

International Association of
Administrative Professionals®

KCK Sunflower Chapter

Sunflower Seeds—August 2011

August 2011

<http://www.iaap-kcksunflower.org>

Board of Directors:

- President: Janet Parker, CSC/APC
jparker@wycokck.org
- Vice President: Kim Evans, CPS, CAP
kevans0219@yahoo.com
- Secretary: Kelly Bellmyer
kbellmyer@kumc.edu
- Treasurer: Sue Arnold
sarold@wycokck.org

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August Meeting



August 15, 2011 Picnic—TACO MEAL

6:00 p.m.
Sue Arnold's Home
2961 North 70th Street
Kansas City, KS 66109

RSVP to Kim Evans at
kevans0219@yahoo.com by
August 12.

Please bring an item from the list below. Sue is providing the taco meat.

- Taco Shells
- Lettuce
- Tomatoes
- Onions
- Taco Sauce
- Paper Plates, Napkins and Plastic Silverware
- Sour Cream
- Chips and Dip

**AND COME PREPARED TO
HAVE FUN!**



September Chapter Meeting

"Grace Under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot!"

Carol Zamalitis CPS—KS Division President-Elect & Chapter Liason

September 19, 2011—5:30-7:30 p.m.

IHOP / 1919 Prairie Crossing / Kansas City, KS

Member Spotlight: Janice Scott



Janice Scott is a Program Coordinator with the Unified Government of Wyandotte County, Kansas City, Kansas Public Works Department. In this role, Janice supervises office support staff, and prepares presentations, conducts related studies and analyzes data.

Contact Janice Scott:
jscott@wycokck.org

Janice is responsible for planning, coordinating, and evaluating a wide variety of programs with

other departments in the organization.

Janice has more than ten years of experience in management. She holds a Bachelor’s degree in management and a certificate in Leadership 2000. Presently, Janice is working

on her Master’s degree in counseling to enhance her skills while working with unique individuals on the job and in the community.

Drawing on 22 years experience as a team leader in Unified Government, WYCO/KCK, Detective Bureau and Buildings & Logistics, provided the perfect foundation for her position as program coordinator.

Janice joined the IAAP, in April 2011, and will use the opportunity to focus mainly on improving her leadership skills.

Divorced after 13 years of marriage, Janice has two wonderful children; 24 year-old son pursuing a career in the Fire Department as an EMT, and a 17 year-old daughter who will pursue a career as a Physical Therapist once she enrolls for college in the summer of 2012.

Don't Forget:

DEVELOPING “REMARKABLE” LEADERSHIP SKILLS WORKSHOP

Sponsored by the Kansas Division Board

Saturday, August 13, 2011 / 8:00 a.m. – 4:00 p.m.

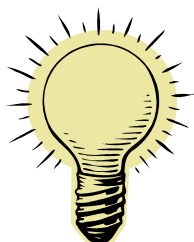
Flint Hills Technical College

3301 West 18th Avenue / Emporia, KS 66801

How Did You Spend Your Summer?

E-mail your short stories and photos to [Kelly Bellmyer](mailto:kellybellmyer@gmail.com) or [Mary Carrington-Harris](mailto:marycarrington-harris@kc.rr.com) and we will publish your activities in the next few issues of *Sunflower Seeds*.

If you have any ideas for future newsletters, please send your ideas or thoughts to: **Kelly Bellmyer** at kellybellmyer@gmail.com or **Mary Carrington-Harris** at maryharris@kc.rr.com.





[Janet L. Parker CSC/APC
President](#)



**EXTRA – EXTRA – READ ALL ABOUT IT
KCK Sunflower Chapter is ready to make the leap to
REMARKABLE!**

The board is expecting **REMARKABLE** things from the members and the chapter this coming year – you won't want to miss anything!

The board and committee chairmen had a **REMARKABLE** planning meeting on July 18th. The minutes from the meeting are in this issue of the newsletter. *Our goals for the year are as follows:*

- Retain 100% of our membership (We are already off to a remarkable start – Shanda Mitchell and Terri Kimble have renewed their membership)
- Increase membership by three (3) new members
- Chapter Board of Directors (4) completes their Professional Development Record and achieves Member of Excellence
- 20% of the KCK Sunflower Chapter members complete their Professional Development Record and achieve Member of Excellence
- 3 members attend all Kansas Division events
- Provide professional development
- Conduct Executive Night event
- Conduct annual seminar in April of 2012
- Board of Directors will meet four (4) times this year
- Chapter will participate in community service project
- Chapter will conduct a mini-workshop
- Website will be updated monthly
- Chapter will achieve "Chapter of Excellence"



I hope every member sets a goal to be a **Member of Excellence** this year and submit their Professional Development Record to the Kansas Division for recognition at the annual meeting next year. The membership committee has been contacting members to discuss these two items. This information can be given to your executive to show what you have been doing/learning this past year and how **REMARKABLE** you are. If you do not have an annual review, go ahead and set goals for the year, go over them with your executive and then at the end of the year review the goals. (That is one of the criteria for member of excellence). That is what I did with my executive.

The chapter roster has been updated and sent to the membership via e-mail or paper copy. Please let Secretary Bellmyer know of any changes; she plans to send out an update in January of 2012.

Executive Night plans are underway. Please nominate your executive (or someone you think is worthy) for this honor. Dr. Susan Fenner will be our speaker and she is outstanding. Invite your executive (and everyone in your office) to attend.

I feel extremely honored to serve as your President this year; please send me ideas, thoughts, etc. that you think will make our chapter **REMARKABLE** this coming year!

See you at our **REMARKABLE** (and hopefully cool) event August 15th!

IAAP KCK Sunflower Chapter Meeting Minutes 07/17/11

Attendees: Janet L. Parker CSC/APC, President; Kim Evans, CPS/CAP – Vice President; Kelly Bellmyer, Secretary; Sue Arnold, Treasurer; Kim Smoots, CPS/CAP; and Mary Carrington-Harris

The meeting was called to order at 6:15 p.m.

2011-2012 Budget – Treasurer, Sue Arnold

Previously, the budget for 2011-2012 was sent out to the Board and Seminar Committee. Both approved the budget. It was distributed to the members. A motion was made to approve the budget for 2011-2012 and it was seconded. The vote to approve the motion was unanimous.

2010-2011 Finance Report – Treasurer, Sue Arnold

Sue entertained questions concerning the fee for the website, bereavement line item, and review of finance reports last year. The Finance Report was accepted subject to audit. Janet will find someone to review the financial reports.

Kansas Division Leadership – President Parker

Janet Parker and Kelly Bellmyer will be attending the Kansas Division Leadership workshop on August 12 in Emporia.

Committee Reports

Executive Night – President Parker

Executive Night is scheduled on October 17th. Dr. Susan Fenner from the IAAP Headquarters will present “What in the World does the Future Hold?” It will be held at the Kansas City Kansas Community College in the Conference Center. Forms for the nomination of executive of the year will be sent out. Janet’s supervisor is excluded this year as he is the current executive of the year of the chapter and he will present the award to this year’s selection. The past chapter presidents will be honored at the event and the selection to the chapter’s hall of fame will be announced. The event will be open to non-members. Judges are not related or involved in the KCK Sunflower Chapter. One thing to consider is to have it televised and open to the city.

Education/Meeting Locations

Kim Smoots will present at the November meeting. Janet will contact Sue Houser regarding presenting at this meeting. Kelly will work with Sharon regarding the Excel workshop. Visit the Sunflower Chapter Website for a list of 2011-12 Chapter Meetings, speakers and locations.

<http://www.iaap-kcksunflower.org/KCKSunflower/MeetingsEvents/>

Newsletter – Co-Editors Bellmyer and Harris

The website url and the chapter mailing address needs to be added to the header on front page of newsletter. Minutes from the last meeting were in the newsletter. Kelly will send them to Kim Evans, CPS/CAP.

Publicity – Co-Chairman Kimble and Sappington

A news release in August will be sent out regarding the September.

Website – Chairman Smoots

Kim Smoots, CPS/CAP is working on updating the website. Kim distributed her goals for the 2011-2012. The first goal is keep membership up to date on Chapter activities. Another one is to start the use of the membership only area. The final goal is to expand the scrapbook area. Kim would like anyone that has pictures of past chapter events to send them to her.

Community Service – Chairman Burns

Wondrous Burns is the Committee Chair and Janice Scott is helping her. Janice sent some information to Mary regarding helping serve dinner at a shelter in October. Janice is keeping track of any community service project that anyone in the chapter participates in.

Membership – Chairman Parker

One of the goals of the chapter is retain 100% membership. Janet plans to pursue potential members in the Unified Government. Judicial Pros chapter has disbanded and Janet will contact them to see if they are interested in joining our chapter. Many of them changed their membership to members-at-large. If anyone sends out any notices to the chapter, please include Maxine Kline and Marjorie Thomas who seem to have interest. A friend of Marjorie’s, Samaritis attended the June meeting and might be interested. Kelly has a co-worker that has expressed interest in joining. One at the EPA and the Wyandotte County Conservation are also interested in joining. The chapter will have a membership drive this year.

Seminar – Chairman Carrington-Harris

The Seminar Committee has decided on a half day workshop on a Wednesday. Toni Boyles is a possible speaker as well as Susan Myers. Susan agreed to charge us \$500 for our APW seminar and another session.

The new logo and theme for this upcoming year will be released after the EFAM meeting.

RTF – Chairman Smoots

Kim Smoots, CPS/CAP is requesting that we support the RTF fund. No specific amount has been set as a goal for the chapter. Kim distributed a list of goals for this committee in the 2011-2012 year. The chapter has budgeted \$50 to go to the RTF fund. Her first goal is to present the 2011 fall presentation at the November chapter meeting. The other goal is for a fundraiser in October and November. Some options include a raffle or basket prizes. It would \$1.00 for 1 ticket and \$5.00 for 6 tickets. Winners will be announced at the end of the November meeting. Sue will contact vendors to see if anyone would be interested in donating an item for a drawing.

Finance/Ways and Means – Chairman Arnold

A nut and candy sale will be held in September. The goal is to earn \$300. A total of \$219 must be earned for the chapter. A gift certificate for \$103 from Beauty Brands was donated to the chapter. A basket of beauty will be put together for a silent auction. Sue will send out an email and provide the deadline when bids will be accepted. An email will go out for final bids allowing one more time to bid on it.

Certification – Chairman Evans

The status of the certification changes soon. Anyone holding the CPS and/or CAP titles will be replaced with one title that says CAP-OMP. OMP stands for office manager professional. A request was made to include their designation in all correspondence. Kelly will send the certification information to Kim. Kim encouraged members to pursue the certificate program. The chapter needs to have 8 programs with certification points.

Roster – Chairman Bellmyer

Kelly will update the roster and send it out as she receives changes.

Rules and Bylaws – Chairman Nastav

If anyone has any changes to the chapter rules and bylaws, they need to be sent to Shirley Nastav.

Chapter Brochure – Chairman Harris

She will work on the brochure in the coming months.

Chapter Procedures Manual – Chairman Bellmyer

Kelly will be working on a chapter procedural manual. A draft copy will be presented at the April meeting.

2013 Kansas Division Meeting – President Parker

At the Kansas Division Annual meeting, the issue about the rotation schedule was discussed. Since Judicial Pro Chapter disbanded, there was an amendment proposed that would move our chapter up in the rotation to 2013. President Parker didn’t feel comfortable making the decision for the chapter without talking to them. A suggestion was made at the Division Meeting, that our chapter could co-host the meeting with Johnson County Government. President Parker is to work with Sharon Taylor on proposing an amended schedule. The discussion indicated that our chapter is fine either way. Some concern was expressed regarding co-hosting it with another chapter. No one is assigned to 2013 for the meeting. If Johnson County Government wants to do the 2013 meeting, it might be possible that our chapter will be hosting the meeting in 2014.

Chapter Committee Chairman Mid-Year Reports – President Parker

President Parker would like the chapter chairman to provide her with a mid-year report on January 15.

Chapter of Excellence/Member of Excellence/Professional Development Record – President Parker

President Parker would like to be a Chapter of Excellence. The professional development record will be sent out close to August 15. President Parker encouraged all members to work on being a member of excellence.

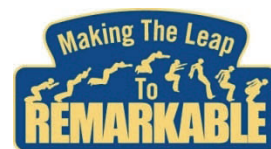
2011-2012 Goals – President Parker

President Parker distributed and discussed the goals of the chapter. She would really like to raise more community awareness about our chapter. This could start by maintaining a quality website and monthly newsletters.

The meeting adjourned at 7:50 p.m.

KCK Sunflower Chapter Committee Chairs—2011-2012(to contact Committee members, please visit **Members** page on Sunflower Chapter Website—www.iaap.kcksunflower.org)

Committee	Chairman	Members
Education	Kim Evans, CPS/CAP	Shanda Mitchell
Executive Night (Chaired by Current Admin to Executive of the Year)	Janet Parker, CSC, APC (Program/EOY)	Kim Evans, CPS/CAP (Location/Speaker)
Publicity	Amanda Sappington	Teri Kimble (Co-Chair)
Certification	Kim Evans, CPS/CAP	Kimberley Smoots, CPS/CAP
Website	Kim Smoots, CPS/CAP	Marie Meador, CPS
Retirement Trust Foundation (RTF)	Kim Smoots, CPS/CAP	
Rules and Bylaws	Shirley Nastav	Janet Parker, CSC/APC
Finance (includes Budget, Ways and Means and Seminar)	Sue Arnold (Treasurer)	Janet Parker, CSC/APC Kim Evans, CPS/CAP Kelly Bellmyer
Newsletter	Mary Carrington Harris	Kelly Bellmyer (Co-editors)
Membership	Janet Parker, CSC, APC	Kim Evans, CPS/CAP
Roster	Kelly Bellmyer	Sue Arnold, CSC
Community Service	Wondrous Burns	Janice Scott
Chapter Brochure	Mary Carrington Harris	
Procedures Manual	Kelly Bellmyer	
Seminar	Mary Carrington Harris	
Vendors	Sue Arnold	Teri Kimble
Location/Food	Mary Carrington Harris	
Registration Table	Shanda Mitchell Amanda Sappington	
Corporate Sponsors	Janet Parker, CSC/APC Sue Arnold	
Registration Form	Kim Evans, CPS/CAP	
Evaluation	Mary Carrington Harris	
Speaker	Kelly Bellmyer	



*President's
"LEAP"
Award*

This is an on-going award that recognizes those Kansas Division members who make a real commitment to IAAP. They may volunteer to chair or serve on committees, mentor another member or student, promote awareness of IAAP in the workplace or community, or exhibit qualities that exemplify good leadership. They may not necessarily be a highly visible member, but they make things happen!

Do you know of a member who consistently "leaps" to serve the Kansas Division and its chapters?



Someone in your chapter who "leaps" above and beyond every time you have a special project?

Someone who "leaps" outside their comfort zone to benefit IAAP.

Someone who may take a "leap of faith" to present a new/unique idea or process.

Someone who "leaps" at every advantage to share the benefits of IAAP.

Someone who "leaps" to assist and never asks why.

Someone who "leaps" to encourage others and promote self-confidence.

If so, your Kansas Division Board wants to know about them. What a great accomplishment to be recognized by your peers with a "LEAP" award.

Any member may recognize another member in Kansas Division. It doesn't have to be an officer of your chapter and it doesn't even have to be someone in your chapter---it is just a great way to say thanks for all you do and a job well done. You may nominate as many people as you like. The nominee must be a Kansas Division member. They have to have made a difference within your chapter and/or the division. Kansas Division Board members are not eligible to be nominated.

Nominations may be submitted at any time. This is an on-going recognition and awards will be presented throughout the year.

NOTE: This **IS NOT** the **Member of the Year** award presented at the Kansas Division Annual Meeting in June. This is an award given by the Division President.

Send your completed nomination form (on the next page) to:

Sue Houser, CPS/CAP, Kansas Division President (sue.houser@spiritaero.com)
412 Walnut Creek Drive
Derby, KS 67037



Nomination Form
President's
"LEAP" Award



We have members who consistently and unselfishly give of their time, energy, and talents for the enhancement of our association. As a recognition for these members, the President's "LEAP" award will be presented to members who "leap" above and beyond what is expected of them for the benefit of the chapter and the division. Any member or chapter may nominate a fellow member for this award.

Name of person being nominated: _____
 Chapter affiliation: _____
 Kansas Division Member-at-Large – city of residence: _____
 Please indicate why this member deserves this award: _____

Signature: _____

Please print your name: _____
 Date: _____ Your chapter or DMAL: _____

Nominations may be submitted at any time during the year. This is an on-going recognition and awards will be presented throughout the year.

Send completed nomination forms to:
 Sue Houser, CPS/CAP, Kansas Division President
Sue.houser@spiritaero.com
 412 Walnut Creek Drive
 Derby, KS 67037



A Letter from IAAP International President Tamra Goodall, CPS/CAP

To Division and Chapter Presidents, Vice Presidents and Presidents-elect:

Wow! I'm still recovering from my time in Montreal. I'm sure those of you who attended are doing the same thing. At EFAM we're up early and go to bed late with activities packed in every hour of the day. I enjoyed something different about this year...no, I'm not talking about giving the incoming president's speech, although I did enjoy that. I'm thinking of my husband, Mark, who joined me for EFAM for the first time this year. This was also the first time he'd ever spoken to a crowd that big. Last month held a lot of firsts for the Goodall family.

Now I'm home and back at work at the West Virginia Hospital Association, gearing up for our own conference. In my day job I work for an association and I help get everything organized for our annual conference so I know how much work goes into it. Thanks to everyone who helped this year—staff and all the volunteers! Connecting with members is always a highlight of every EFAM. I'm already thinking about EFAM 2012 in Grapevine.

It's official! We're Making the Leap to Remarkable. If you need the international theme logo, we have one for you. Just visit the web community and go to the [International Library](#). It's in the "Logos" folder.

Since this is the beginning of a new IAAP year, it's a good time for leaders in the association to review the [IAAP Process Plan](#). It's a fluid document, something we review and update every year. If you haven't read it already, or if it's been a while, take a few minutes to look it over. You may get a fresh understanding about our Leap to Remarkable.

Congratulations go out to everyone that participated in last year's Pathways to Excellence program. I'm excited to see the numbers up this year. Good job to everyone that participated. Here are the final tallies for 2010-2011:

Members of Excellence – 1,602 up from 1,488 last year

Chapters of Excellence – 212 up from 199

Divisions of Excellence – 25 up from 20

To complete the year, audits on submissions need to be done. Those who are randomly chosen for an audit will be notified by August 15 and you will have until August 31 to return program verification to the auditors. If you are chosen, all the information on procedures will be spelled out for you so you'll know exactly what to do.

[Fall Conference](#) registration is open and filling up fast. This is our final Fall Conference and it's going to be an excellent one in beautiful San Diego. Join us Oct. 9-12 at **Fall Forward: Hot Topics for Tomorrow's Workplace**. You can also sign up for an optional Sunday workshop from Annette Marquis of TRIAD Consulting. Learn the latest in Microsoft Office, Google apps and how to combine the two for expert proficiency.

Thank you for making the leap to serve as an IAAP leader this year. As leaders, you are helping to shape the future of IAAP. Let's do it together this year by Making the Leap to Remarkable.

*Tamra Goodall, CPS/CAP
International President*

Top 10 Strategies for Workplace Renewal

Jan Gordon, Career and Personal Coach
jan@qualitycoaching.com

It's difficult to stay highly charged and positively motivated when faced with increased workloads and financial anxieties. The concept of *renewal* is more important than ever, though also more difficult to orient around when we're busy scrambling to meet deadlines and meeting the bottom line. Renewal according to Merriam Webster means to "make like new: to restore to freshness, vigor or perfection." *Renewal is the perfect antidote for increased worries in a troubled world.*

1. **Know what's important to you.** Know *your* own bottom line – what you're willing to compromise on and what you're not. Internal clarity is a key component of renewal and restoration.
2. **Know what motivates you.** Know what concerns are at play when you're engaged in activities, especially those that you dread or would rather not be doing.
3. **Look for the learning opportunity.** In everything we do, there's opportunity for growth. Usually, the things we least want to do offer us the most opportunity for growth. Stay focused on the learning opportunity, particularly when taking on the difficult tasks and roles. This will aid continual growth, development and renewal.
4. **Get outside of yourself.** This doesn't mean zoning out on television or alcohol. It does mean engaging in activities that stretch and develop you – and might not have anything to do with your work or professional development needs!
5. **Be physical.** Too many of us live from our heads and our hearts – and not our bodies. We don't stretch or develop ourselves physically. Try pumping iron for maximum intensity and centering, or take a Pilates or kickboxing class. Do something physical that you don't usually do or haven't done before.
6. **Maintain connections.** Too often, when we're stressed and over-worked, we dismiss our need for collegial relationships– we're too busy meeting the bottom line. This is a big mistake! Maintain connections to those around you, stay involved socially. Building community is nourishing and helps to keep us connected to our core values.
7. **De-clutter.** If you're cluttered and have no space, new developments aren't going to emerge. Clear out the clutter so you'll have the space for new things to emerge and take hold. Clear spaces provide a foundation for growth, renewal and abundance.
8. **Telling the truth.** Renewal can't come if you're living a lie or not telling the truth. Tell the truth to yourself. It's the first step towards renewal... even if you take no other action other than telling the truth to yourself.
9. **Be open to kindred spirits.** Keep your eyes open for others who have traveled the road you're traveling. Knowing that others have endured the bumpy road that you're currently experiencing will help you to keep your situation in perspective.
10. **Keep it simple.** As you de-clutter and get rid of outdated possessions, habits and relationships, your appreciation for the simple things in life will increase. This is a source of renewal; you'll be more in touch with your core values. Simplicity clearly leads to renewal and enrichment.

Look for the Learning Opportunity

In everything we do, there's opportunity for growth. Usually, the things we least want to do offer us the most opportunity for growth. Stay focused on the learning opportunity, particularly when taking on the difficult tasks and roles. This will aid continual growth, development and renewal.

