



Board of Directors  
Kimberley Smoots CPS/CAP, President  
Open Position, Vice-President  
Wendy Baker, Treasurer  
Kelly Magaha, Secretary

## KCK Sunflower Chapter Sunflower Seeds Newsletter January/February 2009

**Press the EASY BUTTON!!!  
Attend the February Mystery  
Night Program and Impact  
Meeting!**



**IMPACT and Mystery Night Meeting**  
Monday, February 16, 2009  
Social 5:30-6:00 p.m./Program 6-7 p.m.  
Business meeting to follow

Come and be surprised with Mystery Night!

**IMPACT Meeting-** Come join us and learn about IAAP and our local chapter and how you can enhance your professional career. Bring a friend, co-worker, neighbor that you know is an administrative professional and show them how fun it is and the benefits in belonging to the IAAP-KCK Sunflower Chapter!

Bring a potluck dish or side and win a raffle prize!!!

Please RSVP to this email or to [kmaqaha@kumc.edu](mailto:kmaqaha@kumc.edu) if you are able to attend and what you plan to bring. Hope to see you there!

Meeting will be held at Providence Medical Center in the ABC Room.

The classrooms at Providence Medical Center are at the east end of the building on the first floor. If you park in the Visitor's lot, the entrance from there is on the second floor and you have to go down a flight to the first floor to find the classrooms. An interior drawing of Providence is attached.

\*\*\*\* Remember the Business Card Challenge\*\*\*\*

If you sell 2 business card ads for the Spring Seminar by the February Meeting you will be eligible for door prizes.

### Inside

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### Facebook vs. LinkedIn

Recently in an IAAP publication, there was an article on the capabilities of Facebook and LinkedIn, comparing their uses. Below are some more links to consult when choosing to use internet sites for professional networking.

<http://www.techcrunch.com/2007/10/13/facebook-has-linkedin-in-the-crosshairs/>

<http://blog.compete.com/2008/07/22/facebook-vs-linkedin-traffic-demographics/>

<http://www.worh.org/ruraltech/facebook-vs-linkedin/25>

# *Greetings from the President.....*



Dear KCK Sunflower Chapter Members,

As 2009 gets into full-swing, I am reminding how quickly time flies as we are already 2 months into the year! The Board has been working on a strategic plan for the chapter. Below are some major highlights of the plan.

## **Vision for the KCK Sunflower Chapter**

KCK Sunflower Chapter recognizes the value of the Administrative Professional, creates an atmosphere of acceptance and respect for the profession, and promotes that attitude within our individual offices, the Kansas City marketplace, and community.

## **Mission for the KCK Sunflower Chapter**

Personal improvement through professionalism and training.

## **Major Objectives of the KCK Sunflower Chapter**

1. **Strengthen chapter membership**
2. **Keep membership abreast of industry innovations through programming**
3. **Provide leadership opportunities for members**
4. **Encourage networking within the chapter**
5. **Strive to utilize technology to notify members of pertinent information**
6. **Ensure those that provide exceptional commitment to the chapter receive recognition**

The Seminar Committee has been working diligently to get our Health and Wellness Seminar scheduled for April 21, 2009 organized and put together. Contracts have been signed with Painted Hills Golf Course and Ruth Dey, MS for their services. Vendors are being contacted by Wendy Baker. If anyone has vendor suggestions or contacts please email her at [wbaker@kumc.edu](mailto:wbaker@kumc.edu). A publication flyer will be out shortly, as Ruth Dey wanted to beef up her bio information.

The membership scholarship deadline was set for February 13th, but due to our IMPACT meeting on February 16th, the board would like to extend this deadline date so that this may be offered to the guests that are generated at "Mystery Program Night". Just a reminder that this membership scholarship has been placed on our website at <http://www.iaap-kcksunflower.org/Default.aspx?pid=9&sid=5913&u=TtoUEJtv/vQ=>. Each and every member can be a key to our success.

The "Mystery Program" Night speaker works for a successful non-profit community development corporation in the KC Area, whose speaking abilities will astonish and amaze you.

A handwritten signature in black ink, appearing to read "Kimberley Smoots".

Kimberley Smoots, President  
KCK Sunflower Chapter, IAAP

I hope to see each of you and your guests at the February 16th Mystery and IMPACT meeting.

# Committee Reports.....

What's going on within the KCK Sunflower Chapter!!!

## PROGRAM COMMITTEE

Just a reminder.

Programs have been set through the end of the year. Please check out the chapter website at <http://www.iaap-kcksunflower.org/Default.aspx?pid=5490&u=TtoUEJtv/vQ=>, under meetings and events or under KCK Sunflower Events Calendar, for updates and information on upcoming events.

The March Program Topic has been changed to CPS/CAP Recertification— How these designations can help you!

Meeting location for all regular meetings will be held at Providence Medical Center—in the ABC room. They have offered this room to us at no cost. For directions, please see the link below—  
[http://maps.live.com/OneClickDirections.aspx?rtp=~pos.39.128589\\_-94.786755\\_8929%20Parallel%20Pkwy%2c%20Kansas%20City%2c%](http://maps.live.com/OneClickDirections.aspx?rtp=~pos.39.128589_-94.786755_8929%20Parallel%20Pkwy%2c%20Kansas%20City%2c%)



## SEMINAR COMMITTEE

The Topic of this years seminar will surround—Health and Wellness, stress reducing techniques for the office professional! Ruth Dey's outline discusses—  
*“Catch the train to a better healthier lifestyle in 2009”*

The KCK Sunflower Chapter has a lot of work to do for the upcoming Seminar. We are in need of volunteers to help with:

- \*Business Card Ads—\$15.00 each
- \*Goodie Bag Items—Contact Gwen Lindsay at [gindsay@bpu.com](mailto:gindsay@bpu.com)
- \*Corporate Sponsorships

Here is your opportunity to help out and gain leadership skills!!!!

Please contact Wendy Baker at [wbaker@kumc.edu](mailto:wbaker@kumc.edu) or Kimberley Smoots at [ksmoots@douglas-county.com](mailto:ksmoots@douglas-county.com) with questions.



## EDUCATION COMMITTEE

Reminder—CPS/CAP Study Groups have been formed with Johnson County and JOCO Gov't Chapters. They are currently meeting every other Thursday at the Johnson County Library. The Next scheduled study day is February 12th, the session is from 5:30pm to 8pm. Contact Kimberley Smoots CPS/CAP for questions at [ksmoots@douglas-county.com](mailto:ksmoots@douglas-county.com).

# *KCK Sunflower Chapter President Reports to*

## **Below is the report that was sent to Kansas Division outlining how the KCK Sunflower Chapter has evolved over the last 6-months-**

*The KCK Sunflower Chapter has been quite busy over the last six months. Just to recap, with what one might call a rebuilding year, we have been networking internally to assess the needs of the local area administrative professional in the KC Marketplace and community. We hope this will help us to gain more membership attendance at monthly meetings and boost our membership numbers. The KCK Sunflower Chapter just last month unanimously voted to approve a chapter membership scholarship to help generate a younger generation base. We are hoping that younger members will help the chapter to revitalize programs, become stronger, and promote technology, innovations, and that tecky advancement everyone needs to run today's offices.*

*Since May 2008, our monthly meetings have consisted of a brainstorming session, a networking opportunity to kick off the new year, computer training on the Microsoft 2007 upgrade, computer training on Effective Searching of the Internet, an Executive Night program on "Giving and Receiving Criticism" provided by the Division President Banzhaf, and a networking and community social for the winter months. The chapter also co-hosted a Division Workshop in October on the topic of "Motivation and Goal Setting."*

*With all of these programs and "Excellence in Action," the group has still had time to formulate a drafted Strategic Plan for the next couple of years. Below are three main goals of this strategic plan-*

*#1- The KCK Sunflower Chapters first main goal is to strengthen its membership. We are small but mighty. Just think how mighty we could be with a few more members. We have several action plans to achieve this goal - provide a membership scholarship to promote chapter existence to the younger generation, redevelop the chapter brochure to entice the younger generation, utilize the press to advertise meetings and programs, survey our members on needs and expectations, and hold one impact meeting.*

*#2- The KCK Sunflower Chapters second main goal is to keep membership abreast of industry innovations through programming. The KCK Sunflower Chapter Program Committee tries diligently to provide pertinent office professional training, this includes hard skill learning and soft skill learning. The board polls the chapter each year in an effort to find out what the "hot" topics are that members feel they need in order to serve its membership.*

*#3- The KCK Sunflower Chapters third main goal is to provide leadership opportunities for it's members. The administrative professionals field does not always allow for those who are sometimes behind the scenes to shine and grow. The KCK Sunflower Chapter helps those individuals find a place to shine, build skills such as public speaking, seminar planning, team building or coaching, and perhaps even land a board position with the chapter. When you think outside of the box, many opportunities can turn into a leadership foundation.*

*The chapter is diligently working on the "Chapter of Excellence" criteria and strive to achieve this distinction throughout the year. We have listed a check off sheet of those criteria and what areas are in need of work on our website for all chapter members and the IAAP community to help us track our progress. It can be found at <http://www.iaap-kcksunflower.org/Default.aspx?pid=6826&u=TtoUEJtv/vQ=> .*

*On our website member can also find a quiz to see if they meet the "Member of Excellence" criteria. I am hoping that many members will take advantage of this and submit themselves for this distinction.*

*The KCK Sunflower website is growing everyday with ideas from the board. We hope to expand its uses and are continuing to push our members to access it to gain information on programs, newsletters, directions to meeting locations, and upcoming events. The board hopes to start use of the member only section to make available financial reports, bylaws, rosters, and other important documents.*

*What more could possibly be coming down the pike from the KCK Sunflower Chapter? We are so glad you asked.....*

*The KCK Sunflower chapter board will be submitting an application to receive the 2009 Avery Great Chapters Achievement Award; our group of hard working administrative professionals deserve recognition for their efforts and achievements over the last year.*

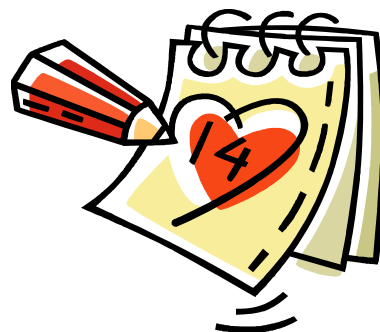
*We are gearing up for Administrative Professionals Week and are planning a "Health and Wellness in the Workplace" Program for Spring Seminar. I don't want to give away to many surprises, but it is our hope to have service vendors on site to help whisk away everyone's stress.*

*Along with more surprises, we have an upcoming "Mystery Program" scheduled in February to help generate more monthly meeting attendance; and promote the excitement and drive of the IAAP.*

*With the transition of the Presidency from Sharon Clark to myself, I have sent out a "CALL FOR ACTION" to our members and will be leaning on many members to help the board to finish our goals for a truly successful year. Looking back over the past 6 months, I feel we have come along way from having our goals in our heads to writing them down on paper. I am excited to see how far we can go over the next 6 months and I believe our actions will lead us to Excellence.*

*Kimberley Smoots CPS/CAP  
President, KCK Sunflower Chapter*

# 2009 Upcoming Events for KCK Sunflower Chapter



RSVP by emailing Kelly Magaha at [kmagaha@kumc.edu](mailto:kmagaha@kumc.edu) to attend any event!! We welcome everyone! Bring a guest, expand our network!

## Monday, March 16, 2009- Regular Meeting

Regular Business- Nominations Committee selection, Seminar finalization, Possible Membership Scholarship Announcements

Program on CPS (Certified Professional Secretary) and CAP (Certified Administrative Professional)- How these designations can help you! - by Kimberley Smoots CPS/CAP at Providence Medical Center in the ABC Room.

[http://maps.live.com/OneClickDirections.aspx?rtp=~pos.39.128589\\_-94.786755\\_8929%20Parallel%20Pkwy%2c%20Kansas%20City%2c%20KS\\_Providence%20Medical%20Center\\_\(913\)%20596-4000\\_e\\_&rtv=0&mkt=en-US&FORM=LLSV](http://maps.live.com/OneClickDirections.aspx?rtp=~pos.39.128589_-94.786755_8929%20Parallel%20Pkwy%2c%20Kansas%20City%2c%20KS_Providence%20Medical%20Center_(913)%20596-4000_e_&rtv=0&mkt=en-US&FORM=LLSV)

The classrooms at Providence Medical Center are at the east end of the building on the first floor. If you park in the Visitor's lot, the entrance from there is on the second floor and you have to go down a flight to the first floor to find the classrooms. Click [here](#) for an interior drawing.

## Monday, April 20, 2009- Administrative Professionals Week Celebration Meeting

Regular Business- Slate of Officers, Finalize/Gather for Spring Seminar on Topic of Health & Wellness/Stress Reduction

APW Celebration location TBA.

No Programming - Networking opportunity.

## April 21, 2009 - KCK Sunflower Chapter Spring Seminar

Engineering your Wellness: Staying on Track or Getting Back on Track! \* See pages 6-9

## Monday, May 18, 2009- Regular Meeting

Regular Business- 2009-2010 Election of officers

Program by Division Secretary, Sharon Taylor CPS on "Becoming a Person of Influence" at Providence Medical Center in the ABC Room.

## Monday, June 15, 2009- 2009-2010 Officer Installation Ceremony

Special Location TBA

No Programming - Networking opportunity.

# Engineering your Wellness: Staying on Track or Getting Back on Track

Presented by the KCK Sunflower IAAP Chapter



*Administrative Professionals Day is one day that you DO NOT want to forget!!*

## Bosses give the gift of **WELLNESS** this year!

**Does your office run smooth? Is it efficient? Is it thanks to your support staff, your office manager, or your personal secretary? Do things seem to fall apart when these important employees are sick or missing from work?**

*When health and wellness in the workplace a priority employers get employees who are more productive, more loyal, and less likely to miss work due to illness.*



### *Why Employee Wellness?*

**Employee wellness** programs are an investment in your corporation's most valuable resource, your workers. Research has shown that workers are more likely to come to work and performing well when they are in optimal physical and psychological health. Employees are also more likely to be attracted to, remain with, and appreciate a company that appreciates them.



- Employee wellness programs improves company productive by:
- Attracting better employees
  - Reducing the rate of absenteeism and time lost
  - Enhancing on-the-job performance and decision making; and
  - Improving staff morale and
  - Which leads to a reduction in turnover

# Ruth Dey MS

## Meet our Speaker—

Ruth Dey has been a wellness consultant and in the education arena for over 25 years. She has presented across the Midwest numerous workshops, in services and seminars on the issues of wellness geared for organizations and the individual today. Currently, she is the Wellness for Life Program Coordinator for 2000+ employees at Johnson County Community College in Overland Park, Kansas and an instructor for two higher educational institutions. Ruth Dey, along with her Masters of Science degree and well-

ness certifications, is an active member of the National Wellness Institute and has extensive background in nutrition, stress management, using humor in the workplace, time management, organizational skills, and wellness topics as they relate to the individual today. Up to date literature and research give Ruth the ability to share lifestyle

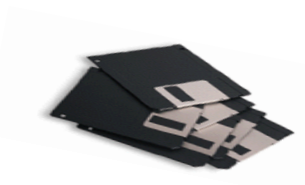


awareness information for every group. Her caring, down-to-earth approach and sparkling sense of humor create a popular mix of information and entertainment that is appreciated by participants across the Midwest. As quoted by one participant, *"Ruth radiates energy and enthusiasm that ignites participants to activate the principles of abundant living."*

## Ruth Dey's Program Highlights

Join in as she focuses on living life in a way that will serve you and give you the energy and vitality that is needed.

The day will look in depth at self management skills to adhere to healthy lifestyle behaviors from stress management to exercise and nutrition.



There will be a strong emphasis on strategies for action and follow through.

"Catch the train to a better healthier lifestyle in 2009"



## Agenda

### Morning

8:00 A.M. Registration. Continental Breakfast (Visit the Vendors)  
 9:00 A.M. Seminar Begins  
 10:30 A.M. Break/Vendors  
 10:45 A.M. Seminar Resumes  
 12:00 P.M. Break for Luncheon

Breakfast Menu  
 Continental Breakfast  
 Juice and Coffee

### Afternoon

1:00 P.M.  
 2:00 to 4:00 P.M.

Seminar Resumes– Closing activities  
 Vendor Time— Visit with many health, nutritional, spa, and wellness vendors— a time for the administrative professional to be pampered and jump on the train of opportunity for a healthier lifestyle.

Luncheon Menu  
 Pasta Bar  
 Coffee and Tea





*Learn about your local IAAP Chapter*

**KCK SUNFLOWER CHAPTER,  
IAAP  
P O BOX 171972**



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

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.

### *Date & Location Information*

Tuesday -April 21, 2009  
9am to 4pm

Painted Hills Golf Course  
7101 Parallel Parkway  
Kansas City, Kansas

*Mark this Date!*



For MapQuest directions, please use the following link— <http://www.mapquest.com/mq/6-ahwmrFjV>

*Promote HEALTH & WELLNESS this year!*

Engineering your Wellness: Staying on Track or Getting Back on Track

# Members Corner



## Birthday Wish

It's your birthday time again;  
It's true; there's no denying,  
Another year has come and gone;  
You know that I'm not lying.

So for you, the birthday person,  
Here's what I want to say:  
I hope this birthday's the best one yet,  
In every delightful way.

So happy birthday to you.  
Have lots of birthday fun!  
May your birthday wishes all come true,  
Even if you have a ton!

*By Karl Fuchs*

### LEADERSHIP QUOTES-

"Leaders grow; they are not made." - The Peter F. Drucker Foundation for Nonprofit Management, The Leader of the Future, (c) 1996



*Kennedy*

"Leadership and learning are indispensable to each other."- John F. Kennedy

"Good leaders develop through a never-ending process of self-study, education, training, and experience." - Manual on military leadership

"Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. **We are the change that we seek.**"-Barack Obama



## FEBRUARY

Debra Gerald	2
Kim Evans	19

## March

Rose Oman	16
Nancy Hardin	21

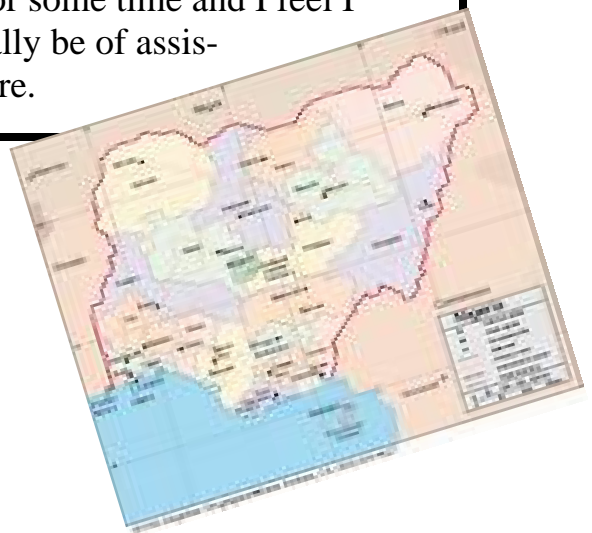


Be sure to email Kelly Magaha at [kmagaha@kumc.edu](mailto:kmagaha@kumc.edu) with any information or news that you would like published in the *Member's Corner* at least 2 weeks before the month you wish it to appear. Thanks!

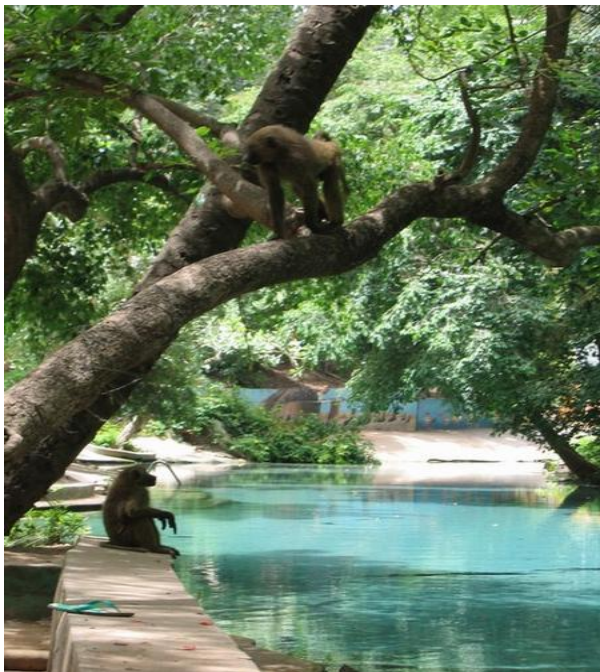
# Update from Sharon Clark.... Where will Professional Development take you?



I finally found out where they are sending me today....I will be going to Abuja, Nigeria. The embassy there is fairly new. Nigeria isn't a tourist spot but you certainly can travel to plenty from there and the job itself sounds exciting since this embassy has been without an OMS (Office Mgmt Specialist) for some time and I feel I could really be of assistance there.



**Wiki Warm Springs  
Yankari National Park, Nigeria**



**Nigeria's National Church**



