

# TRC Talk

Two Rivers Chapter Newsletter  
January 2011



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Lisa Olson is currently the Illinois Division Treasurer and past 2 term Two Rivers Chapter President. Lisa joined Two Rivers just after the chapter charter and has been active in the organization, holding many roles, including Publicity chair, APW co-chair (3 years), Education committee (2 years), and IDAM Procurement chair in addition to her elected positions.

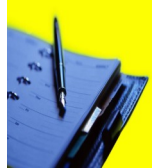
Lisa has a varied experience list, including working in Finance, IT, SAP, along with supporting C-level management, multiple managers and departments and creating / teaching in-house training programs. She often held multiple "titles" concurrently and has worked in software, manufacturing and healthcare service industries. In her previous life, Lisa was an outside sales rep and also worked in the photographic industry for over 13 years, managing labs and retail businesses, along with freelance photography.

"I have found a home in IAAP and especially Two Rivers – a family of support and encouragement. I am able to not only share my experience with others, but have chapter member experience to draw on as well. Two Rivers has given me the opportunity to learn through the many educational programs, as well as to help define my leadership style and skills. Even when I have been in between jobs, I have had many projects to work on, giving me a focus and being able to include the projects on my resume."

"One of the hardest things to do was step down from the Two Rivers Chapter President position when my terms were up (I had a great time & met many members on a more personal level) – but, I have found that there are many members willing to have the same commitment to providing excellence to the organization. I encourage everyone to at least work on a committee – you get so much more out of it. Every project and position I have been involved with has had at least one great take-away of experience and has increased the scope of my experience and knowledge. Oh, and by the way – Two Rivers Rocks!"

Along with IAAP, cooking, home improvement projects and keeping up with technology are passions. Lisa lives in Naperville with Rob, 3 dysfunctional birds and has a daughter in college in Orlando (UCF).

## Upcoming Events



January 11  
Chapter Meeting  
"Why Can't We All Get Along"

By Michelle Binks

January 22  
Quarterly Computer Class  
Transitioning from 2003 to 2007  
By Jerry Garner  
at DCG Technology Learning Center

February 1  
Board Meeting  
At Tezzaron Semiconductor

February 8  
Chapter Meeting  
A Guru In The Office  
By Dawn Staszak

February 26  
Winter Seminar  
Details to be announced

## 2010-2011 Regular Meeting Schedule

~~September 14, 2010~~  
~~October 12, 2010~~  
~~November 9, 2010~~  
~~December 14, 2010~~  
January 11, 2011  
February 8, 2011  
March 8, 2011  
\*\* APW 2011 \*\*

(Date to be determined, a regular meeting will not be held during the month of April.)

May 10, 2011  
June 14, 2011

Schedule is as follows unless otherwise noted:

5:30–7:00 PM Check in/Dinner/  
networking/Business Meeting  
7:00–8:00 PM Educational Program

To RSVP for meetings, please e-mail  
Audrey Priorello ,  
[aupriorello@downers.us](mailto:aupriorello@downers.us) or send  
reservations with payment to:  
Audrey Priorello, CPS

Downers Grove Police Dept.  
825 Burlington Avenue  
Downers Grove, IL 60515

**IMPORTANT!** Cancellations are required 48 hours in advance of the event or meeting. Late cancellations and no shows will be billed a \$10 fee. All no show/cancellation fees must be paid prior to attendance at another TRC event or meeting.

Bring a Guest to a Meeting!  
1st Time Guest FREE!  
Must Register!

## Courage

"All of our dreams can come true if we have the courage to pursue them."

-Walt Disney

## President's Piece

Happy New Year! Welcome to 2011. Tis' the Season for resolutions...ugh! I don't call them resolutions. I call them "personal goals" and I write them down. This way it holds me accountable. Just stating that you are going to do something is a dream. It is easy to forget about them or even just ignore them completely. If you write it down and either post it somewhere or show someone it makes it real.



I have several personal goals for 2011. One of them is to achieve Member of Excellence. I have a Passion & Purpose for IAAP and because of this I want to achieve this rating again in 2011. I hope many of you have set personal goals for yourself to help you grow.

If you have a passion for IAAP and would like to grow with our chapter please let me know. We have many opportunities for you to grow and learn throughout the Chapter and the Division in 2011.

~With Passion & Purpose~  
Cheryl A. Franklin, CPS  
2010-2011 Two Rivers Chapter President

*Cheryl Franklin, CPS*

### THANK YOU!

Cheryl Franklin, CPS, President

I would like to thank Catherine Peters, Carol Synal and Audrey Priorello for handling our registration table at our December meeting. Thank you, Ronnie, for being the meeting photographer! Rick Lochner, thank you for providing a wonderful program. Dave Teichler, thank you for the wonderful appetizers you provided to our members as our Vendor of the Month. Thank you to all Wyndham staff you guys are the best!

I would like to thank our guest in attendance, Leticia Alvarez.

I would also like to thank our member Cindi Webb for bringing a guest to the meeting. We always welcome new faces at our events!

#### HQ Information:

Beginning January 1, 2011, IAAP will waive the \$15 processing fee for any member who has dropped from active status in the last two years and reinstates his or her membership between January 1, 2011 and March 31, 2011.

## America, Let Freedom Ring!

On that fateful day of September 11  
Thousands of souls journeyed to Heaven.

Evil beings from lands far away  
Banded together and made us their prey.

The horrific scenes on radio and TV  
Why, oh why did this have to be.

To our once peaceful nation the devil came  
Filling our lives with terror and pain.

We salute the crew and passengers of Flight 93  
For its intended target it would not see.

And the rescue workers in Washington and **Ground  
Zero**  
Each has become a national hero.

And finally here I applaud us all  
For we stand strong, united and tall.

Our patriotism shines through to do our good deed  
We gave from our hearts to help those in need.

We fly our flag proudly from coast to coast  
The red, white and blue forever we will boast.

Our nation and allies will defeat this evil beast  
And justice will prevail and grant us all peace.

**God Bless America** one and all  
For we will not falter, waver or fall.

Julie Wyatt ©

Byline:  
Marie Herman ATM-S, CIWD  
Two Rivers Chapter Member  
iaap@mrhenterprises.com

## Basics of Making Motions Using Robert's Rules of Order

Robert's Rules of Order was created back in the 1800s. You might think that there is nothing in that book still applicable to modern meetings, but actually, you just might be surprised. Robert's Rules provides a comprehensive guide for orderly conduct of meetings. By following Robert's Rules of Order, meeting leaders ensure that everyone who wishes to be heard has an opportunity to speak and that no one person can dominate the agenda. It ensures that the minority are heard, but that the will of the majority is generally followed. It also ensures that a small percentage of the group cannot change the rules on the larger assembly without their knowledge and approval.

There are several steps involved in making and voting on motions. There are a number of different kinds of motions. For the purposes of this article, we are focusing on main motions (those requesting action on the part of the assembly).

First the Chair of the meeting must recognize the individual wishing to make the motion. Most often this will occur during the new business portion of the meeting. By waiting until this time, the Chair ensures that all old business is first addressed by the assembly.

The individual making the motion states it clearly, for instance, "I move that the chapter spend \$100 to purchase a new gavel and flag for our meetings."

A motion requires a second. Seconding a motion doesn't mean you agree with it or that you plan to vote for it. It merely means that you feel the discussion should be raised before the assembly. If a board or committee makes a motion, no second is needed. That is because it is assumed that there is more than one member of the board or committee, so a second is inherent in the motion recommendation process. If no one will step forward to second the motion, it dies for lack of a second (essentially lack of interest). The motion cannot be raised again during that meeting, but it can be made during a future meeting. Assuming someone does actually second the motion though, they simply say, "I second."

The chair repeats the motion using the phrasing of "The motion before the assembly is...". This is called putting it on the floor. This ensures that the chair and assembly understand the exact motion that was made, so they know what they are voting on. Once the motion is on the floor, it is "owned" by the assembly, so the originator cannot rescind or withdraw it. Prior to the chair stating the motion, the maker of the motion can choose to withdraw it.

The Chair will then ask if there is any discussion. This allows anyone to step up and, when recognized by the Chair, speak to the pro or con of passing this particular motion. By waiting for acknowledgement from the Chair, the meeting proceeds smoothly with everyone having a turn to speak. At this point someone could also step up and request to amend the motion (i.e. "I move to amend this motion to strike \$100 and insert \$75 as the amount of money to spend."). The assembly must first vote on any amendments, before they can go back to vote on the original motion (either in its original form or in its modified form if any of the amendments pass.).

The general rules of parliamentary procedure, which can be waived if the assembly chooses, are to limit every speaker to no more than 10 minutes and the speaker cannot speak a second time on the same motion until all who wish to speak are allowed to speak first. The speaker cannot speak more than twice on the same question. The Chair does not traditionally speak on the subject and remains impartial.

When there is no more discussion, the Chair will call for a vote by asking "Are you ready for the question?" The general language used is "It has been moved and seconded (OR the motion before the assembly is) to spend \$100 to purchase a new gavel and flag for the chapter. All those in favor, say Aye." It's important to advise how they are to indicate their approval (please stand, say Aye, raise your hand, etc.). After reviewing (either audibly or visually or if close by a manual count) the results, the Chair then says "All those opposed, say No". The Chair should not assume that a motion passed unanimously. Those opposed must be allowed to voice their opposition.

The final step of the process is that the Chair states the results of the vote. "The Ayes have it. The motion has carried" or "The Nos have it. The motion has failed".

Robert's Rules can certainly seem cumbersome and awkward and far too bureaucratic, but in fact, parliamentary procedure can be a thing of democratic beauty when properly followed. I encourage you to learn more about it.

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# Two Rivers Chapter



## Why Can't We All Get Along? Tuesday, January 11, 2011

Wyndham Lisle Hotel

5:30 Check-in/Networking/ Dinner/ Business Meeting

7:00 p.m. Program

CPS/CAP points being requested

- Speaker:** Michelle Binks, HR Consulting Solutions  
**Program:** Why Can't We All Get Along?  
 Personality Types
- Traits of Each
  - Strengths and Weakness of Each
  - How Others Interpret Your Behavior
  - Adaptation to Other Personality Types
  - What Motivates Each Personality
  - Management of Each Personality Type

### Please RSVP by January 5, 2011

**DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.**

Reservations received after January 5, will not be honored.

Cancellations are **required** 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: Audrey Priorello -- [apriorello@downers.us](mailto:apriorello@downers.us) or send bottom portion to: Audrey Priorello, Downers Grove Police Department, 825 Burlington Avenue, Downers Grove, IL 60515

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### TRC Monthly Meeting, Tuesday January 11, 2011

- Yes, I will attend without dinner.  
 Yes, I will attend and will be having dinner.  
      Member (\$15)  
      Guest (\$18)  
 No, I will NOT be attending.

Name: (please print) \_\_\_\_\_

Email: \_\_\_\_\_  Work  Home

Phone Number: \_\_\_\_\_  Work  Home



# Two Rivers Chapter



## Transitioning from Microsoft 2003 to 2007 Saturday, January 22, 2011

DCG Technology Learning Center facility  
1551 Bond Street, Suite 109, Naperville, IL 60563

8:30 am to 12:00 pm

*CPS/CAP points being requested*

Speaker: Jerry Garner - DCG Technology Learning Center

Program: Office 2007: New Features

The Office 2007 Interface, Office Button, Ribbon, Word Special Tabs, Excel Special Tabs, PowerPoint Special Tabs, Access Special Tabs, Commands, Lists, and Menus, Command Tabs, Galleries 6, Quick Access Toolbar, Word 2007 New Features, Templates Charts, Cover Page, Finishing a File, Excel 2007 New Features, Miscellaneous, Pivot Tables, Charts, OLAP Formulas, File Formats, Excel Services, PowerPoint 2007 New Features, Custom Layouts, New Effects, New Design Templates, Rich Formatted

### Please RSVP by January 18, 2011

#### RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.

Reservations received after January 18, will not be honored.

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: Audrey Priorello -- [aupriorello@downers.us](mailto:aupriorello@downers.us) or send bottom portion to:  
Audrey Priorello, Downers Grove Police Department, 825 Burlington Avenue, Downers Grove, IL 60515

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#### TRC Computer Class, Saturday January 22, 2011

Yes, I will

Member (Free)

Non Member(\$10)

No, I will NOT be attending.

Name: (please print) \_\_\_\_\_

Email: \_\_\_\_\_  Work  Home

Phone Number: \_\_\_\_\_  Work  Home



# Two Rivers Chapter



## "A Guru In The Office"

**Tuesday, February 8, 2011**

**Wyndham Lisle Hotel**

5:30 Check-in/Networking/ Dinner/ Business Meeting

7:00 p.m. Program

*CPS/CAP points being requested*



**Speaker:** Dawn M. Staszak, Author of A Guru In The Office

**Program:** This program will teach attendees how to incorporate several calming techniques into their day-to-day routine to promote enhanced physical, mental, and emotional well-being for higher workplace performance and greater accomplishment. Discussion will include quick and easy ways to "remind" the audience how to get to center and pace themselves during their busy workday, which won't take up any extra time, but will enhance mood and frame of mind resulting in more positive, productive and efficient employees.

### Please RSVP by February 2, 2011

**DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.**

Reservations received after February 2, will not be honored.

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: Audrey Priorello -- [aupriorello@downers.us](mailto:aupriorello@downers.us) or send bottom portion to: Audrey Priorello, Downers Grove Police Department, 825 Burlington Avenue, Downers Grove, IL 60515

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### TRC Monthly Meeting, Tuesday February 8, 2011


- Yes, I will attend without dinner.
- Yes, I will attend and will be having dinner.
  - Member (\$15)
  - Guest (\$18)
- No, I will NOT be attending.

Name: (please print) \_\_\_\_\_

Email: \_\_\_\_\_  Work  Home

Phone Number: \_\_\_\_\_  Work  Home





## Birthdays - January

See your name listed in the birthdays of the month!

Contact the Sunshine Committee with your birthday  
(month & day)

Contact: Kathy Brown, Sunshine Committee, Chair  
kmbrown@sbcglobal.net

Do you have something interesting you want to share with your fellow members?

If you submit an article you will get points for the Member of Excellence.

Please send to Kathy Brown, CAP, our newsletter editor, at kmbrown@sbcglobal.net

## IAAP Anniversaries - January 2011

### 1 Years

Jeanne Hoffer	Aubrey Sign Company
Ellen Maglio CPS/CAP	Forest Preserve District of Kane County
Valerie Seager	
Lauren Stauffer	DuPage Medical Group

### 4 Years

Barbara A. Bozek	
Joyce Schumpert	Valley Industrial Association

### 6 Years

Rose McGarry	Edward Cancer Center
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### 11 Years

Marian M. Saunders	Edward Hospital
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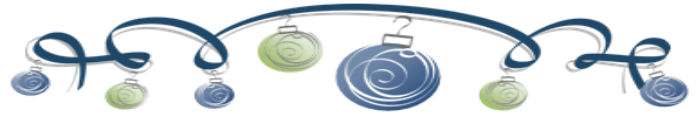
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Do you know a vendor that would like  
to advertise in our newsletter?

Are you a vendor that would like to  
advertise to a targeted market?

Contact our vendor liaison:  
cfranklin@downers.us

YOUR NEWSLETTER COMMITTEE: Kathy Brown, Chair,  
Veronica Jones-Finley

## Board of Directors

<b>Cheryl Franklin, CPS</b> President	(630) 434-5663—Phone cfranklin@downers.us
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