

# October 2011

HAWKEYE CHAPTER, DES MOINES, IOWA



## MEETING NOTICE

### October Meeting

**Date:** October 12, 2011  
**Time:** 5:45 pm Social; 6:00 pm Dinner  
 Fort Des Moines Museum  
 75 East Army Post Rd., Des Moines

**Program: Domestic Violence Awareness Month  
 Children & Families of Iowa**

**Meal:** Potato Bar

Includes baked potato, chili, cheese, butter, bacon bits, black olives, sour cream, salsa, ham and broccoli, bring your own beverage

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

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

**RSVP:** [misssniff2010@hotmail.com](mailto:misssniff2010@hotmail.com)

by **NOON** October 7, 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**  
**October 6, 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@principal.com](mailto:bantz.sarah@principal.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



I hope everyone has been enjoying this wonderful weather! I love the cool crisp nights, and hopefully we will have more of this than the other “white” stuff that could be falling in the next couple of months. I don’t think any of us need to see that quite yet.

Football weather is all about cool crisp evenings, and light jackets. I am sure the trees will be showing beautiful colors in the weeks to follow. Time for the drive to see just how beautiful they truly are.

As you know, October is Domestic Violence awareness month, and our presentation this month will give us a good idea of the issues that some women face when dealing with domestic violence. “In Her Shoes” will give us as members scenarios that women face when dealing with this issue. It will be an emotional journey, but hopefully one that will get members interested in volunteering time to help those in need.

The current edition of *Office Pro* has pictures from EFAM in Montreal, and if you look close, one of our own has made the publication! Our own Patti Hawxby caring the flag of India was captured while they were snapping the picture of another flag carrier.

Other items of interest from this publication is “On the Run” items. One key issue that was mentioned “Flexibility is Key to Great Job!” I totally agree with this, and the more flexibility the better you and others will be. The seven keys that were discussed were; **Flexibility, Engagement, Valued, Freedom, Wellness, Variety, and Advice.** I hope everyone will have each of these items to make their job something to enjoy. I just have to add one more, because I know that this is also very key to success in anything you do. They one key item is **Attitude!** This is by far the biggest and most important for anyone at any job. If your attitude is not in the work, then you need to find something that makes your attitude the best it can be. Work shouldn’t drag you down so you aren’t productive, it should be learning and growing all the way through.

Our Annual Executive Breakfast is coming up fast. Mark October 13 on your calendar and look for more information in this edition of the Keyhole and plan to attending and bring your executive along. This event is something the chapter does to “Thank” our executives in honor of National Bosses Day.

Now is the time to start saving and planning for next year’s EFAM. It is in Grapevine, Texas (so close) and it will be at the Gaylord Resort, similar to the Opryland Resort in Nashville, which was my first Annul meeting. It was overwhelming, but I was hooked after that. This next year’s EFAM planners are gearing up and will have lots for us to do. The hotel information should be coming out soon. I do know that rates are \$185/single and \$195/ double occupancy. More information will be out, so stay tuned on what you can expect from the great state of Texas. Log into [www.iaap-hq.org](http://www.iaap-hq.org) to get more information! And start planning today for EFAM 2012!

Sarah Bantz  
2011-2012 President





Did you know that October is National Domestic Violence Awareness Month? So, what exactly is Domestic Violence? Domestic Violence is defined as a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Abuse is physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure or wound someone. Domestic violence can happen to anyone of any race, age, sexual orientation, religion or gender.

Locally Children & Families of Iowa's Domestic Violence Services program (CFI-DVS or DVS) provides services for victims/survivors of domestic violence. The safe shelter can house up to 62 adults/children at any given time.

From July 2010-June 2011:

- The shelter served over 900 women and children.

- Turned away 965 adults/children due to the shelter being at capacity. Referrals to other local services were provided.

- Outreach services had contact with over 1955 victims/survivors.

- Outreach services provided 50 community education presentations with over 700 total in attendance and had a presence at several community resource fairs.

- DVS also provides crisis counseling via the statewide DV Hotline and 4 local crisis lines serving over 4050 callers.

What can you do to help?

- Speak out against domestic violence!

- Donate financially or by volunteering your time, talent or other resources.

- Support life-saving domestic violence services and initiatives.

- October 2nd is Domestic Violence Day of Unity...show your support by wearing purple that day.

If you would like more information, please contact Domestic Violence Services 471-8699. The local crisis line is 243-6147 and it is staffed 24/7, 365 days per year by certified domestic violence advocates.

Join us at the October chapter meeting and take part in the inter-active simulation "*Walk in Her Shoes-living with Domestic Violence*". See the summary for the simulation elsewhere in the newsletter for more information.

Robyn Byrd  
Office Manager  
Children & Families of Iowa  
Domestic Violence Services

## Domestic Violence Simulation



Quietly, in pairs — some holding one or more dolls — the 30 or so women begin moving about the small meeting room. They pause at a chair labeled “clergy,” pick up a color-coded card and read it, then move on to another chair and read another card.

Before long, as the women move from chair to chair, the quiet conversations become more animated and are frequently punctuated by angry outbursts. And by the end of the one-hour simulation game, “In Her Shoes,” most of the participants are ranting in frustration.

There are 17 “stations” in the simulation — including such topics as “court,” “mental health,” “child protective services,” “housing,” “medical,” “shelter,” “job” and “support group.” Each pair of participants picks a real-life scenario and visits the 17 stations. At each station choices are offered, which, of course, impact the range of choices available at subsequent stations. Also like real life, a few participants conclude the simulation by successfully escaping the violence. Most do not. And some die, their choices leading them inexorably to the station labeled “Funeral Home.”

Welcome to the world of battered women — victims of domestic violence — and the bewildering maze they must navigate to access the resources they need in order to survive. And in the game, as in real life, some don’t survive. One of the “stations” in the simulation is labeled “Funeral Home” — a clear signal that the player has died as a result of the choices she has made.

Developed in Washington State, “In Her Shoes” has become an extremely effective tool for educating pastors, social workers, police, government officials and those interested in combating domestic violence about the gauntlet faced by women seeking to escape abusive relationships.

“People aren’t going to believe it unless and until they walk down the road,” says Tyra Lindquist of the Washington State Coalition Against Domestic Violence, which helped develop “In Her Shoes” six years ago. “This simulation is really good because people like experiential things. The stories in this simulation are compelling and people quickly get immersed in them.”

Asked how they felt at the end of the simulation, participants variously said: “tired,” “helpless,” “ashamed,” “voiceless,” “powerless,” “frustrated,” “gullible,” “guilty,” “confused” and “angry.” One participant asked wearily, “Is there no end to it?” Another agreed, saying, “I felt like I was going around and around in circles.”



Learn more.....experience it for yourself.....

IAAP-Hawkeye Chapter

Wednesday, October 12. 2011

**DETERMINE TO SUCCEED**  
**JOAN BURGE**

Attitudes are important to successfully overcoming challenges. Right now, we have a lot of challenges facing us - the economy, companies downsizing, air travel stress, an election year on the horizon, and personal challenges. That is *just* life. We will always be presented with obstacles, uncertainty, and changing world events.

Think about your challenges at work: a tough assignment, a difficult person, juggling multiple tasks and people, and learning new technologies. Your attitude about the situation will dramatically affect how you go through the situation.

Strive for a positive attitude and use positive self-talk. Add to that: creative thinking, problem solving, risk taking, determination, commitment, being organized and taking action, and you will accomplish your goals. Here are bonus strategies:

1. Keep abreast of the economic changes taking place; they could affect your industry and job.
2. Be a star performer at work. Companies do not want to lose their stars - or rising stars.
3. Don't get caught up in the negative grapevine at work.
4. Remember, employees don't always know what is really going on with company changes.
5. Stay positive. Come into work with a good attitude.
6. Encourage co-workers to stay positive and focused.

A quote I found years ago says, "*Some succeed because they are destined to. However, most succeed because they are determined to.*" Be determined this week to succeed when presented with a challenge. That is the only affirmation you need to live a fruitful week at work and at home!

Joan Burge



Hawkeye Chapter

**Annual Executive Recognition Breakfast\***

IAAP Hawkeye Chapter

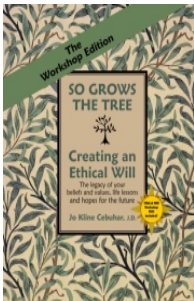
Thursday, October 13, 2011

Holiday Inn Downtown

1050 6th Avenue, Des Moines, IA

7:15 a.m. – 9:00 a.m.

Breakfast Bar and Program



**Presentation: “Your Ethical Will: The record of a remarkable journey”**

with Jo Kline Cebuhar, J.D.

An Ethical Will is the record of your beliefs and values, life lessons and hopes for the future. It’s the map for your ethical journey. Whether expressed as a multi-media slideshow or as the definitive Ethical Will, a simple letter, your Ethical Will is a treasured legacy for your loved ones—and an inspiring achievement for you.

Join award-winning author Jo Kline Cebuhar to hear the compelling history of Ethical Wills, from *The Bible* to *The Last Lecture*, from Mark Twain to John Wayne. Discover the importance of crafting, sharing and living your message of core beliefs: cementing your place as a brick in the foundation of a country, as well as a business and family.

*Workshop Edition of SO GROWS THE TREE – Creating an Ethical Will.* She is a frequent speaker and workshop leader on creating and preserving one’s ethical legacy. [www.SoGrowsTheTree.com](http://www.SoGrowsTheTree.com)

**NOTE: Jo will have some books on hand at the breakfast for sale if you’d like to purchase one.**

*COME JOIN US FOR A FUN SHOPPING EXPERIENCE  
AND HELP THE HAWKEYE CHAPTER TOO!*

*Beverages and appetizers will be served*

**DON'T FORGET TO MENTION THE HAWKEYE CHAPTER SO WE CAN  
EARN 10% OF THE GROSS SALES!**



**IAAP-Hawkeye Chapter**

**Diva Party Fundraiser**

**Tues., Oct. 25th 5:30 PM-7:30 PM**

*The Funky Zebras Boutique*

**305 S.E. Oralabor Rd., Ste. C**

**Ankeny**



# CALENDAR OF PROGRAMS

## Hawkeye Chapter 2011– 2012

Program Committee Chair: Michelle Dekker

October 12, 2011	Domestic Violence Awareness – Children & Families of Iowa
November 9, 2011	Dave Thalacker – New Office Technologies – <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>

**OCTOBER IS BREAST CANCER AWARENESS MONTH!**



**Komen Iowa Race for the Cure - Des Moines  
 October 22, 2011  
 State of Iowa Capitol Grounds**

Participate in the 20th Annual Susan G. Komen Iowa Race for the Cure - Des Moines® and show everyone whose life you are running for. Are you running for your mother, your sister, a co-worker, a friend? Are you running for your own life? Or are you running for the future? No matter whose life you are running for, now is the time to get involved and run for their life!

## OCTOBER BIRTHDAY WISHES



Ann Greubel

10/05

## OCTOBER CHAPTER ANNIVERSARIES

Michelle Pals	1992
Danette Zisoff, CPS/CAP	1996
Beth Kneeskern	2004
Robyn Byrd	2009



## MARK YOUR CALENDARS 2011—2012

October 9-12, 2011	Fall Conference - San Diego, CA
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
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### 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

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