



# November 2011

HAWKEYE CHAPTER, DES MOINES, IOWA



## MEETING NOTICE

### November Meeting

**Date:** November 9, 2011

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

Fort Des Moines Museum

75 East Army Post Rd., Des Moines

*\*Bring in silent auction items for display\**

**Program:** New Office Technologies - Josh Skinner

**Meal:** Soup, Sandwich and Salad

Includes chicken tortilla soup, sandwich assortment and garden salad, bring your own beverage

**Cost:** \$10.00 (includes \$2.00 facility fee)

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

**RSVP:** [mollymuffin2005@gmail.com](mailto:mollymuffin2005@gmail.com)

by **NOON** November 4, 2011.

**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.

## BOARD MEETING NOTICE

**Board Meeting**      **801 Grand Ave**  
**November 3, 2011**      **Conference Room G-1108**  
**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](mailto:bantz.sarah@prinicpal.com).

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

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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.

## President's Message



This time of year we need to be reminded that our attitudes need to be in check. I am all about a positive attitude in any situation, but sometimes that is not a possibility. In reading up on attitudes and how to continue with an up-beat and positive attitude will all the stress of the holidays, I have found this exercise interesting:

Think of at least three recent situations where your mood changed from good to bad because of outside influences. How could you have helped avoid that from happening?

Remember: You do have a choice. So next time you find yourself facing a challenge, choose to find the positive in the negative. It's a success skill we never outgrow. Here are a few things to remember:

**Breathe.** I find that when I focus on my breathing I tend to stop thinking so hard about what isn't right and as I find my breath is more controlled, then I move onto step 2.

**Think.** Simple enough, just think about what is making you upset or what is happening and look at it from the bigger picture. Is this going to matter in 5 days, 5 weeks, 5 years? If no, why am I letting it get to me now? If yes, it is probably something that requires more serious thinking. See step 3.

**Control.** Gain control back over what is seemingly out-of-control. You put this day into perspective and now you need to think about what you can and will do to make things better.

So on the topic of breathing, thinking, and control, and the holidays right around the corner, and with the hope that your shopping has begun. Remember these things when you are out, and it starts to get stressful. November is also the time for reflection and spending time with family and friends. Your friends and family are there for you, so take the time to enjoy one and all.

Happy Thanksgiving!

Sarah Bantz  
2011-2012 President



## The Housing Subsidies Program for Admins in Need of the Retirement Trust Foundation

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.

The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a [retirement community](#) can receive [financial assistance](#) to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

The [Retirement Trust Foundation Housing Assistance and Vista Grande Grant policies](#) were adopted March 20, 2010. To apply for HSAN one needs to [download](#) and fill out the [Financial Assistance Application](#) and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at [www.iaap-rtf.org/programs/ain.html](http://www.iaap-rtf.org/programs/ain.html). If you feel you are qualified for program consideration (or know someone who is qualified), please complete the [Financial Assistance](#) Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011. When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at

[www.iaap-rtf.org](http://www.iaap-rtf.org).



Optional:

Please bring a wrapped ornament to be placed in the ornament exchange. \$5 limit for all ornaments.

*Please join us for  
Hawkeye Chapter's  
Annual Holiday Social*

*This invitation is for all chapter members and their adult guest (s)*

*Wednesday, December 14, 2011*

*5:30 PM Social 6:00 PM Dinner*

*Willow Creek Golf & Country Club*

*140 Army Post Road, West Des Moines, IA 515-285-4558*

*Dinner - Choice of Savory Roast Beef or Stuffed Pork Chop,  
Baked Potato, Glazed Snow Peas and Carrots, Salad, Dinner  
Rolls, Water,*

*Coffee, Iced Tea and Ice Cream Sundae*

*\$20.00 per person*

*Please RSVP by Friday, December 2 to:*

*Sarah Bantz - [bantz.sarah@principal.com](mailto:bantz.sarah@principal.com) or 515-283-5564*

*Please RSVP with your choice of entree*

*Payment will still be required on any cancellations after December 2nd*

# CALENDAR OF PROGRAMS

## Hawkeye Chapter 2011– 2012

Program Committee Chair: Michelle Dekker

November 9, 2011	New Office Technologies – Josh Skinner <b>RE-cert points</b>
December 14, 2011	<b>Social</b>
January 11, 2012	Sarah Bantz- TBD- <b>RE-cert points</b>
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- <b>RE-cert points</b>
May 9, 2012	Event Planning Inside View
June 13, 2012	<b>Installation of Officers</b>

### 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](mailto:mrdrow@iaap-hq.org)

Executive Director e-mail: [executivedirector@iaap-hq.org](mailto:executivedirector@iaap-hq.org)

## NOVEMBER BIRTHDAY WISHES



Janet Christians, CPS	11/03
Robyn Byrd	11/05
Sue Kiley	11/06
Debbie Davis	11/12
Becky Richardson, CPS/CAP	11/25
Sherry Young, CPS/CAP	11/26

## NOVEMBER CHAPTER ANNIVERSARIES

Sherry Young, CPS/CAP	1996
Angela Vallejo	2007
Vivian Jack, CPS/CAP	2008
Katy Clark	2010



## MARK YOUR CALENDARS 2011—2012

November 4-5, 2011	Certification Exams
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

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](mailto:bantz.sarah@principal.com)

### 2011-12 Hawkeye Chapter Officers

President	President-Elect	Secretary	Treasurer	Assistant Secretary/ Treasurer
Sarah Bantz 515-283-5564 <a href="mailto:Bantz.sarah@principal.com">Bantz.sarah@principal.com</a>	Pam Fordyce 515-557-6071 <a href="mailto:pamelafordyce@wellsfargo.com">pamelafordyce@wellsfargo.com</a>	Jennifer Hart 515-281-6091 <a href="mailto:Jennifer.hart3@iowa.gov">Jennifer.hart3@iowa.gov</a>	MaryAnn Moore 515-699-3444 <a href="mailto:mmoore@desmoinescvb.com">mmoore@desmoinescvb.com</a>	Jeanne Griffen, CPS/CAP 515-278-6294 <a href="mailto:misssniff2010@hotmail.com">misssniff2010@hotmail.com</a>

### 2010-11 Iowa-Nebraska Division Officers

President	President-Elect	Secretary	Treasurer
Kay Gale, CPS/CAP <a href="mailto:kgale@nebraskamed.com">kgale@nebraskamed.com</a>	Sherry Young, CPS/CAP <a href="mailto:smpiano@juno.com">smpiano@juno.com</a>	Heather Swartz, CPS/CAP <a href="mailto:heather68504@yahoo.com">heather68504@yahoo.com</a>	Diane Hanel, CPS <a href="mailto:dianeh@northeast.edu">dianeh@northeast.edu</a>

### NW District Director

Kristi Rotvold, CPS/CAP  
3719 10th St. N  
Fargo, ND 58102  
[krotvold@iaap-hq.org](mailto:krotvold@iaap-hq.org)

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Communication Committee  
Sarah Bantz, Editor