



International Association of
Administrative Professionals®
KCK Sunflower Chapter

SUNFLOWER SEEDS

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HOLIDAY CHRISTMAS PARTY KCK-SUNFLOWER CHAPTER



DATE: Monday, December 20, 2010

LOCATION: Johnny Carino's
1706 Village West Parkway

TIME: 5:45 p.m.

Afterwards everyone is invited to go to the Medical Lodge Post Acute Care Center at 6500 Greeley to bring some Christmas cheer to the residents with singing of Christmas carols (led by Gwen Lindsay) and we will have a small gift for each resident. This is one of our community service projects for the year. We have always had a great time doing this.

Please rsvp to Janet Parker CSC/APC, Vice President, by December 17, 2010 at 913-573-5758, 913-208-5136 or jparker@wycokck.org



President's Corner

Greetings!

Another year has come and almost gone. Since our last newsletter, we had the Fall Division meeting on October 9th at Cabela's, where we learned about Facebook and Linked In. Even though I'm a fairly good Facebook user, I still found out new information that was very helpful. Isn't that what IAAP is about....growing and learning both personally and professionally??

We also had Executive Night on October 18th at Cabela's. The attendance of the event was good. We had two executives at the meeting including Janet's boss, Rob Richardson and Kelly's supervisor, Dr. Allen Rawitch. An honorary and well-known guest to our chapter, Susan Meyer Miller was our featured speaker. Her topic was "How to Fit Into Any Team – Any Time – Any Where". The chapter also recognized past presidents of our chapter and past executives of the year. Thank you, Janet for your hard work in putting the event together and making it a success!

Our chapter has four new members. We have asked them to create a bio for this newsletter. This is so exciting for our chapter!!! Janet recruited two of the four. Good job, Janet!

I hope everyone had a wonderful Thanksgiving. Now it is time to get ready for Christmas. We are meeting on Monday, December 20th to go to Johnny Carino's in Village West and then going caroling. Hope you can make it! Next thing you know, Administrative Professional Week will be here.

I look forward to 2011 and the great things are happening in our chapter! I am honored to be the President of the Kansas City Kansas Sunflower Chapter of IAAP!

Sincerely,

Kelly Bellmyer
Kelly Bellmyer
President

2010-2011 Chapter Meetings and Events

December 20th – Dinner/Community Service

March 21st – Sue Houser – Speaker

**April 20th — Annual Seminar
Social Event (week after seminar)**

May 16th – Annual Meeting – Sharon Taylor Speaker

June – Mini Workshop



WELCOME NEW MEMBERS



Celebrate KCK Sunflower Chapter is excited to WELCOME four new members to our chapter.

Shanda Lynn Mitchell

Mary Carrington-Harris

Kimble, Terri

Sappington, Amanda

Meet two of our new members:

Shanda Lynn Mitchell

I'm a graduate of Wyandotte High School. I have worked for the Unified Government for 15 year. I'm married with 2 girls, 2 boys, and I also have 2 grandkids. I love spending time with my family, traveling, shopping, reading, and watching basketball.

Mary Carrington-Harris

I first joined IAAP in 1982 as a member of Fresno Chapter, PSI, Fresno, CA. (Remember when it was Professional Secretaries International?) When I moved back to MO in 1989, I was fortunate to be hired as an administrative assistant at Hallmark Cards, where I was a founding member of Hallmark Chapter, IAAP, and am a past president of the chapter. I had a five-year lapse in IAAP membership when my career direction changed at Hallmark into digital design. Fortunately for me I learned valuable digital design skills; unfortunately for me, my job was eliminated in 2009. Thankfully I was able to return to the administrative profession as assistant to the president 's office at Donnelly College in Kansas City, KS.

I have a secretarial science degree from State Fair Community College, Sedalia, MO; a BS in management from Mid-America Nazarene University; and a digital desktop publishing certificate from the Kansas City Art Institute.

My husband, Mark, and I live in Kansas City, KS and own and operate Walters Dance Center at 50th & State Ave. Our school teaches adult ballroom, swing, salsa and country western styles of dance. Several years ago, I began a digital art company called Mary Harris Digital Designs. I create paintings and illustrations from clients' photographs.

I look forward to getting to know everyone at Sunflower Chapter!

KCK EXECUTIVE NIGHT

The KCK Sunflower Chapter of the International Association of Administrative Professionals held its annual executive night on Monday, October 18, 2010 at Cabela's.

Susan Meyer Miller was the featured speaker. Her topic was "How to Fit Into Any Team – Any Time – Any Where." An international speaker, business trainer, and author, **Susan Meyer-Miller** has spoken to over a half-million people in 8 countries. She is a member of the National Speakers' Association and is a favorite at companies, conferences and conventions across the country. Audiences love her quick-witted, motivational style and invite her back over and over. Susan has been building and leading teams since her graduation from KU. She has worked with operational teams, fund raising teams of volunteers, executive teams and recently was asked to deliver a Team Building workshop for FEMA in Washington DC. Susan began her training career as a corporate trainer and continues to work with over 100 clients teaching business skills to help employees meet their challenges head on.



The chapter also recognized past chapter presidents and past executives of the year. Kansas Division President Sharon Taylor CPS presented the 2010 Executive of the Year award to Rob Richardson AICP, Director of Planning for the Unified Government of Wyandotte County/Kansas City, Kansas. He has been the Director of Planning since August of 2003 and this is the second time he has been selected Executive of the Year. Mr. Richardson was nominated by his Administrative Assistant, Janet L. Parker CSC/APC. Some of the highlights in her nomination are: **"Integrity** – One of the reasons I enjoy working with him is that he is a good Christian man and I believe that is shown every day at the office whether working with staff or citizens. In

the past six years that I have worked with him, I have never seen him do anything that would bring into question his integrity. He treats everyone the same – as he would want to be treated. He is fair and is willing to help in any way possible. **Good Communicator** – Rob promotes two-way communication with his staff, the other employees' of the company and the citizens of the community. He very rarely loses his patience with anyone (even when the person may be out of control). He tries to relay information to staff the best he can because in his position there are things, such as new developments that may be coming, that are "confidential" that he has to keep to himself until an announcement is made. One plus is that he returns his calls and e-mails promptly (even when out of the office) so I do not have to make excuses or "cover" for him because he has not responded in a timely manner. **Involvement** – He has an open-door policy and any member of the staff can talk to him, express their opinions and ask for his assistance. If staff disagrees with him, they do not have to be concerned about any type of reprisal. He is very supportive of IAAP and encourages me to be involved with the association. He has attended several executive night activities that have been hosted by the chapter. When I attend a function and submit a report to him, he reads it and is interested in articles that I show him from the Office Pro magazine."