



International Association of
Administrative Professionals®
KCK Sunflower Chapter

Sunflower Seeds

October 2011

www.iaap-kcksunflower.org

Board of Directors:

- President: Janet Parker, CSC/APC
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- Treasurer: Sue Arnold
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Monday, Oct. 17 is Executive Night!

KCKCC Conference Center (by the lake)

7250 State Ave., Kansas City,

5:30 p.m. Social (light refreshments)

6 p.m. Speaker Dr. Susan Fenner: *"Where in the World is the Future Going?"*



7 p.m. Presentations:

Recognition of Past Chapter Presidents

Announcement of 2011 Hall of Fame Member

Announcement of 2011 Executive of the Year

RSVP by Oct. 14, 2011

Janet L. Parker CSC/APC—jparker@wycokck.org
or
913-573-5758

November Meeting:

KCK Sunflower Chapter Secretary, Kelly Bellmyer, will present Success by Design: Your Professional Skills Portfolio.

Please bring one item you have designed (publication, brochure, flyer) to share with the group. It's an excellent opportunity to get ideas for future projects.

For a full list of upcoming meetings, visit the KCK Sunflower Chapter Website
<http://www.iaap-kcksunflower.org/KCKSunflower/MeetingsEvents/>

Member Spotlight: Terri Kimble

Terri has been a member of the KCK Sunflower Chapter for one (1) year. She is currently co-chair of the publicity committee and enjoyed meeting some of the chapter members at the August networking meeting. She attended the Kansas Division Fall Workshop in Emporia, Kansas in October, and said that two (2) of the things she most enjoyed was the morning session and meeting other members of the Kansas Division. Terri has worked in the Unified Government Clerk's Office since 1995.

Outside of work, she enjoys shopping (till you drop), listening to music and driving around. She likes being a **member** of the KCK Sunflower Chapter because she has the opportunity to meet new people and get ideas from them.

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 maryharris@kc.rr.com

October Birthdays & Anniversaries

Birthdays:

| | |
|------------|------------------|
| October 11 | Kelly Bellmyer |
| October 18 | Kim Smoots |
| October 28 | Phyllis Williams |

Anniversaries:

1 year – Terri Kimble
1 year – Shanda Mitchell

**Exciting news from Kim Evans, CPS/CAP**

Administrative Assistant, Department of Biochemistry
Kansas City University of Medicine and Biosciences

Kim recently shared some exciting news: “I wanted to share some more great news. This is a national organization in Washington called The Gerontological Society of America (GSA).

I have recently been appointed by the Emerging Scholar and Professional Organization (ESPO) Executive Committee of The Gerontological Society of America as a representative of the GSA ESPO Campus Ambassador Task Force. I am both pleased and honored that I have been named to this task force.”

President's Corner

Janet L. Parker CSC/APC



What another remarkable month for the KCK Sunflower Chapter!

Carol Zamaitis, Kansas Division President Elect was our speaker at the September chapter meeting. Her topic was "Grace Under Pressure" She was outstanding and thanks to the KCK members who participated by asking questions and giving comments.

Executive Night is almost here. Are you ready for a great evening?

- The 2011 Executive of the Year has been selected. Rob Richardson ICP, current Executive of the Year, will make the presentation.
- Dr. Susan Fenner from IAAP Headquarters is our speaker. Her topic: "Where in the world is the future going?"
- Past chapter presidents will be recognized.
- Our newest member into the chapter hall of fame has been selected and will be inducted that night.
- Invite your executive, friends and everyone in your office to attend. *If you have not signed up to bring a food item, please contact me.*



Welcome to our remarkable chapter: Blanche Lindesay from USD #500.

Blanche has attended events in the past and was present at the September meeting. Welcome Blanche. We now have added four new members to our chapter (1 reinstatement, 2 new members and 1 transfer).

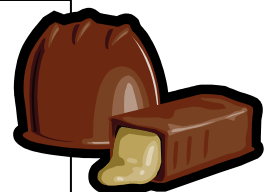


Member of Excellence: How many criteria have you meet? Recruiting a new member not only helps the chapter but is one of the criteria for member of excellence. Can you write an article for the newsletter? Do you have questions? Contact one of the Board Members who will be happy to answer your questions.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

See you at Executive Night!
Janet L. Parker CSC/APC President



Don't forget the annual ways and means project – the nuts and candy sale – We are off to a remarkable start so far. Deadline for orders to be submitted to Sue Arnold is November 14 and orders will be filled and delivered the same week.



10 Most Useful Travel Websites

By Sean O'Neill, BudgetTravel.com
updated 10:21 AM EST, Tue September 27, 2011



BudgetTravel.com - The Web should make things easier for travelers, but the sheer volume of services out there is often more overwhelming than useful. Unfortunately, you don't always know which outfits pay off until you've already invested your time. The Budget Travel team puts websites -- new and established -- to the test every day.

For Planning

1. Bing Travel

Buy plane tickets at the best possible time.

Like other booking sites, Bing lets you comparison-shop for tickets across more than a hundred sources. Yet unlike most other sites, it also analyzes historical data to predict whether the price you see on the screen today is likely to rise (or drop) in the coming week, clearly marking the bargains with a big, green Buy Now icon. What's more, Bing is the only airfare search site to have its predictions independently audited. With an accuracy rate of 75 percent, it's not perfect -- but those are better odds than blind guessing gets you. bing.com/travel.

2. AutoSlash

Lock in the lowest rate on rental cars.

Here's how it works: Reserve a vehicle from a favorite agency through the AutoSlash site, and the site will instantly begin tracking rate changes for your reservation. If a sale pops up later -- snap! -- it automatically locks in the lower price on your behalf. You can even use AutoSlash if you've booked independently. Just enter your confirmation number, and the site will notify you when it's found a lower rate (which you'll have to rebook on your own). Neither AutoSlash nor the company you first booked with charges a fee for the service. autoslash.com.

3. Fly or Drive Calculator

Determine the cheapest way to reach your destination.

Coupon site befrugal.com crunches data from sources such as AAA and Google Maps to power its Fly or Drive estimator (found in the site's Tools & Calculators tab). The more details you supply -- the make and model of your car, the number of travelers in your group, whether you'd be springing for a taxi to the airport -- the more accurate the estimates. For the eco-minded, it even includes a carbon-footprint estimate for each mode of travel. (Note: The calculator only works for trips within the continental U.S.) befrugal.com/tools/fly-or-drive-calculator/.

4. Plnrr

Get instant itineraries tailored to your tastes.

Whether you have a full week or a few hours, Plnrr can craft a (free!) customized point-to-point trip guide for 20 popular urban destinations across North America and Europe. You supply the length of your stay, desired activity level, and interests (such as outdoors, kids' activities, and culture), and the site spits out a fully formed itinerary, factoring in each attraction's opening and closing hours and travel times between spots by taxi or on foot. You can further fine-tune the results by adjusting the priority level for even more specific subcategories -- architecture, breweries, and even cemeteries -- or reject individual suggestions outright. (Plnrr won't get its feelings hurt.) plnrr.com.

5. Hipmunk

Find a hotel you'll fall in love with.

The folks behind Hipmunk's airfare and hotel searches know that good trips are about more than mere numbers. That's why they've incorporated an "agony" scale for flights with multiple legs and long layovers, and an "ecstasy" rating for hotels based on a combination of a property's amenities, rates, and user reviews on TripAdvisor. Even better, Hipmunk's hotel search tool has built-in color-coded heat maps to display a given destination's best spots for dining, shopping, nightlife, landmarks, and -- ahem -- "vice." So you'll always end up in a neighborhood that fits your specific needs (or noise tolerance). The site displays real-time prices available on Orbitz, Getaroom, Hotels.com, HotelsCombined, or Airbnb and links out to the appropriate site to close the deal. hipmunk.com.

On the road

6. TripIt

Keep every last confirmation number, arrival time, and prepaid reservation fee straight.

Don't have an über-organized type among your travel crew? Don't worry. TripIt consolidates every important detail of your vacation into a single handy document, which you can access on the go via laptop, tablet, or smartphone. Just forward each email receipt from booking a flight, hotel, rental car, or cruise to your TripIt account, and the site will cull and compile the flight numbers, gate information, and other relevant items so you never show up in the wrong place at the wrong time -- or with the wrong confirmation code in hand. Not satisfied? The site also supplies seat-selection advice for flights, links to check in online, flight status updates, weather forecasts, and driving directions. tripit.com.

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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 | 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 | |

October 1, 2011 Kansas Division Seminar – Emporia, Kansas

Janet L. Parker CSC/APC

The KCK Sunflower Chapter was represented by: President Janet L. Parker CSC/APC, Vice President Kelly Bellmyer, Susan Ekstrum, CPS, Terri Kimble, Shanda Mitchell, Colleen Neill, CPS/CAP, Janice Scott, and Phyllis Williams. Shanda, Terri, Susan and Colleen went down Friday night and Janet, Janice, Kelly and Phyllis scurried down the highway on Saturday morning. I must say our day started out very interestingly. Janice was at my house at 6:00 a.m. and we called Kelly about 6:25 a.m. and woke her up (alarm did not go off) – so we raced over and picked her up at the curb. We talked to Phyllis (who we were going to pick up at Starbucks at 119th Street) and her son got the times mixed up so we zipped by and picked her up off the street (literally as she was walking to the entrance of her mobile home park) and made it to Emporia (via cruise control) by 8:20 a.m.

After we registered and made our grand entrance (well at least everyone got to see the four of us), we enjoyed the story boards by the Kansas Division Board. Each board member had a “story board” set up and talked about their responsibilities – very interesting especially for new members.

The seminar began at 9:00 a.m. with Kim Dhority and what an awesome presentation on “Using Graphics to Enhance Communication”. I use pictures, shapes and clip art all the time and found so many tips (that I have already starting using) that will help me create better documents and alleviate frustration on my part when my pictures move with the written verbiage, etc. I also learned many things about using the tool-bars. Funny how you can see everything on the tool bar, wonder what it is, and then just ignore it.

The next session was “Writing & Grammar...Think Creatively” with Kevin Rabas. He did a good job especially considering how “uninteresting” this subject can be. Again I learned many things that will be useful in my job...such as only one (1) space is necessary after a period and before a new sentence. However, I have been doing that for 37 years and when I had a discussion with my fingers (what’s the ad that says – let your fingers do the walking) they informed me that they had been putting two (2) spaces after each sentence for 37 years and it is too late to change!!! What can you do? I have his handout if anyone would like a copy of it.

The networking lunch was fun. All the KCK Sunflower Chapter members sat together and it was an opportunity for many members to get better acquainted with each other. The Heartland Chapter did a great job with lunch – barbeque from one of the best places in Emporia. They are always a great host for any event held in Emporia.

The afternoon session was the only disappointing part of the day. We had a presentation on “Graphic Design”. The presentation was not what I, or the members with me, expected and unfortunately I did not come away with many tips. I have his website address if any of you would like it.

After announcements we were back in the car and on our way home. Overall it was a very good day and I was very pleased with the attendance of our chapter and the information I took away from the morning session that I can apply to my job. Below are pictures (evidence that we were there) from the seminar.

Kansas Division Fall Workshop – Emporia, KS, October 1, 2011.
Phyllis and Janet
Janet and Susan
Terri and Shanda
Colleen and Kelly



10 Most Useful Travel Websites, *cont.*

7. Tripping

Connect with the locals -- through a trustworthy community.

While any old travel site can add some social-networking features and call itself "the Facebook of travel," Tripping paves the way for true face-to-face interactions in about 130 countries across the globe. Primarily a homestay network -- but just as effective for setting up a casual coffee meeting or a video chat with a looped-in local -- Tripping manages the risk factor with its stringent membership policies and strong user-reference system. (To join, users must display a passport via Skype and prove a home address.) When you're not traveling yourself, you can earn some good travel karma by playing tour guide for visitors to your own hometown. tripping.com.

8. Google Maps

Expertly navigate unfamiliar territory.

Thanks to constant refining by its mapmakers and graphic designers, Google's gold-standard mapping tool just keeps getting better. Live traffic information was recently added for 13 European countries; the site's maps for New York City, London, and other major cities now have public transit options; markings for tunnels and highway signs become easier to read every year; and you can plot your route by car, bicycle, or foot -- although the latter two options are still in beta. There's simply no more comprehensive and user-friendly way to explore. maps.google.com.

Once you're back

9. Award Wallet

Never let another frequent-flier mile expire.

Consider it the loyalty-program counterpart to Tript's travel-info collector. Award Wallet streamlines your family's assortment of frequent-flier and loyalty programs, compiling them in a single, simple, point-tracking package. The setup takes minutes. For each account, just enter your log-in information; Award Wallet automatically pulls your points balances and expiration dates -- so you know to take action if you're on the verge of losing them. And because the site saves your log-in information, you only need one password to access all your accounts. awardwallet.com.

10. Blurb

Preserve your photographs in a format that people can't keep their hands off of.

Custom book publisher Blurb lets you design and print a soft-cover or hardcover travel photo album using impressive design tools and high-quality inks, paper, and binding. Most important, it also leaves you broad creative control. (No floral borders or faux photo-corners necessary.) Price is based on size, paper stock, cover material, and shipping fees, but single copies start at \$11 for a 20-page book. Think your book has potential beyond your own coffee table? Blurb can also share your images as a free online slide show or sell copies of the book through its online shop. blurb.com.

