



November/December 2008

Volume 1, Issue 2

**Karen Blankenship
Editor**

Indiana Division Communication

From the president's corner...

It's hard to believe that the year is almost over and we will soon celebrate the beginning of 2009. Of course we still have Christmas to look forward to. The past few months have been busy ones for the Indiana Division Board members. We have all enjoyed making our chapter visits sharing with you the 7 Measures of Success and the excitement of the new Pathways to Excellence program. To all chapters, thank you for your hospitality. I hope all of you have signed your Member of Excellence commitment form, and as a chapter, your Chapter of Excellence form. Your division board members are already well on our way to becoming the Division of Excellence for 2008-09.



Again this year we held our Indiana Professional Educational Conference. The event was held at Ivy Tech Community College in Fort Wayne. The morning speaker was Jennifer Bosk, the Director of Alumni Relations from IUPUI, who spoke on Motivational Language...What's Yours? She shared with us how to determine what motivates people in their professional and personal lives. After a wonderful lunch provided by the Panera Bread Company, we continued the day with Sarah Geist. Sarah is President of Summit Computer Training Services; she shared many tips and tricks in using Word and Excel and answered questions about Office 2007. It was a very informative session and all those attending left knowing something new. We had a total of 39 attendees; 13 of those attendees were students from Ivy Tech East Central Chapter. A big thank you goes to Kim Fuhrmann who did a wonderful job of coordinating the event. For those who attended, please share your experience with others and encourage them to attend next year. The comments we received from attendees were very positive. To everyone involved in putting on this conference, I extend a huge thank you.

The first planning meeting for IDAM 2009 was held at the Swan Lake Resort in Plymouth, Indiana, on October 18. The chairs of the meeting, Lisa Holderman, Dawn Keyler, and Jenny Knoebel CPS/CAP, along with Teresa Walters CAP, led the meeting which included representatives from each chapter. The ideas brought forth for the weekend events were phenomenal as was the enthusiasm. You won't want to miss a minute of this exciting weekend; please make plans now to attend the Indiana Division Annual Meeting, May 15-17, 2009. More information regarding registration will be posted on the website and in the next board letter.

In closing, I want to express my appreciation to my fellow board members, chapter presidents, and the Indiana Division committee chairs for their support of IAAP and the Indiana Division. Together, we will make this a year of Excellence in Action. I wish you all a great holiday season and a happy new year.

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Please take special note of the following:

- Avery Denison Achievement Awards—page 6
- Joan Burge event on February 17, 2009; see page 6
- Nomination forms due February 27, 2009!



2008-2009 Indiana Division Committees and Committee Chairpersons

Committee/Chapter	Committee Chair	
Audit - Lafayette	Gail R. Arthur 534 North Diener Road Reynolds, IN 47980	Work: 765.494.2042 Home: 219.984.5238 Fax: 765.494.2047 Email: grarthur@purdue.edu
Bylaws & Standing Rules - Athens of the Prairie	Paula Shelton 1525 Franklin Street Columbus, IN 47201	Work: 812.376.3061 Home: 812.372.9115 Fax: 812.376.3157 Email: pskelton@nunncpas.com
Chronology/History (Scrapbook & History Portions) - Maple	Lauretta Schrock First State Bank of Middlebury 109 S Main Street PO Box 69 Middlebury IN 46540-0069	Work: 574.825.2166 ext. 502 Home: 574.642.3400 Email: lschrock@fsbmiddlebury.com
International Projects / Professional Development – Indy Northside	Macinea Dolby CPS – President 11423 Creekwood Cir. Indianapolis, IN 46239-9616	Work: 317-277-6170 Home: 317-894-7077 Email: mdolby@lilly.com
Membership - Tawasi	Lorri Courtney Morrison, Kattman, and Menze 119 W Wayne Street Fort Wayne IN 46802	Home: 260.486.4496 Work: 260.422.0783 Email: lcourtney@mkmdesign.com
New Chapter Builder - '500'	Norma Jean Graves CPS/CAP Woolpert, Inc. 7140 Waldemar Drive Indianapolis, IN 46268-2183	Home: 317.223.2332 Work: 317.856.3498 Fax: 317.291.5805 Email: normajeane.graves@woolpert.com
Nominations - River Bend	Mia Gutridge – President 1241 Mossy Lane Mishawaka, IN 46544	Work: 574-371-8555 Home: 574-255-6542 Email: ladym62@msn.com
Student Program - Evansville	Rhonda Schenk CPS/CAP - President Mead Johnson 3009 Hillview Mt Vernon, IN 47620	Work: 812-429-5683 Home: 812-985-2929 Email: rhonda.schenk@bms.com
Webmaster - Maple Chapter	Denise Goveia Goveia Envirocom 1025 Lucerne Drive Goshen IN 46527	Work: 574.238.2063 Home: 574.533.5940 Email: denise@goveia.com
2009 Annual Meeting	Lisa Holderman Sisters of the Holy Cross 304B Bertrand Hall-Saint Marys Notre Dame, IN 46556-5000	Work: 574.284.5725 Home: 574.273.0079 Fax: 574.284.5779 Email: lholderman@cscsisters.org
	Jenny Knoebel CPS/CAP 10825 Ravelle Road IN Manufacturers Association One American Square, Suite 2400 Indianapolis, IN 46234	PH: 317.388.8873 Cell: 317.443.4276 Email: jknoebel@imaweb.com Fax: 317.231.2320
	Dawn Keyler HNTB Corporation 111 Monument Circle Indianapolis IN 46204-5170	Work: 317.917.5225 Home: 317.821.1720 Email: dkeyler@hntb.com
Indiana Professional Education Conference	Kim Fuhrmann Ft. Wayne/Allen Cty Airport Authority Lt. Paul Baer Terminal #209 Fort Wayne, IN 46809	Work: 260.747.4146 Cell: 260.433.0571 Fax: 260.747.1762 Email: fuhrmann@fwairport.com

Committee Reports

Audit Committee

Members met briefly in October. The members will meet the week of December 15th to complete the Audit. Plans are to get the books back to Division Treasurer Virginia Wilson by the end of the year.

Membership Report

Due to updates in International's database the Statistics Report and Scoreboards will only reflect the June 30, 2008 information. They anticipate resuming these reports with the January 31, 2009 month end information. International should have been mailing the billing and rebate reports each month to chapter and division treasurers, along with the rebate checks. Is your chapter receiving them? If you have not received them, or if you have questions, please call Lorri Courtney, Indiana Division Membership Chairperson, at 260/422-0783. Or you may e-mail her at lcourtney@MKMdesign.com. If you are not receiving them I will follow-up.



New Chapter Committee

Norma Jean Graves CPS/CAP, president, has been working with Diana Goodnight, a longtime MAL regarding a chapter at IU-Kokomo. We have determined that with the 6-7 potential members who are employed there, meeting during their lunch hour, this may not be feasible. The next step is to speak to their staff council as a group to see if they would support an IAAP chapter in Kokomo in addition to their council. We may be invited to attend a council meeting to be held later in December or in January. In the meantime, we are attempting to identify 10+/- admins in the area who might wish to form a chapter with them, including a couple of MAL's in Marion. International has forwarded the packet of materials they send to those interested in forming a chapter, so I am prepared.

Associate membership/potential corporate chapter needs to be followed up with at Kroger. Ruby Gist presented a short program about IAAP to Simon Property Group.

Nomination Committee

Consider Serving Your Division

I know what you are thinking. The new IAAP year has basically just begun. How can you be thinking about next year already? Well, it is called succession planning. As Chair of the Nominations Committee I would like to invite you to consider running for a position on the Indiana Division Board. The four positions open for nominations are President, Vice President, Secretary and Treasurer. I would love to see two or three people running for these positions this year so our members can actually see how the voting process works at our Annual Meeting. If you haven't been to the International meeting many of you probably haven't had the opportunity to see this in action. It is quite exciting and a great experience for those running.

Below, please find the requirements for running for a position on the Division Board according to our Bylaws and Standing Rules.

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional member for at least two (2) years prior to the time of nomination and shall have served as a Chapter Officer or chairman of an International or Division committee.
- B. No officer shall hold more than one (1) Division office at a time. No more than one (1) officer shall be elected from

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the same Regular or Corporate Chapter or from the Division Membership at Large, except if any office is vacant one month prior to the date of the Indiana Division Annual Meeting, nominations may be accepted from the floor for a maximum of two (2) officers from the same Chapter or Division Membership at Large.

C. No officer shall hold office in a Regular Chapter while serving as a Division Officer.

D. A candidate for the office of President shall have served as an Officer of this Division for at least one (1) full year prior to the time of election.

Here are the descriptions for the potential positions taken from our Bylaws and Standing Rules. *This is a great opportunity for you to share your gifts with us and/or to further develop skills or areas of interest by running for one of these positions.*

A. The President shall:

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Subject to the approval of the Board of Directors, appoint all Standing and Special committees, unless otherwise specified.
3. Be a member ex officio of all committees except the Committee on Nominations.
4. Call meetings of the Board of Directors whenever such meetings are necessary and shall call a meeting upon written request of a majority of the Board of Directors.
5. Be bonded with premiums paid from Division funds.
6. Be authorized to countersign all checks with Division Treasurer.
7. If serving a second term, coordinate Leadership Conference (LC).
8. Keep the International Director of the District fully informed on all matters concerning the Division.

B. The Vice President shall:

1. In the absence of the President, serve as presiding officer at all Division meetings or at meetings of the Board of Directors.
2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
3. Be Division Coordinator for Annual Meeting and Leadership Conference, serving in this capacity as liaison between the Board of Directors and the Host Chapter and/or Committee.
4. Perform such other duties as may be assigned by the Board of Directors.

C. The Secretary shall:

1. Be responsible for the minutes of all Division and Board of Directors' meetings and for interim reports based on Board of Directors' decisions voted by mail.
2. After approval of the Annual Meeting Minutes by the Board of Directors, the first quarter issue of the Indiana Division *Board Letter* shall include notice that the Annual Meeting Minutes are available in the Members Only section of the Indiana Division website.
3. Conduct the general correspondence of the Division under the supervision of the President or the Board of Directors.
4. Give written notice of the Annual and Special Meeting as required in Article VI.

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5. Develop and distribute the *Board Letter* and other Division releases to the distribution list.
6. Distribute Annual Meeting credential forms to Chapter Presidents 60 days prior to the annual meeting.
7. Perform such other duties as may be assigned by the Board of Directors.

D. The Treasurer shall:

1. Be responsible for all funds of the Division and for the records of its financial affairs. All disbursements shall be made by check or debit card.
2. Be authorized to countersign all checks with the Division President.
3. Keep a complete and accurate record of Chapter membership and Division Members at Large within the Division.
4. Publish a financial report and balance sheet for the Division on a quarterly basis beginning at the end of the first quarter of the fiscal year at the same time the annual budget is available. The Indiana Division *Board Letter* shall include notice that these reports are available on the Members Only section of the Indiana Division website.
5. Be bonded with premiums paid from Division funds.
6. Perform such other duties as may be assigned by the Board of Directors.
7. Fiscal Year: The fiscal year shall be July 1 through June 30.

The nominations form is also included in this newsletter for your convenience and will be on our division website. Nominations should be submitted to me by **February 27th**. You can submit your scanned in signed copy to lholderman@cscsisters.org or send the original signed copy by mail to 51830 Villager Parkway, Granger, IN 46530. You will love your time on the board and grow so much personally and professionally. If you have questions or need additional information, I encourage you to contact any officer currently serving on the board or myself. Our past officers are also a great resource. I hope to hear from you soon!

Chapter Reports

Indy Northside Chapter News

Beginning in January 2009, the Indy Northside Chapter will meet monthly at a new location - The J. Everett Light Career Center. It is the career training and adult education center for North Central High School and MSD of Washington Township. We have been welcomed to use the facilities at no charge and AA's throughout the district have been encouraged to visit and learn more about IAAP and the benefits of membership. Connie Whitman CPS/CAP, Vice president, is currently in contact with the Vice-Superintendent of Academic Affairs to develop a student chapter for IT and Office Professional students at the Career Center.

Two AA's from the district attended our November meeting and have expressed their interest in joining the first of the year. One district AA is coming to our December Social and has invited others to come as well.



Items of Note



Avery Dennison will again be sponsoring the Avery Great Results Chapter and Division Achievement Awards Program for 2009. Many of you have chosen to focus on meeting programs that offer opportunities for recertification points, education, and membership development. If your chapter exhibits 'excellence' in these areas, you SHOULD apply! The Indiana Division will also be submitting an application. And don't forget that Avery will host a 'consumer seminar' for your chapter meeting. It is a great opportunity to sample their new products, and provide input on items you would like to see developed by them in the future.

Deadline submission for the applications is February 1, 2009. Applications must be received at IAAP Headquarters by February 1, 2009. Submit only one application per chapter/division. Applications can be submitted via e-mail (jjohnston@iaap-hq.org), fax (816-801-1374), postal mail (PO Box 20404, Kansas City MO 64195-0404) or overnight carrier (10502 NW Ambassador Drive, Kansas City MO 64153).

Applications and additional information can be found in the IAAP Online Community (www.iaapnet.org) under Intl. Members' Place – Division/Chapter Resources – 2009 Avery Awards Program or click below to download the appropriate application:

[Avery Great Results Chapter Achievement Award Application](#)

MARK YOUR CALENDAR FOR FEBRUARY 17, 2009!



Joan Burge is the founder and CEO of Office Dynamics, Ltd., a national leader in the creation and presentation of sophisticated learning programs and information for business professionals. Joan has more than 29 years of experience in the administrative field, training, curriculum development, speaking, entrepreneurship, and innovation. As a subject matter expert who speaks professionally, corporate trainer, consultant, and author, Joan equips business professionals to move beyond task work to higher-level functions to meet the ever-changing demands of today's workplace.

Joan will be in Indianapolis on the evening of Tuesday, February 17, and would like the opportunity to meet with Administrative Professionals, and preview her new book, 'Underneath it All'. Joan will be signing books that are purchased that evening. Complete details with the time and location will be released later this month. This event will be hosted by our Indy Northside and '500' Chapters, and will qualify for CPS/CAP recertification points

Joan relates well to all types of business professionals in a variety of industries. After working as a corporate employee for 20 years and then founding her own business in 1990, Joan understands what it is like to be on "both sides of the desk." As such, she has the unique ability to bond with and understand the needs of the management team as well as the employees' needs. She then helps turn potential talent into demonstrable competence as she inspires people to operate at their full potential.

Joan is the author of 3 books, 12 workbooks, is the editor of *Becoming an Inner Circle Assistant*, and has been published in more than 45 trade journals. She is a member of the American Society for Training & Development, the National Speakers Association, the Southern Nevada Human Resource Association, National Association of Female Executives, and the Las Vegas Chamber of Commerce.



Visit the Indiana Division Website:
www.indiana-iaap.hq.org

IAAP Vision – To inspire and equip all administrative professionals to attain excellence.

IAAP Mission – To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

The Candy Cane Story

A candymaker in Indiana wanted to make a candy that would remind people of the true meaning of Christmas; so he made the candy cane to incorporate several symbols for the birth, ministry, and death of Jesus Christ. He began with a stick of pure white, hard candy. White to symbolize the Virgin Birth and the sinless nature of Jesus, and hard to symbolize the Solid Rock, the foundation of the Church, and the firmness of the promises of God.

The candymaker then shaped his cane into the form of a "J" to represent the precious name of Jesus, who came to the earth as Savior. It could also represent the staff of the "Good Shepherd" with which He reaches down to reclaim the fallen lambs who, like sheep, have gone astray.

Thinking that the candy was somewhat plain, the candymaker stained it with red stripes. He used three small stripes to show the stripes of the scourging Jesus received. The large red stripe was for the blood shed by Christ on the cross so that we could have the promise of eternal life.





Indiana Division Member Anniversaries...

October

'500'	Terri Lambert
'500'	Brenda Simpson
'500'	Phiandra Peck
'500'	Theresa Walsh
'500'	Donna Gunn CPS/CAP
'500'	Jenny Knoebel CPS/CAP
'500'	Cheryl Croghan
Evansville	Stacy Little
Evansville	Frances Ashby CPS/CAP
Evansville	Selena Arredondo CPS/CAP
Evansville	Cindy Warren
Evansville	Shirley Poag
Indy Northside	Kelly Drexler
Lafayette	Laura McGlothlin
Lafayette	Elizabeth Bayley
Lafayette	Ruby Mroczek
Maple	Myra Christner
Maple	Evelyn Smith
Maple	Susan Vicary
Member at Large	Alicia Garrett
Member at Large	Donna Gillreath
Member at Large	Jamie Goodman
Member at Large	Misty Irvin
Member at Large	Brandy Monroe
Member at Large	Diana Sampson
Member at Large	Gloria Coons
Member at Large	Cheryl French
Member at Large	Arline Bontrager CPS
Member at Large	Lucyanne Claflin CPS
Member at Large	Phama Wickizer
River Bend	Nadine Boyd
River Bend	Gloria Rohm
Tawasi	Casindra Shoaf
Tawasi	Janet Myers
Tawasi	Patsy Storck CPS

November

'500'	Diane Heavin
'500'	Janella Malicoat
'500'	N. Jean Ferguson Bush CPS
'500'	Paula Hilken CAP
'500'	Virginia Wilson
Athens of the Prairie	Patricia Shepherd
Athens of the Prairie	Patricia Wilson
Athens of the Prairie	Valeria Truitt
Evansville	Catherine Housman
Evansville	Debra Riger CPS
Evansville	Karen Balbach
Evansville	Lisa Heuring
Evansville	Margaret Brenick CPS
Evansville	Monica Fleeger
Evansville	Susan Buttram CPS/CAP
Indy Northside	Rema Allen CPS
Indy Northside	Sue Reichert Ryan
Lafayette	Betty Henderson CPS
Lafayette	Pearl Davis
Maple	Debbie McElheny
Maple	Gretchen Neely
Maple	Roxanna Lewallen
Member at Large	Bobbie Wilcoxon CPS/CAP
Member at Large	Janine Cline
River Bend	Gwen Thomas

December

'500'	Mary Smith
'500'	Patricia Shell CPS
Evansville	Sharon Clark Lee
Indy Northside	Lauren Parker
Indy Northside	Patricia Allen
Indy Northside	Joni Burnett CPS
Lafayette	Shirley Largent
Maple	Michele Cripe
Member at Large	Julie Sinchak CAP
Member at Large	Verna Kubisiak CPS
Member at Large	Jane Thompson CPS
Member at Large	Jo Ann Hancock CPS
Member at Large	Phyllis Bostwick
Member at Large	Betty Jane Rothrock CPS

2009-2010 Nomination Form

International Association of Administrative Professionals Chapter Nomination for 2009-2010 Indiana Division Office

Office for which Candidate
is Nominated:

Candidate Name:

Mailing Address:

Telephone: Home:

Business:

Qualifications

(List in descending chronological order, continue on separate page if necessary)

Professional Experience

Present:

Previous:

Education:

IAAP Experience

International:

Division:

Chapter:

Other Affiliations

Present:

Previous:

The above named candidate is submitted by a vote of the members of the _____ Chapter at the Chapter's regular meeting on _____ (date). The candidate is qualified and has consented to serve, if elected, as outlined in Article III of the Indiana Division Bylaws and Standing Rules.

Submitted by: _____
Chapter President