



International Association of  
Administrative Professionals®  
Illinois Division



# ILLINOIS DIVISION NEWSLETTER

June-July 2011

[www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org)

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## PRESIDENT'S MESSAGE

*As 2010-2011 comes to a close, I'd like to thank everyone for the opportunity of serving as your division president. It's been a fabulous ride that I encourage you all to try. Many of us administrative professionals do not get the opportunity to serve in leadership positions at work, so serving as an IAAP leader provides a great chance to expand your skills.*

*The Illinois Division Board did our best to make this year's division annual meeting attractive to all members, by adding more education and special sessions for division members-at-large and incoming and current presidents. We also included some surprises that I hope made the weekend more fun. I think those of you who attended enjoyed the event overall. Thank you for sharing your comments through the online survey.*

*Thanks to the generosity of our members, we were able to raise \$1000 for the division at the live auction on Friday, May 20, 2011. Congratulations to our 2011-2012 Illinois Division Presidential Award winners: Tri-County (fewer than 40 members) and Two Rivers (40 or more members). Kudos to Elgin Chapter for the highest per capita donation to the Retirement Trust Foundation!*

*IAAP's Education Forum and Annual Meeting in July is the next big event. If you haven't already, please let ID President-Elect, Diana Hampton, CAP know if you plan to attend. The division will have an outing planned in Montreal that week and you won't want to miss it! Chapters, be sure to assign a proxy, if you won't have a delegate attending. All of our chapters should have a vote to select the next international officers. One of our members, Debra Leonard-Porch is running for Great Lakes District Director. We wish her the best of luck!*

*If you haven't already, don't wait until the last minute to submit your Member of Excellence online submission form. Entries are due June 30, 2011. Chapter of Excellence forms are due July 5, 2011. These forms and information on the Pathways to Excellence can be found on the web community under Member Resources. These programs for next year have been overhauled and for 2011-2012 it will be crucial for more members to attain Member of Excellence to ensure the success of your chapter reaching Chapter of Excellence status. Next year, Chapters of Excellence must have 7% of their membership or a minimum of 2 members be Members of Excellence for 2011-2012.*

*I greatly appreciate those of you responded to the member survey. We received a lot of helpful information on how we can enhance your IAAP experience. All chapter leaders are invited to attend the Illinois Division Leadership Conference on August 6, 2011 in Pontiac, IL. Please see inside for more information.*

*I'd like to take this time to thank all the 2010-11 chapter officers, division committee chairs and division officers for showing Passion and Purpose this year. Best of luck to all our leaders for 2011-12, especially the incoming Illinois Division Board: President, Diana Hampton, CAP, President-Elect, Marie Herman, CIWD, ATM-S, Vice President, Tonda Stewart, CPS/CAP, Secretary, Dewoun Hayes MAED, CAP and Treasurer, Lisa Olson. I know you'll be Making the Leap to Remarkable in 2011-12!*

*Just remember, sitting in the sun to catch up on your reading this summer may make you well-red!*

*Jeannette Peters, CAP,  
Illinois Division President*



## 2010-2011 ID BOARD

**President Jeannette Peters, CAP**  
President@iaap-illinoisdivision.org

**President-Elect Diana Hampton, CAP**  
President-Elect@iaap-illinoisdivision.org

**Vice-President Marie Herman, CIWD, ATM-S**  
VicePresident@iaap-illinoisdivision.org

**Treasurer Lisa Olson**  
Treasurer@iaap-illinoisdivision.org

**Secretary Tonda Stewart, CPS/CAP**  
Secretary@iaap-illinoisdivision.org



## Incoming Division President's Conference

by Diana Hampton, CAP, ID President-Elect

I wish that every IAAP member could experience the IAAP Incoming Division Presidents Conference. It was held on April 14-17 in Kansas City, Missouri and it was an exceptional experience I will not soon forget. At every IAAP event I have ever attended, I met ladies that seemed to instantly become my friends, but in addition to new friends I learned things about IAAP that I never knew before.



International President Elect Tamra Goodall, CPS/CAP, led the conference. The entire weekend was mixed with interactive networking activities that included hula hoop races to encourage teamwork to self-profiles that examined our leadership styles. Speakers topics were centered around the challenges and changes facing IAAP. We learned about the changes to the Pathways to Excellence program, the importance and reasoning behind our new tax compliance guidelines, fiduciary responsibilities of division boards, how to manage change, and more.

I shared a hotel room with the President-Elect from Washington-Alaska and it was very interesting to learn about her Division and the challenges and successes they have experienced. All the Division PE's seemed to bond together, as IAAP members often do, and we will be meeting at EFAM to share some time together as well.

We toured and had lunch with the IAAP Headquarter staff. It was great to see the actual building where everything originates and to meet face-to-face the staff who help us throughout the year.

As the 2011-2012 Incoming Division President, I will be planning the Illinois Division Leadership Conference (IDLC) on August 6th in Pontiac, and I have decided to mirror the IDPC Kansas City format and I will be sharing the presentations I received from HQ. I hope you will find it informative and a great opportunity. Please mark your calendars and invite your board and committee chairs to attend.

Stepping up to the Division Board has been so worthwhile and a great learning and leading experience for me personally. I hope that many of you get the opportunity in the future.



2011-2012 Illinois Division President Diana Hampton , CAP, (top right) shown with Tamra Goodall (top left) and other incoming presidents of the Great Lakes District.



2011-2012 Incoming Division President's Conference in Kansas City

## Report From IDAM 2011 Scholarship Winner!!!

59th Illinois Division Annual Meeting  
 May 20-22, 2011  
 Moline, IL

May 20, 2011 was the Evening of Welcome hosted by the Quad City Chapter. The Open House and Vendor Expo included a vendor mart, chapter fundraising tables, raffle prizes and live auction. The food was excellent; there were many samples and information, and I was meeting old friends and making new friends. I bid on an Avery basket filled with many Avery items for only \$10.00. The exciting thing is I won a garden basket full of items for gardening, which I enjoy.

Attending the Official Business meeting on Saturday, May 21, 2011, is excellent because of the International update, Illinois Division update, who will be hosting the 2011 PEP, 2012 Illinois Division Annual Meeting, the Bylaws and Standing Rules Committee Report and educational seminars.

The speaker, Melissa Wittenborn, Momotivation, LLC spoke on "Releasing Office Pressure Valves." What a dynamic speaker. I took away several ideas from her topic such as breathe in / breathe out, how to handle upset people and coworkers and get people to like you. I will take her advice back to work to deal with clients and coworkers.

The Social Hour and Banquet included networking, good food, awards and recognitions, outgoing president's address, installation of officers, incoming president's address, announcement of ID chairs and meet and greet the new board-reception line. During 2009-2010, I earned the Member of Excellence Award, I received a certificate, was recognized with all the 2009-2010 Member of Excellence Award recipients. My goal was to chair the Illinois Division Retirement Trust Fund for 2011-2012. All the Illinois Division Chairs were recognized. What an honor and I am looking forward to chairing the Illinois Division RTF and working with the 2011-2012 Illinois Division Board.

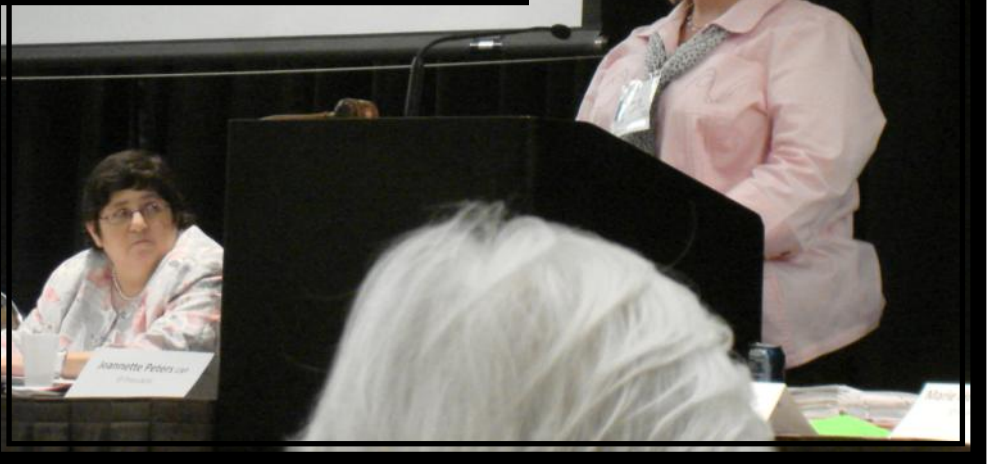
Sunday morning, May 22, 2011 gave us a breakfast buffet and the Omega Chapter Recognition. The speakers were excellent. "The Wow Factor," presented by David Sheffield, "The Shef," was excellent. What a motivational speaker; he made me think about my goals, I control my destination and my attitude. He highlighted successful companies such as Southwest Airlines, Zappos.com and many others due to their customer service. What a powerhouse - energetic, fun, good points and down to earth speaker. During the week, I started thinking of my goals that I had not finished, my attitude, and that I can control my destination. What I will take back to work is my positive attitude, be energetic and have fun at work. Tamra Goodall, CPS/CAP, IAAP International President-Elect presented "Chapter Succession Planning." She stressed that mentoring and training the leaders of the future to step up with confidence and excitement keeps organizations fresh and moving forward. IAAP needs to have a succession plan and development.

Thank you to the 2010-2011 Illinois Division Board and the 2010-2011 Illinois Division Scholarship Committee for choosing me to attend the 59th Illinois Division Annual Meeting. When the Illinois Division Scholarship is offered, fill out the form, send it in and there is a chance you (IAAP member or a non-member) can win the Illinois Division Scholarship. Don't hesitate! You or a friend may miss out on networking, educational seminars, fun, and learning about the Illinois Division and International.

Victoria Prestia  
 2011 Illinois Division Scholarship Winner  
 Elgin Chapter IAAP



# IDAM 2011





# IDAM 2011





# IDAM 2011



# Introducing your 2011-2012 Illinois Division Board



*President Diana Hampton*



*President-Elect Marie Herman*



*Vice President Tonda Stewart*



*Secretary Dewoun Hayes*



*Treasurer Lisa Olson*



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# Dupage

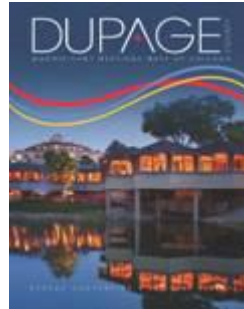


## NOTES FROM NICOLE: THE MIDWEST'S BEST PLANNING RESOURCE

Considering holding your next meeting in the Chicago area? You'll want a copy of the DuPage Meeting Planners Guide, the definitive source for information about meeting and event services in Chicago's western suburbs. Its comprehensive "Facilities at a Glance" section makes quick work of determining which area venues best suit your needs.

DuPage County, Illinois, is considered one of the most desirable meeting destinations in the Midwest. Here are just a few reasons why:

- Just 20 miles west of downtown Chicago, with easy access to major highways and tollways
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- Nearly 2 million square feet of meeting space
- World-class dining, shopping and entertainment
- Rich in culture, heritage and landscape



Contact me today for your complimentary copy of the DuPage Meeting Planners Guide and to learn about the many other free services we offer to help make your next event the best one yet!

Nicole Beykirch, the Senior Corporate Sales Manager for the DuPage Convention & Visitors Bureau, can be reached at 630.575.8070 or Nicole@discoverdupage.com. To learn more about the DuPage CVB, visit www.discoverdupage.com.

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## Remember!

**Plan to attend the Illinois Division Leadership Conference on August 5, 2011!!!**



## Attending EFAM?

**Please be sure Diana Hampton, CAP knows you are going!**  
president@iaap-illinoisdivision.org

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ILLINOIS. MILE AFTER MAGNIFICENT MILE.

## Lake County Chapter

Lake County Chapter celebrated Administrative Professionals Week in April at our wonderful APW event with 80+ attendees. Tom Weber, VP of Sales at Freedom Personal Development, spoke on "Discovering Your Memory Power" with great tips on improving your memory and excelling in your reading ability. Vendors and door prizes were a big hit and everyone had a great time.

Elections were held in May with the following slate of officers installed at our June meeting:

Marilyn Bell, CAP – President

Judy Rooney – Vice President

Cristi Becker – Secretary

Sandie Stodola, CPS/CAP – Treasurer

Our new Board of Directors is excited to get started planning the Lake County Chapter's 2011/2012 year. They will start with a Strategic Planning session in August, where one of the priorities will be to review our By-Laws and Standing Rules.

Brenda Stefanowski, CPS/CAP and Marilyn Bell, CAP were recertified. Congratulations to both!

Our June meeting presentation was "Speaking With Confidence in Any Situation", by Suzanne Bracken CAP. Lisa Olson, IL Division Treasurer, joined us to install our 2011/2012 officers. Please visit our website for more details: [www.iaap-lakecounty.org](http://www.iaap-lakecounty.org)

Dear IAAP Illinois Division Members,

On behalf of my family, I would like to thank everyone who sent cards, Mass memorials, spiritual bouquets, and/or donations in memory of my sister, Marcia Ross. She fought the good fight with her brain cancer and passed away on June 2. Many of you met her at the IDAM meetings when I was installed as division president and/or at my chapter's fashion shows. Marcia was the best of the best. Your thoughtfulness in remembering her is greatly appreciated. Thank you also for your prayers and words of encouragement when she was sick. Many of you also gave me the support that I needed to be strong for her. When anyone asks me what the benefits are of being a member of our association, I tell them that our IAAP network is invaluable. Over the past 30+ years of membership, I have made many life-long friendships...thank you, thank you, thank you.

Sincerely,  
Joyce Wagner

Quad City Chapter would like to thank the Illinois Division for allowing us to sponsor the Friday evening vendor mart at 2011 IDAM. Our participation in securing vendor and chapter tables for the event allowed us a rare one-time fundraising opportunity which proved quite lucrative and increased our treasury by 24%! It also provided valuable experience in dealing with local vendors and creating relationships that will benefit us in the future.

Many chapters may not feel capable of hosting an entire IDAM but we encourage you to consider sponsoring an event at a future IDAM. Take advantage of the unique fundraising opportunity this presents your chapter as well as helping your members gain marketing, planning and organizational skills.

Again, we very much appreciate the opportunity afforded us by the Illinois Division and look forward to attending 2012 IDAM in Lisle!" - Susan Rorick

## Dates to Remember



## IAAP EVENTS

- July 24-27, 2011      EFAM, Montreal, Canada
- July 9, 2011            Illinois Division Board and Committee Retreat,  
Naperville, IL
- August 6, 2011        Illinois Division Leadership Workshop, Pontiac, IL  
(See flyer on page 13)
- October 1, 2011        Professional Enrichment Program, Bloomington, IL
- June 8-10, 2012        Illinois Division Annual Meeting, Lisle, IL

The ID Newsletter is published six times a year and is sent to all Chapter Presidents for distribution to members, to Division Members-at-Large, and to any other IAAP member who requests a subscription. The current issue will also be posted on the ID Web site.

The newsletter includes information about upcoming Division and Chapter events, updates on activities of the ID Board and Committees, and articles of interest to ID members.

Contributions to the Newsletter are always welcome and should be sent to the ID Vice President at [vicepresident@iaap-illinoisdivision.org](mailto:vicepresident@iaap-illinoisdivision.org).



### ID COMMITTEE CHAIRS 2010-2011

Bylaws & Standing Rules  
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[Bylaws@iaap-illinoisdivision.org](mailto:Bylaws@iaap-illinoisdivision.org)

Certification  
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New Chapter Builder  
Debra Leonard-Porch  
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Nominations  
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Parliamentary Advisor  
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Retirement Trust Fund  
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Another IAAP year is quickly drawing to a close, and it's time to review your checklist to ensure you are completing those all-important year-end tasks.

One of those is ensuring all contributions for the RTF – whether for your division/chapter or an individual donation – are forwarded to headquarters in time to meet the year-end recognition deadline of June 30. Remember, individual contributions also count toward both chapter and division totals for recognition purposes.

Second, please continue to share the word about the RTF and the Housing Subsidy for Admins in Need (HSAN) Program. This important program provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. Assistance is accessible to all members within the six districts of IAAP.

Remember to look for the RTF Booth during the Expo at EFAM. The RTF will be holding office hours at EFAM; check the schedule for times and location. We'll see you in Montreal!

# IDLC

## 2011 ILLINOIS DIVISION LEADERSHIP CONFERENCE CALLING ALL ILLINOIS DIVISION CHAPTER BOARD OFFICERS & COMMITTEE CHAIRS

Mark Your Calendar

AUGUST 6, 2011

9:00 A.M.— 5:00 P.M.

Free Lunch

LOCATION: PONTIAC IL CITY COUNCIL CHAMBERS

### AGENDA

- ◎ CHAPTER DELEGATES VOTE: REVIEW & VOTE ON THE IL DIVISION 2011-2012 BUDGET
- ◎ WILD & CRAZY RULES YOU NEED TO KNOW: CHAPTER FINANCIAL PROCEDURES & POLICIES
- ◎ I CAN'T FIND IT!: HOW TO SEARCH HQ WEB & FIND WHAT YOU NEED
- ◎ FREE TRAINING: HQ WEBINARS, EGROUPS, & BLOGGING
- ◎ FREE STUFF: CHAPTER AVERY TOOLS JUST FOR IAAP
- ◎ IT WAS DUE WHEN?: DUE DATES FOR CHAPTER PRESIDENTS, PE'S, VICE PRESIDENTS, SECRETARIES, AND TREASURERS
- ◎ GO VIRTUAL TO SAVE YOUR CHAPTER: HOW TO SET UP SKYPE AND WEBINARS FOR YOUR CHAPTER
- ◎ NEW CHAPTERS!: HOW TO CREATE A VIRTUAL CHAPTER
- ◎ BUILD THE FUN & THEY WILL COME!: HOW TO HAVE FUN MEETINGS TO ENCOURAGE CHAPTER ATTENDANCE!. TOOLS TO INCREASE YOUR MEMBERSHIP
- ◎ STUFF YOU NEED TO KNOW: IAAP GOVERNANCE STRUCTURE & STRIVING FOR EXCELLENCE
- ◎ HELP WITH BYLAWS: CHAPTER BYLAWS REVIEW SCHEDULE
- ◎ AND MORE IF WE HAVE TIME!

PLEASE ATTEND TO HELP YOUR CHAPTER SUCCEED IN 2011-2012.



# PROFESSIONAL ENRICHMENT PROGRAM

**IAAP Illinois Division Presents:  
Unlocking the Secrets of Enhancing Your Skills**

*Hosted by: the Central Illinois Admins Chapter*

**Be sure** to save the date for the 2011 Professional Enrichment Program!

This year's event will take place at Central Illinois's only Four-Diamond AAA rated Hotel and Conference Center. The day will be filled with plenty of great speakers and networking opportunities.

Stay tuned for additional details in the near future.

Saturday, October 1, 2011

Marriott Hotel & Conference Center

201 Broadway ~ Normal, IL

And since you're  
coming.....

## Get a Clue!

**IAAP Central Illinois Admins Presents:  
Live Clue - Who Did What, With What, and Where??**

*You won't want to miss the fun!*

**Save the date** to come join us for a fun, interactive game (or games if time allows!) of Clue - uncover the mystery of the office scandals, and don't forget to come armed with your arsenals of trivial knowledge! Stay tuned for additional details in the near future.

Friday, September 30, 2011

Marriott Hotel & Conference Center

201 Broadway ~ Normal, IL