

TRC Talk

Two Rivers Chapter Newsletter
November 2010



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Upcoming Events



November 2
TRC Board Meeting
Held at Tezzaron Semiconductor

November 9
Chapter Meeting
"Creating Forms in Microsoft Word"
By Jim Demikis, Directions Training

November 12
"Evening of Entertainment"
Network Event Julian's Piano Bar,
inside Luigi's House Italian
Restaurant in Aurora.

November 16
CPS/CAP Certification Informational
Q&A Session

November 30
Two Rivers "Old-fashioned"
Christmas tree decorating at
Wyndham

December 2
"Festival of Lights" at Wyndham.

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



Diana Hampton is currently the Illinois Division President-Elect for 2010-2011. But, she has been serving in leadership roles since she became an IAAP member in 2004. As the Tri-County Chapter chartered, she stepped up to a Board position as Chapter Secretary and remained on the Board until 2008. In 2009, she was elected as the Illinois Division Board Vice-President.



Diana has been the assistant to the president of Children's Hospital of Illinois in Peoria, IL for the last 12 years. She has served as president of the hospital's internal office professional's organization twice. Prior to working at the Children's Hospital, she was an admin at the University of Illinois College of Medicine at Peoria for the department of research chair. During this time she and her son had a website design company as well. Diana holds certification as a CPS/CAP, Microsoft Office Applications Specialist, and Medical Office Assistant.

If you attended the 2008 IDAM "Party in Peoria", you will remember her and Danna Smith as the co-coordinator team known as the "Double D's." Her husband, Don, is an understanding man as Diana keeps very busy with IAAP, work, four children and 7 grandchildren. She would like to be known as a professional who enjoys having fun and is passionate about IAAP!

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 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.

New Member spotlight

Susan (Sue) M. Ray is Executive Administrative Assistant to the vice president of research and development at the Sara Lee Corporation.

Susan joined Sara Lee in April of 1997 as Administrative Assistant to the Treasurer of the Sara Lee North America. In 2001, Susan then joined the legal department as their legal administrator. In 2005 she moved from the corporate offices in downtown Chicago to join the research and development team in the new Sara Lee corporate offices in Downers Grove, IL. Before joining Sara Lee, Susan worked for American Stores (Jewel/Osco) in Oakbrook holding various administrative roles from 1987 to 1997. Prior to American Stores, Susan worked for an independently owned law firm in OakBrook, IL.

And from 1980 – 1984 Susan worked at the McDonalds Hamburger University now located in OakBrook, IL.

Susan is proficient in Microsoft Frontpage, Excel, Advanced Powerpoint, Outlook and Creative writing. Susan is a member of ALA, IAAP, and Sara Lee's Women's Network.

Susan and her husband have lived in Downers Grove for 23 years.



President's Piece

As the holiday season nears, days gets shorter, schedules get hectic, and our time seems more and more priceless with every passing moment. I am a summer person – warm weather, longer days, beautiful sunshine, barbecues and vacations. In the winter I want to hibernate. I always have to remind myself that this time of year as the holiday rush starts it is all about family and friends. Giving to those you love or those in need.

As the President of the Two Rivers Chapter I am pleased to announce that this year the chapter is going to take part in the “Festival of Lights” event being held by the Wyndham Lisle Hotel. We have sponsored a tree that Wyndham will provide and we as a chapter will decorate. The tree will then be donated to a needy family for the holiday season.

We are going with an “old-fashioned” Christmas tree theme. Please join the Two Rivers board on Tuesday, November 30th to decorate our tree. You are welcome to bring family or friends to help too. Let's decorate this tree with love and compassion for those less fortunate. My hope is to put a smile and give a warm feeling to the family who is the recipient of our tree.

Then join us for a network event on Thursday, December 2nd for the “Festival of Lights” at Wyndham where the showcase of all the trees will happen in a dramatic lighting ceremony. To be part of this event we ask that each person attending bring one new unwrapped toy to be donated to the Rev. Paul Hall Boy's Club in Chicago.

With the hustle and bustle of the holiday season sometimes we forget to think about others. We get upset with people when they are in our way, or when they take too long, or are just crabby and rude. I ask that you take a deep breath and smile. I hope that you touch someone and help them out of their bad day. You never know how far a simple smile can go. Cherish every moment we have regardless of how happy or sad it can be.

~With Passion & Purpose ~

Cheryl A. Franklin, CPS

2010-2011 Two Rivers Chapter President

Cheryl A. Franklin, CPS



THANK YOU!

Cheryl Franklin, CPS, President

I would like to thank Carol Synal and Connie Lang for handling our registration table at Tuesday night's meeting. I am excited to see the October meeting pictures. Thank you, Ronnie, for taking care of this for us! Wendy Pike, thank you for providing the very fun and lighthearted program "The FISH! Philosophy" based on Pike's Place Fish story and for the wonderful give-a-ways you had for each of our attendees. The Wyndham out did themselves again with their cocktail reception held in the "L" Lounge from 5:30 - 6:30 PM. You guys are the best!

I would like to thank our guests in attendance: Stacy Gray (who filled out her membership application the day before our meeting and is now a new member of the Two Rivers Chapter. Welcome, Stacy!), Jenny Murray (who filled out her membership application and turned it in at the meeting and is now a new member of the Two Rivers Chapter. Welcome, Jenny!), Angie Oetjens (Illinois Division Member-At-Large) and Carrol Gallo. 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 Carol Synal, Margaret Bucholz, and Ronnie Jones-Finley for bringing guests to the meeting. We always welcome new faces at our events!

Volunteers Needed:

We are in need of member assistance. I know everyone's time is valuable. We have a few members who have stepped up and volunteered on our committees and regularly ask if they can help out with anything. However, we still need more people to help get a few things up and running. We are not asking for large time commitments. We are asking for a little assistance. Our website committee needs some help in getting the PayPal feature up and running on our website. You do not need to have web building experience! We also need several others who will help out on the ways & means committee in gathering information on a few different fundraising opportunities (we will get you started) and then report back to the board with what you found out about the particular fundraiser. The board will then bring the different opportunities to membership for a vote on which fundraisers we should participate in. It saddens me that in an association of over 100 "Administrative Professionals" that we only have a dozen or so who will donate their time to help keep the chapter in good standing. Again, we are not asking for large time commitments. We are just asking that you give your fellow chapter volunteers some help. Please let me know as soon as possible if you can donate a little of your time to help out.

Holiday Stress - Coping with the seasons expectations

By: [Joe Cinova](#) | Posted: Dec 08, 2009

Keeping Expectations in Perspective

Wow, it's that time of the year again. When the holidays are here, what are you thinking about? What kind of memories are rekindled? Are you overwrought with certain expectations?

Many of us like to think about that special Christmas scene depicting the whole family sitting down for that holiday feast. We see them in a meticulously decorated "home for the holiday" surrounding gathered with warm smiles in anticipation of dinner.

Holidays are supposed to be that time of year full of surprises, joy, good cheer and lots of hope for a healthy and happy new year. For many though, it is a season of depression and the blues.

There are lots of parties and families getting together, but there many who only reflect on past failures and anxiety about the future. For others it is merely a time to evaluate self worth, being alone or self criticize.

What causes people to feel down and out during the holiday season?

There are many factors that contribute to a person feeling this way.

- There is a major increase in stress and a person feeling fatigued from everything that is going on from several months of planning and running around
- Economic uncertainty for those having financial woes
- A lot of people set their expectations of the season too high
- Getting bombarded with commercials and ads
- Relationship concerns
- No family or friends to be with for the holidays
- Unemployment
- Medical issues

Once the holiday season begins we have the shopping to contend with, parties to plan, arrangements for members of the family to get together or stay over, and paying the bills all which will contribute to feelings of stress, tension and being overwhelmed.

Some people that normally don't let such things bother them can encounter other stressors including headaches, over drinking and eating and even having difficulty of sleeping at night.

There are many people that become depressed during the holidays. There are even more people who are overcome by the stress and anxiety after the holidays are done. Post holiday stress occurs after all the let downs of the seasons that a person may experience.

So much to accomplish, so much to hope for, so much to wish for so much left undone. How do we cope? Remember to plan for and watch out for the 3 main things that trigger the holiday stress. We need to control ourselves physical, mental and financial demands during these times.

- Start your planning early
- Decide early what you will do and won't do for the holidays
- Set expectations at a manageable level
- Divide and conquer. Set goals for yourself and set goals for others to help you with. You can't do things alone.
- Set time frames for how long and when to get an item done.
- Realize that your list is only a list. Remember, if everything is a priority, nothing is a priority. Prioritize from the top down. If you can't get it done, drop it and move on or get someone else to do it. This is a major part of the reality of getting thru the season.
- Use [Scented candles](#). They are a powerful and wonderful reminder of the holidays for everyone's comfort and pleasure.
- It's one day.... Don't spend all your time trying to make it perfect, life moves on!
- Do things for yourself. It's your holiday too.
- Make the holidays your own. The good old days are wonderful, but now is the time to make your own memories. If they aren't the "way they used to be" move on, don't make a time for joy a time to sulk.
- Watch the spending. Don't exceed your capabilities of paying for the gifts. If you do, it may make you feel good at that time, but the months and months it takes to pay off can extend the bad feelings for a long time. It isn't necessary. Don't overestimate the supposed results by doing so.
- Sometimes helping someone else or doing something for them is a great way to make them and you feel better.
- Watch the drinking and eating! Keep everything in moderation.
- Decorate and go out and see others decorations in the neighborhood or around town. Tis' the season to be jolly....
- Relax and enjoy all the sounds, smells, scenes and music of the season.

One of the premier ways to do so is listening to music and enjoying [Holiday scented candles](#). Known as aromatherapy it is "using natural oils for physical and psychological therapeutic well being".

The sense of smell is so powerful in evoking memories and total recall of vivid moments in time. Using this process of aromatherapy is a potent weapon in creating a soothing, quiet time for yourself. It creates a calming and comfortable moment in time that can be recreated in the future. Scented candles with these special essential oils are so important to the process. Don't settle for any old candle or smell.

The holidays are what YOU make them. The outcomes can be predictable and fun. Don't let them pass you by. You are definitely not alone in your struggle to succeed. We all have to deal with the holidays. Let's get through them in the most a safe, happy and healthy way!

Thanks for stopping by and reading my article! Enjoy the holidays!

Printed From <http://www.articlesbase.com/wellness-articles/holiday-stress-coping-with-the-seasons-expectations-1555884.html>

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

Advances in Telecommunications

Back in the late 1990s, I taught a class called The Mobile Warrior. At that time, most cell phones were strictly phones. You made phone calls on them and text messaging did exist (though it wasn't as prevalent as it is today). Period. That was about it. At that time, I told that group of attendees that in the future cell phones would hold amazing things like cameras, GPS, internet connectivity, connect with your email, and more. They were amazed, but a bit skeptical. Yet, it has all come to pass. Other features added since that time also include using cell phones as miniature TV receptors, game consoles, payment mechanisms, and more. You can also currently use many cell phones as wireless broadcasters, to allow you to access the internet on your notebook via the cell phone signal.

So what could they possibly add to this already lengthy list of features? How could they possibly grow more useful than they are right now? Well, you can bet the telecommunications companies are working hard to come up with new innovations.

I had written a previous article on cloud computing. Guess what? That ties right into where cell phones are going.

The industry is currently looking at something called an IP Multimedia Subsystem (IMS for short). That's a fancy term that really translates to connectivity across communication devices. You will be able to start a call on your cell phone and then transition it (without hanging up and redialing!) to your home landline phone (VOIP, which stands for Voice Over Internet Protocol) when you arrive at your residence. You'll be able to access your home computer contacts from your cell phone (no matter where you are), LIVE, not just the contacts you added prior to your last synchronization!

Expect to find more vendors and retailers utilizing cell phones for coupon usage – no more clipping! It's anticipated that you could walk into a Starbucks and through the magic of GPS (and other) technology, a coupon could be instantaneously beamed to your cell phone for \$1.00 off your favorite latte flavor.

Despite the additional innovations, you can also expect your cell phones to continue to get smaller and smaller. Hard to imagine, isn't it? Some of the prototype designs out there are cell phones that collapse on themselves (think telescoping devices). Other prototypes rethink cell phone design entirely – like turning it into a bracelet for your wrist (a NUMBER of designs are out there in prototype stage for this type of phone) or a little phone that transforms (yes a la Transformers) into a small standup robot (I'm PRETTY sure they were joking about that one). Voice recognition software will likely also increase, especially as more cities enact hands free cell phone legislation.

One of the more intriguing technologies on the horizon, which is expected to eventually replace LCD technology, is called Organic Light Emitting Diode (OLED). OLED lets you have the same brightness but on a screen a fraction as thin as LCD. Think of the original box televisions, which evolved to those skinny plasma/LCD televisions an inch thick. You're pretty much used to them now, right? Well OLED screens are so thin they can be rolled up and put in your pocket. This will allow those iPhone style touchpad screens to be folded in half and tucked into your purse.

Much of this technology is close, but not here yet of course. Watch for it to roll out in the coming years.

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Big smiles from Cheryl & Carolina



The ladies are saying How you doing!!!



Audrey & Julie engrossed in small talk

Two Rivers Chapter



Creating Forms With Microsoft Word 2007 Tuesday, November 9, 2010

Wyndham Lisle Hotel

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

7:00 p.m. Program

CPS/CAP points being requested



Speaker: Jim Demikis, Senior Applications Instructor,
Directions Training Center

Program:

We will discuss how to create forms in Microsoft Word 2007 by starting with a template and adding content controls, including text boxes, date pickers, and drop-down lists. Then others can use that Word Template to fill out the form on their computer.

Please RSVP by November 3, 2010

DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.

Reservations received after November 3, 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.il.us or send bottom portion to: Audrey Priorello, Downers Grove Police Department, 825 Burlington Avenue, Downers Grove, IL 60515

Cut here and return bottom portion



TRC Monthly Meeting, Tuesday November 9, 2010

- 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



Evening of Entertainment

Friday, November 12, 2010

Tom and Lisa at Julian's Piano Bar
Inside Luigi's House Italian Restaurant
778 N. Route 59, Aurora, IL
(630) 375-6400



A special section has been reserved for our group. The hostess will direct you.
Dinner at 7:00pm (off-the-menu, pay on own)
Show starts at 8:00pm to 12midnight

Lisa's musical journey began with longtime friend and musical partner Thomas Linsk. Lisa is classically trained and Tom studied jazz piano, blending their different backgrounds to break into Chicago's nightlife. Now Tom and Lisa have emerged as one of Chicago's top premier shows.

Lisa began to explore a solo career in LA and co-wrote and performed "Through the Eyes of a Child" for the motion picture "The Adventures of Rocky and Bullwinkle." Lisa also performed the theme song "Bridge to the Stars" for the "Wild Thornberry's" soundtrack, and is the voice of "Princess" in "Rugrats in Paris, The Movie." Grateful for her LA experience, Lisa headed back to the Midwest to create a more purpose-driven career. Lisa has been the singing voice and voice-over for TRESemme shampoos and conditioners (TRESemme, Ooh la la TRESemme) and Applebee's.

Lisa teamed up with Grammy award-winning songwriter, Jim Peterik, who produced and co-wrote many of the songs with Lisa. Lisa and Jim recently formed the smooth jazz band called "LifeForce."

Lisa's new album is titled "Time Signatures." Lisa's new single, "Waiting for you" is currently being played on 87.7 WLFM_FM, Chicago's Smooth Jazz station. "Time Signatures" is available at all Best Buy stores and for immediate download at i-Tunes. Lisa will also have copies available for sale at Julian's for \$10 and will be happy to sign it for you.

For information on Lisa go to the website www.lisamcclowry.com and join her fan club, watch her movie trailer "Vampires Dance" listen to her songs, see photos, concert and performance schedules, music store and more.

Musical performance requires these criteria for greatness: an unyielding passion to perform, boundless talent, a natural ability to entertain and captivate audiences, and, most of all, an innate, heart-felt connection to music. Many performers can sing; however, few can transform their performances into expressions of genuine emotion.

Tom Linsk's performance ability encompasses all of these talents. His unique approach to every song demonstrates how audiences are enthralled by his versatility. Furthermore, Tom developed and perfected a style of his own, enhancing his performances into a realm of supreme quality. He performs exceptionally in various styles – from standards, jazz, rock and pop to contemporary music and crowd favorites. He accomplishes this through his endless passion, delivering freshness with each and every song.

For the past twelve years, Tom has performed along with Lisa McClowry at the Red Head Piano Bar, as well as many other clubs and lounges in the Chicago area. In addition, Tom has performed at special events for Oprah Winfrey and other Chicago-area celebrities.

As a pianist, vocalist and composer, Tom has established himself as a premier musical artist in the Chicago-area.

For information on Tom go to the website www.thomaslinsk.com.

Go to www.juliansbar.com/entertainment for future performance dates. Lisa performs with Tom Linsk and Terry Branam.

Please RSVP by November 8, 2010

Please RSVP to: Julie Wyatt at wyatt-j@sbcbglobal.net

Two Rivers Chapter



CPS/CAP Certification Informational Q&A Session

Tuesday, November 16, 2010

Hilton Garden Inn Naperville/Warrenville

5:30 pm

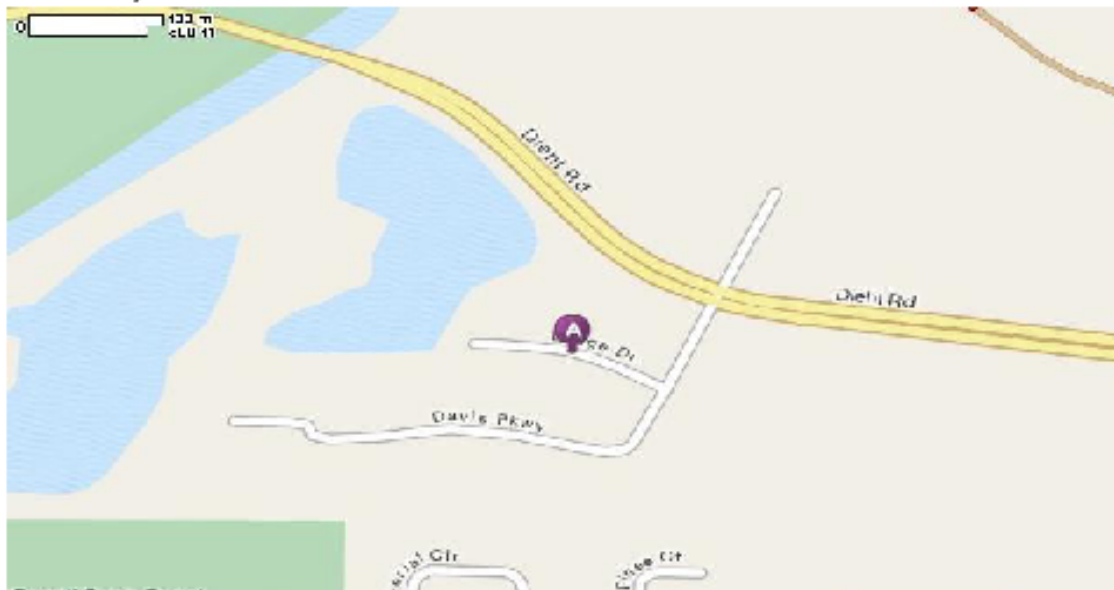
*Presented by: Certification Committee Members of the
Two Rivers Chapter*


Program Description: Come and learn the who, what, when, where and how's of the CPS/CAP certification preparation and exams. Each attendee will be given handouts on how the process works and what materials are needed and where to find them. We will also discuss the possibility of upcoming study groups and/or educational certification classes held at local colleges. The requirements for recertification and how that process works will also be discussed. The session will conclude with a Q&A portion for any other certification questions attendees may have.

Please RSVP by November 15, 2010

Please RSVP to: Audrey Priorello -- apriorello@dwners.us

Hilton Garden Inn Naperville/Warrenville
28351 Dodge Drive,
Warrenville, IL 60555





Birthdays - November

Lila Baschieri—11/6
 Carol Synal—11/7
 Kathleen Brown—11/9
 Patricia Mason— 11/13
 Barbara Richardson— 11/30

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

IAAP Anniversaries - November 2010

2 Years

Jessica Griffin ConAgra Foods

4 Years

Laura Unruh Provena
 Jill Bryan Exelon Nuclear

5 Years

Carole Serauskis

10 Years

Catherine Peters Ryan Companies US Inc

Division Information:

The ID Scholarship Committee has revamped our scholarship program! This year we are offering 3 scholarships to division members. One person will win fees to take the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) exam. We will also award funding for a member to attend 2011 IDAM and another member to attend 2011 PEP. For the details and application forms, visit our website at <http://www.iaap-illinoisdivision.org/IAAPHQ/illinoisdivision/AboutUs/IllinoisDivisionScholarships/Default.aspx>. Please contact our Scholarship Committee Chair, Fran Puchli, CAP with any questions. Regards, Jeannette Peters, CAP, Illinois Division President

HQ Information:

Procedures for Submission of IAAP or RTF Bylaws Amendments

The following documents may be downloaded from [IAAP or RTF Bylaws Amendments](#), document ID 6409, in the IAAP web community library:

Procedures for Submission of Amendments to International Bylaws and Standing Rules

Procedures for Submission of Amendments to Retirement Trust Foundation Bylaws

Please note **e-mail deadline of February 1, 2011** pertains to both forms. Distribution for proposed amendments is on the forms.

Vendor Corner



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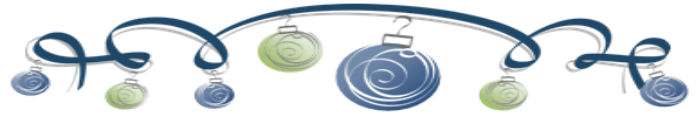
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How easy is that?



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

<u>Cheryl Franklin, CPS</u> President	(630) 434-5663—Phone cfranklin@downers.us
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<u>Veronica Jones-Finley</u> Board Liaison	773-842-5750 Veronica.Jones-Finley@GT.com
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