

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

# The Sunflower Seeds

## KCK Sunflower Chapter SEMINAR The Power of Commitment

**Tuesday, April 20, 2010**

**9:00 a.m.—3:00 p.m.**

**Painted Hills Golf Course**

**7101 Parallel Parkway**

**Kansas City, Kansas**



### Upcoming Meetings

**March 15, 2010**— Meeting cancelled by Board

**April 20, 2010**—Annual Spring Seminar –See information above—  
check the website for registration forms

**May 17, 2010**—Annual Meeting; Officer Installation, 2009-2010  
Awards—Location TBA

**June 21, 2010**—Meeting cancelled by Board - plan transfer of duties  
to newly elected board

**IAAP**  
Kansas City Kansas  
Sunflower Chapter

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

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

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## President's Corner—Kimberely Smoots, CPS/CAP

Greetings to All –

I hope the winter months aren't keeping everyone down. Spring is just around the corner!! At our February Meeting, Tammy Mapes CPS/CAP presented a program on "Inspiring Possibilities". I hope it helped to inspire and encourage our chapter into forward thinking. I read an article on the IAAP website that talked about "What's Hot in Leadership", I think this article and Tammy's program spoke along the same lines. In order to encourage and develop trust one has to empower others, delegate, and support others.

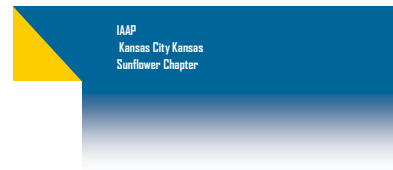
Now is the time to empower, consider yourself for a nomination to the 2010-2011 KCK Sunflower Chapter Board. I recently sent out an email with directions and deadline information for anyone interested in taking a leadership role with the chapter.

The Spring Seminar is coming along nicely. Seminar Chair Janet Parker has sent some information to everyone regarding business cards, and help with promoting this event. This seminar will be the chapter's 22<sup>nd</sup> yearly event. What a great accomplishment! The chapter needs everyone's support, please block out your calendar date for Tuesday, April 20th, and attend this event. This year's seminar focus will be on the "Power of Commitment".

What is your "Power of Commitment" to your career development?



Kimberley Smoots CPS/CAP  
KCK Sunflower Chapter President



Everyone who's ever taken a shower has an idea. It's the person who gets out of the shower, dries off and does something about it who makes a difference."  
— Nolan Bushnell  
Founder of *Atari*

## Gwen's Trip to West Africa

I started the year off (January 1 – 16<sup>th</sup>) with a trip to Benin West Africa where I visited my younger sister who is serving as a missionary. We had a wonderful time touring the city, visiting rather primitive villages, visiting huts built on the river, shopping for souvenirs, etc.

Benin is a very busy city with open markets every where you went. We travel to and fro on motor bikes and taxis. The food (chicken, rice and salads) was delicious.

By Gwen Lindsay



## ***HOW IS THE KCK SUNFLOWER CHAPTER DOING ON THE CHAPTER OF EXCELLENCE?***

A **Chapter of Excellence** will receive a podium banner (first year), banner year patch, and either \$100 cash or \$150 credit toward subscription to the IAAP Web Community.

A **Chapter of Excellence** will attain a minimum of 14 of the following 19 criteria:

1. Sixty percent of the chapter meetings offer recertification points.
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year. **No**
3. Sign the online Chapter of Excellence Commitment agreement **Yes**
4. Publish at least six newsletters/e-newsletters **On going progress**
5. Participate in the IAAP Web Community **Yes**
6. Publish annual meeting calendar with education and/or training topics by September 1 and establish marketing plan to encourage members to attend chapter, division and international meetings and events **Deadline not met**
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. **On going progress**
8. Maintain a full slate of officers (minimum four officers); maintain committee chairman for the Bylaws, Certification, Education, and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline. **On going progress**
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event. **Short 2 officers**
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum. **Decision to be made at May annual meeting**
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee. **Yes**
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executive's event **April Seminar on going progress**
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program.
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent. Conduct at least one IMPACT meeting **November Membership Drive = 0 new members**
15. Conduct new member orientation program
16. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase).
17. Sponsor a new IAAP Professional Chapter or Student Chapter.
18. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey. **- YES**



**International Association for Administrative Professionals (IAAP)  
Kansas City Kansas Sunflower Chapter  
Meeting Minutes**

Attendees: Kim Smoots, Rosa Pantoja, Wendy Baker, Kelly Magaha, and Gwen Lindsay  
Guests: Carol Zamaitis, Tammy Mapes, and Tamra Gudenkauf

**Minutes**

The minutes from the November 2009 meeting were not available for review.

**Financial Review – Wendy Baker**

The audits for the periods of Jan 2009-June 2009 and July 2009-December 2009 have been completed. It cost \$80 to review those records that was not a budgeted expense. Wendy has removed the Ways and Means funds from the seminar budget as it does not relate to the seminar. If the seminar has 30 attendees, a profit of \$1700 will be made according to the projections. The Ways and Means fundraiser had a few issues. One person still owes money and we have a few returned checks. If all the money is collected for this fundraiser, a profit of \$219.24 will be made. A comment was made that this should be reviewed in upcoming years to decide if this fundraiser is worth the effort with that little of profit.

**Nominations Committee – Kim Smoots**

Kim has agreed to chair the nominations committee since she is not running for a Chapter Board position next year. She will send out this call for a slate and votes by email- possible use of monkey survey for voting so that it is anonymous. Some concern was raised whether any members will step forward and show interest in a board position. The Chapter must have a president and treasurer. If those positions are not filled when the paperwork is sent to the chapter, IAAP may ask that the chapter be disbanded.

**Seminar – Kim Smoots for Janet Parker**

The Seminar Committee is moving along quite nicely on the Spring Seminar. The contract has been signed for Painted Hills as the venue. A concern was raised regarding seminar that a room fee is now being charged. Painted Hills is charging \$115, but there is \$100 budgeted for this. A flyer is currently being assembled by Kim Evans and the speaker Susan Meyer and should be available shortly. This is the one big fundraiser for the KCK Sunflower Chapter it would be great if the chapter would support it by registering and being in attendance. The theme is “Power of Commitment.” Reminder everyone should have received an email from Janet about business cards and advertising for the event.

**RTF Information from Division**

The fundraiser for the division is short \$972 for the \$1000 goal this year so far. Tickets are 6 for \$5 and 1 for \$1. You can purchase tickets from Mary. The drawing will be at the Kansas Division Annual Meeting at the Holiday Inn on 87<sup>th</sup> Street in Lenexa.

**Future Meetings**

At the November meeting, the Board had a “State of the Chapter” discussion. Some ideas were generated from this meeting along with some suggestions from the Division board. The current board is proceeding with a few of these suggestions, and the meetings until the end of the IAAP year will be as follows:

March – Skip

April- Skip as the Seminar is the next day

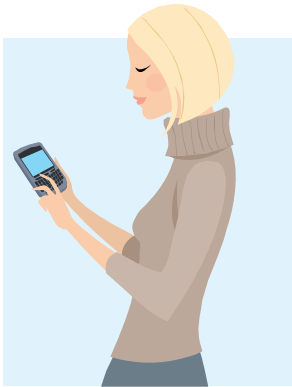
May- Annual Meeting – will include officer installation and year 2009-2010 awards (No Program)

June- Skip – begin process of transferring duties to newly elected board

**Announcements**

Kelly needs to have the newsletter out by February 28<sup>th</sup> to meet the six newsletter publications for this year. The next deadlines are April 30 and June 30 and a special edition. A special edition could include the state of officers and their bios.

### Kansas Division Upcoming Events



**Kansas Division  
Spring Seminar  
Saturday, March  
6, 2010  
9:00 a.m. – 4:30  
p.m.  
Super 8 Motel  
Conference  
Room  
200 Tuttle Creek  
Blvd, Manhat-**

**Kansas Division  
Annual Meeting  
(KDAM)  
Scheduled for  
June 11-13, 2010  
In  
Overland Park,  
KS**



### Support the Kansas Division's Retirement Trust Foundation

"You have not lived today until you have done something for someone who can never repay you."  
— John Bunyon

Sweepstakes tickets: 6 for \$5.00 or 1 for \$1.00  
(See pictures for prizes)

Contact and send your donations to

Mary C. Miller CPC  
Kansas Divisions  
RTF Chair

[mmiller@ivyfunds.com](mailto:mmiller@ivyfunds.com)



### Seminar Help



In order to promote Spring Seminar and off set some costs—the seminar committee is once again asking each member of the chapter to sell business card advertisements. For a cost of \$10.00 a business will have their contact information available on our website and at our conference. This is an excellent advertising tool to get local

businesses information into the administrative field for referrals.

Please contact Janet Parker for questions.

If each member sells just one card, we can reach our budgeted goal!



**KCK SUNFLOWER CHAPTER, IAAP**  
**P O BOX 1060**  
**KANSAS CITY, KS 66110**

The KCK Sunflower Chapter of the International Association of Administrative Professionals® (IAAP®) consists of administrative professionals from many diverse backgrounds and organizations from the Kansas City area. While most of our members work or live within the county of Wyandotte, some of our members are from the outer lying Kansas City area. If you are looking for an organization that will help you learn, grow, and network professionally you have found it. Please attend one of our meetings and see what our chapter is truly about.



We're on the web—<http://www.iaap-kcksunflower.org>

**WHATS HOT IN LEADERSHIP AND WHATS NOT**

A few tips found on the International IAAP Website-  
<http://pathways.iaap-hq.org/IAAPHQ/Pathways/ProgramPrinciples/LeadershipDevelopmentandRoles/Default.aspx?C=00000000-0000-0000-0000-000000000000#WhatsHotAnd>

| <b>What's Hot In Leadership</b>           | <b>What's Not</b>                      |
|-------------------------------------------|----------------------------------------|
| Empowering, delegating, supporting others | Doing it yourself                      |
| Macromanaging, seeing the big picture     | Micromanaging                          |
| Few rules, focus is on the goals          | Having lots of rules, regulations      |
| Do what works, saves time & money         | There is one "right" way from the past |
| Emphasis on the future                    | Emphasis on hindsight                  |
| Aim is to get it done (results)           | Worry about "doing it right" (process) |