

THE KALAMAZOO KONNECTION



Hello Kalamazoo Chapter Members—
This month our chapter celebrates its 65th Anniversary! I am very proud to be a member of this chapter and I am looking forward to being a part of this chapter for many years to come. Looking forward, our board has many great ideas and goals to make our chapter grow in size and in education. We are hopeful that this year will bring us new members and some new meeting ideas that we can all benefit from. As always, your input matters! Please feel free to discuss any suggestions or issues you may have with any board member.

Yours with commitment,
Carla Thomas, CPS/CAP
Communications Secretary

✦ Look for the symbol in the newsletter, the first 5 to email me where it is will receive a prize at the February meeting.

KALAMAZOO CHAPTER BOARD MICHIGAN DIVISION BOARD

President

Karen Shultz, CPS
Karen@2shultz.com
269-381-0277

President-Elect

Laurie Andrus
Laurie.andrus@yahoo.com
269-342-3309

Treasurer

Michelle Stickley
michelle.stickley.cnuz@statefarm.com
269-553-2086

Recording Secretary

Therese Malmberg
Tamalmberg@peoplepc.com
269-668-3336x1944

Communications Secretary

Carla Thomas, CPS/CAP
cthomas@wmcc.org
269-373-7456

Past President and Board Advisor

Jana Stermer
jana_m_stermer@uhc.com

President

Marie Ouzoonian, CPS/CAP
President@iaapmichigan.org

President-Elect

Marcia Barrette-Rushton CPS/CAP
President-elect@iaapmichigan.org

Vice President

Ruth Soresen
vicepresident@iaapmichigan.org

Recording Secretary

Connie Rubel, CAP
recordingsecretary@iaapmichigan.org

Communications Secretary

Melissa Sundquist, CPS/CAP
commsecretary@iaapmichigan.org

Treasurer

Mary Smolinski
treasurer@iaapmichigan.org

IAAP Headquarters PO Box 20404 Kansas City, MO 64195
Phone: 816.891.6600

Kalamazoo Chapter PO Box 2556 Kalamazoo, MI 49003
E-mail: kzooiaap@charter.net
Website: <http://iaap-kalamazoo.org>



International Association of
Administrative Professionals®

Kalamazoo Chapter

FEBRUARY 2011

Inside this issue:

President's Message	2
IAAP Information	3
Programs At-A-Glance	4
2010-2011 Teams	5
Health Article: Stress Management	6
Birthdays, Chapter Anniversaries, Renewals	7
Chapter Member News	8
Community Outreach and Local Events	9
Professional Article: Admin Triage	10
Member Outside Events	11

 Chapter
of Excellence
2009-2010

PASSION &
PURPOSE
KALAMAZOO CHAPTER



A MESSAGE FROM OUR CHAPTER PRESIDENT

I was recently watching a show on television called "I Survived." It caused me to think about our chapter and set me to wondering about our chapter's survival. Our member numbers are down, fund raising has decreased, and some members have lost their jobs. However, when I attend a chapter meeting, I see a great many people that are not just surviving but really living. Making the most of what they have. Our chapter is like that, too, making the best of what we have. The board members, team leaders, and members are working hard to ensure that our chapter becomes a Chapter of Excellence. I would like to encourage all of you to consider what you can do to make the chapter a better organization for us all.

February is our Chapter Anniversary and we hope you will invite your friends and co-workers to attend. With the changes in technology, we are no longer "just" admins. We are bank tellers, we work in healthcare and the insurance field, and numerous other fields. We are Office Professionals and we need to encourage all office professionals, not just administrative assistants, to join us in our celebration and in our organization.

In looking forward to the next few months, I hope you consider taking the exams in May for certification, stepping up to be a board member or team leader, or possibly doing some fundraising. By doing your part we can not only survive, but be a better organization.



Respectfully,
Karen Shultz, CPS
President
Kalamazoo Chapter IAAP

**PASSION &
PURPOSE**
KALAMAZOO CHAPTER

IAAP INFORMATION

(Information on Chapter, MI Division, and International)

Compromise is all right, as long as your values don't change.

~ Jane Goodall

March 7-9, 2011 – *Spring Conference* – Tampa, FL

April 18-22, 2011 – *Administrative Professionals Week*

April 20, 2011 – *Administrative Professionals Day*

May 6-7, 2011 – *CPS/CAP Exam*

May 20-21, 2011 – *Michigan Division Annual Meeting* – Lexington Lansing, Lansing, MI

July 24-27, 2011 – *Educational Forum and Annual Meeting*, Montreal, Quebec, Montreal Palais de Congress Convention Center

Future EFAM events:

July 24-27, 2011 – Montreal, Quebec - Montreal Convention Center

July 22-25, 2012 – Grapevine, Texas - Gaylord Texan Resort

July 28-31, 2013 – Anaheim, California - Anaheim Convention Center

July 27-30, 2014 – Milwaukee, Wisconsin - Milwaukee Convention Center

July 26-29, 2015 – Louisville, Kentucky

“One kind word can warm three winter months.”

~ Japanese Proverb

IAAP® – Kalamazoo Chapter

65th Anniversary Celebration

The February 2011 meeting will be the Chapter's 65th Anniversary Celebration. Please submit a baby photo of yourself to Laurie Andrus for an activity that the Board will share with the members on February 7!

The photo can be scanned and emailed, mailed or given to Laurie at the January meeting.

Deadline: February 1, 2011

INTEGRITY

We demonstrate this cornerstone of our profession through honesty, accountability, and high ethical standards.

2010-2011 Kalamazoo Chapter Meetings

The location of the monthly chapter meetings is Kalamazoo RESA. The meals will be catered by C&M Catering and the meal cost will stay the same at \$10 per month. *Guests are welcome to attend and their first dinner is paid for by the Chapter.*

Networking begins at 5:00 PM Dinner at 5:30 PM Meeting begins at 6:00 PM

There will also be time for networking after the meeting.

DATE/ LOCATION	TOPIC/SPEAKER	PROGRAM HOSTESS
September 13* KRESA	Strategic Planning/Team Building Speaker: Karen Shultz, CPS	Karen Shultz, CPS
October 4* KRESA	Juggling Multiple Bosses Speaker: Kathy Spackman, CPS	Karen Shultz, CPS
November 1* KRESA	Dealing with Difficult People Speaker: Rhonda Scharf	Karen Shultz, CPS
December 6* PASTA PASTA	Building your Skills/Job Portfolio Speaker: Keith Steenwyk, SPHR, Human Resources Manager, West Michigan Cancer Center	Carla Thomas, CPS/CAP
January 3* KRESA	Office Safety & Security Speaker: Jennifer Mitchell, CAP	Laurie Andrus
February 7* KRESA	Deep within Outlook/Outlook Jungle Speaker: Mike Fusko, CIO—West Michigan Cancer Center	Laurie Andrus
March 7* KRESA	Public Speaking Speaker: Meghan Decker, President, Open Door Communications www.opendoorcommunications.net	Sandy Oaks, CAP
April 4** KRESA	VENDOR MART Ergonomics Speaker: Tony Sanderson, Safety Director, Bentler Automotive	Laurie Andrus
May 2* KRESA	Business Meeting/Election of Officers Presentation Skills Speaker: Kelly Reggio, CAP	Carla Thomas, CPS/CAP
June 6** KRESA	Business Meeting/Installation of Officers How To Get Your Resume Noticed Speaker: Jana Stermer	Karen Shultz, CPS

“I’ve decided to try to be a better person... But not right away of course. . . . Maybe a few days from now.”

~ Sally to Charlie Brown in a Peanuts cartoon

** It has not yet been determined which programs will earn recertification points.

Stay tuned.

*Receive 1 recertification point for attending this meeting

2011 Meeting Menu:

January: Tossed Salad Bar, Roasted Turkey, Stuffing, Green Beans, Rolls & Butter

February: Tossed Salad Bar, White Chicken Chili, Chips, Corn Muffins, Fresh Fruit

March: Green Salad Bar, Tuscan Chicken, Rolls & Butter

April: Tossed Salad Bar, Mostaccioli with Meat Balls, Veggie Medley, Garlic Bread

May: Green Salad Bar, Beef Stroganoff with Noodles, Carrots Vichy, Rolls & Butter

June: We will have a potluck or some type of barbecue event (plans still in progress)

** Desserts and soft drinks are provided by our members **

Kalamazoo Chapter of IAAP® 2010 – 2011 Teams

Bylaws & Standing Rules Team

Leader: Therese Malmberg

Certification Team

Board Contact: Laurie Andrus

Leader: Brenda Saylor, CPS

Communications Team

Leader: Carla Thomas, CPS/CAP

Fund Raising

Board Contact: Michelle Stickley

Leader: Betty Gruber, CPS

Member: Sandy Oaks, CAP

Member: Marybeth Peters

Member: Michelle Stickley

Membership Team

Board Contact: Michelle Stickley

Leader: Geneva Packard

Member Orientation Team

Board Contact: Karen Shultz, CPS

Leader: Sandy Oaks, CAP

Member: Therese Malmberg

Member: Jana Stermer

Publicity/Historian Team

Board Contact: Therese Malmberg

Leader: Merna Francis, CPS

Member: Jodi Thornton

Programs Team

Board Contact: Laurie Andrus

Co-Leaders: Laurie Andrus & Karen Shultz, CPS

Member: Sandy Oaks, CAP

Member: Marybeth Peters

Member: Karen Shultz, CPS

Member: Jodi Thornton

Member: Jana Stermer

Webinar / Mini-Seminar Team

Board Contact: Karen Shultz, CPS

Leader(s): Tonya Chartrand, CPS/CAP

Member: Michelle Stickley

Sponsored Membership

Board Contact: Karen Shultz, CPS

Leader: Kelly Reggio, CAP

Member: Jana Stermer

Website Team

Board Contact: Carla Thomas CPS/CAP

Leader: Jana Stermer

Member: Karen Smeltzer, CPS



There are still spots available if you'd like to join a team!! Please see any board member or Team Leader.

RESPECT

We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Health Article:

Rationale Behind one New Year's Resolution: Stress Management

Stress affects your health, your relationships, your work habits, your ability to be joyful and your behavior. Some of the more popular New Year's Resolutions typically are lose weight, quit smoking, quit drinking, and be kinder to others. If reducing stress was the only New Year's resolution you ever made, you most likely would achieve those things over the long haul. It is very difficult to change your behavior when your nervous system is in overdrive. You will tend to over eat, overreact, over sleep, over worry, become over sensitive, irritable, and angry, and therefore less able to interact with others in a kind way.

Here are some suggestions to making your life more peaceful, your body and mind calmer, and your relations easier:

1. Make time for your self
2. Have regular bodywork (i.e. massage)
3. Be kind to your self and do something every day that you enjoy
4. Practice daily meditation or listen to relaxing music
5. Yoga, stretching, exercising, walking
6. Laugh a lot
7. Never take on more than you know you can cope with
8. Learn to say no
9. Get professional help if you feel depressed or are extremely anxious
10. Focus on the positive - on what you want
11. Be thankful

Be in the moment

Shared courtesy of: Amy Wright, CMT—Kalamazoo Chair Massage

Time to Celebrate!

Membership Anniversaries

FEBRUARY

Caryl Bartholomew	13 years
Sally Arent	2 years

Birthdays

FEBRUARY

Kelly Reggio	February 4
Betty Gruber, CPS	February 21

New Members & Membership Renewals

Thank you for your support and dedication to IAAP!

ADAPTABILITY

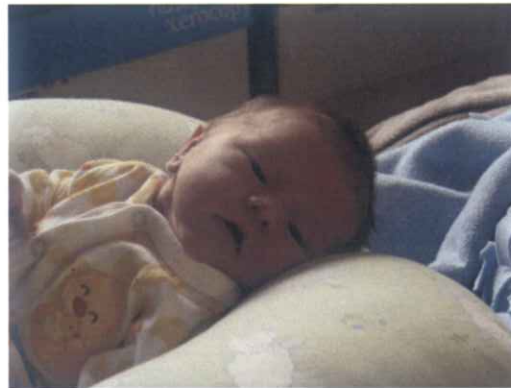
We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

MDAM BASKETS

- * **Beat the Blues**—We will collect BLUE items at the October, November, December, and January Chapter Meetings.
- * **Pampered Pets**—We will collect fun items for both cats and dogs at the February, March, and April meetings.

Lisa Haughn from Eaton, is a new grandma!

Christopher William Edward Haughn
12/13 unfortunately in Greensboro, NC
9:25a, 8 pounds, 21.25"



Member Profile: Carla Thomas, CPS/CAP



Name: Carla Christine Thomas
Employment: Executive Assistant, West Michigan Cancer Center
Spouse: Scott, married 7 years
Children: Ray, 19—Daniel, 13—Kara, 5—Jason and Tessa, 3
Grandchildren: first granddaughter will be born in March!
Pets: Kitty (yes, she's a kitty :)
Hobbies: Running, playing with my kids, baking, spending time with family/friends
Something interesting you'd like to share: I love Little House on the Prairie and own the box set of EVERY episode and have watched them all
Favorite food: Mexican dishes
Favorite TV show or Movie: Dexter on Showtime, also The Big C



**eliminating racism
empowering women**

ywca

The YWCA achieves its mission of eliminating racism and empowering women through programs and services operated by our YW-Children's Center, YW-Community & Member Services, YW-Domestic Violence Program, YW-Sexual Assault Program and YW-Women's Economic Empowerment Program.

Following is a list of the most critical donations needed to support our programs.

- 1. Diapers/Unscented Baby Wipes (birth - size 5)
- 2. African American Hair Care Products*
- 3. Similac Formula* (iron fortified, ready to feed - no powder)
Baby Food* (all ages and varieties)
- 4. Kitchen Items (new or gently used) (skillets, cups, silverware, etc.)
- 5. Towels (new or gently used) (dish, hand, bath)
- 6. New Women's Underwear and Bra's
- 7. New Boys and Girls Underwear (ages 2 - 5 years)
- 8. Feminine Hygiene Products (sanitary napkins/tampons, all varieties)
- 9. Facial Tissue
- 10. Adhesive Bandages/Thermometers

The YWCA is unable to accept used **stuffed animals and opened/used food or personal items (shampoo, body wash, lotion, etc.)*

Carla Thomas, CPS/CAP, Communications Secretary will collect items at each chapter meeting.

"If you continually give, you will continually have." Unknown

COMMUNICATION

We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Step 1: Activate your network.

I always encourage professionals I work with to build a strong network BEFORE they need it. You must build relationships to form a strong network and that involves people getting to know you in person and working beside you over time.

Step 2: Update (or create) your resume.

The number one tool you need for the job search is a resume. It doesn't matter what you've done or where you've worked, if you can't summarize your work and educational experience and accomplishments on a couple sheets of paper in a resume format, you aren't going to get very far. Even if you've never had the need for a resume before, and even if you don't think you'll ever need a resume again in the future – I'm telling you – YOU NEED A RESUME! [Microsoft's website](#) has numerous free resume templates to get you started. Many job hunting websites also offer free templates. Find one that appeals to you and GET STARTED.

If you already have a resume, GET IT UPDATED – NOW!

Step 3: Update (or create) your professional portfolio.

The number two tool ALL admins need for the job search is a professional portfolio. A professional portfolio combines samples of your work, your resume, documentation of your education and/or certifications, documentation of your skills, and more. It can be presented in a variety of ways. One simple, professional way is with a 3-ring binder divided into sections. It's a fantastic tool for job hunting, for annual reviews, and for keeping track of your professional development and accomplishments. It shows actual work product that you have completed.

Step 4: Update (or create) a LinkedIn.com Profile.

Tool number 3 for the job search is social media – most specifically, [LinkedIn.com](#). This is a social networking site for professionals. It's where a lot of HR departments and recruiters begin their candidate searches. You need to be there and make sure your information is current if you want to get noticed.

Step 5: Prepare for interviewing by reviewing questions and practicing your responses.

With your resume ready, your portfolio in hand, and your online profiles fully loaded, the last stop in our Admin Triage is preparing for the interview process. Depending on your situation, answering interview questions in an appropriate manner may require some practice. This is especially true if you are frustrated with a current or past employer.

Yes, it CAN happen to you!

Job loss can happen to anyone anywhere at any time. So it's up to you to be prepared. Commit to doing a few simple things each week from this list and be proactive in your own career development. It's one of the best investments you'll make in yourself this year.

Need some Admin Triage yourself? If you'd like to learn more about specific step-by-step training offered by All Things Admin in these areas, please visit: www.allthingsadmin.com/admin-triage.htm

Julie Perrine, CPS/CAP, is a personality strategist, personal brand analyst, and administrative mentor who teaches administrative professionals and entrepreneurs how to increase their professional opportunities and achieve more productive and meaningful relationships by utilizing innovative technology, ideas, and people. Learn more and request your **FREE copy of our special report "Creating Your Strategic Administrative Career Plan"** at www.AllThingsAdmin.com

Service Organization Volunteer / February 19 / Carla Thomas, CPS/CAP

Event: Beautification at Ministry with Community (clean up!)

Date: Saturday, February 19, 2011

Time: 10am—Noon

We need 5-10 volunteers. If you can help out, please email cthomas@wmcc.org and let us know! This is also open to any family/friends who are looking for community service hours for graduation.

Movie Night & Dinner / March ?? / Laurie Andrus

Art Hop / April 4 / Jana Stermer

Administrative Professionals' Day Dinner

- * Wednesday, April 27 / Carla Thomas, CPS/CAP
- * Location: Mi Ranchito – 9th St.
- * Short Program and Dinner

The 2011 Theme for Administrative Professionals Day is:

This year, celebrate all office professionals

-These events will continually be updated and more information will be shared with the chapter members as the events draw closer.

COMMITMENT

We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.