

# May 2011

HAWKEYE CHAPTER, DES MOINES, IOWA



## MEETING NOTICE

### May Meeting

**Date:** May 11, 2011

**Time:** 5:45 pm Social; 6:00 pm Dinner

Fort Des Moines Museum

75 East Army Post Rd., Des Moines

**Program:** Certification - Jeanne Griffen, CPS/CAP

**Meal:** Sub-sandwich w/condiments, Pasta salad, Fruit salad, Chips & dip, Dessert

**Cost:** \$7.25 (includes \$2.00 facility fee)

*Cash or check made payable to Hawkeye Chapter -IAAP*

**RSVP:** [zisoff.danette@principal.com](mailto:zisoff.danette@principal.com) by **NOON** May 6th.

**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.

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## BOARD MEETING NOTICE

**Board Meeting**

**May 4, 2011**

**12:00 PM - 1:00 PM**

**Wells Fargo Financial, Skywalk Level**

**800 Walnut Street, Des Moines, IA**

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

### IAAP

#### MISSION STATEMENT:

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

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



It's hard to believe that almost a year has past and as we enter May, we are just one month away from finishing our ***Passion and Purpose*** year! It's been quite an adventure for me personally and one I will not soon forget.....but before I have to say my goodbyes there are still a few more things that need to be done.

I know we are all looking forward to the candidates' speeches this month and a peek at what's in store for the chapter in 2011-2012. It's exciting to have some new faces stepping up to take on the challenge of these leadership roles.

I found the following article and think it can apply to chapters as well as its individuals - see what you think!

### ***Survivors and Thrivers! By Chris Widener***

One of the most watched television shows today is "Survivor". We admire those who survive! We tune in every week to see who makes it next. But even better than being a survivor is to be one who thrives! What are the differences between someone who survives and someone who thrives? Here are a few:

A survivor gets by, a thriver gets ahead. Do you feel like you are just getting by? You don't have to. You can actually get ahead! You can be out front! You can thrive!

A survivor is tired at the end, a thriver feels full of energy. When you are finished do you feel tired? You can thrive and be filled with energy! You can thrive!

A survivor has barely enough, a thriver has an abundance. Do you have more months left over at the end of your money? You can have more money left over at the end of your month! You can thrive financially!

A survivor is always on the edge, a thriver is on firm ground. Do you feel like you could fall over the edge at any time? You can get back on solid footing! You can feel firm about where you are. You can thrive!

So how do we shift from being a survivor to becoming a thriver? Here are a few steps to put you on your way!

First, start with some good input. Subscribe to as many good magazines and Ezines that will change your outlook and inspire you to thrive! And don't just subscribe to them – read them. Devour them. Get great audios and videos and listen to them and watch them. The principle here is to renew your mind to become a person whose mindset is one of a person who thrives.

Second, get around people who are thriving. Join clubs and groups filled with people who are already thrivers. Develop friendships with them; take them to lunch or coffee. Pick their brains and learn from them. Mimic their habits of thriving.

As you commit to these first two, you will see the time you spend watching and listening to junk go out the door. You will see that you are spending less and less time with those kinds of people who just want to survive. This will be the launching pad for your success.

Third, make a personal evaluation of your skills. What areas do you need to grow in? Now, get to work on those skills. Skills are what take you to the top. An old quote says that the race isn't always won by the fast or the strong, but that's the way to bet! I'll take the person with skills to be the one who thrives every time. It won't work like that every time, but it will most of the time.

Fourth, make a commitment to a long-term, tenacious outlook. We have to do this in order to turn the ship around. If you are just a survivor, you can be a thriver, but it may take some time. Remember, this is for the rest of your life. There will be times of weakness. There will be times of hardship. If you are tenacious, you can, and will, thrive!

Fifth, understand that thrivers are almost always people of methodical discipline and order. They know that they have to have order in their lives and the order is what produces the ability to thrive. They thrive financially because they discipline themselves to save and invest rather than spend. They thrive physically because they are disciplined in what they eat and in how they exercise. Discipline will make you thrive!

Yes, you can THRIVE! Take the above and get to work. Make these principles a part of your life and they will create in you an ability to thrive in everything that you do. You will no longer just survive. Instead, you will thrive! And that is going to feel great!

*Chris*

Chris Lofdahl  
President, 2010-2011



International Association of  
Administrative Professionals®



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2010-2011 Officers**

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May 2011

TO: Hawkeye Chapter Board  
Hawkeye Chapter Members  
FROM Patti Hawxby, Nominating Chair  
IA-NE Division Treasurer  
RE Notice of Nominations for Candidates for Hawkeye Chapter

In accordance with Hawkeye Chapter Bylaws and Standing Rules regarding nominations of candidates for Chapter office, the candidates for the chapter offices for 2011-2012 are:

- President-Elect:** Pam Fordyce
- Secretary:** Jennifer Hart
- Treasurer:** Mary Ann Moore
- Asst. Secretary/Treasurer:** Jeanne Griffen CPS/CAP

As the Chapter Bylaws state, President-Elect automatically moves to the position of President. **Sarah Bantz will become Hawkeye Chapter President.** The Bylaws also state that a candidate for office shall have been a Professional or Professional-merited member of this chapter for at least one year prior to the time of nominations, and preferable to have served as a committee chair.

Nominations may also be made from the floor at the regular June Chapter meeting, provided the nominee has given consent to serve if elected. Qualifications of candidates nominated from the floor will be given verbally at the time of nomination. Any nomination from the floor must receive one second. If there is a nomination from the floor for any of the above mentioned positions, a ballot vote will be performed. Please notify me in advance if there is anyone going to be nominated from the floor.

Come hear your candidates speak at the regular scheduled May meeting. Election of officers will be held at the regular scheduled June meeting. Their qualification forms will be posted with the May keyhole, prior to elections for your review.

Please plan to attend both of these very important meetings. Remember the chapter belongs to all members and these folks need your support to act on your behalf.

Thank you to the candidates and any future candidates.

If you have any questions, please contact me at 515-247-6003 or via email at [hawxby.patti@principal.com](mailto:hawxby.patti@principal.com).

## **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/Auditing

Chapter Development

Communications

Community Service

Financial Resources

Membership Development

Parliamentary Advisor

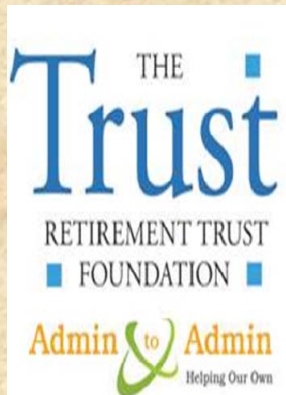
Training and Development

I had the forms with the description of what the duties entailed at the last chapter meeting, and I will have them at the May 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



## April Showers Bring May Flowers

With the coming of spring, our thoughts turn to new growth. What a great time to plant seeds of hope for our fellow admins and let your contributions bloom in the HSAN garden!

- Q.** Who qualifies for the Housing Subsidy for Admins in Need (HSAN) Program?
- A.** Financial assistance is available for housing to administrative professionals, age 55 and older, who are in need and meet stipulations in accordance with the IRS requirements. Monthly payments are paid directly to the housing facility.
- Q.** Do I have to be a current or former member of IAAP to receive financial assistance?
- A.** No. However preference will be given to IAAP members, former IAAP members and retired administrative professions, in this order, but anyone is welcome to request assistance.
- Q.** Can you live at Vista Grande and apply for financial assistance?
- A.** Residents at Vista Grande may apply for assistance through our HSAN Program.
- Q.** How do I apply?
- A.** All requests for financial assistance are mailed to the controller at IAAP headquarters. The controller will compile the information, assign a number to the application and forward to the board of trustees for approval/disapproval. IAAP headquarters notifies applicants of the decision.
- Q.** If I'm accepted, do I need to reapply each year?
- A.** Yes. Financial assistance needs must be assessed each year.
- Q.** Do you have to be a current IAAP member on your retirement date to qualify for benefits?
- A.** No, but you will lose your number one preference status and move to the secondary level.

**The deadlines to apply for housing assistance are May 15 and November 15.**

Please help us get the word out so the RTF can help more admins participate in the program. **Admin to admin – we're helping our own!**

### How to Donate

Participate in your chapter's or division's RTF fundraising projects: send your donation to IAAP headquarters, accompanied by the donation form (download from the RTF website); or donate online [www.iaap-rtf.org](http://www.iaap-rtf.org) using a credit card. Click on the *Donate* tab and select *Contribute online*. It's as easy as that!

## Set Healthy Boundaries

By Joan Burge

So, what kind of boundaries are we talking about and with whom? After all, as administrative assistants and executive assistants, you sometimes feel like you can't set boundaries or you might get fired or your leader will think you are not a team player. Some people think when I'm talking about setting boundaries, they have to do with sexual harassment in the workplace.

Boundaries can be set any time, any place, on anything, and with any person. I'll give you a perfect example that just happened to me this morning as I was traveling. I was at the Las Vegas airport in the security line and was in line to pass my carry on through the screening process. (Keep in mind; I've been traveling for 20 years about 75% of the time, each year so I know what to do.) I was quickly placing my laptop in the bin, folding my raincoat up, taking off my shoes, and putting my purse on the conveyer when all of a sudden, this young woman who had been in line behind me, stepped right in front of me with 2 suitcases and placed them on the conveyer. She still needed to take off her shoes – and she didn't know she was supposed to take off her sweat jacket.

You are probably thinking, "So what?" So what? It was rude that she thought she could just jump in front of me especially when she was not ready herself. It was not as if she said, "May I go ahead of you?" or I looked behind me and said to her, "You can go ahead of me." I nicely told her that she couldn't cut in front of me. Of course, she looked at me in shock and made a few comments. (I will spare the details of our back and forth dialogue.) She finally took her items and moved behind me and told me to have a nice day.

A boundary in the office for an administrative assistant can be as simple as addressing a coworker or manager who constantly steps into your workspace and takes your pens or pads and does not ask or return them. If that bothers you, you need to say something.

Another boundary you might need to set is your accessibility after hours to your leader as far as emails go. This is becoming a huge problem. As I travel the country and talk to hundreds of administrative office professionals ranging from administrators to executive assistants, I'm hearing them say they are spending too much of their personal time (evenings or weekends) managing and/or responding to emails from their leader. One administrative assistant, who'll I'll call Sue for anonymity reasons, said that originally her manager did not expect her to check business emails and take action on non-work hours. But she wanted to get a jump on things or was curious as to what was going on, or wanted to read emails on Sunday night to be prepared for Monday morning. The problem is... she started responding to her leader's emails and taking action steps if required. Now, she is frustrated because she spends 50% of her weekend working. I told her, "She created the monster." It wasn't required of her and while she thought nothing of it at first, it snowballed and now she will have to say something to her leader.

First, do not create situations that you will later regret.

Second, people will act as we allow them to. If you don't say something when something isn't right, then the person assumes it is okay.

Third, professionally communicate when setting boundaries yet be firm.

Healthy boundaries are good for you and the other person. It teaches them how to work with you in a way that stimulates win-win situations. You feel good for reasons that are too many to even mention in this blog. A few are that you feel confident, peaceful, in control (not walked over), respected, like a peer or business partner and viewed as a leader.

Good luck in setting healthy boundaries!

# CALENDAR OF PROGRAMS

## Hawkeye Chapter 2010– 2011

Program Committee Chair: Patty Godfrey

June 8, 2011	<b>Installation of Officers</b> Location : Ft. Des Moines Museum
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### MEMBER OF EXCELLENCE

How are you doing with meeting the requirements for your **Member of Excellence** rating? This isn't as hard as you may think. You only need **eight** of the following **eleven** criteria:

1. Do you have the CPS or CAP rating? **This is something to consider and will take some work, but it can be accomplished!**
2. Sign the Member of Excellence Commitment form – **Just sign your name and insert the date!**
3. Actively participate in the web community or *write an article and have it published in the chapter or division newsletter* –**we are always looking for articles, updates or tips for the Keyhole...**
4. Attend a non-IAAP educational workshops, seminar or conference? **Did your company send you for training or professional development, etc.? That counts...**
5. Do you have a degree, certificate or equivalent from an accredited college or university or have your gotten your Microsoft certification? **Done!**
6. Pay your dues on time (**mandatory**) – **simple!**
7. Are you a chapter or division officer? Committee chair? Committee member? – **Done!**
8. How about conducting a public presentation or program or training for your co-workers or the chapter? **Don't forget the events outside of work and IAAP too...**
9. Attend eight chapter, division and/or international sponsored events – **in addition to the chapter meetings, did you go to EFAM, the IA-NE Division Fall Leadership Conference or another chapter's event?**
10. Did you recruit a new member? **We are always looking for new members, so this is doable...**
11. When doing your annual performance review or plan, incorporate IAAP membership. **This is an easy one and shows your manager or executive the commitment you have to your career.**

Now, that wasn't too bad, was it? The on-line submission deadline is June 30<sup>th</sup>. Becoming a **Member of Excellence** for the 2010-2011 year is well within your reach!

## MAY BIRTHDAY WISHES



Sarah Bantz	05/10
Beth Reide	05/20
Carol Palmer	05/23
Lori Budding	05/29

## MAY CHAPTER ANNIVERSARIES

Maureen Richmond	1991
Heather Moore	2001
Pam Fordyce	2005
Chris Lofdahl	2006



## MARK YOUR CALENDARS 2011

May 5 - 6, 2011 - Certification Exams  
 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)

### 2010-11 Hawkeye Chapter Officers

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### 2010-11 Iowa-Nebraska Division Officers

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 Robyn Byrd