

# LINDBERGH CHAPTER COMMUNIQUE

## LINDBERGH CHAPTER NEWS

- CHAPTER OF EXCELLENCE AWARDED TO THE LINDBERGH CHAPTER FOR 2010-2011. THANK YOU ANN FOR SUBMISSION OF ENTRY FORM
- FOLLOWING MEMBERS ARE MEMBERS OF EXCELLENCE FOR 2010-2011
- Ann Werner,
- Charlotte Kuhn CPS
- Patti Barton CPS
- Linda Harr CPS / CAP
- Gennie Bartelt CAP
- Julie Hoover CPS

## MEMBER OF EXCELLENCE

This year we are looking forward to our members again completing the member of excellence form. You can locate this on line at [www.iaap.-hq.org](http://www.iaap.-hq.org).

Complete the form and bring it with you to the August meeting. We will also be recognizing those members of our chapter who achieved member of excellence status for 2010-2011.

**Member of Excellence will attain a mini-**

**imum of 8 of the following 11 criteria:**

1. Be a current CPS and/or CAP holder
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article and have it published in an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars or conference
5. Hold a degree, certificate or equivalent

(a minimum of one year in length) from an accredited college or university or hold a Microsoft certification

6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).

## Meet our new officers

New officers for the Lindbergh Chapter are the following;

Charlotte Kuhn CPS  
President,

Charlene Faulkner CPS  
Vice President

Joy Ihler Recording  
Secretary

Jane Ferguson CPS/

CAP Corresponding  
Secretary

Linda Haley, CPS/CAP  
Treasurer

Committee Chairs are  
as follows

Julie Lohff Bylaws and  
Standing Rules,

Marsha Bright CPS/  
CAP Image and Public

Affairs

Debbie Goulet CPS/  
CAP Membership

Linda Harr CPS/CAP  
Nominating Commit-  
tee Chair

Patricia Ester CPS/  
CAP Retirement Trust  
Foundation

Gennie Bartelt, CAP

Webmaster

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## LINDBERGH CHAPTER COMMUNIQUE



*Are you using face book, twitter, and other social media?*

### Member of Excellence Continued

9. Attend a minimum of eight (8) chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member  
Integrate IAAP membership and involvement into annual performance plan or review.

*“Excellence required never asked for”  
Mascot Charlie*

### Avery Box Tops

We are collecting Avery Box Tops for the Lindbergh Chapter. At our August meeting we will be doing a random drawing for a school in the Lindbergh School District which will receive our labels. Please begin collecting your box tops and bring them to the monthly meetings.

### Kelly Novotny speaker for our Aug Meeting

Mark your calendars for our first meeting for 2011-2012 Chapter Year. We are featuring Kelly Novotny speaking on Workplace Conflict. Please e-mail Charlotte Kuhn at [kuhnc@sbcglobal.net](mailto:kuhnc@sbcglobal.net) if you are attending. Guests are \$23.00, members \$20.00 and if you are attending to hear the speaker only the price is \$10. Kindly give three days notice if you cannot make the meeting.

You will be charged for the meal if you have a reservation and do not attend the meeting. We are giving away candy jars, vases, IAAP pins, T-shirts, door prizes, etc. to those who attend the August meeting.

Location Spazio's Westport

Garden Room 5:30 p.m. to 8:30 p.m. If you bring a guest to the meeting your name will be entered

into a drawing for your meal to be paid by the chapter at the next month's meeting. See you all August 23, 2011.

Miche Bags will be available to purchase. Patti Barton is continuing the sale of her Miche Bags as part of our fund raising efforts.



*Always check your spelling and grammar.*

# Volume I, Issue I

## Marketing our Chapter

Do you have a Lindbergh T-shirt? Do you have casual days at the office where you work? If so wear your Lindbergh T-shirt. It's a great way to advertise the chapter. Place the candy jar with our logo on your desk and fill it with candy or desk items. Use the vase on your desk when you have fresh flowers or just want to beautify your area. Wear your membership pins. Let other employees know you belong to the Lindbergh Chapter. If you have a newsletter at your place of employment ask if you can post our meeting dates. If

you have a bulletin board ask if you can post our meeting date and speaker there. Let's build our membership.

## CAP Exam Deadline

CAP exam deadline is August 15, 2011. Please register before the 15th if you are interested in taking the exam in November 2011.

follow-up on this. It is vital in today's business world not to let your certification expire.

We will be ordering replacement pins for our members who have CPS/CAP designations once we hear from headquarters regarding the new designations for all members holding CAP and CPS. If you need to renew your certification

## E-Scrip from Schnucks

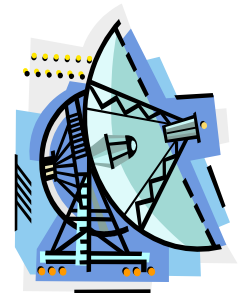
We need our members to check their E-Scrip cards. Yosette Layton found out her E-Scrip card was going to South County Chapter. She has since straightened this out. Charlotte Kuhn found out that her E-Scrip card was going to Friedens UCC Youth Group and the Lindbergh Chapter. Because I had designated two groups my reward card's earnings is being split between two organi-

zations. If you use your E-Scrip card at Schnucks there is an 800 number on the back of the card. When you call the 800 number they will tell you where your monies are going. Please do this to assure us we are receiving the E-Scrip rewards for the Lindbergh Chapter.



*Time is money. Use it wisely.*

*Reach your full potential. Register for the CAP exam by Aug. 15.*



*Electronic records and paper records have the same retention time.*

## LINDBERGH IAAP

We are on the web!  
www.iaap-lindbergh.org  
Missouri Division  
www.iaap-mo-div.org  
International

www.iaap-hq.org  
Check us out!

## BUILDING BETTER RELATIONSHIPS THROUGH MEMBERSHIP

### LINDBERGH CHAPTER'S MISSION STATEMENT

To be the recognized leader of the administrative professionals in the St. Louis area; encouraging and inspiring our members to achieve their personal best as they pursue professional development by providing resources to develop leadership skills, enhance technical expertise and promote a networking venue.

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## TRC Three Rivers Council News



*Watch how you  
write your e-mails.*

The Lindbergh Chapter is serving as coordinator of the TRC this year. TRC stands for Three Rivers Council and works toward providing excellent workshops for the following chapter members, South County, Lindbergh, St Louis and St Charles. We are looking for a member of our chapter to serve as coordinator for the TRC. The President and Vice President attend the monthly planning meetings along with the coordinator and other chapter members. Please contact Charlotte Kuhn if you are interested.