

February 2012

HAWKEYE CHAPTER, DES MOINES, IOWA



MEETING NOTICE

Inside

February Meeting

Date: February 8, 2012
Time: 5:45 pm Social; 6:00 pm Dinner
 Fort Des Moines Museum
 75 East Army Post Rd., Des Moines

Program: Ray Hansen- Your Financial Plan

Meal: Penne Pasta with fresh spinach and tomato, topped with Julianne Sun-dried tomato chicken breast, signature house salad and Parmesan crusted Focaccia bread, bring your own beverage

Cost: \$12.00 (\$2.00 Facility Fee)

Cash or check made payable to Hawkeye Chapter –IAAP

RSVP: Jeanne Griffen, CAP-OM (vjgriffen@gmail.com) & Mary Ann Moore (mmoore@desmoinescvb.com) by **NOON** February 3, 2012.

PLEASE NOTE: Any reservations received after Noon on Friday will be added to the seating arrangements, but the member or non-member will be responsible to bring their own dinner item. Dinner item reservations will not be adjusted after that time.

DINNER CANCELLATIONS: All members and guests will be billed for their dinner if a cancellation is not received prior to NOON the Friday before the scheduled meeting. Reference: Bylaws Standing Rule #2.

President's Message	2
The Retirement Trust Foundation	3
Nominating Committee News and Form	4-5
Calendar of Programs	6
Birthdays/Anniversaries Mark Your Calendars Officers	7

BOARD MEETING NOTICE

Board Meeting **801 Grand Ave**
February 2, 2011 **Conference Room G-1112**
12:00 PM - 1:00 PM **Dial-in information will be provided with the Agenda.**

Contact Sarah Bantz if you are unable to attend at 515-283-5564 or bantz.sarah@prinicpal.com.

Any member is welcome to attend the board meetings. Please let Sarah know if you are interested in attending.

IAAP

MISSION STATEMENT:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

President's Message



We have certainly been extremely lucky with our winter weather! I am not a snow lover, unless I can be inside by the fire watching it fall, and no where to go the next day. I am not fond of the cold either, but this is Iowa and this is what we love about Iowa. Now that I think Winter is officially here, I am ready for some snow and making everything white. And this summer, the farmers will be extremely thankful for the snow that we did get.

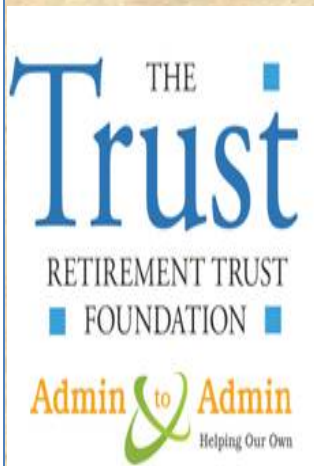
Now is the time of year that the nominations committee will be in full swing. In this issue of the newsletter is the nominations form. Please think about becoming an officer of the Chapter. Requirements state in order to become an officer, you will need to have been a committee chair for a year, and other qualifications are found in your Bylaws under ARTICLE III - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION PROCEDURE. It is a wonderful opportunity.

I am very excited to report that our chapter has officially completed 5 of the required 8 for Chapter of Excellence! I hope members do their part in becoming a Member of Excellence so that we can complete criteria #8. If you haven't done so already, please complete your Commitment form from the headquarters website. It is a personal accomplishment, and one to be very proud to receive. We will be working on our Membership Orientation presentation as one of the criteria, so if you haven't participated in Member Orientation, stay tuned.

I hope you all have been reading our International President's message from the website. In the January message she mentioned that a new Executive Director has been hired. President Goodall states: "Gerald J. "Jay" Donohue, Jr., CAE, CMP. Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier outplacement firm, Challenger, Gray and Christmas." Over the years, Jay has been responsible for the operation and services for the International Association of Defense Council, the Academy of General Dentistry and the Professional Convention Management Association. He has implemented new organizational strategic plans and also assisted with the restructuring of administrative and governance systems. He's skillful at finding and implementing creative solutions. Jay is also excellent in developing employee talent and in training. The board and I are excited that Jay is taking the helm at IAAP. We're confident that 2012 holds many good things for the staff and the association." I am looking forward to seeing what Jay contributes to IAAP. Stay tuned.

Sarah Bantz
2011-2012 President





Happy Groundhog Day, Happy Valentines Day, Happy February! Spring is just around the corner. Spring is my favorite time of year. The trees and flowers all start budding out. The temperature starts warming up. And, the birds start returning bringing their excitement with the chirping.

Are you excited about the next season in your life? Retirement? Are you ready for retirement? IAAP and The Retirement Trust Foundation can help you with your needs!

A Place In The Sun... For You!

Vista Grande is a retirement home built by The RTF as housing for retired administrative professionals. Retirement living at Vista Grande is by application from people who are 55 and up and priority is given in this order:

IAAP members and their families

Former IAAP members and their families

Administrative professionals who are not members of IAAP and their families

People who have never been administrative professionals

Q. What is Vista Grande?

A. [Vista Grande](#) is a retirement center built for administrative professionals located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

Q. How large are the apartments?

A. Vista Grande offers one and two bedroom apartments with a wide variety of [floor plans](#). There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

Alice Schultz, CAP

Southeast District



I know it's hard to imagine that July is just around the corner, but it will be here before we know it! And with July comes a new IAAP year and a new slate of officers and committees for 2012-2013.

We would like to invite everyone to make the leap and volunteer to be an Officer or a Committee Chair. You've heard it all before, but it does take each and every one of us to get involved, participate and help lead the chapter in order for it to remain a vital resource for our professional and personal development.

It was great to see some new faces step up this year and I know there are more of you out there that may just need a little more encouragement to take the plunge. We are all here to help you and support you because your success becomes our success!

Applications for the officer positions need to be returned to me by April 1. A slate of applicants will be published in the May Keyhole with the Installation of Officers at the June Chapter meeting.

Pam Fordyce will automatically assume the President's position. She will need your help to keep the Hawkeye Chapter making the leap to remarkable. Please contact her directly if you are interested in becoming a Committee Chair. Even if you don't want to be the chair of a committee, committee members are always needed.

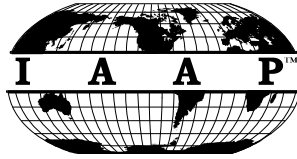
A full description of the duties of each position can be found in the Hawkeye Chapter Bylaws & Standing Rules. Please let me know if you need a copy. To follow is the list of positions available:

Officers: President-Elect
 Secretary
 Treasurer
 Assistant Secretary/Treasurer

Committees: Administrative Professionals Week
 Budget & Audit
 Certification Committee
 Chapter Development
 Communications
 Community Services
 Financial Resources
 Nominating Committee – (Past President automatically becomes Chair)
 Membership
 Retirement Trust Foundation
 Training & Development

Thank you!

Chris Lofdahl, Nominating Committee Chair



International Association of
Administrative Professionals™

**HAWKEYE CHAPTER
NOMINATION AND QUALIFICATION FORM**

Name: _____ Date: _____

Candidate for office of: _____

Joined IAAP in: _____

Offices held in Hawkeye Chapter: _____

Committees on which I have actively served: _____

Committees I have chaired or was assistant chair: _____

International Conventions; Regional, District, and Division meetings attended:

Work: _____

Education: _____

Miscellaneous: _____

If elected, I will accept my duties and fulfill my responsibilities in the position of _____
for the year of 2012 - 2013. I am confident that I can effectively serve the Hawkeye Chapter.

Signature: _____ Date: _____

PLEASE RETURN TO: Chris Lofdahl, Nominating Committee Chair, *by APRIL 1, 2012*

MAILTO: Chris Lofdahl, 4408 104th St. #3, Urbandale, IA 50322

EMAIL TO: chrislofdahl@wellsfargo.com

THANK YOU!

CALENDAR OF PROGRAMS

Hawkeye Chapter 2011– 2012

Program Committee Chair: Michelle Dekker

February 8, 2012	Ray Hansen- Your Financial Plan
March 14, 2012	Mary Ann Moore- Greater Des Moines Convention and Visitors Bureau
April 11, 2012	Cory Garrison- Social Media- RE-cert points
May 9, 2012	Event Planning Inside View
June 13, 2012	Installation of Officers

NOMINATIONS FOR INTERNATIONAL OFFICE OR RETIREMENT TRUST FOUNDATION TRUSTEE

Nominations to International Office or Retirement Trust Foundation Trustee are required to **submit** all forms **via e-mail**. The Committee on Nominations Chairman will confirm receipt of any nomination within three business days.

The following documents may be downloaded from the Call for Nominations, in the IAAP web community document library:

- Official Notice for International Office
- International Office Candidate Application
- Official Notice for Retirement Trust Foundation Trustee
- Retirement Trust Foundation Trustee Candidate Application

Nomination forms are to be completed and sent via e-mail to the Chairman of the Committee on Nominations, the Executive Director and the respective chapter, division or affiliate president for acknowledgement of nomination. **Note:** for International Office candidates the IAAP International Bylaws and Standing Rules state that any chapter or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office and must do so prior to January 15, 2012. Any division, by a vote of its board of directors, may nominate only one of its qualified division members-at-large as a candidate for international office and must do so prior to January 15, 2012.

The application must be received **by e-mail no later than 5:00 p.m. CST January 15, 2012**.

All nomination submissions will be reviewed by the committee after the deadline of January 15, 2012. **Applications found to be incomplete will be disqualified.** Candidates will be informed by February 1, 2012, of acceptance or non-acceptance of candidacy.

Committee on Nominations Chairman e-mail: mrdrow@iaap-hq.org

Executive Director e-mail: executivedirector@iaap-hq.org

FEBRUARY BIRTHDAY WISHES



Jennifer Hart	2/08
MaryAnn Moore	2/16
Deb Scheel, CAP	2/18
Gerry Crawford	2/21
Cheryl Larson	2/26

FEBRUARY CHAPTER ANNIVERSARIES

Deb Curtis	1994
Laurie Allen	1999
Debbie Davis	1999
Ann Greubel	2005
Susie Artis	2010
Michelle Dekker	2011



MARK YOUR CALENDARS 2012

February 15, 2012	Deadline for Registration for May 2012 Certification Exam
March 4, 2012	Spring Conference - Las Vegas, NV
April 22, 2012	Administrative Professionals Week
April 25, 2012	Administrative Professionals Day
May 5, 2012	CAP Exam
June 1-3, 2012	IA-NE Division Meeting, Omaha, NE

This is a monthly newsletter publication of the Hawkeye Chapter of IAAP. Submissions are due by the **20th** of the month to newsletter editor Sarah Bantz at bantz.sarah@principal.com

2011-12 Hawkeye Chapter Officers

President	President-Elect	Secretary	Treasurer	Assistant Secretary/ Treasurer
Sarah Bantz 515-283-5564 Bantz.sarah@principal.com	Pam Fordyce 515-557-6071 pamelafodyce@wellsfargo.com	Jennifer Hart 515-281-6091 Jennifer.hart3@iowa.gov	MaryAnn Moore 515-699-3444 mmoore@desmoinescvb.com	Jeanne Griffen, CAP-OM 515-278-6294 vjgriffen@gmail.com

2010-11 Iowa-Nebraska Division Officers

President	President-Elect	Secretary	Treasurer
Kay Gale, CAP-OM kgale@nebraskamed.com	Sherry Young, CAP-OM smpiano@juno.com	Heather Swartz, CAP-OM heather68504@yahoo.com	Diane Hanel, CAP dianeh@northeast.edu

NW District Director

Kristi Rotvold, CAP-OM
3719 10th St. N
Fargo, ND 58102
krotvold@iaap-hq.org

Office: 701-234-6091
Fax: 701-234-4220
Home: 701-235-1045

Communication Committee
Sarah Bantz, Editor