



International Association of
Administrative Professionals®
KCK Sunflower Chapter

Sunflower Seeds

January 2012

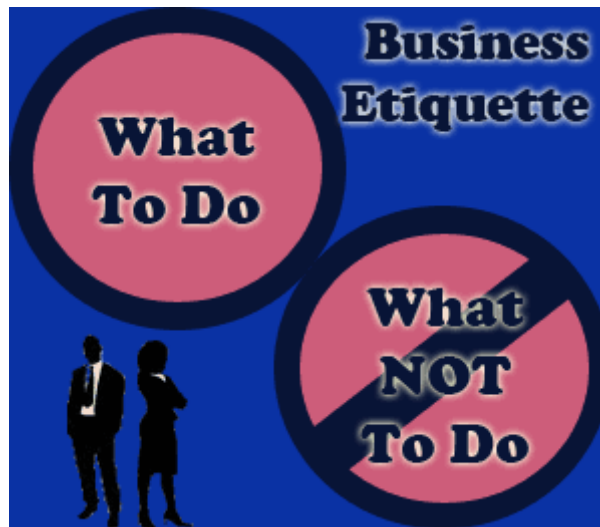
www.iaap-kcksunflower.org

Board of Directors:

- **President:** Janet Parker, CSC/APC
jparker@wycokck.org
- **Vice President:** Kim Evans, CAP-OM
kevans.iaap@yahoo.com
- **Secretary:** Kelly Bellmyer
kbellmyer@kumc.edu
- **Treasurer:** Sue Arnold
sarnold@wycokck.org

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Business Etiquette

DATE CHANGED to January 23

WHEN: 12:00 Noon

WHERE: Municipal Office Building, 701 North 7th Street, Suite 423, Kansas City, Kansas

RSVP to Janet Parker at jparker@wycokck.org.

Presented by

**Janet Parker, CSC/APC
President, KCK Sunflower Chapter**

Bring Your Own Lunch!!



Kansas Division Winter Workshop

January 21, 2012

Topeka, KS

Succession Planning—morning session

“Getting Things Done” - afternoon sessions





Shirley Nastav has been a member of the KCK Sunflower Chapter since 2001. She has served in many capacities throughout her time in the chapter including Chapter Vice President and Secretary. Shirley has always been an enthusiastic member who was never afraid to take on a project when she lived in Kansas and was able to be active. Shirley moved to Colorado in 2005 to help take care of her aging parents. Even though her parents have since passed, she continues to live there with her husband Joe. She has two (2) children (son who is a doctor of physical therapy in Chicago and her daughter who lives in Arkansas and works in a hospital while she is going to school and raising two (2) children). Shirley and Joe also have two (2) grandchildren - one will graduate from high school this year. She works at a Craig Hospital part time and shares her Office Pro magazine with other administrative assistants. In her spare time she enjoys helping people. She volunteers at her church and she says she bakes for “everyone under the sun”. She truly misses the KCK Sunflower Chapter members and continues to keep her membership in the chapter. She is spending the holidays with family in Colorado. One of the highlights is the annual family baking contest for prizes. Shirley sends her love and best wishes to all the members.



“LEAP” to the Challenge

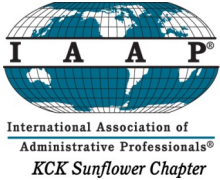
ATTN: ALL KANSAS DIVISION MEMBERS

WHAT: Challenge for each member to recruit a new member

WHEN: July 7, 2011—May 27, 2012

HOW: Recruit a member and be entered in a drawing for a \$100 Visa gift card
(No limit—two recruits = two entries)

WHERE: Drawing will be at the 2012 KDAM Awards Banquet



PRESIDENT JANET'S CORNER



January 2012

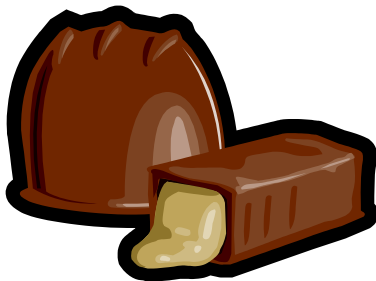
Happy New Year – I can't believe it is already 2012. Did you make any resolutions for 2012? I made one (1) for each phase of my life – personal, work, social and IAAP.

MEMBER OF EXCELLENCE

How many criteria have you meet? Recruiting a new member not only helps the chapter but is one of the criteria for member of excellence. Can you write an article for the newsletter? Do you have questions? Contact one of the Board Members who will be happy to answer your questions. How many members can the KCK Sunflower Chapter have that are "Members of Excellence"? Our chapter is on schedule to becoming a Chapter of Excellence.

Those who attended the Christmas dinner at Johnny Carino's had a great time. Thanks Vice President Kim for making the arrangements, putting together the ice breaker and coordinating the white elephant gift exchange.

Kansas Division Winter Workshop will be January 21, 2012 in Topeka, Kansas – The registration form was e-mailed to all members. I will attend along with Phyllis Williams and Janice Scott. I have room for one (1) more person in my car. Unfortunately, the chapter is unable to pay any registrations for this workshop but hopefully we will for the next event.



The annual ways and means project – nuts and candy sale was very successful. Our goal was \$300.00 and as of this writing we raised \$310.00.

We have a couple of extra bags left so if you are interested let me know. Special thanks to those members who participated: Kim Evans, Kelly Bellmyer, Sue Arnold, Blanche Lindesay, Janice Scott, Marjorie Thomas and Janet Parker. We could not have done it without you. Thanks to Treasurer Sue for coordinating this task – it is not always easy!

PRESIDENT JANET'S CORNER, <i>cont.</i>
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Upcoming Chapter Events for January:

January 18th – “Networking...Or Not” workshop with Susan Meyer-Miller at the Board of Public Utilities. Registration at 11:30 a.m. and the workshop is from 12:00 Noon to 1:00 p.m. Registration fee: KCK Sunflower Chapters members (no charge); IAAP members (\$5.00) and Non-Members (\$10.00). Registration form is enclosed. Beverages provided – bring your brown bag lunch. **(Membership Drive also)**

January 23rd – Regular meeting (rescheduled from January 16th – holiday) at the Unified Government Offices, 701 North 7th Street, Suite 423, Kansas City, Kansas. Speaker: President Janet Parker CSC/APC – “Business Etiquette”. Time: 12:00 Noon to 1:00 p.m. Beverages provided – bring your brown bag lunch. **(Membership Drive also)**

January 23rd – Board meeting – 5:30 p.m. – Applebee’s at 7th and Southwest Boulevard. All members are welcome to attend.

Roster – If you have any changes, please let Secretary Kelly know. I know that Phyllis Williams and Shanda Mitchell have changed jobs recently. Kelly will try to have an updated directory out soon.

KCK Sunflower Chapter Website – Don’t forget to check our website – Kim Smoots, CAP-OM has done a great job with it.



KCK SUNFLOWER CHAPTER IAAP AND SUSAN MEYER-MILLER PRESENT:

“NETWORKING.....OR NOT” WORKSHOP



An international speaker and trainer, Susan Meyer has spoken to over a half-million people in 8 countries. She is a published author, business owner, and occasional guest commentator on her local Fox News and NBC stations. She has written five books: *SOS for Stress! - How to Speak with Power, Passion & Pizzazz!* - *Career Compass for Women - Life Compass for Women, and Power Tools for Success*

Date: Wednesday, January 18, 2012

Location: Board of Public Utilities, Board Conference Room, 540 Minnesota Avenue

Registration: 11:30 a.m. Workshop: 12:00 Noon to 1:00 p.m

Door Prizes/Announcements: 1:00 p.m. – 1:15 p.m.

Name/Title/Company		
Address		
Work/Home Phone		
E-Mail Address		
Certification		

Payment Method:

Check payable to KCK Sunflower Chapter IAAP

Credit Card – Fill in all information below and sign

CREDIT CARD INFORMATION			
Business Name		Card Type	
Card Holder's Name		Card Number	
Card Billing Address		4 digit verification AMEX number	
City		3 digit security # MC or VISA	
State		Expiration Date	
Zip		Email Address*	
Phone Number		Your email address will allow a receipt to be emailed with the confirmation of the transaction	

I, _____, authorize the total payment of \$ _____ to be charged to my credit card as payment to the KCK-Sunflower Chapter.

E-mail or fax to: jparker@wycokck.org or 913-573-5796 or mail to Janet L. Parker, Department of Urban Planning and Land Use, 701 North 7th Street, Suite 423, Kansas City, KS 66101
 Questions: Janet Parker – 913-573-5758

KCK Sunflower Chapter Committee Chairs 2011-2012

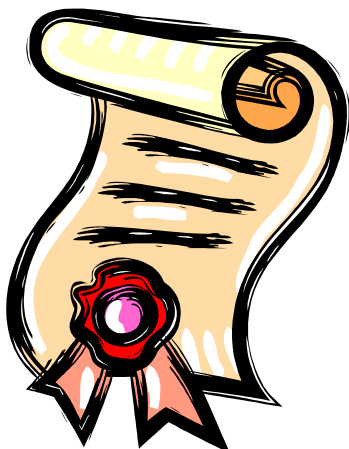
(to contact Committee members, visit **Members** page on Sunflower Chapter website
www.iaap.kcksunflower.org)

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	Marry 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	



**How close are you
earning Member of
Excellence for
2011-2012?**

**We always can
make room in OUR
newsletter. It just
needs to be 250
words.**



Member of Excellence

Revised Criteria as of July 1, 2011

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. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum).
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum of 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, program or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



History of the KCK Sunflower Chapter

The KCK Sunflower Chapter was chartered November 10, 1988. The sponsor of the chapter was the Johnson County Chapter and the installation was conducted by Kansas Division President Janet L. Parker (member of the Johnson County Chapter). The first president of the chapter was Carol Irish CPS. How did the chapter arrive at its name? I spoke with Carol and she stated that she does not remember, but she believes that it was Kansas Division President Parker's idea. (What can I say?)

However, before the KCK Sunflower Chapter was chartered in Kansas City, Kansas there was the Wyandot Chapter, which was chartered on Sunday, April 22, 1956 by the Westport Chapter NSA of Kansas City, Missouri. There were 32 secretaries designated as charter members. The chapter selected Wyandot as the name of the chapter for the Wyandot Indians which were in the area when the city was formed. The chapter chose the name "Tom-Tom" for their monthly publication. The word Wyandot means Traders of the West. The first President was Dorothy McKillop.

Submitted by,
Janet L. Parker CSC/APC
President – KCK Sunflower Chapter



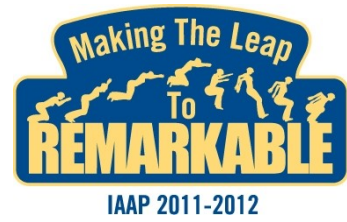
ATTENTION: All KCK Sunflower Chapter Members

Leap to remarkable by recruiting new members between July 1, 2011 through May 31, 2012.

When you recruit a new member your name will be entered into a drawing for a \$50.00 gift card. Each time you recruit a member (new or reinstatement) your name will be entered into the drawing.

Drawing will be at the June 2012 Chapter Member.

SO GET GOING – FIND THOSE MEMBERS – AND GET THEM TO JOIN!



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, CAP-OM, Kansas Division President (sue.houser@spiritaero.com)
412 Walnut Creek Drive
Derby, KS 67037

Sunflower Seeds



President's Leap Nomination Form

*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: _____

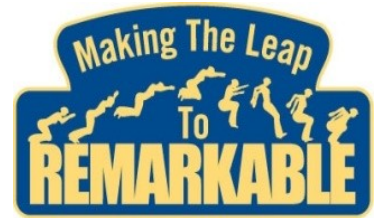
Nominations may be submitted at any time during the year. This is an on-going recognition and awards will be presented throughout the year.

Send completed nomination forms to:

Sue Houser, CAP-OM, Kansas Division President
Sue.houser@spiritaero.com
412 Walnut Creek Drive
Derby, KS 67037



**Kansas Division,
IAAP
Member of the Year
Nomination
2011-2012**



Name of Member:

Member's Chapter:

Nomination Completed by:

Return to President Sue Houser, CAP-OM by May 4 at sue.houser@spiritaero.com

How many “remarkable” members do we have in Kansas Division? Do you know someone who has made the “leap” to remarkable this year? Do you know someone who gets important work done quickly and well? Do you know a member who has been a mentor to other members? Take a moment to think about who goes above and beyond what is expected of them. Who goes out of their way to help our members and our association? Who has made exceptional contributions to their chapter and our association?

As a result of my research, below are some of the ways to stand out and be “remarkable.” Do you know someone who consistently demonstrates the following attributes?

- *Leave others better* than you found them.
- *Help people* without wanting anything in return.
- *Take the Plunge.* Be that person who does what others won't.
- *Start your own tribe.* Be a leader instead of a follower.
- *Take something that works* and make it better.
- *Never settle for average.*
- *Don't be boring.* Be original, fun and get things done.
- *Be Optimistic.* Optimism and smiles are contagious.
- *Be Humble.* Arrogance and vanity are not traits to associate with people you respect.

NEW GUIDELINE: Members are **only eligible five years for this award.**

Those **not eligible this year** are: *Monique Richardson, CAP-OM (2011)*
Judy Wilson, CAP-OM (2010)
Kim Smoots, CAP-OM (2009)
Dorothy Emory, CAP-OM (2008)
Marianne Eyles, CAP-OM (2007)

Please indicate why you feel this person should be Member of the Year in 600 words or less.

What activities do they participate in at the chapter, division, or international levels? How are they involved in their community? What special qualities do they bring to your chapter's team? What else should we know about them?

How have they made the "Leap" to remarkable this year in our association?

**Kansas Division, IAAP
Member of the Year Nomination 2011-2012**

Name of Nominated Member: _____

Member's Chapter: _____