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High Speed Connections



November/December 2011

President's Message

Hello Everyone,

Hope you've had a great fall and have enjoyed all the wonderful fruits and vegetables available at this time of year. Having our meetings again is like the fall, with great offerings in our chapters and Division. One of those offerings was our annual Michigan Division Education Workshop (MDEW). There was a great turnout of members, great speakers, team building and lots of networking with great ideas shared. Ron Papa taught us all about Lean and how we can use it at work and in our chapters. Our very own Marie Ouzoonian, CPS/CAP, taught us about the importance of Mentoring and how we can incorporate it into our chapters. Both Ron's and Marie's presentations and handouts are on the Michigan Division [website](#). We had a great team building exercise to learn what each of the volunteer positions are at the Michigan Division Annual Meeting (MDAM) and what volunteering for those positions involves. Please check out MDAM 2012 on the website for volunteer opportunities. Thank you for making MDEW a "Remarkable" event.

I want to congratulate all the chapters on turning in their calendars to meet Criteria #1 of the Pathways to Excellence. Also, all chapters have met Criteria #7 - sending a delegate or proxy to EFAM in July. Now we are on to Criteria #2 which Melissa will talk about in her piece on Pathways to Excellence.

We have added a Resource page on our website that we'll add documents to that can help your chapters. The first to be added is an Exit Survey for chapters and for Members At Large. Thank you Mary Doctor, CPS, Membership Team Leader, for creating these useful tools.

I want to wish all of you a Happy Thanksgiving and a very Merry Christmas. When one takes just a moment to reflect back on all we have to be thankful for, we truly all have been blessed.

The Michigan Division Board is here as a resource for you; contact us so we can assist you. Thank you for a great start to a "Remarkable" year!

Marcia



Pathways to Excellence– Melissa Sundquist, CPS/CAP

Next Deadline - The next criterion for the Pathways to Excellence - Chapter of Excellence program is in connection with your budget. **Criterion #2** - Chapter submits budget and annual financial review/audit report to the members with a copy to the Division by December 31st.

First of all, please be sure to distribute this information to your members and then submit a copy of the documents to me. I will then compile and submit the tracking form to headquarters.

Due to the holidays and the fact that I will be out of the office between Christmas and New Years' Day, submission of the material by **December 21st** would be much appreciated.

The criterion requirements for Chapter of Excellence are not hard to achieve; in fact, all Michigan Division chapters are well on their way to achieving Chapter of Excellence. That's because we are REMARKABLE! Let's keep the momentum going and close out the year (the calendar year, not the IAAP year) by submitting your documents by the requested deadline. This will be one less thing to stress out about through the holidays and you can start off the New Year by knowing that you've completed one more of the requested criterion. This will leave three down and five to go. YAHOO!!! Michigan Division has the most REMARKABLE members!

If you have questions, please be sure to contact myself or Michigan Division President, Marcia Barrette-Rushton, CPS/CAP. Thanks so much for all you do to make Michigan Division so REMARKABLE!

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



Raffles – Ruth Sorensen

It has come to our attention (thank you to Karen Welty from Oakland County Chapter for some great investigative work) that chapters need to apply with the State to be a "qualified organization" to hold raffles. The requirements to become "qualified" are listed on the State of Michigan website at: <http://www.michigan.gov/cg/0,4547,7-111-1171---,00.html>

Although they do not list business organizations such as IAAP, we feel our organization would fall under "Service" organizations. Please review the requirements to decide if your chapter would like to become a "qualified organization" and continue to hold raffles at the chapter level. This includes any 50/50's or door prize drawings. Any questions regarding this can be directed to Ruth Sorensen, President-Elect at president-elect@iaapmichigan.org.

IRS Form 990 – Jan Stewart, CAP

Reminder to all chapter treasurers to submit your 990-N form on or before **November 15th**. Attached is the submission process posted on the treasurer's e-group. The process is very easy, so don't miss out; failure to do so can result in your not-for-profit status being revoked-and there is a \$100 fee to re-establish.

In order to assist treasurers with this filing requirement a [webinar](#), which discusses 990s, has been posted to the web community. (See Attachment A)

- Submission Process -
- Questions or concerns contact:
 - Wendy Melby, CPS/CAP – wmelby@iaap-hq.org
 - Holly Emmert – hemmert@iaap-hq.org
 - Melissa Mahoney – mmahoney@iaap-hq.org

Website Links

- MI Division Awards & Star Performer ([link](#))
- Certification ([link](#))
- Resources ([link](#))
- RTF ([link](#))
- R & E ([link](#))
- Newsletter Award ([link](#))
- Website Award ([link](#))

MI Division Team Leader Tip of the Month

- **Certification – Connie Rubel, CAP**

- Now is the time to start studying for the May Certification exam. There are two Certification Study Groups in the Oakland and Macomb County areas led by Laura Sawyer, Renae Leggieri and Donna Rankin. There are two identical study nights at two different locations each week to accommodate schedules. If you are interested in attending one held at Biggby's, 8771 Hall Road, Utica, please call Donna, 586.991.0911. If you would like to attend one in Troy held at Kelly Services, 999 W. Big Beaver Rd., please call Laura at 248.244.5315. There will also be a few Saturday review sessions. This is a great opportunity to have study partners and use various study methods, e.g., flash cards, text books and mock exams.
- The Northern MI Chapter is holding weekly study group sessions on Thursday evenings, in preparation of the May 2012 Certified Administrative Professional exams along with the Organizational Management section. We meet at the office of Flaherty, Miller & Dunson, P.C. at 697 Hannah Avenue, Suite F in Traverse City. Study groups are a great way to get to know other members in the Association along with preparing to take the exams. Please feel free to join us to see what we do, even if you are not sure if you want to sit for the exams. We use multiple study materials along the way. We will be doing a "mock" exam on a Saturday to get you in the "test-taking" mind set. If you are interested in checking us out, please contact Marilyn Crow, CAP at scarecrow@chartermi.net to get more details. Watch for other study group session news and updates on E-Groups.

- **Membership – Mary Doctor, CPS**

- Nine welcome emails were sent out to new *Great Lakes District members* in Michigan since August!!! We need to try to get them Michigan Division and Chapter members. I included chapter information in the welcome emails so, hopefully, they are following up. Presidents and Chapter Membership Team Leaders - check out the GLD list in the Web Community under Member Resources, Membership Reports, click on "here", and go to Active Member Report, click on GL Member At Large.
- Welcome emails were also sent out to seven new *chapter members* since August. Way to go!!!
- I was checking out the Web Community the other day and found a ton of information in the IAAP International Library. Click on Resources, IAAP Intl. Library, and click on the Membership folder. If you haven't already checked this out, do it. I found lots of information that I had looked for when I was chapter president a couple of years ago. Great information for new and seasoned members!

- **Newsletter and Website Awards – Marie Ouzoonian, CPS/CAP**

- Are you your chapter's web master or newsletter editor? If so, please read this article. A [link](#) has been added to this article to list the criteria for the newsletter and website awards. These are very coveted awards that are presented at our annual meeting in May. So, take a look and begin now to make your website and newsletters "remarkable."

[MI Division Team Leader Tip of the Month - Continued](#)

- In addition, I would like to ask your assistance in securing three judges each for the newsletter and website awards (total of 6 judges). They should be from the East and lower side of the state (Kelly Services, Lansing Tuebor, Oakland County, Western Wayne, and Detroit), West and lower side of the state (Ann Arbor Area, Western Shores, Kalamazoo, and Sandy Shores), and the upper part of the state (Grand Rapids, Northern Michigan, Midland, and Saginaw). If you know someone who could judge websites or newsletters please send them my home e-mail contact information below and I will contact them regarding the criteria. I do have one newsletter judge (from the West lower part of the state) already so I only need two more.

The websites are judged from November 2011 through April 2012 around the 10th of each month. So we have to find three judges asap and to let the chapter web masters know so they can get their websites ready for “inspection.”

The newsletters are judged with four issues selected by the chapter newsletter editors and sent to the judges from September 2011 through March 2012.

Thanks for your assistance in finding judges for these two important MD awards.

- **R&E Offering New Scholarship**

- The Research and Educational Foundation wants to help you grow your career!
- We're going to do that with the R&E's new [2012 EFAM Scholarship Program](#). The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting **Oct. 1, 2011 through Jan. 31, 2012**.
- Visit the [updated R&E Web page](#) to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E.



MI Division Team Leader Tip of the Month - Continued

• **RTF – Sue Colon**



The RTF needs all of you! Please continue to help share the word about the Housing Subsidy for Admins in Need (HSAN) Program of the Retirement Trust Foundation. This important program provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. Assistance is accessible to all members within the six districts of IAAP.

The next deadline date to submit applications is fast approaching -- November 15th. If you or someone you know needs housing assistance and meets the housing requirements, please go to the RTF web site at www.iaap-rtf.org for more information about the program and to find the application, or contact IAAP Headquarters and ask for the Controller's office for assistance.

THE RTF STANDS READY TO HELP ADMINS IN NEED!

• **Website – Ann Henkel**

- **Adding a subfolder in the Document Manager:**
 - You can once again create subfolders within the Image and Document Managers in the site editing area. If you remember, this was disabled after the upgrade in July.
- **Adding a New Banner on your Chapters Website:**
 - You can upload it by going into the site editing area and clicking Site Setup, and then look for the Options link below that. On that Options page, you will see a place to upload the banner.

MI Division Team Leader Tip of the Month - Continued

- **Nominations - Jean Weaver, CPS/CAP**

- I'm pleased to announce that Yvonne Cunningham, CPS/CAP (Oakland County Chapter) and Connie Lingle, CPS (Saginaw Valley Chapter) have volunteered to serve on the Michigan Division Nominations Team. KUDOS to Yvonne and Connie!
- 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?

To qualify:

- A. A candidate for office shall have been a Professional Member at least two (2) years prior to the time of nomination, shall have served as a Chapter Officer or chairman of an International or Division committee, and shall be employed in accordance with the IAAP definition of an administrative professional.
- B. A member, upon retirement, may be a candidate for office, after at least five (5) years as a Chapter member, shall have served as a Chapter Officer or chairman of an International or Division committee and been employed full-time at the time of retirement in accordance with the IAAP definition of an administrative professional.
- C. A candidate for the office of President or President-Elect shall have served as an officer of this Division for at least one (1) full term or is a current officer of this Division and was elected at the prior Division Annual Meeting.
- Michigan Division cannot exist without the support of dedicated division members. If you meet the minimum qualification criteria, I encourage you to 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.

If you have any questions, please contact me at JHWEAVER@midcogen.com,

Upcoming Events

- Spring Conference – Las Vegas – March 5-7, 2012
- MDAM – Grand Rapids – May 18-19, 2012
- EFAM – Grapevine, Texas – July 22-25, 2012

Chapter News from Around the Division

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

- 11/02 - Kelly Services Chapter - Leadership Development
- 11/03 - Ann Arbor Chapter - Stress Management
- 11/03 - Grand Rapids Chapter - Personal Preparedness & Continuity Planning for Businesses
- 11/07 - Kalamazoo Chapter - Trends in Interviewing
- 11/08 - Western Wayne Chapter - My Life as a Self-Employed Virtual Assistant
- 11/09 - Saginaw Valley Chapter - Secrets of Search Engines
- 11/11 - Detroit Chapter - Positioning Yourself as a Professional
- 11/15 - Lansing Tuebor Chapter - Speaker TBA
- 11/15 - Oakland County Chapter - Esselte - Product Solutions for Organizing Your Workplace
- 11/15 - Sandy Shores Chapter - Get Out of your Inbox
- 11/16 - Western Shores Chapter - Communicate with Impact
- 11/17 - Kelly Services Chapter - Rise of a Female Leader
- 11/17 - Northern Michigan Chapter - Leadership Skills - Linda Ketterer, Dale Carnegie
- 11/17 - Midland Chapter - Office Ergonomics

December Meetings and Topics

- 12/05 - Kalamazoo Chapter - Tech Savvy Tips and New Gadgets
- 12/06 - Kelly Services Chapter - Salesforce.com/Chatter
- 12/08 - Detroit Chapter - Microsoft Office Suite
- 12/20 - Oakland County Chapter - People Reading: The Vital Role that Active Listening Plays in Effective Communications

<http://epostcard.form990.org/default.asp>

NOTICE: If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

Note: You cannot file your e-Postcard until after your tax year ends. Click [here](#) for more details.

STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. **If you already have a login ID, either recently created or from a previous year, go to Step 2.**

STEP 2: [Create your Form 990-N \(e-Postcard\)](#)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

STEP 3: [Submit your Form 990-N \(e-Postcard\)](#)

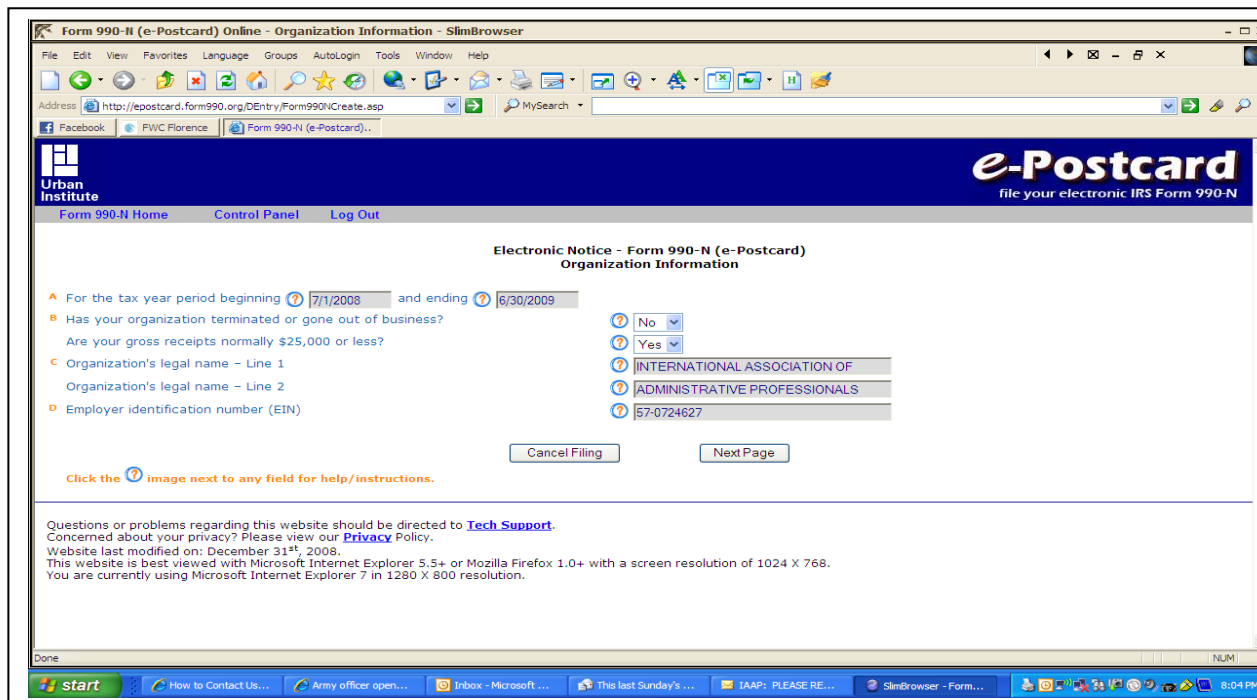
Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

Quick Menu

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- [Create New e-Postcard](#)
- [Edit/View Existing e-Postcard](#)

- [Technical Support](#)
- [Frequently Asked Questions](#)
- [Privacy Policy](#)

[Requirements and tips](#) for using this website.</TD



[Edit/View Existing e-Postcard](#) – Use this if you know the user name and password from the previous year. It goes very quickly if you have it. If not, save all of the info for the next year Treasurer. ☺

See below, enter your information as Treasurer along with the mailing address

Form 990-N (e-Postcard) Online - Organization Address and Principal Officer Information Page - SlimBrowser

Address: <http://e-postcard.form990.org/DEntry/Form990NMainPartII.asp>

Save Changes before jumping to another page.

C Organization's legal name: INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

C If your organization conducts business using another name (dba), enter other name:

DBA name: International Association of South Carolina Division
DBA name - continued: 444000
Enter Additional DBA Names

C In Care of Name: Nancy Zimmerman

C Organization's mailing address:

Country: United States
Number and street (or PO Box) - Line 1: 2705 Twin Church Road
Number and street (or PO Box) - Line 2:
City or town: Timmonsville
State: South Carolina
Zip code: 29161

E Organization's website address, if applicable: <http://www.iaap-scdivision.org/>

F Principal Officer:

Type of name: Person
Person Name: Nancy A Zimmerman
Country: United States
Number and street (or PO Box) - Line 1: 2705 Twin Church Road

Form 990-N (e-Postcard) Online - Organization Address and Principal Officer Information Page - SlimBrowser

Address: <http://e-postcard.form990.org/DEntry/Form990NMainPartII.asp>

Number and street (or PO Box) - Line 2:
City or town: Timmonsville
State: South Carolina
Zip code: 29161

E Organization's website address, if applicable: <http://www.iaap-scdivision.org/>

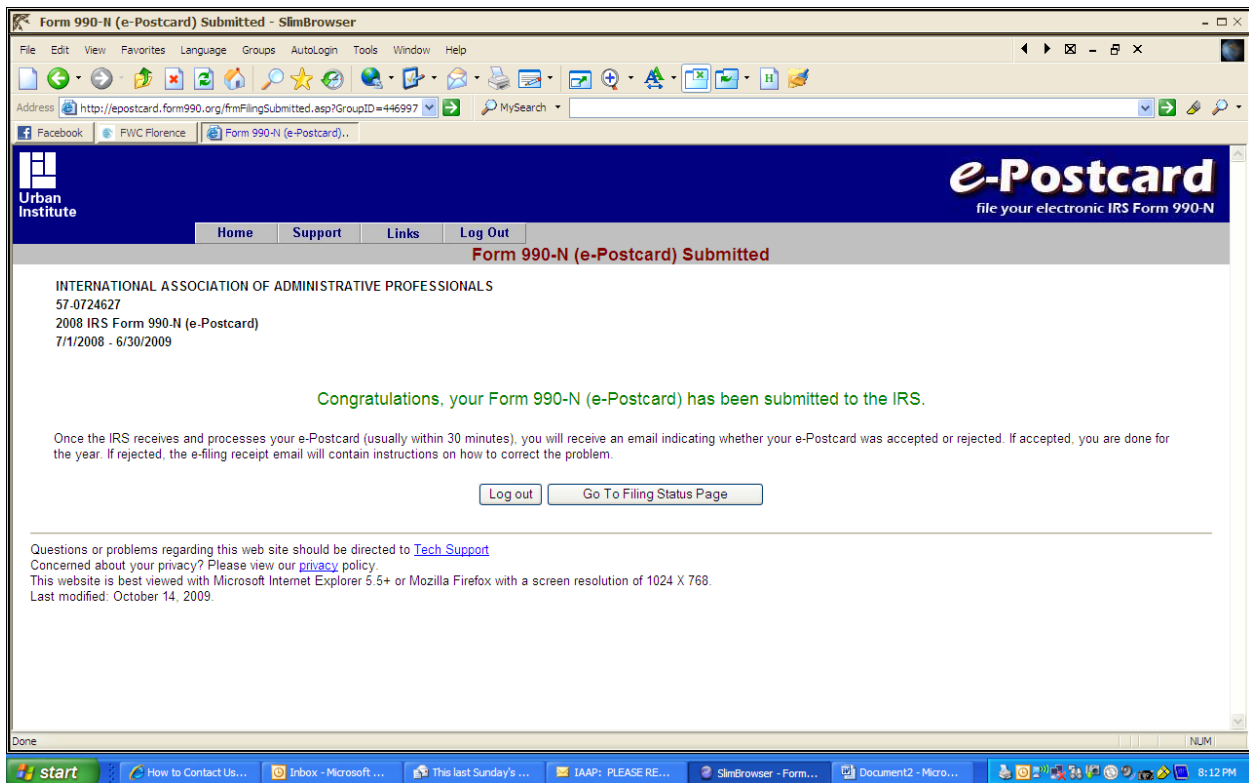
F Principal Officer:

Type of name: Person
Person Name: Nancy A Zimmerman
Country: United States
Number and street (or PO Box) - Line 1: 2705 Twin Church Road
Number and street (or PO Box) - Line 2:
City or town: Timmonsville
State: South Carolina
Zip code: 29161

Previous Page Save Changes Submit Filing to IRS

Click the image next to any field for help/instructions.

Questions or problems regarding this website should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [Privacy Policy](#).
Website last modified on: December 31st, 2008.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox 1.0+ with a screen resolution of 1024 X 768.
You are currently using Microsoft Internet Explorer 7 in 1280 X 800 resolution.



You are now done!

You will receive a confirmation by email from IRS indicating it has been accepted. See sample:
e-File Postmark: 10/19/2008 9:01:10 PM
Accepted Date: 10/19/2008

The IRS has accepted the e-Postcard described above.
Please save this receipt for your records.

Thank you for your time and attention to this matter. ☺

Nancy Zimmerman, CPS
SC Div Treasurer
2008-2010

<http://www.irs.gov/charities/article/0,,id=169250,00.html>