

Special points of interest:

- President’s Message
- MDEW Registration
- Chapter of Excellence

September 2011

President’s Message

Hi Everyone! Hope you all had a great summer and survived the heat. It was an interesting summer for me, as I was recovering from a broken arm. It was very life altering not having the use of both hands and arm, but I learned very quickly how to adapt. It is amazing how you learn to do with what you have, as I’m sure we’ve all had to do in our professions.

The next big thing this summer was going to EFAM in Montreal, Canada as the Division’s delegate. What an interesting city, which is really an island in the St. Lawrence Seaway. Marie Ouzoonian, CPS/CAP and I took a tour of the city and saw Old Montreal (cobbled and narrow streets), the Notre-Dame Basilica (amazing), Olympic Stadium, McGill University, China Town (good food) and a view of distant mountains in Vermont.

We had 17 attendees from Michigan. The Friends of Michigan dinner was at Chez Antoine in Delta Centre Ville Hotel. It was great fun with lots of catching up and very interesting and good food. We had three guests from other chapters; one from Ohio, and two from Alabama (Debbie Morgan former MI member). Kelly Reggio, CAP and Marie Ouzoonian, both members of the Kalamazoo Chapter, were flag bearers in the Parade of Nations which is held during the Opening Ceremony of EFAM.

There were two great keynote speakers: Clinton Kelly of “What Not to Wear” fame and Sam Glenn. Clinton’s presentation was entitled “Making a First Impression”. He offered insight on how the image you project is important, from how you dress, to the quality of work you produce and how it’s important not to skimp on quality, classic items. He wrote a book, “Freekin’ Fabulous” which he signed for attendees.

Sam’s presentation “A Kick in the Attitude: Recharge Your Life” offered tips on how to energize our work and life and how to get people positively charged for taking action and achieving positive results. Sam truly recharged everyone with his advice and great sense of humor (We were all sore from laughing so much.). He also wrote a book which is titled the same as his presentation and he signed it for the attendees.

There were two other great speakers: Bob Abrams: “Lead, Follow or Get Out of the Canoe” was the Leadership Luncheon speaker. He was a very interesting and enjoyable speaker. And last but not least, was Merrelle Rodrigo who presented “Building a Remarkable Leadership Culture”. She gave great information on leadership. One thing she said that I liked was, “know the people you are working with and recognize them”.

International President Tamra Goodall, CPS/CAP theme for 2011-2012 is “Making the Leap to Remarkable”. As we all start this Leap to Remarkable, please let us hear from you as we continue on this journey.

Information to orders pins will be available soon on the International website. I also have the logo if anyone would like one, just email me at president@iaapmichigan.org.

For the complete Michigan Division Delegate and Alternate report see the [Michigan Division website](#).

Our Michigan Division EFAM attendees photo is on the [Michigan Division website](#).

All the best for an absolutely “Remarkable” year!

Marcia

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High Speed Connections

MDEW 2011 - For the Remarkable Administrative Professional



“Come join us for a day of education, networking and fun.”

By Melissa Sundquist, CPS/CAP
It's hard to believe that September is upon us once again. Of course, you all know what that means – Michigan Division Education Workshop – or MDEW.

This year's event is scheduled for Saturday, September 17, 2011 from 8:30 – 3:00 at the Fetzer Center, which is located on the campus of Western Michigan University in Kalamazoo. As part of your registration, a continental breakfast and lunch will be provided.

Come join us for a day of education, networking and fun. We will learn how to take a LEAN approach to Strategic Planning, as well as how to Mentor for

Success. But the learning doesn't stop there! Members will also be involved in a leadership session presented by your division board which will explain in depth the volunteer opportunities that are available for MDAM and how you can take part in planning **YOUR** Michigan Division Annual Meeting.

For those of you who are new to MDEW, there is always a Community Service Project involved with this event; usually something to benefit an organization located in the area where MDEW is being held. The MDEW 2011 Community Service Project organization is *Loaves and Fishes of Kalamazoo*, which is a food bank that provides food to those less fortunate.

Please plan to bring plenty of canned goods and non-perishable items to donate to this very worthy cause. For a list of their most urgent needs, visit their website by clicking [here](#).

The MDEW Registration Form has been sent to your board officers for them to share with all of you and is also available on the division website. You can access the form by clicking [here](#). Deadline for registration is Thursday, September 8, 2011, so don't delay – register now!

Your Michigan Division Board looks forward to seeing all of you on September 17, 2011, at the Fetzer Center for MDEW 2011.



Pathways to Excellence - Melissa Sundquist, CPS/CAP

The Michigan Division Board will be submitting and monitoring all submissions for Chapter of Excellence (COE) for the 2011-2012 IAAP year. Our goal is to help each of our 13 chapters attain Chapter of Excellence status this year. As part of this process, all chapters' board members will be receiving from Vice President, Melissa Sundquist, reminders of deadlines for submitting documents for each of the 8 mandatory criterions for attaining Chapter of Excellence.

Chapters must attain **ALL 8** of the criterion in order to attain COE status. This CAN be done because we are all REMARKABLE!

The first deadline for the Chapter of Excellence criteria is coming up. Chapter board members, please submit your required documentation to Melissa Sundquist, CPS/CAP, Michigan Division Vice President, and copy Marcia Barrette-Rushton, CPS/CAP, Michigan Division President, by Friday, September 30, 2011.

The first criterion that is due is: Criterion # 1 – Meeting Calendar

All chapters must submit a copy of their 2011-2012 Meeting Calendar to Melissa by Saturday, October 1, 2011 at

vicepresident@iaapmichigan.org and copy Marcia at president@iaapmichigan.org.

The entire criterion for Chapter of Excellence, as well as Member of Excellence is posted on the division website. Please refer to these documents by clicking [here](#) and [here](#).

Michigan Division is *Making the Leap to Remarkable*. Please make that leap with us by becoming a Chapter/Member of Excellence.



MD Team Leader's Tip of the Month

Bylaws and Standing Rules – Karen Charnawskas, CPS

The International Bylaws state in **ARTICLE XVIII— PARLIAMENTARY AUTHORITY** that *The current edition of Robert's Rules of Order Newly Revised shall govern IAAP in all matters of procedure not otherwise covered by the International Bylaws and Standing Rules and/or division and chapter bylaws and standing rules.* Currently, the latest version of **Robert's Rules of Order Newly Revised** is the 10th Edition; but did you know that the 11th Edition is expected to be issued on September 27, 2011? Why not stay on top of the game and be sure your Chapter obtains this most recent version to ensure it remains in compliance with International and to be sure you have the latest information available.

Certification – Connie Rubel, CAP

I congratulate those of you who have signed up to take the Certification Exam in November! Try to join a study group or buddy up with another person as you approach these last few months of preparation. Even getting together a couple evenings or Saturday mornings can be helpful. Good luck to all of you; I know I will be sending congratulations

messages to many! Even if you have to take one or two parts over, you will know where to concentrate your studies.

For those of you who have been considering taking the exam, now is the time to start studying and preparing for May. Take a look at the Certification Guide and see if the library has some of the study materials or if there is a study group in a chapter near you. Just have the confidence that you can do it – I know you can! For those study groups that are formed or will be forming, I would appreciate your sending me information on your meeting time/schedule. I will maintain a list for anyone that is looking for a group to join. Thanks to all of you who take the time to lead these groups. I know your group members appreciate your leadership.

Marketing/Publication – Heather Thomas, CAP

Establish a Facebook presence for your chapter. In this age of emerging social media, a lot of times, a potential member's first action when looking for networking opportunities is to search Facebook. Your chapter can easily establish a presence in Facebook by creating a chapter page. Directions on how to do so are

located here: <http://www.facebook.com/pages/create.php>. Best of all, a Facebook page is free. You can update it as often as you like with news related to IAAP and the administrative field in general. Advertise your chapter events as events in Facebook and invite not only your friends but encourage them to invite their friends. If you want to get fancy, there are instructions on how to incorporate advanced Facebook tools on the IAAP Community website (<http://sitebuilders.iaap-hq.org/advanced/facebook>) Note: you may need to be logged into the community to view this page). For an example, check out the Michigan Division Facebook page at: <http://www.facebook.com/pages/IAAP-Michigan-Division/211235879200>

Website Team Leader - Ann Henkel

Check out the refreshed Michigan Division Website!

**Team
Leader
TIPS**

Upcoming Events

Fall Conference - San Diego - October 9-12, 2011

Spring Conference - Las Vegas - March 5-7, 2012

MDAM - Grand Rapids - May 18-19, 2012

EFAM - Grapevine, TX - July 22-25, 2012



Chapter News from Around the Division



Kalamazoo

September/October Meeting Flyers (see attachments)

Northern Michigan

The Northern Michigan Chapter is having a “Nacho Ordinary Open House” on Thursday, September 15. Time is 5:30 – 7:30pm at the Park Place Hotel in Traverse City. Come and join in this Fall Fiesta networking event that includes games, door prizes, NACHOS and a cash bar. Sign up today at www.northernmichiganiaap.org

Professional Development Seminar offered by the Northern Michigan Chapter; October 21 from 8:30a – 4:30p at the Grand Traverse Resort & Spa. Everyone is invited as we learn from featured speakers on “Using Positive Power in Negative Times”, “Leadership Skills for the Administrative Professional”, and “The Advantages and Benefits of Unified Communication”. For more details, please send e-mail to: iaapnmi@charter.net .

Saginaw Valley

- Obtained their 2010-2011 Chapter of Excellence award
- Although we are called Saginaw Valley Chapter; our members live or work in Midland, Bay, Genesee, Tuscola and Saginaw counties. One of our retired members, Lillian Billmeir, CPS, lives in East Lansing. Lillian has the honor of being a Past Chapter President, Past Michigan Division President and Past International President.

Sandy Shores

September Meeting (see attachments)

Chapter News

Do you have a special event or special presentation at a future chapter meeting that you would like to advertise? If so, please send your flyer and/or information to your board contact for the next issues of the High Speed Connections.

2011-2012 MI Division Board

President

Marcia Barette-Rushton, CPS/CAP
Northern Michigan Chapter

President-Elect

Ruth Sorensen
Western Shores Chapter

Vice President

Melissa Sundquist, CPS/CAP
Oakland County Chapter

Recording Secretary

Denise Haselhuhn, CPS
Saginaw Valley Chapter

Communications Secretary

Wendy Gauthier, CAP
Northern Michigan Chapter

Treasurer

Jan Stewart, CAP
Ann Arbor Area Chapter

Website Links

Michigan Division Awards [list](#)

Michigan Division Star Performers [nomination form](#)

Certification/Recertification [information](#)

Retirement Trust Foundation (RTF) [information](#)

Research & Education Foundation (R&E) [information](#)



Kalamazoo Chapter

September Meeting

Monday, September 12

Kalamazoo RESA
1819 Milham Road

5:00 pm Networking
5:30 pm Dinner
6:00 pm Program
7:00 pm Business Meeting
7:30 pm Adjourn

Summer Thyme Cafe will be providing homemade lasagna with garlic bread, green salad, dessert and soda.

Dinner cost is \$10 payable the night of the meeting by cash or check made out to Kalamazoo Chapter IAAP R.S.V.P. to Michelle Stickley, by September 6 at 269-553-2086 or email: michelle.stickley.cnuz@statefarm.com

The Importance of Estate Planning Presented by Danielle Streed, Attorney



Danielle joined the firm of Redmond, Streed & Yokom in 2001. Danielle is a Colorado native, but came to Michigan in 1988 to attend the Thomas M. Cooley School of Law.

Danielle has been practicing in the Kalamazoo and Southwest Michigan area since 1991. Danielle joined the family firm to help round out the services offered. Danielle focuses her practice in the area of Probate and Estate Administration, Medicaid Planning, Charitable Giving and Estate Planning, which includes the preparation of

Recertification
Point
Pending



October Chapter Meeting

Monday, October 3, 2011 - 5:00 p.m.

THE ART OF NETWORKING

PRESENTED BY

SHERI WELSH, PRESIDENT



Sheri Welsh will present on the necessity of networking and the importance of the different types of networking that are now available. The presentation will include the latest social networking tools such as Twitter, Linked In and Facebook. You will not want to miss this presentation!

Sheri Welsh is the President of Welsh & Associates, Inc. Her career spans over 20 years with experience in not only human resources consulting/recruiting, but also purchasing and sales.

Sheri established Welsh & Associates in 2002. Today, companies located throughout Southwest Michigan recognize the firm as a regional leader in the professional and executive search industry. Sheri's success has been built upon a solid foundation of ethical conduct and long-term, trusting relationships with employers and professionals alike.

Sheri holds a BS in Business Administration from Central Michigan University and is a Senior Professional in Human Resources (SPHR) and a Certified Personnel Consultant (CPC). She is also a Certified Employee Retention Specialist (CERS), one of fewer than 50 in the country.

She is a graduate of Leadership Kalamazoo (2002) and is a Past Chair of the Leadership Kalamazoo Advisory Council, having served on the council since 2003. Sheri also sits on the board of the Kalamazoo Regional Chamber of Commerce Board of Directors recently fulfilling her term as Board Chair. She currently leads the Chamber's Workforce Development Task Force, an effort dedicated to helping local companies with talent attraction and retention.


She is a member of the Society for Human Resource Management and has been a member of the Kalamazoo Area Human Resources Management Association and the Top Echelon Network for over 10 years.

- Register with Michelle Stickley, Treasurer at michelle.stickley.cnuz@statefarm.com or 269-553-2086
- Dinner cost is \$10.00 payable in cash or check made out to the Kalamazoo Chapter of IAAP.
- October's dinner will be: Meatloaf with brown sugar glaze, served with lettuce salad, mashed potatoes, gravy, mixed vegetables, dessert and soda.



Awarded 1
Recertification Point!





Do you look around your office and feel overwhelmed with the stacks of paper and current projects you are working on? If you answered yes, this program is for you. Areas to be covered:

- ✓ Getting Started
- ✓ Organizing Your Day
- ✓ Paper Management
- ✓ Tips for Travel
- ✓ Getting Personal

Organizing Tips & Techniques

5:30 pm on Tuesday
September 27, 2011
Scottville Library
204 E State Street, Scottville 49454

Please RSVP by 9/23/11
Contact Cindy at
231-398-2801 or
clokovich@manisteemi.gov

Presented by
Cindy Lokovich, CAP
IAAP Sandy Shores Chapter