

# TRC Talk

Two Rivers Chapter Newsletter  
October 2010



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*2010-2011  
Regular Meeting*

~~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.

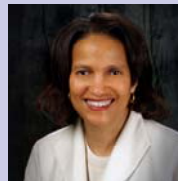
825 Burlington Avenue

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.



Illinois Division President, Jeannette Peters CAP, joined Chicago Lake Shore Chapter (CLSC) in 1999 and obtained her CAP rating in November of 2006. Previous to her role as division president, Jeannette served as division president-elect and vice president. She held a number of chapter positions including corresponding secretary, first vice president and president. She also has served as chair for the chapter membership and nominations committees, assisted with CLSC's Administrative Professionals Day Luncheon, and edited the chapter newsletter.



Jeannette has been employed with KPMG LLP in Chicago since 1996 and is currently a practice administrator in the Advisory Services practice. Prior to moving to Illinois, she worked at a security firm in Aiken, South Carolina; Colorado State University in Fort Collins, Colorado; a weekly newspaper/cable television channel in Athens, Georgia; a cable television company and a radio station in Pittsburgh, where she grew up. Jeannette earned a bachelor's of arts degree in speech from Westminster College in Pennsylvania and lives in Glenwood, Illinois with her husband of 27 years and two rambunctious dogs.

## Upcoming Events



**October 5  
TRC Board Meeting**  
Held at Tezzaron Semiconductor

**October 11  
Columbus Day Holiday**

**October 12  
Chapter Meeting  
The FISH! Philosophy**  
Based on Pike's Place Fish Story

**October 14  
Business Ledger Event**  
At NIU

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

## Executive Recognition Night

October 16, 2010 is National Bosses Day!

Invite your boss or executive to our

October 12 chapter meeting.

All executives meals will be complimentary

on behalf of Two Rivers Chapter.

## President's Piece

I briefly spoke at the September meeting that I would be including information about the Passion & Purpose theme and the Member of Excellence Program throughout the year. One of the reasons I am passionate about IAAP and the Two Rivers Chapter is that it helped me step out of my comfort zone. I was terrified to do public speaking. In fact, I barely passed speech class in high school because of it. And the funny part is I knew every person in that class! So I should not have been so frightened.

Twenty plus years later I was asked to run for office with the chapter. Many of you watched me as I stood with my paper (trembling) trying to introduce myself and give my credentials for office. Yes, I put the paper down and had to wing it because I was shaking so badly (you couldn't hear me over the crinkling paper). Now look at me! I can talk to anyone, about anything, in front of...it doesn't matter how many people and I am confident and comfortable.

This is ALL because of my friends in the Two Rivers Chapter. Because of your support, you helped me become a better person, more confident and I thoroughly enjoy the bonds and friendships I have made being a part of the Two Rivers Chapter.

I challenge each and every one of you to step out of your comfort zone and become a Member of Excellence. No one is saying you have to accomplish it. All I am asking is that you try. If you don't try you will never know what you can achieve. Look at me. I am the perfect example. Someone believed in me and I took the plunge. I am now the Proud President of the Two Rivers Chapter.



Cheryl Franklin  
Two Rivers Chapter President

*Cheryl Franklin, CPS*

## THANK YOU!

Cheryl Franklin, CPS, President

I would like to congratulate Adrienne Coffey on the exciting news of her daughter being awarded a \$5000 grant for school. Best wishes to your daughter, Adrienne!

I would like to thank Kathy Brown, Audrey Priorello, and Julie Wyatt for handling our registration table at Tuesday night's meeting.

"Ronnie" Jones-Finley thank you and kudos for taking the marvelous pictures at the meeting.

Thank you "Sandy" Marcus for providing a very informative presentation and the wonderful raffle entitling the bearer to a review, editing, and re-writing of his or her resume.

I would especially like to thank Sue Fogarty and Jessica Henson from Hilton Indian Lakes Resort for their generous donation. They provided \$10 gift cards and a few \$25 gift cards for their signature restaurant "Shiraz on the Water" to our meeting attendees, also for the \$25 gift card recipients an over night stay gift certificate AND...the great raffle of another overnight stay at their facility. WOW!

Thank you as always to the staff of the Wyndham. You always do a marvelous job accommodating us.

I would like to thank our guests in attendance: Sue Ray [Who filled out her membership application at the meeting and is now a new member of the Two Rivers Chapter (TRC)! Welcome, Sue!], Jenny Murray, Pat Lulik, and Stacy Gray. The Two Rivers Board hopes you enjoyed your evening and we hope to see you again soon. If you have any questions about becoming a member of the Two Rivers Chapter or would like more information about IAAP please let me know. I would be happy to assist you in any way.

I would also like to thank our members Margaret Bucholz, Carol Synal and Debbie Bandala for bringing guests to the meeting. We always welcome new faces at our events!

## Pathways to Excellence Recognition Program

THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program has a set of guiding principles for each group. You can now find lists of the members, chapters and divisions that have achieved awards this year on the headquarters website.

The Illinois Division was awarded the Division of Excellence in 2009-2010. The Two Rivers Chapter was awarded the Chapter of Excellence in 2009-2010. We recently received our new logo years to be added to our banner. You can watch for that on the banner at the next meeting. As for the 2009-2010 Member of Excellence for the Two Rivers Chapter our award recipients were: Lila Baschieri CPS/CAP, Margaret Bucholz, Cheryl Franklin CPS, & Marie Herman.

Member of Excellence Criteria (you must attain a minimum of 8 of the following 11 criteria);

1. Be a current CPS and/or CAP holder
2. **Download the Member of Excellence Commitment form; sign and date the form**
3. Actively participate in the IAAP web community forum discussions or write an article and have it published in an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars or conference
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. **This criterion is a mandatory requirement**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points)
9. Attend a minimum of eight (8) chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review.

If you are an active member and plan to remain an active member in the Two Rivers Chapter for the 2010-2011 year you have one of the criteria, #6, completed. Just by staying active with your membership dues and paying them on time you meet this criteria.

You can have a second criteria met just by signing and retaining the Member of Excellence Commitment Form. For those of you who attended the September chapter meeting I made that easy for you by printing the commitment form for each of you. If you were not in attendance you can go to [www.iaap-hq.org](http://www.iaap-hq.org), sign in, click on the Member Resources tab, click on the Pathways To Excellence Program link, click on the Member of Excellence link, scroll to the bottom and click on the Member Commitment Form. You can then print the form, sign it, and keep it in your records.

If you are a current CPS and/or CAP holder you have three! Now that was simple, huh?

You have four met if you serve and/or chair a Two Rivers committee. This can easily be met. We have numerous committees and are always happy to have additional volunteers to help out in little ways. Something as simple as helping man the registration table at a meeting/event is a role on the Membership Committee. I will discuss more in depth the committees the Two Rivers Chapter has and some of the roles and goals for these committees in our November newsletter and upcoming TRUE emails.

Some of you are already half way to attaining the Member of Excellence rating and we have just started our 2010-2011 year. Kudos to each of you!

Members who should have the four criteria that I discussed above met are: Denise Allen CAP, Lila Baschieri CPS/CAP, Kathy Brown CAP, Maribel Colon CPS, Lori Coslet CPS/CAP, Mary Flanagan CAP, Cheryl Franklin CPS, Norma Kassanitz CPS, Ellen Maglio CPS/CAP, Catherine Peters CPS/CAP, Audrey Priorello CPS, Nanci Saucier CPS, Marissa Villagomez CAP, and Carol Wagner CAP. That is 14 of you!

Members that should have three criteria met and are not listed above (because of CPS and/or CAP holding) are: Jill Bryan, Margaret Bucholz, Veronica Jones-Finley, Constance Lang, Debby Mitchell, Jim Salek, Carol Synal, and Julie Wyatt. That is 8 more... WOW!

None of these numbers include people like Debbie Bandala, Marie Herman or Lisa Olson, to name a few, who are on the division board, who hold Microsoft certifications and/or a degree, or have recruited a new member this year. I am sure there are more of you out there. I knew the above names off the top of my head.

At our November meeting I will have our members stand based on the number of criteria they have already met. I wonder if we will have any one who has met 5? Or maybe more... Will it be you? I can't wait to see you at the November meeting because I will have a "goodie" for our top Member of Excellence Criteria Attainee.

~With Passion & Purpose I wish you luck~

Cheryl Franklin, CPS  
2010-2011 TRC President

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

## Web Based Communication

Has your company been looking for a way to reduce travel costs? Have you wished you could better stay in touch with far away family members? It's all possible, and much of it FREE, using the internet. The minimum equipment you will generally need is a high speed internet connection (sorry, this would be a pain in the neck on a dialup), a webcam (and you could skip that if you didn't want to show your face!), a microphone, and a computer.

To get started, you will need to download some software. The most common internet communication software is Skype, which started as a service to allow people to use telephone service over the internet. It expanded over time to include video-conferencing and chat capabilities and more. To access Skype, just to [www.skype.com](http://www.skype.com). At the top, you will see a menu item called Get Skype. The window that comes up from that link will walk you through the steps of downloading the Skype software. You'll see options for downloading the software to your PC, your mobile phone or your internet-ready TV. The process is fairly painless and doesn't take very long. Anyone you want to contact via Skype has to also have the Skype software downloaded (but you'd be surprised just how many people do!).

Once you have the software downloaded, you will then need to open up the Skype software on your computer and sign in. To search for people that you want to talk to, click the contacts tab, then Search for Skype Users (or click the add a contact icon in the top left of your contact list). You can search by name, skype ID, or email address (or other profile information if they have filled in any of the fields). When you find them, click their name, then Add. This will send an authorization message to the other person. They have to authorize you in order for you to add them to your list (and vice versa).

After someone has been added to your contact list, you can then communicate with them in several ways. You can double-click on their name and just start typing. A chat conversation will appear in the window. If they are not online at that time, the message will be posted to them to see the next time they sign in. If they are online, they can immediately respond.

You can also click the Call button to call them via the computer (obviously you would only want to do this when they are online). This is where the microphone comes in. You can adjust the volume of the call (both in the Skype window – see the slider bar, or on your computer via the usual volume settings). If you don't hear anything, check both the Skype window and your regular computer settings to ensure you don't have your computer muted.

If someone tries calling you, a small window will pop up to advise you that someone is trying to call you and you have the option to answer or decline as you wish.

To make a video call, you doubleclick the person's name, then click the videocall button. If one of you has a videocamera built in on your computer, but not the other, then obviously only the one with the videocamera will show on the screen.

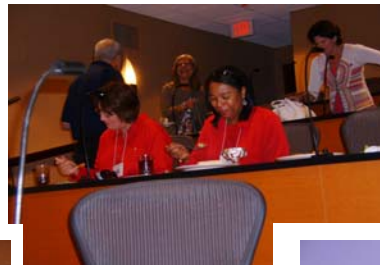
At the top of the screen on the left, you will see a status button (i.e. a green circle means you are online, a red circle with a slash through it means you are away from your computer). If you wish, you can set yourself up to be invisible so no one knows that you are online.

Skype lets you talk to more than one person at a time. You can actually set up a teleconference for up to 25 people! You can create a group (just like you do in email!) in your contacts list and then just click that group to call them all at one time. Alternatively, you can click Call – Start Conference Call or click and drag a contact name onto an existing call.

Skype allows you to share files with your contacts. You can just click and drag that file onto the contacts name or right click their name and select Send File.

All of these services are available for free and allow you to contact any computer in the world. There is an additional option available to allow you to call phones anywhere in the world, but that comes with a fee. You can also set up local Skype phone numbers anywhere in the world, so that someone could call their local phone number in order to talk to you via Skype. Lots of options well worth investigating!

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## Birthdays - October

**Nanci B. Saucier – 10/4**

**Carole S. Serauskis – 10/13**

**Adrienne Coffey – 10/31**

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](mailto:kmbrown@sbcglobal.net)

## IAAP Anniversaries - October 2010

### 1 Years

Robin Chapel  
 Jennifer Pudwill

Hotel Arista  
 Hotel Arista

### 2 Years

Helen Aparicio  
 Jane Bronson

McDonald's USA LLC  
 Travelers Bond & Financial Products

### 3 Years

Janet Wrench

McDonalds Corp

### 4 Years

Joyce Davis

Tellabs

### 5 Years

Deb Bussey  
 Linda Wiebking

NALCO Company  
 Boehringer Ingelheim Pharmaceuticals Inc

### 7 Years

Jamie Price

Edward Hospital

### 8 Years

Socorro Johnson  
 Zarin Karanija

McDonalds Corporation  
 McDonalds Corp

### 14 Years

Gina Morrow

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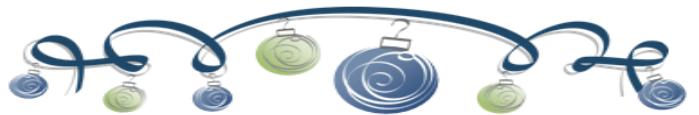
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Do you know a vendor that would like  
to advertise in our newsletter?

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advertise to a targeted market?

Contact our vendor liaison:  
cfranklin@downers.us

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

## Board of Directors

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