



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

SUNFLOWER SEEDS

Volume 1, Issue 3

March 2011

Board of Directors:

- President:
Kelly Bell
- Vice President:
Janet Parker
- Secretary:
Marie Meador
- Treasurer:
Sue Arnold

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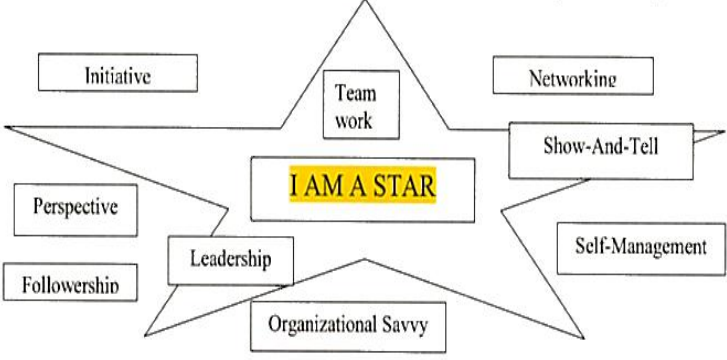
**Karen Sue Houser, CPS/CAP
(Sue)**

Ms. Sue Houser is the executive office administrator for the Director of Fabrication at Spirit AeroSystems, Inc., a position she assumed in April 2010.

- Bachelor of Science degree in business management from Newman University in 1998.
- Certified Professional Secretary certification in 1990
- Certified Administrative Professional certification in 2002.
- Active member of the IAAP organization, *International Association of Administrative Professionals*, since 2002.
- Currently serving as Kansas Division President-elect.
- Currently serves on the Butler County Business Systems Technology Advisory Board. .

“How to be a Star at Work”

The KCK Sunflower Chapter of IAAP invites you to be our guest for this workshop on Monday, March 21, 2011 at Cabela's, Kansas City, Kansas, from 6:00 p.m. to 7:30 p.m.



RSVP: Janet – 913-573-5758 or jparker@wycokck.org



President's Corner

Hello!

I don't know about anyone else, but I'm sure glad that winter will soon be GONE! I'm so tired of snow. Even though the green grass and beautiful trees make my allergies go crazy, I am still ready for spring and the seasons to change.

The chapter mourns the death of two IAAP members. Sharon Clark, CSC, APC, previous President of the Kansas City Kansas Sunflower Chapter 2007-2008 and member since May 1993 died unexpectedly while in Abuja Nigeria where she worked for the U.S. State Department. Our chapter decided to make a donation in Sharon's memory to the CaringBridge.org link. CaringBridge provides free websites that connect people experiencing a significant health challenge to family and friends, making each health journey easier. CaringBridge websites offer a personal and private space to communicate and show support, saving time and emotional energy when health matters most. The websites are easy to create and use. Authors add health updates and photos to share their story while visitors leave messages of love, hope and compassion in the guestbook. Martha Leek, past Kansas Division President 2009-2010 and devoted IAAP member of the Heartland Chapter died on February 21, 2011. A donation was made to the Kansas Masonic Foundation in her memory.

Our chapter is hosting an upcoming event with Sue Houser as our featured speaker. It is scheduled on **March 21st at Cabela's in Kansas City, KS at 6 p.m.** Her presentation is on "How to be a Star at Work". Do you want to be a star? I would sure like to learn how to shine bright as I can. We are also working hard on our Administrative Professional Week (APW) event which will be held on Wednesday, April 20th from 8 a.m. – 4 p.m. at the Painted Hills Golf Course. The speaker, Ed Knight will provide 2 different presentations. One will be on Business Writing and Grammar for the Way You Write Today and then Project Management: Learn to Work Smarter, Not Harder. I think these sessions will be very useful to administrative professionals today and hope to see you there at both events.

On May 16, 2011, we will have our presentation of officers and awards and presentation from the Kansas Division President, Sharon Taylor. As of right now, we will definitely need a secretary. If anyone is interested in being an officer, please contact me.

A webinar on "**What's the Difference Between Delegates, Alternates, and Proxies**" will be held on April 5th for anyone interested in an introduction to the credentials process and forms for IAAP's Annual Meeting. To register for the webinar click on a link below:

[Wednesday, Apr 6, 2011 11:00 AM - 12:00 PM Central Time](#)

[Wednesday, Apr 6, 2011 3:00 PM - 4:00 PM Central Time](#)

Hope to see you soon at an IAAP event!



Kelly Bellmyer

President

CK Sunflower Chapter

2010-2011

KCK-Sunflower Chapter, IAAP
Board Meeting
February 15, 2011

Board meeting was called to order by President Bellmyer at 6:15 p.m. at IHOP located the Legends.

Those in attendance were: President Kelly Bellmyer, Vice President Janet Parker, Treasurer Sue Arnold, and Secretary Marie Meador.

Minutes were read by Secretary Meador for September 20 and December 20, 2010 along with e-mail confirmations for June 29, and September 9, 2010. Janet made a motion to accept the minutes and e-mail confirmations and Sue seconded. Motion passed unanimously.

April Seminar

Janet reported that the seminar brochure was sent out last week. We have three registrations already. Kelly will send the flyer out to the other Presidents in Kansas Division.

Committees for the Seminar:

Vendor: Sue Arnold and Teri Kimble

Registration Table: Amanda Sappington and Shanda Mitchell

Corporate Sponsors: Janet Parker and Mary Carrington

Work Books - Valerie Francis

Painted Hills - Janet is working on the contract. Headcount will be needed seven days ahead.

Vendors contacted - Aloette, Gold Canyon Candles. Kelly will get a contact for Sue for purses.

Corporate Sponsors - \$100 from Pete Peterson, \$50 from Don Bud, KCKCC will be sending a donation.

We need to raise \$500 from corporate sponsors and \$300 from business cards. Business cards sell for \$10 each.

Kelly will contact the Chamber of Commerce and Donnelly College. Sue and Janet will start meeting once a week to work on credit card registrations.

Sue received a letter from our bank about Sharon Clark still being our bank account. Janet made a motion that the Chapter President and Chapter Treasurer be the two authorized people to sign checks for the Chapter. Sue seconded the motion. Motion passed unanimously. Marie will write a letter and send it to Sue to take to the bank stating that Kelly Bellmyer, Chapter President, and Sue Arnold, Chapter Treasurer, are authorized to be on the signature card for the chapter account.

Janet made a motion to give Chapter members attending our April Seminar a break in the registration fee from \$75 to \$65. Sue seconded the motion. Motion was passed unanimously.

Sue made a motion to pay the registration fee for Chapter Members to attend at the Kansas Division Spring Workshop on March 5. Janet seconded. The motion passed unanimously. Kelly will send out an e-mail to the membership asking them to e-mail Sue by February 25th if they will be attending.

Sue Houser, Kansas Division President Elect, will make her official visit on March 21st. The meeting will be held at Cabala's at 6:00 p.m. Ms Houser will give a presentation on "How To Be A Star At Work." Janet will be sending out flyer on the meeting.

Discussed a social event for April the week of Administrative Professional's Week. The event will be held at Sue's house and everyone will bring a snack and Janet will work on an ice breaker or quiz.

May is Election of Officers and our Chapter's Annual Meeting. Sharon Taylor, Kansas Division President will in attendance to present a program and to install the new Chapter Officers. Janet will check to see if we can use the

KCKCC Conference Center for the meeting.

June - Janet will check into having a mini workshop and charging a small fee.

Division Annual Meeting will be the 3rd weekend in June.

Janet passed out Chapter Goals and discussion was held on them.

Janet will call Shirley Nastav about renewing her membership. Wondrous Burns, Janet Parker and Sue Arnold are renewing with their seminar registration.

Marie will get the newsletter out about March 1st. She will need items for the newsletter by February 23rd. Items going in the newsletter will minutes from all meetings, updated goals, and Sharon Clark's obituary.

Discussion was held on what the Chapter can do in memory of Sharon Clark. Sue made a motion to make a \$100 donation in Sharon's memory to the CaringBridge.org link. Janet seconded. The motion passed unanimously. CaringBridge provides free Websites that connect people experiencing a significant health challenge to family and friends, making each health journey easier. CaringBridge is powered by generous donors. CaringBridge websites offer a personal and private space to communicate and show support, saving time and emotional energy when health matters most. The websites are easy to create and use. Authors add health updates and photos to share their story while visitors leave messages of love, hope and compassion in the guestbook.

Janet asked Marie to send Cecil Powell a card from the Chapter next month for her 100th Birthday.

New Business:

Kelly will need to appoint a Nominating Committee at the March Meeting. All the board except for Marie would run for office again next year.

Respectfully submitted,

Marie R. Meador
Secretary
KCK-Sunflower Chapter, IAAP

2010-2011 Chapter Meetings and Events

March 21st – Sue Houser – Speaker

**April 20th — Annual Seminar
Social Event (week after seminar)**

May 16th – Annual Meeting – Sharon Taylor Speaker

June – Mini Workshop

KCK-SUNFLOWER CHAPTER GOALS for 2010-2011

Goal	Achieved
MEMBERSHIP - RETAIN 100%	
Renewed: Valerie Francis, Kelly Bellmyer, Kim Smoots, Joyce Kane-Burnett, Marie Meador Will need to renew before 6/30/2011 - Wondrous Burns, Sue Arnold, Shirly Nastav (April) Janet Parker (May), Colleen Neill (May -Dual) Sharon Clark (April—Deceased in December)	
MEMBERSHIP - INCREASE 30%	GOAL ACHIEVED NOVEMBER 2010
October 2010—Shanda Mitchell (Parker) October 2010—Terri Kimble (Parker) November 2010—Mary Carrington (former member) November 2010—Amanda Sappington (Parker)	
KANSAS DIVISION EVENTS - 3 PEOPLE ATTEND EACH	
Fall Workshop—Bellmyer/Arnold/Neill Spring Workshop—Bellmyer/Arnold/Parker 2011 KS Division Meeting	Yes—Parker also registered but could not attend Yes
PROVIDE PROFESSIONAL DEVELOPMENT	
18 Oct 10—Susan Meyer—Miller “How to Fit Into Any Team—Any Time— Any Where” 9 Feb 11= Janet Parker/Sue Arnold— “New Member Orientation” (attended Shanda Mitchell/Terri Kimble)	
HOST KS DIVISION WORKSHOP - OCTOBER 2010	Yes
HOLD EXECUTIVE NIGHT EVENT	Yes—18 Oct 10
HOLD ANNUAL SEMINAR - 4/20/2011	
PROVIDE FIVE (5) EDUCATIONAL PROGRAMS	
18 Oct 10—Susan Meyer—Miller “How to Fit Into Any Team—Any Time— Any Where”	
PARTICIPATE IN COMMUNITY SERVICE	
Oct 10—Provided new cosmetics/toiletries for victims of domestic violence sponsored by KCKPD Victim Svc Unit/Sheriff’s Office Nov 10—Participated in Operation Christmas Child by Samaritan’s Purse—put together 2 Christmas shoeboxes for 2 children overseas. All items were donated and the chapter paid the \$14 shipping cost. 20 Dec 10—Chapter member went to Medicalodge East, sang carols and delivered 40 goody bags for the residents Nov/Dec 2010—Janet Parker volunteered for the Olathe Salvation Army counting kettle money after kettle were brought in	

2010/2011 Chapter Minutes

By e-mail on 9 Sep 2010, Janet proposed that since we did not have any expenses for the 2010 Annual Meeting, (Kelly's registration was free/Mine was paid by my company)/no hotel or mileage) and we saved \$450.00 that we pay every chapter members' registration that wants to attend.

We would need to have them to Sue Arnold by the 17th so they can be postmarked by the 18th.

Kim seconded the motion. Motion passed with 8 yes votes; 0 no; and 3 did not vote.

Marie R. Meador
Secretary
KCK-Sunflower Chapter IAAP

KCK-Sunflower Chapter met on 20 Sep 10 at Sue Arnold's home. Those in attendance were Kelly Bellmyer, Janet Parker, Sue Arnold, Marie Meador and Bonnie Spofera.

The enjoyed a great a evening of catching up and discussing the future of the chapter.

Our December will be at Johnny Carino's.

Sue passed out the paperwork for the Nut & Candy Sale. Sue will be e-mailing everyone the order spread sheet. Orders need to be turned into Sue by 5 Nov 10.

A purse auction was held and \$48.00 was raised for the chapter.

Respectfully submitted,

Marie R. Meador
Secretary
KCK-Sunflower Chapter, IAAP

Chapter members gathered at Johnny Carino's on 20 Dec 10. Those in attendance were Janet Parker, Sue Arnold, Keith and Marie Meador, Bonnie Spofera, and Kim and Anna Smoots.

Following dinner, the members drove over to the Medical Lodge Post Acuite Care Center where we were joined by Gwen Lindsay and sang Christmas carols to the residents. As we were ending your performance Anna Smoots took ill and was taken to the hospital by ambulance. Thank you to Keith Meador for his assistance until the medical crew arrived. Goodie bags were left with the Medical Lodge staff to distribute to their residents.

We received word the following day that Anna was home and doing ok. We all wish Anna the best.

Respectfully submitted,

Marie R. Meador
Secretary

Sharon Weiland Clark

May 17, 1953 - December 26, 2010



**Thanks Sharon for
all you did for the
KCK-Sunflower
Chapter.**

A Tribute to Our Mom

We couldn't begin
To count the times
She tolerated our moods,
Consoled our heartbreaks
And disappointments,
Endured our ups and downs,
Listened to words confused by tears
And just simply understood
For no other reason
Than because she loved us.
The years hold precious memories,
But most of all, they hold growth,
In a way, we grew up together...
Mom is our definition
Of a special person....
Fantastic...
Exceptional...
Unique...
Enduring!
She filled our lives with happiness
And sweet feelings that we will
Carry in our hearts forever.

Author Unknown

Sharon Sue (Weiand) Clark, 57, formerly of Royal Center, Indiana, passed away unexpectedly Dec. 26, 2010, in Abuja, Nigeria, where she worked for the U.S. State Department. Born May 17, 1953, she was the daughter of Curtis D. and Norma J. (Rhodes) Weiand. From 1973-2001, she was married to Timothy V. Clark, who survives. Sharon was the valedictorian of Pioneer High School's Class of 1971. She attended Purdue University following high school and recently earned an Associates degree in Business from Johnson County Community College, Overland Park, Kansas.

At the time of her death, Sharon was employed with the U.S. State Department at the U.S. Embassy in Abuja, Nigeria. Throughout her career with the government, she had worked in Fort Wayne, IN, Quantico, VA and Cairo, Egypt. She had recently worked 6 years at the Johnson County Public Library, Olathe, Kansas.

Sharon was a devout Christian woman with a strong spirituality who spent a lifetime in pursuit of her Lord and Savior Jesus Christ. Always a loving mother, she was a very compassionate and giving person who especially enjoyed cooking, long walks, and exploring new places. The consummate professional in all her career endeavors, she was also an active member of the International Association for Administrative Professionals (IAAP).

She is survived by her children, Michelle Clark (husband Eric Ngewa) of Fredericksburg, VA, David Clark of Muncie, IN and Melissa Rushing (husband Brandon) of Springfield, VA; her siblings, Judy Fallis (husband Russ) of Hutchinson, KS, Bob Weiand (wife Barbara) of Auburndale, FL and Jeff Weiand (wife Mary) of Langdon, KS; and four grandchildren. She was preceded in death by one brother, Thomas Weiand, and infant sisters, Sandra and Anne Marie Weiand.

The memory of a good person is a blessing.

Proverbs 10:7





KCK SUNFLOWER CHAPTER, IAAP
P O BOX 1060
KANSAS CITY, KS 66110



We're on the web—<http://www.iaap-kcksunflower.org>

The 2011 Theme for Administrative Professionals Day is: **This year, celebrate all office professionals.**

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone. **This year, celebrate all office professionals.**

Refreshing your professional skills is of utmost importance in today's work climate. As an employee representing your boss and your organization you need to ensure that you're always on top of your game. Attending the annual KC Sunflower Chapter seminar is an excellent way to meet your training needs in a fun and invigorating

Date & Location Information

**Wednesday -April 20,
2011**

8 a.m. to 4:00 p.m.

**Painted Hills Golf
Course**
7101 Parallel Parkway

Save the Date!





Become a Better Office Professional through
Business
Writing and Project Management!

In ***Business Writing & Grammar for the Way You Write Today***, you'll learn proven tips and techniques that guarantee every message you write will be polished and on target, representing both you and your organization in a highly professional manner. You'll deliver the message you intend, for the results you need!

Attend and you will:

- ❑ Write and respond to e-mails faster
- ❑ Stop fumbling over how to begin — no more writer's block
- ❑ Add professional polish to everything you write
- ❑ Write e-mails without offending anyone by your tone
- ❑ Eliminate wordiness and improve clarity
- ❑ Sound more authoritative and persuasive
- ❑ Eliminate grammatical errors and other mistakes that damage your credibility

In ***Project Management: Learn to Work Smarter, Not Harder***, you'll master strategies that will put you in control of projects, priorities, deadlines, and budgets once and for all! If you have more work than time . . . everything is important . . . and people are depending on you make a commitment to increase your knowledge and ability to:

- ❑ Throw out your bad habits and replace them with success habits
- ❑ Organize and plan projects with fresh strategies that meet every deadline
- ❑ Handle project communication problems with ease, so you can be more effective
- ❑ Estimate and meet budgets accurately every time
- ❑ Stay motivated when the pressure is on and minimize stress
- ❑ Identify ways to say "no" with confidence

MEET OUR SPEAKER



A successful career in sales and management equipped Edward Knight well to train others in the skills they need to achieve their goals on the job. Rising from a position as account manager to regional chain sales manager at Hallmark Cards, Inc., and ultimately, to national sales manager for Empire Candles and K & Company, Edward has often demonstrated his ability to meet and exceed sales goals. The proven skills he honed on the job form the basis of the lessons he shares in his seminars.

He speaks powerfully, with the conviction of a trainer who knows from personal experience that his ideas work.

Edward's drive and enthusiasm are contagious. Whether he's covering the basics of customer service, showing managers how to interview and hire more effectively, or teaching how to negotiate with winning results, he delivers training that makes employees dramatically better at their jobs. Best of all, it's training that sticks, because the techniques he shares will be used every day.

Clients Include:

- State University of New York
- Firestone
- Sydney Opera House
- Coca-Cola
- Harley Davidson
- Holiday Inn

Education:

- Graduate studies, University of Northern Colorado, Greeley, CO
- B.A., Holy Cross College, Worcester, MA

Mission Statement

To learn every day so as to help others to learn. To continually develop speaking and presentation skills, enabling me, as a speaker to both educate and entertain.

AGENDA

Morning

8:00 A.M. Registration.

Continental Breakfast

(Visit the Vendors)

9:00 A.M. Seminar Begins

10:15 A.M. Break

10:30 A.M. Seminar Resumes

12:00 NOON Break for Lunch/Vendors

Afternoon

1:00 P.M. Seminar Resumes

4:00 P.M. Announcements/Adjourn

REGISTRATION

IAAP, INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

IAAP provides access to the largest pool of information available to administrative professionals, and insight into the changing trends and directions of today's modern offices. Employers' benefit through the efforts of IAAP to enhance the administrative professional's performance and productivity through continuing education. Members receive numerous gains by their membership: continuing education, networking, training, leadership and teamwork as well as "The Office Pro" magazine - just to name a few.

Mail registration form and payment information to: KCK-Sunflower Chapter, P O Box 1060, Kansas City, KS 66117 OR Fax registration form and payment information to: Janet Parker—913-573-5796 or jparker@wycokck.org—Questions: Janet L. Parker, Seminar Coordinator—913-573-5758
 No refunds, substitutions only. The KCK Sunflower Chapter reserves the right to cancel the Seminar if necessary.

REGISTRATION FORM (Please copy as needed) Wednesday, April 20, 2011

MAKE ME A MEMBER TODAY! \$179.00 (Includes Seminar & KCK Chapter Membership fee)
 Renew My Membership \$179.00 (Includes Seminar & Membership Renewal - Current KCK Members only)
 Seminar Attendance Only \$ 85.00 Full-Time Student \$ 35.00

Early Bird Registration (Seminar Only) \$ 75.00 (Registration and payment must be received by April 1st)

All Registration Fees include Breakfast and Lunch.

Name: _____ Title: _____
 Organization: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Work Phone: _____ Home Phone: _____
 E-Mail: _____ Are you a CPS/CAP? _____

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.



Join the FOG Don't Get Lost in it!



Let's clear away the confusion about the **F**amily **o**f **G**ivers . . .

What Is It?

The **Family of Givers** program gives IAAP members the ability to support the Retirement Trust Foundation through donations that are cumulative with a complementary recognition program. The Family of Givers allows us to track your donations over time and recognize the whole of your generosity.

How will my donations be used?

Contributing to the Trust is all about helping our own. Financial assistance is available for all members in need, across North America. It is for those living in *any* retirement center as well as those living in Vista Grande. All funds contributed are used to support the Trust's overall program consistent with the mission and strategic plan as outlined by the Board of Trustees. More specifically, these funds will be used to:

- ◆ Provide housing assistance grants to elderly admin professionals in need
- ◆ Maintain Vista Grande and provide an affordable, comfortable environment for all residents
- ◆ Maintain the Trust's website

How Can I Join?

Mail the completed form below with your donation to IAAP :

Sue Tuff, Comptroller
P O Box 20404
Kansas City MO 64195-0404

Or you can donate online with a credit card at
<http://www.iaap-rtf.org/donate/form.html>

- For more information, contact SW District RTF Committee representative: iaapBanzhaf@gmail.com

Donor Information

Name _____
IAAP Membership ID _____
Address _____
City _____ St _____ Zip _____
Phone _____ Email _____

Please Check One

Check (payable to RTF)
 Credit Card Visa Master Card Discover AmEx
 Account # _____
 Security code _____ Expiration _____
 Amount \$ _____
 Signature _____

Southwest District Challenge

**March 1 to March 31
2011**

**Donate and be the
division with the highest
per capita amount
(based on each division's
membership numbers).**

**Winner announced at the
SW District Caucus during
EFAM 2011!**