

January 2012 Newsletter

January 2012 Razorback Chapter Meeting Resume Building

Tuesday, January 24—11:30 a.m.

AT&T Conference Room—Engineering Research Center



Ready for a fresh start to the new year? Ready to Make the Leap to Remarkable? It starts with you. A great way to start your skills assessment is to review your accomplishments through a resume review. Does your resume represent you?

At this month's chapter meeting you'll meet Erica Estes-Bear, Associate Director of Career Education and Staff-Development at the University of Arkansas' Career Development Center. A professional in career advising, coaching and mentoring, Erica will discuss the do's and don'ts of resume building, buzz words to include on a resume and the correct way to format a resume. **BRING YOUR RESUME WITH YOU** to this meeting for an interactive activity to assess and improve your resume.

Hearts Abound

Razorback Chapter Service Project & Membership Recruitment Event

Thursday, February 9—5:30 p.m.

The Razorback Chapter of IAAP is planning a service project and membership recruitment reception on **February 9, 2012, 5:30-7:30 p.m. at the Pat Walker Senior Center**. Please attend this special reception to make Valentine cards for nursing home residents. This will be a fun time of networking as we make the cards. The following supplies are needed for making Valentines. Please let Linda Dizney, CAP-OM know if you would be able to contribute any of the following items:

- Pre-cut foam
- Red, white, pink, and black construction paper
- Templates
- White paper doilies
- Glue
- Markers
- Jewels



Also, we would like to once again help the Peace at Home Family Shelter by donating slightly used business clothing. The clothing drive last year was very successful and the donated clothes filled the back seat of the director's car to the roof.

Please **RSVP to Marilyn Smith at mjsmith@uark.edu no later than February 6** and include any guests that you plan to bring. The chapter member who brings the most guests will receive a gift and the member who has the most guests attend who join the chapter before the next meeting will receive a gift. Finger foods will be provided.

Mission Statement:

The mission of the Razorback Chapter of International Association of Administrative Professionals is to become a recognized professional association in the Northwest Arkansas area promoting education, training, and networking

2011-2012 Chapter Officers

Bernardine Vanderlip
President
vanderli@uark.edu

Debbie Blume, CAP-OM
President-Elect
dblume@uark.edu

Marilyn Smith
Vice President
mjsmith@uark.edu

April Martin
Secretary
ammarti@uark.edu

Sandy Hancock, CAP
Treasurer
shancock@uark.edu



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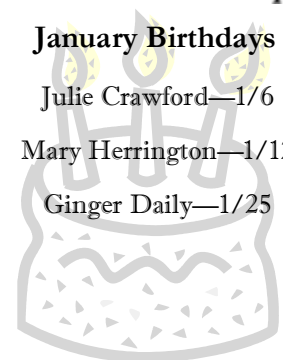
Razorback Chapter

January Birthdays

Julie Crawford—1/6

Mary Herrington—1/12

Ginger Daily—1/25



We don't have birthdates for all of our members. If you would like to be listed during the month of your birth, please send an email to Stephanie McGuire, CAP-OM (smcguire@uark.edu) so we can get you on the list. We only need the day and month of your birth.

Razorback Chapter President's Corner



Razorback Chapter member Linda Dizney (left) presents Linda Masters with her basket. All three Faith in Action clients were very grateful for the donations.

Dear IAAP Razorback Chapter,

Thanks so much for inviting us to the potluck and meeting and ornament exchange and for helping our clients have a very happy holiday season! Ya'll are very special people! Words don't really express our gratitude. Thanks again!

Linda, Jaclyn, and Nancy

Faith in Action



Where does IAAP come in to your puzzle? Are you "Making the Leap to Remarkable" this year? It will soon be time to have the call for officer nominations for the IAAP Razorback Chapter. Will you consider making that leap to help take the Razorback Chapter and yourself to remarkable?

Bernardine Vanderlip

Recap of December's Chapter Meeting

By Marilyn Smith

The December meeting focused on the season of giving. We stuffed to overflow baskets for the three ladies adopted from Faith in Action and exchanged Christmas ornaments. Three members of the Faith in Action staff joined us: Linda Ericksen, who has been with Washington Regional for 17 years; Nancy Galbraith, volunteer coordinator since 2005; and Jaclyn Keeter, program manager since January 2011.

Jaclyn shared some interesting facts about Faith in Action. Unlike the name would seem to indicate, Faith in Action is non-faith based. It is a volunteer-based organization that provides homebound seniors with free non-medical services to help promote independence, dignity, and quality of life. They provided over 3,000 reported services in 2011. The constituents are seniors without a local support system. Services include transportation to appointments and errands, grocery shopping, light home maintenance and chore assistance, friendly visits and phone calls, holiday and greeting cards, reading mail, food and paper products delivery.

Jaclyn also shared that Faith in Action has a new Facebook page with a goal of 100 "Likes" by the end of last year. Their Facebook page is accessible through their website at www.wregional.com/faithinaction.

Finally, we exchanged Christmas ornaments using the Lefty Elf Christmas Story. The ornament exchange was great fun and the evening was a success.

Chapter Question Of The Month

Each month, we'll pose a question to the membership regarding IAAP. The exercise is designed to peak the members' curiosity, or drive members to investigate the answers through the website. Members will answer the question at the monthly meetings, be rewarded with a collector pin and at the end of the year, be recognized for their knowledge.

This month's question is:

Who is the new Executive Director of IAAP?

Questions? Suggestions?
Contact Sandy Hancock, CAP at:
shancock@uark.edu

70 Year Anniversary Logo

2012 marks the 70th anniversary of IAAP!



Monday Motivators From Joan Burge

The Ultimate Lottery!



About Joan Burge:

Joan Burge is one of North America's foremost authorities on workplace excellence and administrative effectiveness, and the CEO and founder of Office Dynamics - a premier training and development provider since 1990. Her programs and "Star Performance" philosophy have been embraced and endorsed by some of the world's leading businesses and organizations. Learn more at OfficeDynamics.com, or call 800-STAR-139.

Today you are the winner in the ultimate lottery. No, this particular lottery I'm writing about won't award you a 2012 shiny new luxury car or a round trip for two to Paris. But today you've won, and you definitely can go places with your prize.

"But what have I won?" you wonder.

Today you are the proud holder of 24 shiny new hours, or 1,440 marvelous minutes, or 86,400 sparkling seconds.

That's all. That's the maximum allowable time you've been given today. No one will be granted any more than that, and unfortunately, some will have less.

So what will you do today with the time you've been given?

- * Will you build up or tear down?
- * Will you move toward your dreams, or away from them?
- * Will you move toward better health?
- * Will you say, "I'm sorry!" and mean it?
- * Will you tell someone very special to you, "I love you"?

Today, will you make a difference in your life and the lives of those around you?

Today. Think about it: we all are prone to lament, "I don't have enough time!" but in reality, we have just as much time as anyone else. No more and no less.

Today, we've each received as much time as is possible to receive. So what will you do today to improve yourself and to make a difference at work and in your life?

Today, make each precious moment count for something. Jump from thinking you don't have the time and instead, become grateful and mindful that you do. Leap the gap between mediocrity and excellence... and do it with flair!

Reasons To Attend Chapter Functions— Even When You Might Have Something Else To Do

1. It's vital to support your teammates. You might need them to support your ventures in the future.
2. You never know when and where opportunity will be knocking. Don't ever assume, "There's nothing in this for me." You'll be wrong more often than you'll be right.
3. Like weddings and funerals, there are times when your presence is essential for relationship building. It's almost guaranteed you will be glad you made the effort!
4. You'll never convince potential members of the value of IAAP membership if your own chapter members don't value IAAP activities.
5. Joining IAAP at the chapter level is a commitment to the group. The more chapter members you have who show this commitment, the less chance any one person will be shouldering an unfair or unreasonable burden of this involvement.
6. If your employer is supporting your membership, you owe it to him/her to get a full return on the investment. Your employer will see the difference when you're active and involved.
7. Even the same seminar topic or chapter committee project will be "new" when presented with another viewpoint or while working with a different team. Also, you may be primed for a new epiphany because of your new life experiences or enhanced receptivity.
8. If the chapter event or meeting is not fun or beneficial, why is your chapter doing it anyway? Voice your concerns and give good suggestions before the chapter is committed to a course of action. Create, don't just critique.

*Article taken from San Jose Chapter
November 2011 newsletter*

Welcome!

Our chapter has two new members!

Amy Shell

Administrative Support Specialist

Division of Student Affairs

Kelly Shelton

Administrative Specialist II

Division of Student Affairs

Both were recruited by Marilyn Smith

Word Of The Month

foment

Meaning: to promote the growth or development of: incite, rouse

Example: He has been accused of *fomenting* violence, but he denies the claim and insists that he and his followers will only engage in peaceful means of protest.

Officer Spotlight: What Exactly Does The Chapter Treasurer Do?

By Sandy Hancock, CAP



The position of Treasurer is a highly important office for a number of reasons. Foremost being without a Treasurer, there can be no Chapter. The offices of President and Treasurer are the two required offices mandated by International. There is a lot of responsibility involved with keeping up with deadlines and the International's Treasurer's e-group is a vital resource as well as the Chapter's bylaws and standing rules.

The responsibilities of the Treasurer include but are not limited to:

- Responsible for all funds of the Chapter and records of its financial affairs
- File Form 990N with the IRS
- Prepare and distribute monthly and quarterly financial statements to the Board
- Check the Chapter's Post Office Box located in the Arkansas Union frequently
- Reconcile bank statements on a monthly basis
- Keep track of Chapter of Excellence when it concerns the duties of Office of Treasurer to ensure that criteria is being met
- Timely reimbursements for allowable expenditures of members with proper documentation

The responsibilities of Treasurer have grown a lot over the years from when I was first a Treasurer in the Northwest Arkansas Chapter. It seems as time passes so does the tightening of regulations and the increase of requirements. I have enjoyed being Treasurer all those years ago and I still do. If you are interested in holding the Office of Treasurer, I would recommend that you go for it. There is no time like the present especially since the Chapter has a mentoring program and several members willing to pass on their experience to assist you in learning the position. Remember, what you put into the Chapter is what you will get out of it!

Mark Your Calendar

Administrative Professionals Conference

Wednesday, April 25, 2012

Holiday Inn, Springdale

Registration and program information coming soon.

A great opportunity to get involved and network! Interested in volunteering or helping to organize or work the event? Contact Debbie Blume, CAP-OM at

575-6476 or dblume@uark.edu

**INTERNATIONAL
AND DIVISION
EVENTS**

IAAP Spring Conference

March 4—7, 2012
Las Vegas, NV

***Arkansas-Oklahoma Division
Annual Meeting***

June 8—10, 2012
Little Rock, AR

International Educational Forums

2012: Grapevine, TX

July 22—25
Gaylord Texan Resort

2013: Anaheim, CA

July 28—31
Anaheim Convention Center

2014: Milwaukee, WI

July 27—30
Milwaukee Convention Center



Theme for 2011-2012.



Tamra Goodall, CAP/CAP-OM
IAAP International President

Visit the International website at:
<http://community.iaap-hq.org>

Visit the A-O Division website at:
<http://www.iaap-ao.org>

Calendar of Meetings

BOARD MEETINGS

DATE	TIME
February 1	11:30 a.m.
March 7	11:30 a.m.
April 4	11:30 a.m.
May 2	11:30 a.m.
June 6	11:30 a.m.

Board Meeting Location:
Janelle Y. Hembree Alumni
House, Rutledge Conference
Room

CHAPTER MEETINGS

DATE	TIME	TOPIC	LOCATION
1/24	11:30 a.m.	Resume Building	ERC
2/28	11:30 a.m.	Data Sharing/Google Docs	TBA
3/27	5:30 p.m.	Microsoft Access	TBA
4/17	11:30 a.m.	Leadership	TBA
5/22	11:30 a.m.	Tips, Tricks & Shortcuts	TBA
6/26	5:30 p.m.	Annual Meeting	Alumni House

Chapter Meeting Location: ENRC—Engineering Research Center,
700 Research Center Blvd.—AT&T Room
Unless otherwise noted