

March 2011

HAWKEYE CHAPTER, DES MOINES, IOWA



MEETING NOTICE

March Meeting

Date: March 9, 2011

Time: 5:45 pm Social; 6 pm Dinner

Fort Des Moines Museum

75 East Army Post Rd., Des Moines

Program: **Monkey Mind: Recognizing and Controlling Negative Self-Talk - Danette Zisoff, CPS/CAP**

Meal: Pizza, Caesar salad & Monkey Bread
(bring your own beverage)

Cost: \$12.00 (includes facility fee of \$2.00)

Cash or check made payable to Hawkeye Chapter –IAAP

RSVP: zisoff.danette@principal.com by **NOON** March 4.

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IAAP

MISSION STATEMENT:

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

BOARD MEETING NOTICE—NEW DATE

Board Meeting

Wells Fargo Financial, Skywalk Level

March 2, 2011

800 Walnut Street, Des Moines, IA

12:00 PM - 1:00 PM

**Dial-in information will be provided
with the Agenda.**

Contact Chris Lofdahl if you are unable to attend at 515-557-7560 or chrislofdahl@wellsfargo.com.

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

President's Message



HAPPY MARCH & HAPPY SPRING!!

Well, it's all down hill from here and it's going fast!! We still have a lot to do before the June elections, so we'll need everyone's help to finish out the year as we started, with **passion & purpose**. There are some exciting presentations still to come, as well as our APW luncheon and the Division meeting in Ames. I appreciate each one of you and know I can count on you to do what's needed to help us continue to be successful during these last 3 months!

With that in mind, just as we think of spring cleaning at work and at home this time of year, it's also chance to take a look at our lives and see how we can de-clutter and simplify them too. Hope the following will help get you started!

"Spring Clean Your Life" Kathy Gates, Professional Life Coach

Our minds are much like our homes. They both get cluttered with old ideas, old attitudes, old conversations, old hurts. Both need a routine cleaning out of stuff that we collected for one reason, and are holding onto out of habit, neglect, or just sheer willfulness.

Pursuing a simple, sustainable, flexible, happier lifestyle means that you have to choose it. And that means choosing to lose some other things. It means getting rid of things that no longer work for you, it means updating the way you do things, it means freeing up some space for new and exciting opportunities and challenges.

Just like cleaning your home, a mental *Spring Cleaning* takes a dedicated effort, a conscious choice to make changes in your mind the same way you make changes in your décor. Here are some ideas to get you started on a *Spring Cleaning* for your Life:

1. **Clean out the anger, hatred, jealousy, and self doubt.** If you need to apologize, bit the bullet and do it. If you're still angry and waiting on an apology from someone who won't or can't give you one, decide to let it go. It's not contributing to your life -- in fact it's contaminating it -- so it needs to go to the junk heap at the curb. Only then can you put something POSITIVE in its place. Make some room for happiness.
2. **Wash away delay and procrastination.** Delay and procrastination set you up for frustration after frustration. You'll find yourself constantly in the past, trying to catch up, scrambling around trying not to get caught. Is that really how you want to live? Get into the present! You're missing your life by living yesterday over and over.
3. **Dust off your attitude, and put on a fresh coat of positive.** A positive attitude begins with gratitude. For just one day, practice giving instead of taking, practice sharing as much love, help, care, concern, and gratitude as possible. It'll change your perspective.
4. **Throw out misunderstanding, and lack of patience.** Sweep out the dirt of gossip or lies. Open the shades and let in the warmth of friendship. True friendships take work, time, energy, thoughtfulness. True friendships require forgiveness, require understanding. You don't want to be a doormat to anyone, but you do want to find relationships that are equal and reciprocal. The results are certainly worth it.
5. **Lighten up your thoughts with humor and fun.** Yes life is difficult and the world can be a scary, tiresome place. But in your own world, you are in charge of every day. You decide what to think about. You decide when to laugh, you decide what to read, what to listen to, what to think about. Choose to insert laughter into each day; choose to insert a little fun into every day.
6. **Open the windows of your mind to new ideas and a fresh perspective on living a happier, better, easier life.** Change takes action. There's no silver bullet, no magic pill. But if you'll open your mind to some different ways of doing things, if you'll try some new habits, if you'll work your mind muscles and your organizational skills in a different way, you'll find that you'll create the life that you truly want, not just the one that you end up with.
7. **Enjoy the person you are.** If you don't like yourself, find out why, and start working on becoming a person you do enjoy and that others will enjoy also. The returns will be worth it.

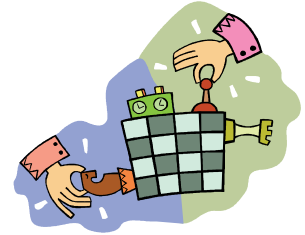
Chris

Chris Lofdahl
President, 2010-2011

RTF MINUTE TO WIN IT

How many of you are familiar with the game show “Minute to Win It”? For those of you who haven’t seen it, it is a show where a contestant tries to win money by doing a certain game for a minute.

With that theme in mind, we will be trying to “Win it” money to go towards our yearly donation for the RTF. So come to the March meeting with your “game” face on, and challenge yourself to “Minute to Win It” for the RTF.



IN LOVING MEMORY—BLAKE RICHARD DIX

For those who remember past member Jennifer Dix, she and her husband Jason announced the arrival of son Blake on January 15, 2011. On February 15, 2011, they had to say goodbye to their precious son. Please keep Jennifer, Jason and son Bryce in your thoughts and prayers. If you would like to send a card, send to:

Jennifer & Jason Dix
2615 Boyd Street
Des Moines, IA 50317



KEEP CALM AND CARRY ON—Joan Burge

I have a new red mug on my desk. Written on it are the timeless yet modern words: "*Keep Calm and Carry On.*"

The expression originated in England in 1939 as a morale boosting poster for the British public under the threat of an impending Nazi invasion. Produced by the British government, many posters were printed but never used. After the war they were forgotten until 2000, when a single poster was discovered at a second-hand book shop. Since that time the design has been re-issued as a popular decorator item.

Many days I need to hear that message over and over!

Take today for instance. I have a 60 slide PowerPoint presentation to "juice" by adding three dimensional effects, color images, and catchy transitions. Several travel expense accounts are waiting to be processed. There are six interviews with out of state candidates to arrange travel for, and an interview panel of five busy people to schedule around. There's a high-level presentation in final editing stages. I have a new principal support to acclimate to the department, a dual monitor installation project, ergonomic equipment to order, logistic planning for an out of state conference in March and 298 electronic documents to analyze for potential uploading into a SharePoint e-room. And that's what I know about right now!

As I sip coffee from my red mug, its message calms and cheers me. It's a comforting touchstone, reminding me that I CAN perform with style and expertise during times of heavy workload or tight deadlines.

The message "Keep Calm and Carry On" translates into the tone of my emails and the smile in my voice as I answer yet another ringing phone call. It helps me remain positive and receptive when people walk into my workspace with new requests, too.

Do you have a morale boosting "touchstone"? Is it displayed prominently in your workspace? If you don't yet have a personal reminder of calm and confidence, this is a great week to get one.

And, no matter how your week goes, remember this: *Keep Calm and Carry On!*



Multi-tasking... what we do daily!

Administrative Professionals Day 2011

The Hawkeye Chapter of The International Association of Administrative Professionals (IAAP) invites you to join us on **Thursday, April 28, 2011 at the Holiday Inn-Mercy Campus from 11:30am-1:00pm** for our Annual Administrative Professionals Day luncheon and program.

Enjoy a wonderful lunch, exciting speaker and learn more about IAAP and the Hawkeye Chapter.

Door prize drawings!

Watch for the “special” invite with all the details coming your way soon.

For information about Administrative Professionals Week, IAAP and the Hawkeye Chapter, please contact our Chapter President, Chris Lofdahl 515.557.7560 chrislofdahl@wellsfargo.com

With the difficult economy and a recession that doesn't seem to want to end, office professionals everywhere have felt the impact of trying times. That's why this year, we're sharing our day with all office professionals.

With this shift in focus for 2011, we would like individual members, chapters and divisions to see this as an opportunity to promote IAAP within the office and the community and foster goodwill between admins and other professionals in the office. This will open up avenues to promote your local chapter and IAAP.

How can you promote APW? **Here are a few suggestions:**

- Place a flyer on every coffee shop, grocery store and office bulletin board you can find. These APW images can be used as flyers or ads for your local paper
- Chapters, if you haven't already planned an event with the international board theme, hold APW events for the entire workforce with the APW theme: This year, celebrate all office professionals. Some topics that would apply to most office professionals could include office communication or a résumé workshop
- Watch the website for new APW press releases coming in March.
- Chapters/divisions, post the APW slogan/logo on your websites
- Send an APW day e-card to co-workers/bosses – We will create an APD e-card you can send to your co-workers. It will be available in the March edition of *Connections*
- Invite co-workers to a free APW webinar which will be announced at a later date
- Host a simple APW “thank you” breakfast with rolls and coffee. It's as simple as stopping at the donut shop, picking up a few dozen and inviting the office for their own APD celebration
- Next month we'll provide you with an article by IAAP International President Mary Ramsay-Drow that you can offer to your local paper for its editorial page.



All supporting materials can be found by logging in to the [IAAP Web Community](#) > resources tab > IAAP International



Team Effort

Time to get out of your **COMFORT ZONE!**

Get involved. Develop yourself. Network and have fun!

Beginning in July 2011, we will start with a new slate of officers and committees. We would like to ask that you volunteer to be an Officer or a Committee Chair.

I know there is a lot of **PASSION** among you members and with the Passion there is a **PURPOSE!**

Let me know your interest. We need all of you to help make IAAP successful. We need fresh ideas, new faces and those with experience... everyone is needed.

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

Sarah Bantz, with her past chapter, board and international experience, will automatically assume the President's position. Sarah has the experience and the knowledge to lead this Chapter to another year of Chapter of Excellence. She will need your help and she will be taking volunteers directly for the Committee Chairs. Even if you don't want to be a chairman of a committee, committee members will be needed.

A full description of the duties can be found in the Hawkeye Chapter Bylaws & Standing Rules which all of you should have a copy of.

Officer Positions open are:

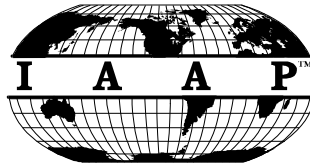
President-Elect
Secretary
Treasurer
Assistant Secretary/Treasurer

Committee Chairs open:

Administrative Professional Week
Budget/Auditing
Chapter Development
Communications
Financial Resources
Membership
Nominating (*automatically filled by Past President*)
Retirement Trust Fund

Patti Hawxby, Nominating 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 2011 - 2012 . I am confident that I can effectively serve the Hawkeye Chapter.

Signature: _____ Date: _____

PLEASE RETURN TO PATTI HAWXBY, NOMINATING CHAIR, BY APRIL 1, 2011.

FORM CAN BE SENT TO: Patti Hawxby, 407 North Street, Dallas, IA 50062

or EMAIL TO Hawxby.Patti@Principal.com

THANK YOU!

CALENDAR OF PROGRAMS

Hawkeye Chapter 2010– 2011

Program Committee Chair: Patty Godfrey

Apr. 13, 2011 1-CEU Approved	Building Trust Sarah Bantz Location: Ft. Des Moines Museum
May 11, 2011	Certification Jeanne Griffen, CPS/CAP Location: Ft. Des Moines Museum
June 8, 2011	Installation of Officers Location : Ft. Des Moines Museum

As of February 10, 2011:

A Chapter of Excellence will attain a minimum of 14 of the following 19 criteria.
*The item in **BOLD** will be achieved by the deadline for submission.*

1. **Sixty percent of the chapter meetings offer recertification points (7 of our 10 meetings offered recertification points - 70 %)**
2. At least one member of the chapter obtains their CPS and/or CAP certification during the current IAAP fiscal year.
3. **Sign the online Chapter of Excellence Commitment agreement (Done)**
4. **Publish at least six newsletters/e-newsletters (We publish 12 newsletters in each IAAP year)**
5. **Participate in the IAAP Web Community by hosting chapter's website on the IAAP Web Community (Done)**
6. **Publish annual meeting calendar with education and/or training topics by October 1st and establish marketing plan to encourage members to attend chapter, division, and international meetings and events (We currently do this via the Keyhole, the web site and chapter-wide e-mail updates)**
7. **Mandatory: Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. (Done)**
8. **Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1st deadline. (Done)**
9. **A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event. (Done)**
10. **Send a delegate to the Division Annual Meeting and a delegate or submit a proxy to the International Convention and Education Forum (EFAM completed July, 2010; Division meeting will be completed Jun. 10th)**
11. **At least one member serves in a division office or committee; or serves on an international committee; or as an international officer or as an RTF Trustee (Done)**
12. **Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event (Executive Breakfast - Oct.14, 2010; APW will be completed Apr. 28th)**
13. **Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program. (Avery Chapter Achievement Award application submitted Jan. 27th)**
14. **Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent.**
15. **Mandatory: Conduct at least one Member Recruitment Meeting (Done)**
16. **Conduct new member orientation program (Done)**
17. **Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase). (We're close - we have 2 new members this year)**
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. **Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31st and conduct an annual member interest/satisfaction survey. (Done)**

As you can see, we are well on our way to achieve the Chapter of Excellence for the second straight year!

MARCH BIRTHDAY WISHES



Nancy Holdefer	03/12
Lea Salgado	03/22
Pam Moore	03/26

MARCH CHAPTER ANNIVERSARIES

Lori Budding	1996
Lea Salgado	2001
Tammy Witzke, CPS/CAP	2007
Cheryl Larson	2008
Judy Dunblazier	2009
Tami Lakers	2010



MARK YOUR CALENDARS 2011

April 24 - 30, 2011 - Administrative Professionals Week
 May 5 - 6, 2011 - Certification Exams
 June 10-11, 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

2010-11 Hawkeye Chapter Officers

President	President-Elect	Secretary	Treasurer	Assistant Secretary/ Treasurer
Chris Lofdahl 515-557-7560 chrislofdahl@wellsfargo.com	Sarah Bantz 515-447-4754 sbantz@faegre.com	Jennifer Hart 515-281-6091 Jennifer.hart3@iowa.gov	Paula Poli 515-974-6030 paula.poli@bratney.com	Danette Zisoff, CPS/CAP 515-235-5864 Zisoff.danette@principal.com

2010-11 Iowa-Nebraska Division Officers

President	President-Elect	Secretary	Treasurer
Kay Gale, CPS/CAP kgale@nebraskamed.com	Joan Merryman, CPS/CAP bjmerry@aol.com	Sherry Young, CPS/CAP smpiano@juno.com	Patti Hawxby Hawxby.patti@principal.com

NW District Director

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

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

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 Sarah Bantz, Editor
 Robyn Byrd