northern Michigan Chapter

The Northern Michigan Chapter is hosting an Administrative Professional Day Luncheon on April 22, 2009. Click [here](#) for information.

Lenawee County Chapter

The Lenawee County Chapter is celebrating their **30th Anniversary** on Thursday, April 16th and will present a

program on "Business Solutions for Greater Productivity" presented by Karl Schoen, Avery Account Manager. Click [here](#) for more information.

Western Shores Chapter

The Western Shores Chapter is hosting a 2009 Administrative Professionals Day Breakfast Buffet on Wednesday, April 22nd with a program on "Change Your Mind...Change Your Life!" presented by Barbara C. Stellard, a professional educator. Click [here](#) for more information.

News From International

IAAP is on Face Book - are you? Social networks are becoming more popular with businesses and associations, such as IAAP. Learn all about these "new" ways to network, find a job, and connect with old and new friends, at the Friday seminar at MDAM 2009. Also check out (and join) Michigan Division's Face book page!

"Office Without Admins?" Is it possible? Enter the contest sponsored by IAAP. Find out more information here [APW contest](#)

Education Forum and Annual Meeting - The name isn't the only thing that's changed. If you've been to the "convention" before, you may notice changes to the agenda this year. For a sneak peak, check the HQ website.

Upcoming Educational Opportunities

Michigan Division Annual Meeting and Education Forum - May 15-16 2009
Shanty Creek Resort in Bellaire, MI

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.