



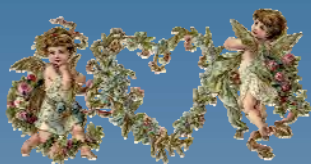
International Association of
Administrative Professionals®
Ak-Sar-Ben Chapter

Scribblings

Ak-Sar-Ben Chapter IAAP, Omaha, NE
Volume LXX, Issue 06
February 2012

Chapter of Excellence

2008-2009
2009-2010
2010-2011



IAAP Mission Statement

“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”

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Ben & Jerry's and Administrative Professionals Week®

By Chuck Hansen

The other day I was in a meeting when something shifted above my gum up in the left side of my mouth. I surreptitiously searched around with my tongue until I found the issue: a peanut, which I thought I had eaten a couple hours earlier, was still hiding up in my cheek.

This happens, seriously, all the time.

About seven years ago I noticed an odd little numbness on the left side of my nose.

Within a few months, the numbness had spread to most of the left side of my face, from my eye to my jaw, and including the left halves of my lips and tongue. My muscles all work fine - I just constantly feel like I'm coming off of Novocain.



The neurologists can't really nail down a cause. They just know that whatever is going on, it isn't killing me at the moment. So I try to ignore it.

This mostly works, except after I eat, because if some food sneaks up into the space between my upper left gum and my cheek, I won't know it's there until it makes a surprise appearance, perhaps during one of my motivational speeches.

Nothing says "don't trust what this guy is telling you" like a fully intact peanut falling out of his mouth while he is talking.

The other problem with this numbness thing is my taste buds don't work well on the left side, so the joy I used to get from a

(Continued on page 6)

Programs

~~ March 13, 2012 ~~



Touring the World of Travel

Presented by Laura Dennis
Destinations Travel Center

It is the time of year when executives are travelling to conventions, seminars and expos. Booking flights with prices that change, not knowing if a hotel is four stars in 2012 or was in 1983, and trying to select the right size rental car can be a hassle.

There are many tools available to admins these days. Laura Dennis will help us navigate the rules and regulations for booking online, using a travel agency and more.

Administrative Professional Of the Year Essay Reading

Presented by the Administrative Professional of the Year Committee

Candidates for the Administrative Professional of the Year Award will be given a situation for which they will provide an essay answer. Each essay answer will be read to those in attendance and a vote will be taken for the essay that exhibits outstanding service as an administrative professional. Votes will be tallied and the winner will be awarded at the 2012 Administrative Professionals Day Breakfast on April 25, 2012.

If you or someone you know is interested in this award, nominations and applications are now being taken. Please visit the Chapter web site or see Vickie Wroblewski, CAP-OM for more information.

From the President



It's the second month of the year and we are off and running. Let's take this month to smell the roses and spread lots of love and cheer. February is a time for remembering those that are special to us, and for expressing our love. Let's extend our love by reaching out to a fellow member and giving them a call just to say hello.

This month is the launch of the new 70/70 Anniversary Membership Campaign. As members, let's work together to spread the love of our chapter and work to recruit seven new members by the end of the calendar year. Chapters that recruit seven new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 web community credit or a \$70 discount on 2013 EFAM registration for a delegate. As a charter chapter, it will be nice to see our name in lights at the 2013 EFAM in Anaheim, CA. Let's continue to building on the traditions and values that were started right in here Omaha 70 years ago.

Be enthused! The Ak-Sar-Ben Chapter has several engaging meetings planned over the next few months that will qualify for recertification points. Just to name a few, we have experts from the travel industry coming to speak on booking travel, Mike Heinke from Associated Staffing will present on the

Ways of Organizing, and a presentation on Taking Minutes is in the works.

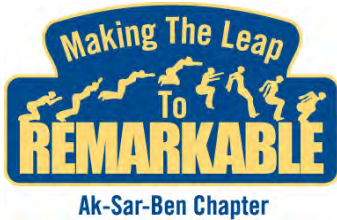
Lots of work is going on behind the scenes to keep the chapter progressing forward. A warm bucket of thanks to each and every committee member and chapter officer for all your hard work. A special thanks to our Director Ann Burke, CAP-OM, she is supporting me in my role even when I don't know it. Thank you Ann! And to all the Ak-Sar-Ben Chapter members, thank you for your participation and commitment.

Remember to support the Ways and Means Committee this month by making a personal donation and or stop by the jewelry table and find a gift for that special someone. Ten percent of the proceeds go to help support the Ak-Sar-Ben Chapter.

Stay tuned for the dates of New Membership Orientation and the Strategic Planning Meeting for Committee Chairs and Board Officers.

Lots of Love!

Kimberly Dove
Ak-Sar-Ben Chapter President



Administrative Professional of the Year

It's award ceremony time of the year. From Grammys to Oscars to Emmys, recognizing the accomplishments of those who excel in their field is an exciting event. For *all* administrative professionals within a 100 mile radius of Omaha, we are gearing up to recognize an administrative professional who exemplifies outstanding service in the administrative profession through business, education and community involvement.

Administrative Professionals at all levels are the pulse of the office. They keep the information flowing and the executives and staff moving. A good admin is an invaluable asset to a company. For that reason, the Ak-Sar-Ben Chapter has been recognizing exceptional admins for the past 70 years. Criteria for this award are:

- Applicants must be at least twenty-one years of age.

- Must be a legal United States resident living within a 100 mile radius of the Omaha, Nebraska Greater Metropolitan area.
- Currently employed as a full-time administrative professional. (Individuals who are self-employed or those providing secretarial support services or operating virtual assistant home offices are not eligible for this award recognition.)
 - Full-time students are ineligible unless currently employed full-time as stipulated above.



If you would like to apply for this award, or if you would like to nominate someone, the application and nomination information is now available on the chapter website: www.iaap-aksarben.org on the APW Breakfast page.

How to Handle Career Delimas: A Quick Guide

Decisions about how to approach everyday tasks in the workplace are usually pretty straightforward. Occasionally, though, situations arise where the best course of action is not so clear. Following are three examples of career dilemmas you may encounter, along with suggestions on how to handle them.

You find out a coworker, who has the same job as you, makes more money.

Before immediately going to your boss with your concerns, take this opportunity to do some research first. Consult resources such as the U.S. Department of Labor's website, and the [Salary Guides](#) published annually by *OfficeTeam*. This will give you an idea of what others with skills similar to yours are paid. You can then approach your manager with information that will lend credibility to your request.

You've heard from a friend about a potential new job that sounds intriguing, but you're happy with the job you have.

A change may sound exciting, but be sure to compare salary and benefits packages, opportunities for advancement, and corporate culture before you make a leap. It's also a good



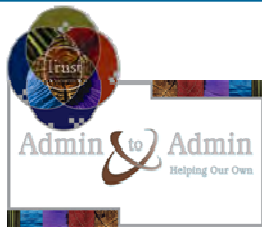
idea to meet with your boss to discuss your career path and compensation potential at your current firm without mentioning the possible new job.

You have the opportunity to head up a challenging project.

Before immediately volunteering, weigh the pros and cons. Is this the best project to help you improve your skills and broaden your scope within the organization? Another key consideration: Do you really have enough time given your current responsibilities? If you are still hesitant, you may want to consider a lesser role instead of spearheading the project. This could still give you the chance to be involved, hone your skills and increase your visibility.

What most workplace dilemmas have in common is that there is no single, obvious way to solve them. Carefully weighing your options can help you feel more confident you've made the decision that's right for you.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com.



Are you excited about the next season in your life, retirement? Are you ready for retirement? IAAP and The Retirement Trust Foundation (RTF) can help you with your needs!

A Place In The Sun... For You!

Vista Grande is a retirement home built by the RTF as housing for retired administrative professionals. Retirement living at Vista Grande is by application from people who are 55 and up, and priority is given in this order:

- IAAP members and their families
- Former IAAP members and their families
- Administrative professionals who are not members of IAAP and their families
- People who have never been administrative professionals

Q. What is Vista Grande?

A. [Vista Grande](#) is a retirement center built for administrative professionals located in Rio Rancho,

New Mexico, a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

Q. How large are the apartments?

A. Vista Grande offers one and two bedroom apartments with a wide variety of [floor plans](#). There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

The benefits of the RTF begin from the time you become a member of IAAP. To learn more about The RTF, visit www.iaap-rtf.org.

**THE RTF STANDS READY
TO HELP ADMINS IN NEED!**

Mark Your Calendars



**IA-NE Division
Spring Training Session**

March 24, 2012

Altoona, IA
Altoona Methodist Church
602 5th Avenue SW
Altoona, IA 50009

More Details to Come.

SAVE THESE DATES

June 1 – 3, 2012
Tenth Annual
IA-NE Division Meeting
Marriott Regency, Omaha



The Ak-Sar-Ben and Heartland Chapters
are co-hosts of this event.

We have been busy planning all of the
elements for this important Meeting.

New this year for payment
options: *PayPal*[®] in addition to checks, cash,
and money orders.

Watch for a special link to be
Installed on the host Chapters'
and Division web-sites.

Registration Packets will be distributed April 1.

... Discounted full and partial
registration fees due by May 1.

... Full registration will be \$120.

Division web-site:

www.iaap-iowanebraska.org

Ak-Sar-Ben web-site:

www.iaap-aksarben.org

Heartland web-site:

www.iaap-heartland.org

Questions ... E-mail:

aburke@goodwillomaha.org

CherylNewman@tsys.com

Announcements

The 2012 Administrative Professionals Day® Breakfast

This year's breakfast will be held April 25, 2012, at the Omaha Marriott Regency Hotel. Networking begins at 6:30 a.m., with the event starting at 7:00 a.m.



Our speaker will be the dynamic Rita Rocker. Rita is a National Speaker, and Communications, Image and Presentations Coach.

Sponsorships are needed to make this a remarkable event. Please contact Vickie Wroblewski, CAP-OM on sponsorship opportunities for your employer or other businesses you would like to approach.

Committee Participation Opportunities

The **Administrative Professionals Day Breakfast Committee** will be needing help to make the 70th Anniversary Event a success. We are looking for a few good admins to head up different pieces of the breakfast. If you are interested in helping with this event, please contact Vickie Wroblewski, CAP-OM at vwroble@unmc.edu.

The **Ways & Means Committee** is conducting several fundraising activities. Your participation and support of these fundraisers will help the chapter continue to provide quality speakers and educational programs and opportunities for leadership (plus you get points for awards!). Watch for information on this year's programs and contact Kelli Limones at kelyn73@yahoo.com to get involved.



Do you like to take pictures? We are **looking for a chapter photographer** to take pictures of events and members. You can use a camera or your phone. Please contact Kimberly Dove if interested.

ATTENTION: Remarkable Admins

We are looking for the
*2012 Administrative Professional
Of the Year*

Recognize an exemplary professional in the administrative profession. Nominations are being taken and applications are available on the Ak-Sar-Ben Chapter Website, or contact Linda Lavelly via phone at 402-397-5138 or via email at Linda@omaha-sem-found.org for more information.

Online Exam Study Group

Online study groups are available for members interested studying for their CAP designation. The online study group is led by chapter member Donna, Warren out of Michigan.

The CAP online study group is held on Wednesday evenings from 6:00-8:00 p.m. and the OM online study group is held on Saturdays from 3:00-6:00 p.m.

You do need to have your study guides so you can do the reading assignments. There is no charge to attend. If you have additional questions contact our Lynn Kroeger, at 402-963-8219.

If you are interested in attending a study group in person, contact Lynn Kroeger to get started.

Upcoming Events

02/14	"The Magic & Mysteries of MS Publisher Revealed" by Jennie Cormier, CAP General Membership Meeting
03/05	Executive Board Meeting—Goodwill Industries—5:30 p.m.
03/13	"Touring the World of Travel" Laura Dennis, Destinations Travel Center
04/02	Executive Board Meeting—Goodwill Industries—5:30 p.m.
04/10	"Being a Remarkable Secretary: How to Take Meeting Minutes" Barbara J. Abrahamsen, CAP
04/25	ADMINISTRATIVE PROFESSIONALS DAY BREAKFAST Marriott Regency 7:00 a.m.

Ak-Sar-Ben Chapter Committees

- * Administrative Professionals Day®
- * Bylaws & Standing Rules
- * Financial Review
- * Membership & Certification
- * Programs & Education
- * Publicity & Community Awareness
- * Records Management
- * Retirement Trust Foundation, Research & Education
- * Scholarship
- * Ways & Means

Membership Information

49 Members as of
January 31, 2012

For Roster Updates, visit the
Members Page on the
Chapter website at
www.iaap-aksarben.org

QUIZ

What's Your IAAP IQ?

Test your knowledge in the world of parliamentary procedures and IAAP knowledge. **The first person to respond with the correct answer and responds via email with their answers to President Kimberly Dove will receive a prize.**

1. What is the correct way to write the salutation for a letter to a State Senator or State Representative?
2. When typing an international address, on what line does the country go? What else is special about how the name of the country is written?
3. What does the word "stet" mean when circled as proofreader's marks?
4. Identify these standard address abbreviations for the Armed Forces.
AE
AP
AA
5. Which Ak-Sar-Ben Chapter member helped to contribute to a book specifically dedicated for admins entitled "Who Took My Pen...Again?"

R&E Offering New Scholarship

The Research and Educational Foundation wants to help you grow your career!

We're going to do that with the R&E's new [2012 EFAM Scholarship Program](#). The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting **Oct. 1, 2011 through Jan. 31, 2012**.

Visit the [updated R&E Web page](#) to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E. Please join the R&E as we advance the careers of administrative professionals.

(Continued "Ben & Jerry's" from page 1)

pint of Ben & Jerry's ice cream has been reduced significantly. And that brings me to Valentine's Day and, in a similar way, to Administrative Professionals Week.

Valentine's Day is built on the idea that someone else is going to come in and make you feel loved. But that won't work if your capacity to feel loved is diminished, in the same way that a pint of Ben & Jerry's can't make you happy if your taste buds don't work right.

So, while gifts from your significant other during Valentine's Month are nice, it's also nice to give yourself a gift: the permission and the capacity to feel worthy of being loved. And if that capacity isn't fully developed, then focus on that.

Similarly, during Administrative Professionals Week there is an expectation that admins' clients will offer them appreciation and even gifts in recognition of the admins' professionalism and abilities. And these offerings are good, and definitely deserved.

But your fully appreciating that recognition depends a great deal on your own ability to appreciate yourself, and to feel like you are fully developing your abilities and your potential.

So during Administrative Professionals Week this year (April 22-28), I hope you will take advantage of some of the many opportunities being offered by your IAAP local chapter and IAAP nationals to focus on yourself and develop your professional and personal abilities.

It also is a good idea to avoid letting food fall out of your mouth during meetings. It really undermines that whole professionalism thing.

Chuck Hansen is an associate member of the IAAP-Old Dominion Chapter, a motivational speaker, writer and humorist, and author of "Build Your Castles in the Air: Thoreau's Inspiring Advice for Success in Business (& Life) in the 21st Century." He can be reached at chuck@chuckhansen.com or www.chuckhansen.com



February Anniversaries

Shawnita Mack, CAP-OM, MCAS	2008
Stephanie Smith	2008
Debra Swierczek, CAP	2008
Kimberly Dove	2009



February Birthdays

Linda Lavelly, CAP-OM	1st
Linda Kavan, CAP-OM	24th



International Association of
Administrative Professionals®
Ak-Sar-Ben Chapter

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IAAP International
website

www.iaap-hq.org

Chapter website

www.iaap-aksarben.org

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The *Scribblings* is a monthly publication and property of Ak-Sar-Ben Chapter IAAP.

Submissions are due the first Wednesday of each month.

This newsletter is general in nature and is not to be relied upon as your only source of information.

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The International Association of Administrative Professionals

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Ann Burke, CAP-OM
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dianeh@northeast.edu

Northwest District Director
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Phone: 701-234-6091
krotvold@iaap-hq.org

Meeting Information

Ak-Sar-Ben Chapter meetings are held the second Tuesday of each month at the Westside Community Center, 108th & Grover.

Cost is \$16

Reservations should be submitted to Pat Roth, CAP-OM, the Thursday before the meeting at 402-926-7028, or e-mail to Pat.Roth@hdrinc.com.

Board meetings will be the first Monday of the month, at Goodwill Industries, 4115 S 72nd Street, starting at 5:30 p.m. Attendees enter through the 'Good Bytes' Store front on the north end.