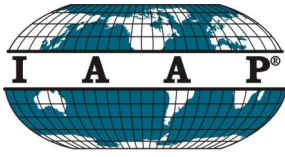


**Hallmark**

**The Connection**



International Association of  
Administrative Professionals®

IAAP's purpose is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.

**How to Make Wise Career Choices!**

... By CAREERREALISM-Approved Expert, Chrissy Scivicque



Life is full of choices. Some require little thought or

reflection—like the choice of what to eat for dinner— while others demand rigorous deliberation. When it comes to your career, you've likely already made several difficult choices in the past and will undoubtedly face many more.

There is a natural give and take in every decision. Usually, whenever something is gained, something else is lost. In order to make wise choices, you must weigh the risks against the potential rewards. You must make predictions and assumptions and, at times, great leaps of faith. Choices are rarely ever black and white, all good or all bad, clearly right or clearly wrong. They are complicated and multi-dimensional; prisms through which no two people will see the same world.

As with most things in life, putting in the effort on the front end is the best way to reduce the potential for disappointing results on the back end. There is no guarantee, of course. Even the most thoughtful decisions have been known to backfire. A choice is, most often, nothing more than a best guess—a hopeful step in a new direction.

So, when facing a career choice, whether big or small, how can you make sure you're approaching the situation with the appropriate level of consideration? How can you ensure your "guess" is truly the best you can

do? Below, I've outlined a few points to remember in your decision-making process.

**Choices reflect values.**

Your life is the result of your choices. Every choice shapes your reality and is a reflection of who you are, what you value and what you want. Making choices that conflict with your underlying values will inevitably lead to restlessness and dissatisfaction. If you aren't happy with the choices you've made in the past, evaluate your values and what motivated your decision. More than likely, there was a disconnect.

**Emotions influence choices.**

Recognize the role emotions play in your decision-making process. Though it's unrealistic—and unhealthy—to suppress emotions completely, it's helpful to understand how they influence your behaviors. Look for the messages beneath the emotions; let your heart and your head work together to find the best solutions.

**Don't rush yourself.**

Anxiety and urgency almost always have a negative impact on decision-making. Don't let a ticking clock push you into a choice you haven't properly evaluated. Sure, you likely don't have an infinite amount of time with which to work, but avoid placing unnecessary deadlines on yourself. Be thorough and balance your desire for a quick resolution with your need for a well thought-out decision-making process.

**NOT making a choice is still a**

**choice.**

You can't simply ignore a decision has to be made and expect it to go away. Choosing not to choose is an abdication of power but it's still a choice in its own special way. It's the choice to observe rather than participate, which isn't necessarily a bad thing. There are times when you're better off simply letting a situation run its course without attempting to steer it in any direction. Sit back, allow events to unfold, and let the path form naturally.

**Refuse "either/or" dilemmas.**

There are always more options. When you trap yourself in [limited thinking](#), you fail to see the real opportunities. Don't place artificial restrictions on yourself or the possibilities the world has to offer. When you face an "either/or" dilemma, look for the grey space in between. This isn't an empty void; it's a deep and endless well of potential.

**Build trust.**

Trust in yourself, trust in others, trust in the Universe. Have a little faith that everything will work out well, whether or not the future looks exactly the way you had imagined it. Remember that change is constant and you have the resources to manage whatever comes along. Your choices have consequences that shape your reality; you always have the opportunity to make different choices in the future and create a new reality for yourself.

Remember that a well thought-out choice is never wrong, no matter what happens. It might be tempting to blame

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**W**hat's in it for you?

IAAP has a mission statement; do you know what it is? "Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development." What does that mean to you? For some it

means furthering their career. For others it means continued education. Yet for some it is for social networking. No matter the reason that you are a part of the organization, you should somehow be "involved", or "engaged" in the group.

So how do you get involved? One way is by participation. We are so busy these days, that a break in the day is a welcome breather.

Another way is to be part of the process. Many members of IAAP choose to chair or co-chair a committee. This gets them in the middle of all the excitement of that task.

A third way to get involved is to attend chapter meetings and educa-

tion forums. Almost every chapter meeting that Hallmark presents is educational. And the education/certification committee offers several learning experiences throughout the year.

Now that we are members of the Hallmark Chapter of IAAP, what will you do to be engaged? I hope you join a committee, or come to at least half of the chapter meetings each year. You really will learn some great things and be entertained as well.

I also hope that you take the initiative to get out of it what you intended to. If you aren't, then talk to the other members, talk to your presi-

dent, and let them know what will make you WANT to be a bigger part of our organization. We really do want everyone to be happy, successful leaders. Take a leap to be all that you can be! See you next meeting!

*Jann*



**Jann Grimm**  
2010-11 President

## It's All About the Choices You Make ... and the Actions You Take

... Information From an Internet Search for "Choices"

*"Always do your best. What you plant now, you will harvest later."*  
~ Og Mandino

The Simple Premise upon which all our products and services are built.

There are 10 key CHOICES you make each day that either move you towards success, or hold you back from it.

These CHOICES cause a never-ending flood of Positives and Negatives to flow into your performance.

If you could actually SEE your performance Negatives—you would eliminate them.

If you knew what your Negatives were COSTING you—personally and professionally—you would eliminate them .

These Negatives ROB you of the results you want and the success you deserve.

Permit them to remain, and you will



struggle with FAILED expectations for the rest of your life.

Choose to eliminate them, and you will become successful beyond your WILDEST dreams.

**Choose Wisely.**

After years of research into why some people struggle—where others succeed brilliantly—we found that people who intentionally choose EXCELLENCE over MEDIOCRITY are quite different from people who simply REACT to events of the day.

The key difference? A slightly different mindset—one embodied in the following quote by Buck Rodgers of IBM.

*"There are countless ways of attaining greatness. But any road to reaching one's maximum potential must be built on a bedrock of respect for the individual, a commitment to excellence, and a rejection of mediocrity."* -- Buck Rodgers

The idea espoused in Rodgers' quote is quite literally, life-changing. If you INTENTIONALLY pursue excellence throughout the day—rather than PERMITTING mediocrity to grab hold and take its toll—you will remain on the road to success.

You must actively REJECT MEDIOCRITY.

If you do not ACTIVELY REJECT mediocrity, you are unwittingly choosing it over excellence—and will be traveling down a road littered with broken dreams and failed expectations. Put simply, you are unwittingly choosing Mediocrity over Excellence.

Here are the 10 choices you must make each day, each hour, even each minute, to GUARANTEE that

you are on the road to GREATNESS... rather than heading down the road to MEDIOCRITY:

1. Choose to be **ENERGETIC**—instead of permitting yourself to become run-down and burned-out.
2. Choose to be **PASSIONATE**—instead of permitting yourself to become aimless, apathetic and indifferent.
3. Choose to be **ENTHUSIASTIC**—instead of permitting yourself to become half-hearted and discouraged.
4. Choose to be **SELF-DIRECTED**—instead of permitting yourself to become directionless and uncertain.
5. Choose to be **PREPARED**—instead of permitting yourself to become shortsighted and reactive.
6. Choose to be **FOCUSED**—instead of permitting yourself to become scattered and impulsive.
7. Choose to be **SUPPORTIVE** --

(Cont'd. on Pg. 3)

## Laugh Out Loud

Have you ever had this joke played on you? Picture yourself going home after a long day at work, walking into the kitchen to prepare a meal, and washing your hands at the kitchen sink. Suddenly the water is spraying right at you from the sprayer that has a rubber band around it, drenching your clothes! This happened to me not once, but two years in a row! Ugh! My daughter had a lot of fun with that one, and I couldn't believe I was so unobservant! Ha! The joke was on me...literally!

One of the most well-known days for having some laughs and playing tricks on people is April Fools' Day. If you want to play a joke on a co-worker, just make sure it's good-

natured and that it will be appreciated.

We've all heard the phrase, "Laughter is the best medicine." Having something to laugh about can help you cope with stress. Most of you are aware that I spent a week in the hospital right before Christmas due to a stroke—talk about stress! It was hard to find any humor with my situation in the hospital, so I had to be creative and find things to laugh about.

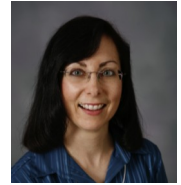
When I went to ICU, the doctor ordered yet another test, so I had to be moved from my bed to a gurney, then onto another bed for the test. When I was moved back to the gurney, they said, "I'll bet you feel

tossed around today." I responded, "Yes, I do—kind of like a tossed salad, but I need more dressing!" I'm sure you can relate to the drafty gowns they make you wear in the hospital!

Here's an idea for you to have fun at work on your lunch hour. We have a lot of laughs at our IAAP Fun Team events, and we get to know each other better. Glenda Pittman and I are the Fun Team coordinators, and we have planned a few events over this past year. Many of you danced to the "Hokey Pokey" and even learned a new version of Twister! The goal is to help everyone de-stress by having fun together and by finding things to laugh about.

... by Julie Crandall

One activity we sponsor is an IAAP Professional Pal program, where you have a secret pal for a year starting in July. It's a fun way to give and get surprises through the year. Then there is a breakfast in June to reveal your Professional Pal. By the way, each Fun Team event has goodies and door prizes—please plan to join us!



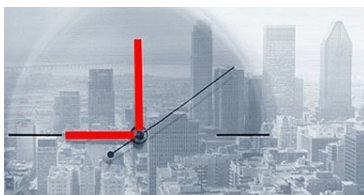
Look for ways to be creative in adding fun and laughter to your life, both at work and in your personal life. If people catch you smiling, they will wonder what you're up to! Go ahead—laugh out loud!

## It's All About the Choices You Make

### ... and the Actions You Take ... Cont'd. from Pg. 2

instead of permitting yourself to become critical and judgmental.

8. Choose to be **SYSTEMATIC**—instead of permitting yourself to become haphazard and disorganized.
9. Choose to be **TIMELY**—instead of permitting yourself to become distracted and preoccupied.
10. Choose to be **PROACTIVE**—instead of permitting yourself to become procrastinating and hesitant.



With the right tools, you can learn to make these clear choices consistently and automatically. No

question, it comes down to identifying exactly what's holding you back from being Energetic, Passionate, Focused, etc.—and **ELIMINATING** the root-cause—by choosing to take smarter **ACTIONS**.

There Is Always a Clear Choice Between Two Polar Opposites... The difference between living a life of **EXCELLENCE** vs. **MEDIOCRITY** is:

**Intentional Excellence:** Seeing a Negative in your performance and taking a **POSITIVE ACTION** to eliminate it. Intentionally. Immediately.

**Intentional Mediocrity:** Seeing a Negative in your performance and **DOING NOTHING**.

At every point in Time, you make this choice.

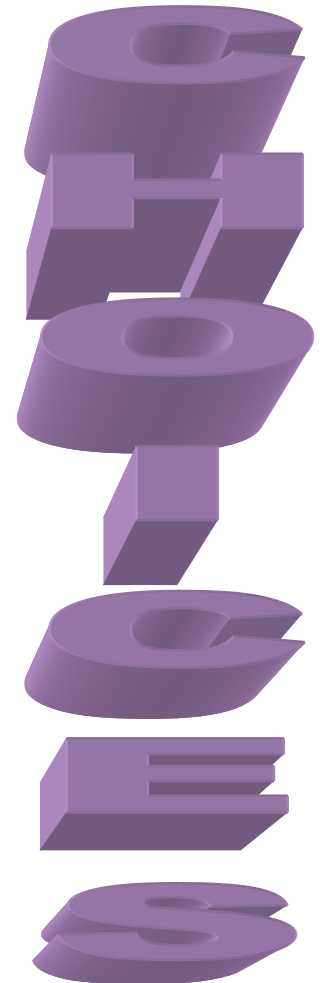
Choose Excellence. Otherwise,

Mediocrity just shows up in its place.

It's not surprising that we believe the best way to **CONSISTENTLY** produce far greater **RESULTS** over **TIME**... is to choose **EXCELLENCE** over **MEDIOCRITY**—far more frequently. We believe it comes down to this...

*"If you want to achieve excellence, you can get there today. As of this second, quit doing less-than-excellent work."*

~ Thomas J. Watson, Founder & Past Chairman, IBM



# 22 Ways to Become Spectacularly Inspirational

... by Robin Sharma, author of the #1 bestseller *"The Leader Who Had No Title"*



*Would you like to be able to inspire the people you work with?*

1. Do important work vs. merely offering opinions.
2. Lift people up vs. tear others down.
3. Use the words of leadership vs. the language of victimhood.
4. Don't worry about getting the credit for getting things done.
5. Become part of the solution rather than part of the problem.
6. Take your health to a level called superfit.
7. Commit to mastery of your craft instead of accepting mediocrity in your work.
8. Associate with people whose lives you want to be living.
9. Study for an hour a day. Double your learning and you'll triple your success.
10. Run your own race. *"No one can possibly achieve real and lasting success by being a conformist."* wrote billionaire J. Paul Getty.
11. Do something small yet scary every single day.
12. Lead Without a Title.
13. Focus on people's strengths vs. obsessing around their weaknesses.
14. Remember that potential unused turns into pain. So dedicate yourself to expressing your best.
15. Smile more.
16. Listen more.
17. Read the autobiography of Nelson Mandela.
18. Reflect on the words of Eleanor Roosevelt who said, *"Great minds discuss ideas; average minds discuss events; small minds discuss people."*
19. Persist longer than the critics suggest you should.
20. Say "please" and "thank you."
21. Love your loved ones.
22. Do work that matters.

## March is RTF Month!



### The Southwest District Challenge ... in recognition of the focus on the RTF (Retirement Trust Foundation) during the month of March.

The Southwest District has put out a challenge for our members this month. In order to help the RTF reach their goal this year, each IAAP member would need to donate \$3.50. If the Missouri Division gets all their members to donate that much (or more), they would be eligible to receive an award during the District Caucus at the Education Forum & Annual Meeting (EFAM) this July in Montreal. Monies are due to IAAP Headquarters by March 31 to qualify for this challenge.



Your Hallmark Chapter Board of Directors voted earlier this month to make a contribution to the RTF in the name of each of our members. We will donate \$3.50 for each member on our roster as of February 28, 2011. To help Missouri Division with the challenge, we are also encouraging each member to consider making an additional donation.

#### How to Donate

- Participate in your chapter's RTF fundraising projects (when offered).
- Participate in your division's RTF fundraising projects.
- Send your donation to the controller at IAAP Headquarters, accompanied by the proper donation form (download from the RTF website).
- Donate online using a credit card. Click on the *Donate* tab and select *Contribute online*. It's as easy as that!

Chapters and divisions are recognized at the International Education Forum and Annual Meeting based on total contributions made during the year. The deadline for these contributions is June 30, or the last working day of June, if June 30 is on a weekend. For more information about the Retirement Trust Foundation please visit the RTF website at [www.iaap-rtf.org](http://www.iaap-rtf.org). The RTF appreciates your generosity.

## Wise Career Choices

... Cont'd. from Pg. 1

yourself when things don't turn out the way you had anticipated, but this accomplishes nothing. Don't dwell in regret. Simply accept the lesson and

move on. Take what you've learned with you and use it the next time you face a difficult choice in your career or elsewhere in life.



"Tick - Tick - Tick"

Time is your best friend or biggest enemy. It takes time to do anything, and time can do anything. That may sound like semantics, but it's not. Little things repeated over long periods of time create massive achievements.

# Are you suffering from *Same-old-i-tis*? These 8 treatments can help

By Tom Terez, BuildaBetterWorkplace.com

## -noun **Pathology**

Acute or chronic inflammation of apathy and disengagement; caused by the repetition of unchanging work tasks, work activities, and workplace conversations; easily transmitted among co-workers

*Symptoms:* fatigue, boredom, extreme clock-watching, frequent dreaming of vacation destinations



The term might be new, but the condition has existed ever since people first teamed up to do work. It afflicts

nearly every workplace to some degree. Even a low-grade case will cause high-grade misery over time, and *same-old-i-tis* can be lethal for organizations that operate in fast-changing fields and industries.

Currently, there is no pill or injection that can prevent or cure *same-old-i-tis*. But there are eight available treatments, to be used separately or in combination. They make use of three ingredients that are abundant yet rarely used in organizations: questions, exploration, and discovery.

All of these "treatments" can be self-administered. One approach is to

gather one or two co-workers or your entire team. Select one of the eight categories below, and use the questions to seed the conversation. If you have regular meetings, perhaps that would be the right time. Otherwise, you might need to carve out some time elsewhere.

There are no right or wrong answers to the following questions, and you don't need a long conversation. Even 15 minutes of dialogue will get people thinking -- and that alone can have a positive impact on *same-old-i-tis*. Just be sure this an ongoing conversation that leads to action. Another approach is to use the following prompts on your own. You are your own first and foremost leader, right? You can get started right now. (It's YOUR choice!)

## **Engaging your mind**

When was the last time you got so caught up in interesting work that you lost track of time? What were you doing? What was it -- about the work itself, how you were going about it, its connection to a greater good -- that made this such an engaging activity?

## **Seeing results**

When you want to see the results of your work, what do you look at? How do you know that your effort is having a positive impact? If you could wave a wand and instantly create a more meaningful system for tracking results, what would it look like?

## **Tackling problems**

What is your biggest challenge at work? What makes it so tough to address, and what is the great opportunity that lies within? How would you go about pursuing this opportunity if you had none of the workplace barriers that seem to exist? What creative approaches might make the difference?

## **Serving customers**

When your customers talk about your organization behind your back, what do you think they say? Who has the highest praise, who is most critical... and why? What are they really saying? If you were in your customers' shoes commenting on the work you do for them, what would you say?

## **Achieving unity and diversity**

What gets greater emphasis in your workplace, unity or diversity? If it's unity, does the pursuit of oneness prompt people to downplay their differences? If it's diversity, does the workplace ever feel like a loose collection of conflicting styles and agendas? How can unity and diversity gain strength from each other? What can be done to achieve both of these workplace imperatives in maximum measure?

## **Giving and getting respect**

Johann von Goethe said, "The way you see people is the way you treat

them, and the way you treat them is what they become." How does this play out in your workplace? What could be done right now to make respect one of the workplace's greatest strengths?

## **Acknowledging the elephant**

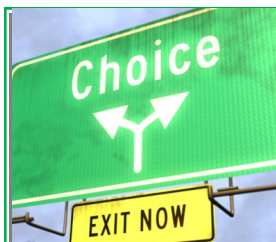
Is there an elephant in your workplace -- a big problem or concern that no one ever talks about? Something that's known to all and in desperate need of dialogue? If so, why is the elephant so unacknowledged? What are the risks of talking about it? What are the potential benefits?

## **Empowering yourself**

"If I had just a bit more authority at work, I would \_\_\_\_." Fill in the blank with several actions you'd like to take right now to be more effective in your job. Then explore why you can't.

What's holding you back? What is the one action you can get started on right now?

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•contact@TomTerez.com•



## **Choose Your Path**

It's all about choices. As you choose the things you do, you are choosing the direction that your life will go in. A little exercising on a regular basis will give you a fit body on a permanent basis. Eating good food every day will keep you healthy all day, every day. And yes, working fits in there as well. Good work habits will bring about a rich and rewarding career, regardless of the field you are in.

## Save the Date ... Upcoming IAAP Events



Mark your calendar

for these upcoming IAAP events.  
Visit the events section  
of the IAAP website ([www.iaap-hq.org](http://www.iaap-hq.org))  
or Missouri Division website  
([www.iaap-mo-div.org](http://www.iaap-mo-div.org))  
for more information.

## Hallmark Chapter hosts 2011 APW Event!



HALLMARK CHAPTER IAAP  
is proud to host the

### 2011 Administrative Professionals Week Seminar

Please join us on  
*Tuesday, April 19, 2011*

at the  
*Webster House*

1644 Wyandotte  
Kansas City, MO

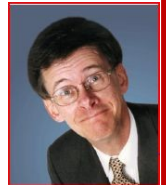


Enjoy the day at Webster House with two great speakers,  
a fabulous lunch and time during breaks  
to enjoy their antiques and decorative accessories .

### Todd Hunt

*Communication Bleeps and  
Blunders in Business*

You said one thing;  
your boss or  
coworker heard  
something else.  
Nobody was  
wrong, but now  
everybody's confused .. And you  
have to fix it! Laugh and learn as  
Todd shares real-life examples  
from business, revealing how we  
can improve our communication  
with customers and colleagues to  
become more successful.



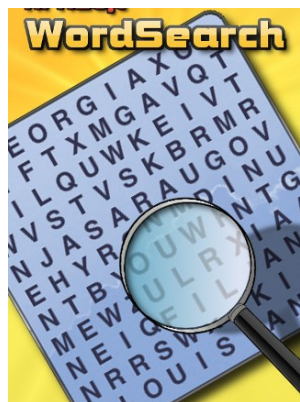
### Candy Whirley, MM

*Emotional Intelligence: Know  
'em, Manage 'em, Choose 'em*

Buckle up ... and be ready to be entertained,  
interactive, energized and enter  
a new way of  
thinking!



See Page 10 for Registration form ... hurry, registration due date is April 8, 2011



## MARCH WORD SEARCH PUZZLE ... CHOICES

**Choices** is the subject of our puzzle in this month's issue of *The Connection!* Simply complete the Word Search puzzle for a chance to win a special PRIZE ... and submit your answers (by e-mail to [kenlow@hallmark.com](mailto:kenlow@hallmark.com) or by interoffice mail @ mail drop #128) to Kay Enlow, CPS/CAP, editor, no later than Friday, April 8, 2011. (Please be sure to include your name on your entry!) **Won't YOU make the CHOICE to participate in this month's puzzle???**

The winner will be drawn from all correct submissions. Only Hallmark Chapter members may participate. Good luck ... and have FUN with this month's puzzle!

- Kay Enlow, CPS/CAP, Editor

I E T A B E I C J R U P E N C  
 N W S C P H V H H D K N N D I  
 F K U T K J F I O O T Z P T T  
 L R R I D R L X T H I D O E A  
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 EXCELLENCE  
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 INFLUENCE  
 LAUGHTER  
 MEDIOCRITY  
 PASSIONATE  
 PREPARED  
 PROACTIVE  
 SUPPORTIVE  
 SYSTEMATIC  
 TIMELY  
 TRUST  
 VALUES

**CONGRATULATIONS**  
 Newsletter Puzzle WINNER

**KRISTI DePEE**  
 February Issue

Congratulations to Kristi DePee, WINNER of our  
 February Word Search puzzle!  
 Kristi will receive a Hallmark branded note pad w/calculator and pen!

# 7 Tips on How to Make Choices

... by Olga Hermans (located through an Internet Search for Choices)

**1. Realize That You Have a Free Will.** Many times people think that circumstances determine the direction of their life. But, how we respond to those circumstances has a much greater impact and what sets us up for the good or for the bad.

One thing that is given to all of us is a free will; we have to exercise that aspect of our life. If we don't, impulses take over and fear and anxiety will develop our habits and habits develop our character and character develops our destiny. We can choose to act in a different way or at least learn to act differently and make choice toward life, love, peace and filled with joy.



**2. Realize That It Is You Who Has To Take Action** Make a decision and connect with that decision as much as possible. You can do that by writing things down. And then the most important part is to choose to take action. Not taking action is also a choice. You don't have to do anything. Every action or no-action has consequences. Exercising our will gives us the power and the freedom to choose where we are in life and what we will do. That is when life changes from an obligation to a blessed opportunity.

**3. Realize That You Can Take The Path of Life.** When we are influenced by outside forces, we might make the decision to give in and take the path of least resistance. If we go for immediate gratification we usually end up in a mediocre conditions and we feel less fulfilled than that we had hoped for. Every choice that we make leads us either away from our destiny or right into our destiny where we will experience life to the fullest.

**4. Realize That Your Commitment is Very Important.** Unless you realize you have the power to say no, you can never really say yes. To your

relationships. To your work. To your life. To anything. Only when you have sufficient self-worth to choose whether to end something of value to you can you fully commit to it. Be passionate about your decision because then you "want to" act out of desire and then you can fully commit to your decision.

**5. Realize that your choices affect the world around you.** So, look further. Your family will be influenced by big choices and sometimes also smaller choices. Take that in consideration. Remember: good choices will bring good things and bad choices will bring not such a good things.

**6. Realize that when you make choices for others you have to be careful.** Your intention can be good, but assuming too much responsibility for others deprives them of the lessons that arise from the choices they have made. People like your input, but nobody wants their life to be ruled by others. Remember, we have been given a free will.

**7. When you finally realize that you have the power to change your directions in any moment,** you might see attractive alternatives to a lot of situations in your life. Maybe there are many areas in your life that you want to be changed and want to make a lot of choices all at once. You may feel tempted to change your relationship, your career, or any area of your life that feels difficult or frustrating. The best choice can be in this situation to take responsibility for where you are right now and participating fully and intentionally.

## QUOTES ON CHOICE(S)

*"While we are free to choose our actions, we are not free to choose the consequences of our actions."* -Stephen R. Covey

*"In the long run, we shape our lives, and we shape ourselves. The process never ends until we die. And the choices we make are ultimately our own responsibility."* -Eleanor Roosevelt

*"A happy person is not a person in a certain set of circumstances, but rather a person with a certain set of attitudes."* -Hugh Downs

*"It's not who you are that holds you back, it's who you think you're not."* -Unknown

*"Whether you think you can or think you can't, you are right. I discovered I always have choices and sometimes it's only a choice of attitude. If you limit your choices only to what seems possible or reasonable, you disconnect yourself from what you truly want, and all that is left is compromise."* -Henry Ford

*"Destiny is no matter of chance. It is a matter of choice: It is not a thing to be waited for, it is a thing to be achieved."* Williams Jennings Bryan

*"The strongest principle of growth lies in the human choice."* -George Eliot

*"There's always someone to put you down no matter what you do. So ultimately you have to base your choices on your own experiences and beliefs as on the deep feeling and inner needs which influence each person's belief."* -Unknown

**2010-2011 Hallmark Chapter Board of Directors**

President	Jann Grimm
Vice President	Evelyn Hamilton
Secretary	Charlene Gill
Treasurer	Thelma Hickert
APW Committee*	Evelyn Hamilton, Co-Chair Evelyn Mayor, Co-Chair
Bylaws & Standing Rules	Connie Cleveland, Co-Chair Kathy Doty, Co-Chair
Certification & Education	Donna Baker, CPS/CAP, Co-Chair Kathy Kipping, CPS/CAP, Co-Chair
Community Service	Michelle Edwards, Co-Chair Sharon McLaughlin, Co-Chair
Finance/Budget	Nickole Cory, Co-Chair Becky Long, Co-Chair
Installation of Officers*	Kitty Barton, Chair
Joint APW Event Liaison*	Charlene Gill
Meeting Arrangements/ Greeters	Maria Villa, Chair
Membership	Charlene Gill, Co-Chair Thelma Hickert, Co-Chair
Mentoring*	Angie Freund, Chair
Committee on Nominations	Kathy Kipping, CPS/CAP, Chair
Parliamentary Advisor	Eujetta Little
Publication / Newsletter	Kay Enlow, CPS/CAP
Scholarship*	Chair needed
Scrapbook	Angela Nelson, Chair
Ways & Means	
Boss's Day Breakfast	Kathy Doty, Chair
Nut/Treat Sale	Cecily Cannon, Chair
Website	Kathy Oskison, CPS/CAP, Chair

\*Denotes Ad Hoc Committee

**Hallmark Chapter's Vision**

*We are an organization of administrative professionals that value diversity by providing career development, education, and networking opportunities to help our members achieve personal and professional growth.*

*We have earned the support, recognition and respect of Hallmark management regarding the importance of our positions in helping the corporation achieve its goals.*

**The Hallmark Chapter of IAAP was chartered in October 1990, and is in the Missouri Division and the Southwest District of this professional association.**

**Members acquire additional organization and leadership skills by participating in IAAP committees and events at the local, division and international levels. These events foster networking, mentoring and an opportunity for exchanging ideas.**

**As a corporate chapter of IAAP, all of our members are employed by Hallmark Cards or Hallmark subsidiaries, which allows us the unique opportunity of CONNECTING with our company's goals and objectives as we enrich the lives of both our own chapter members AND those IAAP members with whom we interact.**

**Hallmark Chapter members take much pride in belonging to one of the premier corporate chapters of IAAP. Our meetings are held the second Tuesday of each month over the lunch hour—and we welcome and encourage guests at our monthly meetings.**



**2010-2011 Hallmark Chapter Programs**

**Mark your calendar NOW to attend ...**

**2010**

- Jul 13 Overview of the upcoming year / Potluck
- Aug 10 Work/Life Balance\* ... Tom VanSaghi, Ph.D./Metropolitan Community College-KC
- Sept 14 Lotus Notes Training ... John Wright/IT
- Oct 12 Powerful Non-Defensive Communication ... Jason Brensda
- Nov 9 Change Your View of "Change" ... Jody Cross/Logically Speaking
- Dec 14 Team Building/Purse Auction ... Donna Baker, CPS/CAP

**2011**

- Jan 11 Number Skills ... Mary Madick, CPS/CAP/MO Division President-Elect
- Feb 8 Empowering Others ... Lynn Richards/JoCo Comm College

**2011 (Cont'd.)**

- Mar 8 Woodstone Principles ... Luke McGlynn, HR Director SCBE & Corporate Support
- Apr 12 Leadership Development ... Ruth Randall/Johnson County Community College
- May 10 Election of Officers and Program Pending
- Jun 14 Installation of Officers



Hallmark Chapter earned the distinguished "CHAPTER of Excellence" recognition for the 2009-10 IAAP year. For more information on the program, visit <http://pathways.iaap-hq.org/IAAPHQ/Pathways/ChapterofExcellence/Default.aspx>

Hallmark Chapter members earning the "MEMBER of Excellence" recognition for 2009-2010 include ... Charlene Gill .. Kathy Kipping, CPS/CAP .. Kay Enlow, CPS/CAP ... and Thelma Hickert



## Hallmark Chapter hosts 2011 APW Event! (See page 6 for Seminar details)

**Don't delay - register today!**

**Registration and money due by April 8, 2010**

- Hallmark Chapter IAAP member rate \$65.00
- Non-member rate \$70.00
- MAKE ME A MEMBER TODAY! \$172.00 (Includes Seminar and IAAP Hallmark Chapter membership)\*

Name: \_\_\_\_\_ CPS/CAP \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Mail Drop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Approval for recertification points has been requested*

\*For new members only. This represents a \$25.00 savings off seminar and regular membership fees.

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Make check payable to Hallmark Chapter IAAP. Be sure to use Vendor # 714868 if requesting payment through SAP e-pay and mark your request for "pick up" so you get the check. Then send registration form with payment via interoffice mail to: Glenda Pittman, MD #324,. Sorry, we are not able to accept credit card payments.