



**International Association of
Administrative Professionals®
KCK Sunflower Chapter**

The Sunflower Seeds

**IAAP
Kansas City
Kansas
Sunflower
Chapter**

President—Kim Smoots, CPS/
CAP
Vice President—Rosa Pantoja
Secretary—Kelly Magaha
Treasurer—Wendy Baker

Holiday Celebration



**Community Service Meeting
5:30pm Dinner
Longhorns Steakhouse
Legends
1708 Village West Parkway
Kansas City, KS 66111**

**Come join our chapter in
a night of fun to spread
some holiday cheer!**

**7pm Caroling
Medicallodge
6500 Greeley, KC, KS 66104**



Kansas Division Officers & Chapter Presidents

Kansas Division Officers

President

Martha Lee, CPS
marthal@the-farm.org

President-elect

Sharon Taylor, CPS
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Secretary

Sue Houser, CPS/CAP
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Treasurer

Carol Zamaitis
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Presidents

Flint Hills
Susan Ekstrum

Heartland

Paula Milner

Johnson County

Michele Bohnen CPS/CAP

JoCo Government

Shelly Toft

Kaw Chapter

Judy Wilson CPS/CAP

Minisa

Patricia Coombs

Kansas Judicial Pros

Lynn Keezer

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President's Corner—Kim Smoots, CPS/CAP

Greetings to Everyone, Can you actually believe it is nearing the end of 2009? It has been spectacular to see the seasons change. I hope that this spectacular setting will help to bring a much-needed change to our meeting attendance. I was disappointed to cancel Executive Night, but I and the rest of the board were very excited to gear up for the November Membership meeting that was held on the 16th. We did not have any potential new members attend, but engaged in a healthy discussion with some Division Board members, KCK Chapter Members & Johnson County Chapter Members on how to improve our chapter and gain more

momentum in terms of communications and growth. Our chapter has many challenges ahead of us, and I am hoping that our members will begin to combine their efforts and recruit members that are excited about career development and personal growth. Those ideas presented at the November meeting combined with the brainstorm meeting held in July have helped to generate many ideas on how to pull our chapter together. I hope all of you will be able to attend our Community Service/Networking meeting in December. It is an opportunity for the chapter to give back to the local community and an opportunity for our members to get

to know one another in a social networking session. Plus—I know all of you will great in a Santa hat, and the glow of the Christmas Season will help to boost everyone's spirits.

I am very excited for the upcoming year and hope that each of you will take part in chapter functions. If anyone has suggestions for the chapter—on any topic from programs, to committees, to ideas for growth, please do not hesitate to contact me or one of the board members.

Just about half of the IAAP year is already gone and I have so much to be thankful for—I am thankful for each



“Game Night” Networking Meeting (August)

What we learned about a few members playing the M & M icebreakers game.

Rosa Pantoja really likes M & M's and Shirley Temple.

Marjorie Thomas prefers suits and is a quote master.



Gwen Lindsay is a frog collector and likes to travel to Arkansas.

Kimberley Smoots needs to remember to use spell-check and feels powerful in her red high heels.



M&M Game

Summary: The M&M Game is an icebreaker that allows people to get to know each other. Each person grabs some M&Ms and shares facts about himself or herself.

Ages: All.

Recommended # of people: Groups of 3-12.

Materials required: A large bag of M&Ms or any candy with multiple colors

Setup

Pour M&Ms or any other multicolor candy into a bowl. Have everyone in the group grab as much or as little as they like from the bowl. Make sure that no one eats their candy right away.

How to Play

For each piece of M&M candy they took, they will have to answer a question, depending on its color. The questions that we used were geared toward the office environment and personal items :



- Red candy: favorite professional greeting (help with networking) or favorite hobby
- Green candy: favorite computer program or favorite food
- Yellow candy: favorite website for professional growth or favorite movie
- Orange candy: favorite piece of work attire and why or favorite place to travel
- Brown candy: worst email mistake or most memorable or embarrassing moment
- Blue candy: wild cards

President's Corner—Kim Smoots, CPS/CAP (cont.)

member that remains to be involved in our chapter functions day to day to behind the scenes. If it weren't for those dedicated souls, we would be shrinking on a daily basis. Thank you to the committed members who have had bosses cut funding but have found some way to pay for their membership out of their own pockets. It is clear that professional and career development is still a priority and through this financial crisis, I hope that everyone will seek the abundance of opportunities and leadership skills that IAAP has to offer its members.

Thank you for the nominations as the Kansas Division Member of the year. It is such an honor to have

received this award. Each and every member that I have met within IAAP, has inspired me to become more and want more out of myself. I hope that each of you, as well, come away from IAAP events inspired to achieve excellence in your chapter, your career, your family, and your every day activities. Quite awhile back, I sent out a motivation video. I hope all of you had a chance to view: <http://www.212movie.com/>. It is amazing how one extra degree of effort can bring great results.

This year's theme is THE POWER OF COMMITMENT. I would like each member to ask themselves—Am I willing to make a bigger commitment to my IAAP chapter? Am I willing to attend the

Meetings and programs available to me? Am I willing to bring a guest to the membership drive? Am I willing to hone my leadership skills? I hope once you ask yourselves these questions, your answer is—YES, YES, YES, and YES!



KCK Sunflower Chapter President

Quote for the month—
"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."
 - John Quincy Adams

Am I willing to hone my leadership skills? How can IAAP help me do this? Come to a meeting and find out!

How can I be a member of excellence? See below.

POWER of Commitment

KCK Sunflower Chapter

Member of Excellence

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder.
2. Sign the online Member of Excellence Commitment agreement.
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication

(chapter, division, or international level)

4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or earn a Microsoft certification.
6. Pay membership dues on or before anniversary date
7. Serve as chapter, division, international, committee chair, or committee member, or serve as an RTF Trustee; or serve on a Student Center

Chapter advisory board or the school's advisory board for the office administration program.

8. Conduct a public presentation, program or training.
9. Attend a minimum of eight chapter, division, or international sponsored meetings, programs or events (any combination)
10. Recruit at least one member
11. Integrate IAAP membership and involvement into annual performance plan or review.



The Three Laws of Performance

By Steve Zaffron and Dave Logan

Harvey Schachter, writing in *The Globe and Mail*, recommends the above book for a real shake-up of the way managers manage. They argue that language is crucial to performance. The basic premise is that each of us carries our own personal view of reality and our interpretation may not mesh with those around us. This is referred to as the "reality illusion".

The book lists three "laws" about perception and performance:

1. How people perform correlates to how situations occur to them. In other words, if you have decided that someone at work is self-centered or lazy, that is your perception. The person in question, however, may have an entirely different opinion of themselves. This "reality illusion" leads each of us to make assumptions about another's motives and can sometimes lead us down the wrong path;
2. How a situation occurs arises out of language. This language includes both verbal and non-verbal communications. How staff walk around, how pleasantly visitors are greeted, how confident staff are about speaking out in meetings, and other subtle behaviour in the office sends signals about staff's happiness and job satisfaction level; and
3. Future-based language transforms how situations occur to people. Once a person accepts that their perceptions are not universal, they can adopt new language that imagines new possibilities. Expectations based on what happened in the past can be changed and people can be encouraged to meet these new expectations. Remember the phrase "living up to expectations" is more than just an old saying. Experiments have proven that people will be as good or as bad as you expect them to be.

A very unusual approach to management, isn't it. The authors have a website at <http://www.threelawsofperformance.com/> where you can read their blogs, and join discussions on performance management. "The Three Laws of Performance" is available at Amazon.com, Borders and Barnes & Noble.



Looking for the Perfect Gift

Are you looking for the perfect for a co-worker or even a current IAAP member? IAAP Headquarters has launched a campaign for the holiday season. It is very easy for members to either renew a membership for a friend or co-worker or start a new membership. Do you know of an administrative professional that recently got laid off or can't afford to renew because of the economy? It's a

great way to help them. What about a special gift for a son or daughter who is now an administrative professional? This can be done anonymously if preferred.

You can either mail/fax in the Gift of Membership form or call headquarters with your information, including payment, and the name and contact information of the recipient. After the

membership department receives the information, they will send out an email to the recipient informing them of their gift.

You can access the sign-up forms at <http://www.iaap-hq.org/join/gift.html>.

Don't wait! Give the perfect gift, the Gift of Membership!

Happy Holidays!

