



International Association of
Administrative Professionals®
KCK Sunflower Chapter

Sunflower Seeds

Volume 2, Issue 1 July 2011

Board of Directors:

- President: Janet Parker
- Vice President: Kim Evans
- Secretary: Kelly Bellmyer
- Treasurer: Sue Arnold

July Meeting

**Board of Directors/Committee Chairman Planning Meeting
Monday, July 18, 2011**

**International House of Pancakes (IHOP)
1919 Prairie Crossing, Kansas City, KS**

All are welcome!

RSVP to Kim Evans at kevans0219@yahoo.com by July 15



**August 15, 2011
Picnic—TACO MEAL**

**Sue Arnold's Home
2961 North 70th Street
Kansas City, KS 66109**

6:00 p.m.

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

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!**



Inside this issue:

- Heartfelt Thanks 2
- Meeting Planners 2
- March 21 Meeting Minutes 3
- President's Corner 3
- May 16th Meeting Minutes 4
- May 16th Meeting Minutes 5



Member Spotlight: Mary Carrington-Harris

I first joined IAAP in 1982 as a member of Fresno Chapter, PSI, Fresno, CA. I moved back to MO in 1989, and was fortunate to be hired as an administrative assistant at Hallmark Cards, where I was a founding member and past president of Hallmark Chapter, IAAP. I had a five-year lapse in IAAP membership when my career direction changed at Hallmark into digital design. I retired from Hallmark after 20 years to take on the role of

administrative assistant to the president's office at Donnelly College in Kansas City, KS.

I look forward to being on the Sunflower Chapter newsletter committee and working on the 2012 AWP seminar.

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.

If you have any ideas for future newsletters, please send your ideas or thoughts to Kelly Bellmyer at Kelly.bellmyer@gmail.com or Mary Carrington Harris at marycarringtonharris@gmail.com.

IAAP KCK Sunflower Chapter June 20, 2011 Meeting Minutes

Present: Janet Parker, CSC/ACP, Kim Evans, CPS/CAP, Sue Arnold, Kelly Bellmyer, Janice Scott, Kim Smoots, CPS/CAP

Guests: Marjorie Thomas and guest, Karen Herrington, CAP, Mary Miller, Carol Zamaitis, CPS, Linda Barnes

Speaker: Colleen Neill, CPS/CAP

Introductions were made.

A motion was made to reduce chapter dues from \$15 to \$4. It was seconded. The vote to pass the motion was unanimous. An amendment was made to the motion to the original motion to

change the original motion to read the chapter dues are to be reduced from \$15 to \$4 and be effective as of July 1, 2011. The motion was seconded. The vote to this amendment was unanimous.

In July, the board and committee chairpersons will meet to report the plans and goals for this coming year.

Newsletter items are due to Kelly by July 1 so that it can be sent out July 5. They should be sent out 2 weeks prior to the monthly meeting.

The Kansas Division is holding a leadership workshop in Emporia on August 12-13.

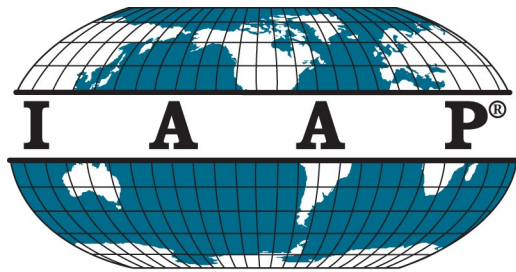
A picnic is usually held in August instead of a meeting. Sue volunteered her home as the location.

Carol Zamaitis will present at the September meeting.

Executive Night will be held in October at the Kansas City Kansas Community College's Conference Center.

More details will follow on these events.

The meeting adjourned at 7:45 p.m.



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

PRESIDENT PARKER'S REMARKABLE CORNER



Welcome to the 2011-2012 KCK Sunflower Chapter Year!

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

Vice President Kim and I met a couple of weeks ago and she has the programs and locations outlined for the coming year. She has some great speakers planned. In August we will have a social event (picnic) at Sue Arnold's home on the 15th. In September Kansas Division President Elect Carol Zamaitis (our liaison) will make her official visit to the chapter and her topic will be, "Grace Under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot." October will be Executive Night so get ready to nominate your executive or someone you think is worthy of such an honor.

We will not have a July chapter meeting; however, the Chapter Board and committee chairmen will meet on July 18th at IHOP at 6:00 p.m. to present our plans for the coming year. All members are invited to attend and give input. Committee chairmen – please be ready to present your preliminary plans for the coming year. We want to be organized and ready to go by August 1st. As you know, we are meeting at IHOP at Village West unless otherwise designated.

I would like every member to set a goal to be a Member of Excellence this year and to submit their Professional Development Record to the Kansas Division for recognition at the annual meeting next year. The membership committee will be in contact with each member individually 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. The chapter had one Member of Excellence this year. We also want to work towards being a Chapter of Excellence.

We had a great membership year in 2010-2011. We gained six (6) new members and one (1) reinstatement. We did have one (1) member who dropped (Wendy Baker) and of course Sharon Clark CSC/APC passed away. We have a current membership of 16 and I hope each member will set a goal to recruit one (1) new member this year. The chapter voted at the June meeting to reduce the chapter dues from \$15.00 to \$4.00!!! Renewal is now \$99.00 – What a special!

Treasurer Sue and I met and have put together a draft budget for approval. You can expect to see it in the next week. Remember our big fundraisers are the nut/candy sale in the fall and the seminar in the spring.

President Parker's Remarkable Corner (cont)

In this issue of the newsletter, Secretary Kelly has included the committees that have been put together. If you would like to serve on any additional committees, please let me know.

Community Service – Please keep track of the hours you volunteer each month. Committee member Janice Scott will contact the members at the beginning of the month so she can log the hours. Wondrous Burns will serve as the chairman of the Community Service Committee. Mary Harris is the seminar chairman this year and look for some changes to what we have done in the past. We are looking at a half day seminar which means a reduction in price. If you have any ideas for a speaker or location, please let her know. Let's have a **REMARKABLE** seminar!

The roster will be updated in the next couple of weeks; if you have any changes, let me know. It will then be distributed and I will send the electronic copy to Secretary Kelly who is in charge of the roster for the coming year.

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!

Have a **REMARKABLE** month!

Janet L. Parker CSC/PAC
President

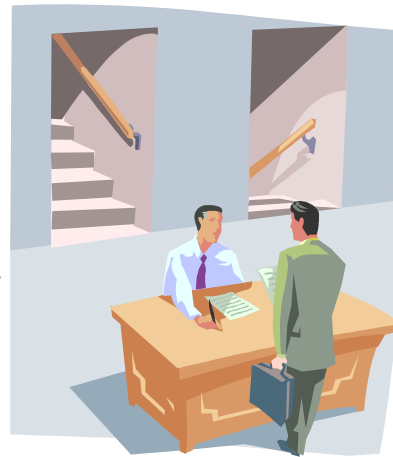


IAAP Kansas Division Officers 2011-2012

| | |
|--------------------------------|---|
| <i>President:</i> | Sue Houser, CPS/CAP sue.houser@spiritaero.com |
| <i>President-elect:</i> | Carol Zamaitis, CPS carol.zamaitis@greenbush.org |
| <i>Secretary:</i> | Mary Miller, CPS mmiller@ivyfunds.com |
| <i>Treasurer:</i> | Ruth Smith, CPS/CAP ruth.smith@spiritaero.com |
| <i>Parliamentarian:</i> | Tammy Mapes, CPS/CAP tammy.mapes@payless.com |

Polish Your Skills
Become a better negotiator
March 2011

You may not think of yourself as a negotiator, but the truth is that you negotiate with others day in and day out, both at work and in your personal life. Although you may negotiate a job offer, promotion or salary increase, you also use negotiation skills when you ask a co-worker to do something for you or when you agree on a project deadline with your manager. Negotiating ineffectively means you end up doing things you don't want or need to do and you rarely get what you are entitled to. To improve your negotiation skills:



- **Prepare to negotiate.** Consider the individual with whom you are negotiating. What is he or she likely to ask for? Write down key points you want to raise and prepare counterarguments to objections you think your negotiating partner might raise.
- **Know your bottom line.** Before entering any situation in which you might negotiate with others, decide what would be the minimum acceptable agreement for you. Don't wait to see what the other person suggests, as you might be tempted to just agree with that offer.
- **Ask for more than you want.** While this might seem to be a manipulative tactic, it's just good negotiating practice. Many people routinely give a counteroffer no matter what the other person asks for. If you tell your co-worker you need something by your actual deadline of Friday, she may ask whether you can wait until Monday. If you tell her you need it Thursday, you are more likely to get it by your deadline of Friday. If you get it earlier, that's a bonus. When you are about to enter a negotiation, decide on a reasonable starting point based on your final desired outcome. Make your first request a bit higher than what you are ultimately willing to settle for. This gives room for bargaining.
- **Don't get pressured into accepting an offer you don't want.** If you are not comfortable with an offer that's on the table and the other person seems unwilling to compromise further, ask for time to consider an offer. This gives you a chance to revise your strategy and come back with a counteroffer.

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

KCK Sunflower Chapter Committee Chairs

| 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 | |