

International Association of  
Administrative Professionals®

*KCK Sunflower Chapter*

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

# Sunflower Seeds September 2011

## Board of Directors:

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

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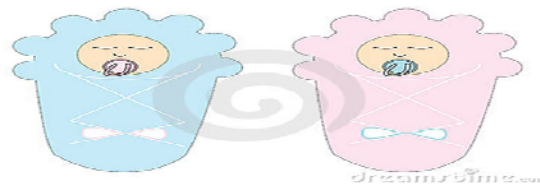
**“Grace Under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot!”**

**Carol Zamalitis, CPS  
Kansas Division President-Elect  
and  
Chapter Liason**

**September 19th Meeting**

5:30-7:30 p.m.  
IHOP  
1919 Prairie Crossing  
Kansas City, KS

RSVP to Kim Evans at



The Light House Inc. is a residential maternity home for young ladies age 12-21 offering case management, counseling/therapy, educational/vocational guidance, prenatal and support classes, life skills, parenting and nutrition and adoption classes. They also offer bible studies and daily devotions, after care support and the baby boutique. They need **donations of disposable diapers and wet wipes**. These donations will be given to the lighthouse. Please bring the items to Janice Scott at the September 19th meeting.

# Upcoming Events

## *Kansas Division Fall Meeting*

Sponsored by the Heartland Chapter

Saturday, October 1, 2011 / 8:00 a.m. – 3:30 p.m.

Flint Hills Technical College

3301 West 18th Avenue / Emporia, KS 66801



Kim Dhority – “Using Graphics to Enhance Communication”

Kevin Rabas – “Writing & Grammar...Think Creatively”

Jason Brinkman – “Graphic Design”

**Birthdays and IAAP Anniversaries**

We missed the birthdays and IAAP anniversaries in August so we would like to recognize them.

Birthdays  
 Sue Arnold—August 10th  
 Terri Kimble—August 28th  
 Marie Meador, CPS—August 27th  
 Shanda Mitchell—August 29th

IAAP Anniversary

**REMEMBER**

**Executive Night**  
**October 17, 2011**

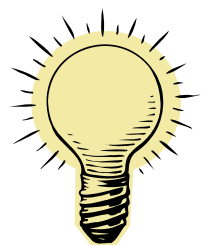
**Dr. Susan Fenner**  
**IAAP Headquarters**

**“Where in the World is the Future Going?”**

**“Executive of the Year Applications” are due to President Parker by Sept. 23**

***Calmness is the cradle of power.***  
~Josiah Gilbert Holland

If you have any ideas for future newsletters, please send your ideas or thoughts to: Kelly Bellmyer at [kelly.bellmyer@gmail.com](mailto:kelly.bellmyer@gmail.com) or Mary Carrington-Harris at [maryharris@kc.rr.com](mailto:maryharris@kc.rr.com).



**Member Spotlight: Kelly Bellmyer**

Kelly Bellmyer has worked at the University of Kansas Medical Center for 19 years. She started in Medical Records and worked her way up to Senior Coordinator in the Office of Postdoctoral Affairs. She received an Associate of Arts degree in May 1991. After being denied a Senior Coordinator title in the Spring of 1990 because of the lack of a Bachelor's degree, Kelly went back to school at Friends University. She received a Bachelor of Science in Organizational Management and Leadership. Kelly joined the IAAP in August 2007.

During her first two years with IAAP, she served as Secretary, then to President and back to Secretary. In addition to serving as Secretary, Kelly is in charge of the procedural manual for the chapter and speaker for the seminar. She is also helping with recertification points.

Contact Kelly Bellmyer:  
 kelly.bellmyer@gmail.com  
 KBellmyer@kumc.edu

Kelly is the proud mother of 4 girls, 23 (stepdaughter), 18, 13 and almost 6 (Sissy, her puppy). She has started selling AVON.



## Examples of Community or Volunteer Services

Here are some examples of community or volunteer service events that could qualify as a criteria on the member of excellence.

- Volunteering time at organizations outside of workplace
- Working with children at church, school, or tutoring.
- Working with adults outside of workplace
- Working at food banks or food kitchens
- Children's or parents events such as school carnivals, retirement homes
- Church events, programs or carnivals
- Organizational booths\
- Tournaments
- Children's recitals
- College alumni events
- Financial workshops





What a **remarkable** month for the KCK Sunflower Chapter!



Thanks to Sue Arnold who opened her home to the chapter for our annual August picnic. We had a great time networking and learning more about each other – and the food was good too! We had 8 members and 1 guest present. Thanks to Sue and Kim Evans CPS/CAP who planned the event. I think there will be a little something extra in this newsletter about some **remarkable** names and pictures.

Carol Zamaitis, Kansas Division President Elect will be our speaker at the September chapter meeting. Her topic is “Grace Under Pressure – how to stay cool when things get really hot.” You won’t want to miss it.

Executive Night plans are underway. Please nominate your executive (or someone you think is worthy) for this honor. Dr. Susan Fenner’s topic will be “What in the world does the future hold.” We will also recognize the past chapter presidents and induct our newest member into the chapter hall of fame. It will be a great night. Invite your executive, friends and everyone in your office to attend.

Janice Scott and I attended the Jo Co Government chapter meeting this past month on Excel tricks and tips. It was a good program and we enjoyed meeting some of the members of that chapter.

Kelly Bellmyer and I attended the Kansas Division Leadership workshop on August 13<sup>th</sup> in Emporia. I hope the handouts I forwarded to you were helpful. The next Kansas Division event is Saturday, October 1<sup>st</sup> and I hope many of you will be able to attend. The chapter will pay your registration fee.

**Welcome to our remarkable chapter:** Susan Ekstrum (who transferred from Kansas Division Member at Large), Marjorie Thomas (who reinstated her membership) and new member Phyllis Williams. Our chapter now has 18 members (19 with our dual member Colleen Neill CPS/CAP).

The Ways and Means fundraiser – silent auction basket – was a success. Kim Evans CPS/CAP was the winner of the basket for \$150.00!

See you at the September 19<sup>th</sup> meeting at I-HOP.

Janet L. Parker CSC/APC  
President





## **KCK SUNFLOWER CHAPTER**

**ATTENTION: All KCK Sunflower Chapter Members**

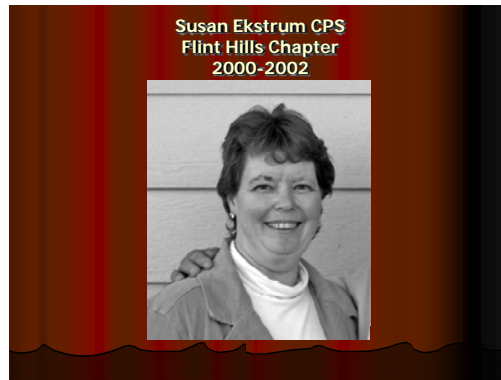
**Leap to remarkable by recruiting new members between July 1, 2011 through May 31, 2012.**

**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!**

**MEMBERSHIP COMMITTEE'S CORNER** – Wow! What a **remarkable** month we had. The chapter started the IAAP year with 16 members (17 counting Colleen Neill with her dual membership). Yolanda Jones (who joined our chapter by mistake last year) transferred her membership to Johnson County Chapter (this will not count against our retention goal) but Susan Ekstrum, CPS, Past Kansas Division President, transferred her membership into our chapter from the Kansas Division Member At Large. Welcome Susan!



Welcome to new member Phyllis Williams with Samaritan's Purse. President Parker and Phyllis attend the Olathe Salvation Army Church together. In fact, Janet taught Phyllis' two son in Junior Church. You will here more about Phyllis in the future. Welcome Phyllis!



Welcome Back Marjorie Thomas – Marj reinstated her membership in August and we are glad to have her back.

Right now we have 18 members (19 including Colleen Neill CPS/CAP). Wow – We are **remarkable**. Don't forget the membership contest. Everyone is eligible except President Parker (see flyer).

Several members have renewed their membership so far this year: Amanda Sappington, Teri Kimble, Shanda Mitchell, Valerie Francis and Kelly Bellmyer.

## Just for Today

Sometimes it can seem daunting to exchange one attitude or behavior for a better one. However, if you focus on what you can do one day at a time for several days, the new attitude or behavior will be firmly entrenched. Here are 30 suggestions to get you started. Feel free to adopt any or all of these and some of your own.

1. Encourage someone.
2. Treat everyone you meet with dignity and respect.
3. Complete an action step for one of your goals.
4. Listen more than you talk.
5. Ask better questions.
6. Focus on your strengths.
7. Look for the good in people.
8. Help people be right.
9. Keep people informed.
10. Avoid e-mail "gun battles".
11. Avoid getting angry.
12. Help someone feel important or special.
13. Send someone a hand-written note or letter.
14. Read 10 pages of a personal improvement book.
15. Spend quality time with a family member and/or colleague.
16. Start a new project.
17. Complete an unfinished project.
18. Catch people doing things right (or almost right).
19. Avoid using personal attacks, sarcasm, or innuendos when disciplining someone.
20. Delegate something that the other person can do better, faster, at less cost, or can use as a training opportunity.
21. Avoid interrupting people or finishing their sentences.
22. Perform an act of kindness for a customer or colleague.
23. Ask the magic question, "What do you think?"
24. Try to learn something from everyone you meet.
25. Learn something new about one of your team members.
26. Make the magic statement, "Tell me about it" when someone is upset or is presenting a problem.
27. Look at how things can be done instead of why they can't be done.
28. Do not say anything about anyone that you wouldn't say to his or her face.
29. Show appreciation to someone.
30. Communicate more than you think is necessary and, in my most cases, it will probably be just right.

