



## President's Message



Our *Passion & Purpose* year is drawing to a close and looking back it has certainly gone much faster than I expected!

I've enjoyed sharing some different stories and insights with you each month and hopefully they made you smile or chuckle, get a new perspective, or just offer something you may not have considered before....

This last article hit close to home as I remembered a person that I had to distance myself from because to my disbelief she was unable to find joy in her life.

### *Watch Out for Joy-suckers* by Joan Burge (excerpted from "Monday Motivators")

During our last Sunday's Mothers Day service, our pastor said something that really stuck with me and I immediately thought about how this applies to our work life.

I'm sure you can all think of a person at work who seems to take the joy out of everything. Or no matter what good is going on, they can find a down side to it. You really have to be careful and protect yourself from these people because they can affect your attitude, productivity, progress, and success. Individuals who tend to focus on the negative or what could go wrong, tend to be pessimists. They do exist! I view this as just part of who they are; they really can't help it. It is in their DNA. I tend to be a positive person, look for the lesson in adversity, and see a bright future even when life is bleak. Maybe you are that kind of person. It's just us. Our parents could have had an influence on that, life's events could have affected us when we were young or maybe it is just our genes.

The main point is to not let "joy-suckers" get to you. I have an invisible bubble around me. I take it everywhere I go. This bubble acts as a protector so when negative people talk to me, I hear them but their negativity bounces away from me. If you let their views and comments get to you, before you know it, you quit your job. That happened to me when I was about 23 years old. Afterward, I realized I had a good job, liked my manager, and asked myself, "Why did I quit?" I tried to get my job back to no avail. I learned at a very young age to never let anyone color my vision about another person or my employer.

People are not the only joy-suckers at work. Events, a heavy workload, technical problems, lack of confidence - these are also joy-suckers. As you go through your day, be aware and conscious of the events and situations that might take away your positive attitude. These are also things, events, or people who reduce your productivity. Your creativity can suffer.

I like to surround myself with people who are enthusiastic, joy-filled, energetic, and have a mission or purpose to their day, life, and helping others. This is not that I go around with unrealistic expectations of people or events at work. But I do choose who I keep company with which feeds my soul, lifts my spirits when I'm down or really challenged and helps me grow as a person.

*Keep watch for anything or any person who might sidetrack you. Best of luck!*

We started the year with passion & purpose & a plan, took some chances and tried some new things. I encourage each member, new or established, to take a step forward no matter how small and become part of the chapter leadership...we can never have enough new ideas, paths to try or ways to share what we've learned.

There will always obstacles to overcome and challenges to be met, but we have shown we are up to the task as we achieved Chapter of Excellence for the second year in a row. I know you will show the same dedication and commitment to Sarah and the incoming board as the Hawkeye Chapter looks forward to celebrating its 70<sup>th</sup> year in 2012!

My thanks again to each of you for sharing your passion and purpose and for the privilege of leading and representing the Hawkeye Chapter as President during 2010-2011.

*Chris*

Chris Lofdahl  
President, 2010-2011

## **In-Coming President's Request**

### **COMMITTEE CHAIRS/MEMBERS NEEDED!!!**

Please consider signing up for a committee, either as a chair or member for the upcoming 2011-2012 IAAP year. These committees are vital to the chapter and the more you understand what goes on with the committees and the chapter, the more you can contribute.

Committees are:

- Administrative Professional's Week
- Budget/Audit
- Chapter Development
- Communications
- Community Service
- Financial Resources
- Membership Development
- Parliamentary Advisor
- Training and Development

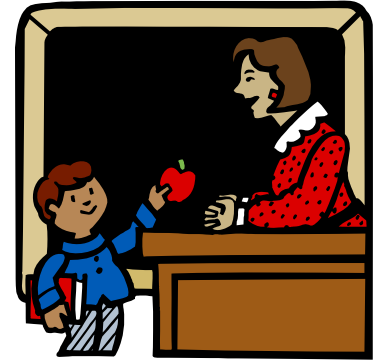
I had the forms with the description of what the duties entailed at the last chapter meeting, and I will have them at the June meeting as well. If you have questions on any of them, please don't hesitate to ask anyone who is on that committee now, or any of the officers, they will be sure to answer your questions as well. No job is too hard, all it takes is stepping outside your box (or comfort zone) and doing something new.

Our joint board meeting in July will include transferring notebooks from the current committee chairs to the new chairs so you will be able to see what has happened this past year, and how you can prepare your new notebook as you work on things throughout the year. This will also give you a chance to discuss any issues they may have had and get their suggestions for the coming year. Consider being a chair, it is worth every minute.

Sarah Bantz  
2011-2012 In-Coming President

## BEWARE - BOSSES PET

Susan Fenner



You remember back in grade school. There was always at least one kid each year (usually the same one) who was designated as “Teacher’s Pet” and could do no wrong in the teacher’s eyes and was always held up as a role model for everyone else. And, you’ll also remember that no one liked Mister or Miss Goody Two Shoes who basked (and flaunted) in the limelight, lording it over everyone else who wasn’t as fortunate or favored. We all managed to survive those days...only to find that the same phenomenon happens in the workplace. Do you know someone who is the Boss’s Pet?

Why do we dislike this person so much? Some reasons that come to mind – we feel they are getting special treatment which makes us feel short changed; they have the boss’s ear and an inside track that definitely gives them an advantage; and they tend to bypass the peons and direct everything toward the exec, leaving us out of the information and decision-making loop and making us feel like schmucks.

So, what can we do about it? You can chew on it all you want, but you can’t change the situation. Better to accept reality. You won’t win with a negative campaign. They’ll go right to the manager and you’ll be the loser. You can let it affect your performance, but then you’ve played into their hands. So, the only answer is to focus on your own professionalism.

There’s also strength in numbers. Rally the team and put energies into team efforts. The more the group participates, the less power one individual has overall. Build camaraderie. Then the person who is left out isn’t you, but the one who is electing to segregate for self-serving purposes. Broadcast team results. Let the boss see what the work group is accomplishing and who is contributing. Stay positive, act as if things are hunky-dory and there’s no imposition, excel within the parameters given, and create new parameters of your own. Overcoming obstacles and finding new niches is a sure way to get recognized and rewarded. Make the boss look good (of course attaching your name) and you’ll find that professionalism will win in the long haul. It’s no fun to be a Pet if it goes unnoticed and no one envies your status. It’s only fun when you can rub people’s noses in it.

And let me say this...if YOU are the Pet, think about your reputation. Is it worth sacrificing your relationship with the team to get momentary attention from your exec? In the short run, you might think you are coming out ahead; in the long run, know it can’t last forever and then the tables will turn and you’ll be the pariah. It’s a career risk simply too big to take!

# APW Event Pictures

April 28, 2011



Committee Chair, Robyn Byrd, Committees Members Vivian Jack, CPS/CAP, Judy Dunblazer



Vivian Jack, CPS/CAP with Speaker Jeff Jennings



President Lofdahl welcomes guests



Committee Chair, Robyn Byrd



Members (Lori Carlson) and Guests enjoying the APW event

# CALENDAR OF PROGRAMS

## Hawkeye Chapter 2011– 2012

Program Committee Chair:

July 13, 2011	Children & Families of Iowa – Agency Presentation
August, 10, 2011	<b>Social</b>
September, 14, 2011	Your Work Style in Color - Susie Artis, OfficeTeam
October 12, 2011	Domestic Violence Awareness – Children & Families of Iowa
November 9, 2011	TBD
December	<b>Social</b>
January	TBD
February	TBD
March	TBD
April	TBD
May	TBD
June	<b>Installation of Officers</b>

If you are looking for some training here are two new ways you can achieve this through IAAP. **Options Office Skills Training or Technology.** These can be considered for re-certification points!!! Copy and paste this link to find out more: <http://www.iaap-hq.org/events/options>

The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams.

## JUNE BIRTHDAY WISHES



Michelle Pals	06/06
Heather Moore	06/07
Beth Kneeskern	06/16
Pam Fordyce	06/29

## JUNE CHAPTER ANNIVERSARIES

Deb Scheel, CPS	1979
Pamela Moore	2007



## MARK YOUR CALENDARS 2011

June 10-12, 2011 - IA/NE Division Meeting, Ames, IA  
 July 24-27, 2011 - International Education Forum and Annual Meeting - Montreal, QC Canada  
 November 4-5, 2011 Certification Exams

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 [sbantz@faegre.com](mailto:sbantz@faegre.com)

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