

ADMINISTRATIVE RESOURCE

Monthly Newsletter of the
Medina County Chapter IAAP

The President's Message September 2011

As usual we are all wondering what happened to summer and how did it slip so quickly into September? We might be planning one last family barbeque for Labor Day weekend or harvesting the last of the tomato crop and perhaps canning some as well. Nevertheless it is time to be thinking ahead to Fall and complete any projects that have been put off before the shorter cooler days are here.

Our August meeting helped us understand that mentoring is important to each one of us whether as a new member or "seasoned" member to learn and grow in personal and professional development. The goal is to reach out to help others or to seek help from others. The end result is a process of succession planning. We all need to take advantage of opportunities as they present themselves.

Also at the August business meeting we were greeted with a newsman and camerawoman who asked a few members some questions on the volatility of the stock market. In addition, they gave great publicity to our chapter by showing our IAAP banner and members at the introduction to the news clip that evening on 19 Action News along with talking briefly that we were administrative professionals in Medina County. It was an exciting evening!

The August 13 Boot Camp was a series of presentations from the various board members of Ohio Division. The day flowed from one topic to the next and was very informative. As always they are looking out for the chapters in Ohio and making sure the communication lines are clear. We are to direct questions to our board liaison Daphne Milan, Ohio Division President-Elect.

Program Chair Eloise Stanton, CAP has compiled our programs into an Administrative Professional Skill Series brochure and you will be able to pick one up at the September business meeting. We have a great line-up of programs and all of them to help you become a remarkable member! Speaking of remarkable member, we introduced the incentive to become a remarkable member and distributed the tally cards at the August 9 meeting, explained the criteria and points, and now look forward to the results of our chapter. Make the leap!

Our September 13 meeting will be held at the Medina County University Center. We will have one of the University's faculty present to us "Jump Into the Web Conferencing." In addition it will be our guest night. Please see the article from Membership Chair Christine Warner, CPS with the details and also the program flyer in this newsletter. Please plan to bring a guest.

See you in September!

Best regards,

Nancy



International Association of
Administrative Professionals®

Mission Statement

Medina County Chapter IAAP is a professional organization that provides career development for administrative professionals through education, leadership and networking.

Medina County



Chapter Officers

President
Nancy Starner, CPS/CAP

Vice President
Pieri Levandofsky

Secretary
Shelley Mack, CPS/CAP

Treasurer
Diane Sullivan, CPS/CAP

This issue contains:

Committee Reports

Member Spotlight

Guest Night

Tech Corner

August Pictures

Dates to Remember

Programs Committee

Hope to see you September 13th for our 2nd Administrative Professionals Skill Series for the 2011-12 year - "Making the Leap to Remarkable"

Please make note of the change in location as we will be meeting at the
Medina County University Center
6300 Technology Lane
Medina, OH 44256

Our topic
"Jump into the Web Conferencing"
Presented by an Instructor from MCUC

Pick up tips on how to use the Internet to reach your target audience locally or across the globe.

This is also *Guest Night*, so bring along a friend or someone you know who may be interested in this topic as well.
Please RSVP to Christine Warner at christinewarner@westfieldgrp.com

Starting at 6:00 p.m. at the Medina County University Center, hope to see you September 13th!

*Eloise Stanton, CAP
Programs Chair*

Membership Committee

As you know, at our next meeting on September 13, we will be hosting our Guest Night at the Medina County University Center where an instructor will have a presentation on Web Conferencing. This will a great meeting that you don't want to miss. Is there a co-worker or friend you know who would benefit from this presentation and learning about IAAP? Please share the Guest Night flyer included in this newsletter and invite them to attend. We will also be reaching out to participants from our Administrative Professionals Day event, our Microsoft class held at the beginning of this year and also

trying to reach out to some larger companies here in Medina County.

And speaking of the web, have you listened to the podcasts available on the IAAP Website? Check out *Authenticity-The Art of Being Yourself* that talks about the value of being authentic and overcoming the fear of "being yourself". Or *Admin: From Task Master to Innovator* about how the admin roles have changed and we're being asked to step up more to the plate using both the left & right sides of the brain. Podcasts can be accessed on the IAAP website under Resources. There's also a free webinar being offered by the Illinois Division on 9/19 at 7 p.m. CST about Sharing Data Across MS Office Programs

(visit www.iaap-illinoisdivision.org for more info). Or go to the blogs that are available under the Network tab on the website. For our newer members, a New Member Orientation webinar is being offered on Wed. Sept. 21 from 12-1 p.m. to acclimate you to the IAAP organization. The link was sent in the IAAP: August Connections e-mail on 8/18. If you need assistance in finding this, just e-mail me and I'll get it to you. There's so many online resources that the IAAP web community can offer for you to "Jump Into the Web".

*Christine Warner, CPS
2011-2012 Membership Chair*



Negative feelings and negative thoughts keep peace of mind away.

Remez Sasson

Website Committee

Pieri Levandofsky - Chair

Check us out at [IAAP Medina Chapter Facebook](#). See pictures of your fellow members.

Our website is: www.iaap-medinacounty.org scroll down to the button and click on the Facebook LIKE button. Favorite place or Bookmark our Chapter website!

If you have any suggestions for website content, feel free to email them to me at: Jpsky2728@aol.com



NOTE: to access Members Only reports such as our strategic plan, deposit and reimbursement forms please log in with your ID and then click on the Members Only tab. If you need help setting up an ID, contact me for assistance!



Civic and Social Committee

A big "Thank You" to 2010 - 2011 Chairperson Alice Kanta.



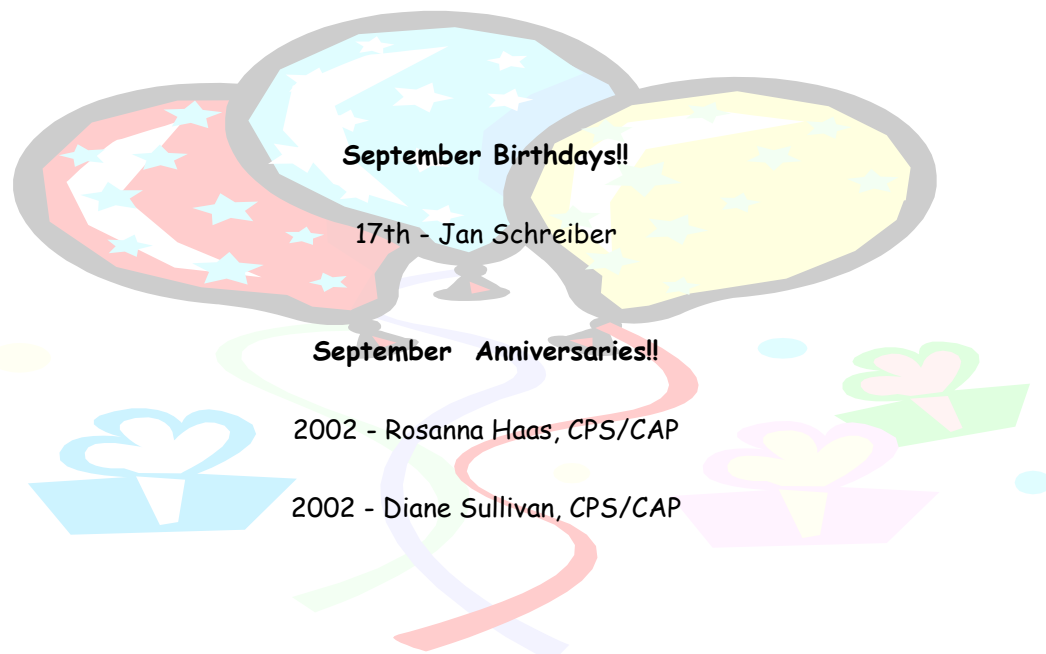
She ended the year with Medina County IAAP presenting \$131.00 to Cornerstone Wellness for the "Feeding Medina County" fund.

We also collected a lot of "stuff" for the "Stuff the Bus" campaign. This is something I would like to continue next year, too. It was brought to our attention by Alice, that when she delivered the stuff, only three people were stuffing bags and two of them were over 70 years old. Next year I will be asking for volunteers to help stuff the bags as well. We will make it a fun and rewarding event for our chapter.

One of my goals for this year is to "clean our closets" to help women in Medina County who are forced back into the work field and do not have the resources for proper work attire.

Respectfully submitted,

Cindy Tyran
2011-2012 Civic & Social Chair



Ways and Means Committee

Thanks to all volunteers who helped with the Buehlers' Patio Sales Events during the summer of 2011! We had two great events at the Wadsworth and Forest Meadows locations. Not only does this event help our treasury, but it is a great time to network with fellow members and the Medina community!

If you shop at Acme Food Stores, please save your receipts from September 24, 2011 through February 19, 2012 and bring them to the monthly meetings and give to Deb Friedrichsen. We have been participating in this program for the past four years and it brings additional funds to our treasury!

Please continue to save your toner & ink cartridges! We have started the 2011-2012 year by shipping four large boxes to our recycle vendor and will keep you posted when our check arrives! You can bring your toners and ink cartridges to the meetings or contact Debbie Friedrichsen for assistance.

The Ways & Means Committee will oversee the Box Tops for Education Program this year. Special thanks to Diane Sullivan for introducing us into the program and for her accomplishments last year on the many box tops our chapter was able to collect! Please bring your box tops with you to the monthly meetings and give them to either Jan Zartman or Deb Friedrichsen.

We are busy reviewing other means for chapter funding, so if you have any ideas you would like to share OR if you would like to be a part of this fun committee, please see Jan or Deb! On behalf of the Ways & Means Committee, we wish all of you a beautiful and plentiful fall season!

Ways & Means (Co-chairs Deb Friedrichsen & Jan Zartman)



International Association
of
Administrative Professionals

DIVISION ANNUAL MEETINGS

GREAT LAKES DISTRICT

City, State: Cincinnati, OH

Topic: Ohio Division Annual Meeting

Date: 06/22/2012 - 06/24/2012

Location: Hyatt Regency Cincinnati

Cost: TBA/member TBA/non-member

Open to Public: Yes

Contact: Jennifer Stoff, CPS/CAP, 937-898-0826, x1019, e-mail: jennifer.iaap@gmail.com

Website: <http://www.iaap-ohio.org>



[Fall Forward: Register for Fall Conference](#)

Registration is now open for the International Association of Administrative Professionals' 2011 Fall Conference Oct. 9 - 12 in San Diego. The theme of this year's conference is "Fall Forward: Hot Topics for Tomorrow's Workplace."



Because We Can...



“Do not follow where the path may lead. Go instead where there is no path and leave a trail.”

~ Ralph Waldo Emerson

Member Spotlight



Martha Dean, CAP
Administrative Assistant
DDi Cleveland Corp

Member of IAAP Chapter of Medina as of November 2010.

Personal Interests:

I love learning new computer programs.
My Cairn Terrier dogs.
Visiting the ocean...when Irene exists the picture!
Hanging out with my twin sister, Sarah.
My home is my castle, so I really enjoy fixing it up.

Last, but most importantly, my dear mother.
Mom is in the entering of advanced stages of Alzheimer's Disease.
She is truly a remarkable woman, who raised five children all born within six years. She holds a Masters of Nursing degree from Yale University.
Mom is my inspiration and always will be.

WE ALL LOVE YOU MOM, NANA, MIMA! XXOO



Ellen Dean

*Martha Dean, CAP
Newsletter Chair 2011-2012*

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Medina County Chapter of the International Association of Administrative Professionals

invites you to be our guest

Tuesday, September 13, 2011
Medina County University Center
6300 Technology Lane
Medina, OH 44256

Jump Into the Web Conferencing

This program will teach participants the pros/cons and the how to's of web conferencing...all related to businesses and why businesses are using it or would want to.

Guests will also have an opportunity to hear what IAAP is all about and how the organization can help career-minded administrative professionals make the leap to remarkable through networking, education, certification and career development.

5:45 p.m. Networking

6:00 p.m. Program

To RSVP, please email christinewarner@westfieldgrp.com or contact Christine Warner, CPS at 330.887.0182 with any questions.

Visit our website at www.iaap-medinacounty.org.



Tech Corner



Viruses may travel into a computer via a flash drive key

Here's how to "SCAN" a flash drive for viruses before you transfer data into your computer:

- Insert the Flash drive into the USB slot in the computer
- A window pops up asking you to choose an option
- Do NOT open the files
- Jot down the name of the drive that is being assigned to the flash drive
- Close the pop up window
- Go to **Start > Computer > RIGHT CLICK** on the drive letter of the flash drive
- A menu will pop up, select "**Scan with...**(the name of your virus protection program would be displayed)"

Projecting a Professional "Can-Do" Attitude

(reprinted from Let Me See Your Body Talk presentation by Merelle Rodrigo ~ Session #551 at EFAM 2011)

There is very little difference in people, but that little difference makes a big difference. The little difference is attitude. The big difference is whether it is positive or negative. A positive attitude, the kind that is rooted in confidence, faith and enthusiasm is a professional person's constant companion, his or her trademark, his or her way of life. Optimism is one key characteristic demonstrated by a Professional Administrative Professional.

An optimist is a person who undertakes a seemingly impossible task in a spirit of immeasurable enthusiasm, unbounded determination, unbelievable excitement, indestructible confidence, uncompromising thoroughness and untiring persistence. The pessimist preaches limitations, liabilities and losses; the optimist promotes progress, prosperity and plenty. The optimist lives on the peninsula of infinite possibilities; the pessimist is stranded on the island of perpetual indecision.

To the optimist, all doors have handles and hinges; to the pessimist, all doors have locks and latches. The optimist pleasantly ponders how high his kite will fly; the pessimist woefully wonders how soon his kite will fall. Be an optimist and shadows will fall behind you, cheerfulness will walk beside you, opportunities will rise in front of you, and doors will open for you. Raise your sights and you will trigger success. The pessimist finds fault; the optimist discovers a remedy. The pessimist seeks sympathy; the optimist spreads cheer. The pessimist criticizes circumstances; the optimist changes conditions. The pessimist imagines impending peril; the optimist sees signs of prosperity. The pessimist disparages; the optimist encourages. The pessimist creates loneliness; the optimist finds friends. The pessimist nibbles at the negatives; the optimist is nourished by the positive. The pessimist builds barriers; the optimist removes roadblocks. The pessimist invents troubles; the optimist enriches the environment.



The last of the human freedoms is to choose one's attitude in any given set of circumstances." - Victor Frankl

www.confidencecenter.com

*Submitted by,
Christine Warner, CPS*

**Medina Chapter of
On Channel 19**



**IAAP appears
on Action News!**



Calendar of Events

2011/2012 Medina County Chapter Meetings

Mark your calendars for the second Tuesday of each month at the Medina Library-6:00 p.m.
(Unless noted elsewhere)

NOTE: September Meeting will be held at the Medina County University Center

NEOLAN (Northeast Ohio Local Area Network) Meetings

Fall 2011 NEOLAN—Hosted by Western Reserve
September 24, 2011 at Green Eagle Winery, Cortland, OH

Spring 2012 NEOLAN—Hosted by Indian Trails

Administrative Professionals Day Event

April 25, 2012 APD Event—TBD
Administrative Professionals Week (APW) April 23-27, 2012

2012 Ohio Division Annual Meeting (ODAM)

June 22-24, 2012
Hyatt Regency Cincinnati
Cincinnati, Ohio

Ohio Division Statewide Local Area Network (SWLAN)

March 31, 2012—Quest Business Center in Columbus, OH

Educational Forum and Annual Meeting

July 22-25, 2012—Gaylord Texan Resort, Grapevine, TX
July 28-31, 2013—Anaheim Convention Center, Anaheim, CA

Fall Conference

October 9-12, 2011—Sheraton San Diego Hotel & Marina, San Diego, CA

It is held each October in various locations in North America. This 2 1/2 day conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to hear three to four top-notch presenters and return to you job with renewed energy and vitality. You will also receive recertification points if you are an active CPS and/or CAP holder. You can receive CEU as an alternative to recertification points.

CAP Exams

November 5, 2011—Applications received by August 15, 2011

May 5, 2012—Applications received by February 15, 2012

Don't forget to recertify every five years (from the date of your test)

