

# Lindbergh Chapter Communiqué

AUGUST 2009

WWW.IAAP-LINDBERGH.ORG

## BOARD OF DIRECTORS

### President:

Charlotte Kuhn, CPS  
charlotte.j.kuhn@monsanto.com

### President-Elect:

Ann Werner  
werner\_ann@sbcglobal.net

### Vice President:

Charlene Faulkner, CPS  
charlene.m.faulkner@monsanto.com

### Secretary:

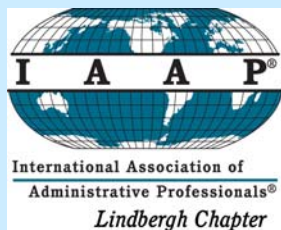
Joy Ihler  
joy.i.ihler@monsanto.com

### Treasurer:

Marilyn Moultrie, CPS  
Marilyn.Moultrie@labarge.com

### Immediate Past President:

Marsha Bright, CPS/CAP



From Your President.

2009 continues to be a challenging year for many of our members who are out looking for a job or having uncertainty in the job they currently hold. Our logo is Be a Mentor – Teamwork Promotes Success. Please keep us posted on your e-mail or address change if your job ends. It is so important to stay in contact with us. Members if you hear of jobs let us know. We can network out to those who are in need of a job and let them have a chance to apply for employment. I know as a chapter we can work each month to bring an item or two to the meeting to help those who are truly needy. Our food drive in August netted 102 food items. It doesn't have to be a great number. Currently we have 107 members. I would truly like to challenge all of you to bring at least one guest this year to a meeting. Talk to your co-workers about the benefits of IAAP and ask them to attend a meeting with you. We are all asked to grow outside the box to challenge ourselves to think about stretching out potential. IAAP does this for you by having you serve as officers, committee chairs, and members of committees. Volunteer for a committee within the chapter. Let's remember we are a chapter of wonderfully blessed administrative assistants who will truly be a mentor to help promote the success of the administrative profession.

Charlotte Kuhn  
President



## Lindbergh Chapter Mission Statement

To be the recognized leader of administrative professionals in the St. Louis area. To encourage and inspire our members to achieve their personal best, by providing resources to develop leadership skills, enhance technical expertise and promote a networking venue.



# August is National Peach Month!!

## Hospitality Greetings!

As we start our new year, we have a couple of ideas to make it faster and easier for you to check-in at our meetings:



1. Please have your cash (exact change is perfectly acceptable) or check ready when you arrive—lines tend to back up when several arrive at once and this would help all of us.

2. If you arrive after 6:00 p.m., please check-in at the hospitality dinner table (we'll be near the door and easy to find). We will be available to check you in outside the room from 5:15 p.m.-6:00 p.m. and then we plan to go inside so we don't miss any of the meeting (plus we like hot food).

3. If you're attending the meeting only, this year we plan to start business around 6:30 p.m. and wrap up the meeting by 8:30 p.m. We will have a table near the door reserved for you so you can easily find a seat if you don't come early for the networking portion of our meeting.

Finally, for those of you that are looking for volunteer opportunities to network and be more involved in the chapter, we are always in need of greeters to welcome our guests and help them connect with our members and find seats. You can let us know when you send in your reservation if you'd like to be a greeter for that month and we'll have a greeter badge ready and waiting.

Best regards from your Hospitality Committee  
Ann Hagensieker  
Linda Harr CPS/CAP  
Susan Keen  
Yosette Layton  
Phebe Thompson  
Andrea Walshauer CPS/CAP

From Your Secretary

Welcome to another chapter year! I hope you and your family had a very good summer and were able to do lots of fun stuff. If you know of any member who is ill or needs encouragement, please let me or one of the Board members know. I look forward to serving as your Secretary for another year. See you at the monthly meetings!

Joy Ihler  
Secretary

## Let's GO GREEN!



Highlighted Item for August....

flip & tumble  
[www.flipandtumble.com](http://www.flipandtumble.com)

The 24-7 reusable shopping bag!

Perfect size to keep in your purse.  
Machine washable .  
Pricing available online.



# Southern Peach Pie



## INGREDIENTS

### Crust

1 box (15oz) Pillsbury® refrigerated pie crusts, softened as directed on box

### Filling

5 1/2 to 6 cups sliced peeled peaches  
(8 to 9 medium peaches)

1 tablespoon lemon juice

1 cup sugar

1/4 cup cornstarch

1/4 teaspoon ground nutmeg

1/4 teaspoon salt

### Sauce

1/4 cup sugar

1 tablespoon cornstarch

1 bag (12oz) frozen whole raspberries or blackberries, thawed, drained and liquid reserved

1/2 teaspoon almond extract

## DIRECTIONS

Heat oven to 400°. Make pie crusts as directed on box for Two-Crust Pie using 9-inch glass pan.

In large bowl, gently mix peaches and lemon juice to coat. Gently stir in all remaining Filling ingredients. Spoon into crust-lined pan. Top with second crust, seal edges and flute. Cut slits in several places in top crust.

Bake 35 to 45 minutes or until golden brown. After 15 to 20 minutes of baking, cover edge of crust with strips of foil to prevent excessive browning. Cool at least 1 hour before serving.

Meanwhile, in 2-quart saucepan, mix 1/4 cup sugar and 1 tablespoon cornstarch. If necessary, add water to reserved raspberry liquid to measure 1/2 cup. Gradually stir liquid into sugar mixtures. Cook, stirring constantly, over medium heat until mixture boils and thickens. Gently fold in raspberries; stir in almond extract. Cool completely.

To serve, cut pie into wedges; place on individual dessert plates. Spoon sauce over pie.

www.pillsbury.com

**Remember to use your Schnucks and  
Macy's rebate cards!**

**For more information contact**

**Barb Roseman**

**[barbara.j.roseman@monsanto.com](mailto:barbara.j.roseman@monsanto.com)**



## Chapter Fundraising Efforts:

The Lindbergh Chapter has taken a new direction in fundraising this year. We have 7 wonderful scents in candles for only \$10 and the answer to getting your own pan and utensils back in "That's My Pan". Baking pans with color lids that have your name engraved in the side of the pan and a choice of design and engraved name in the lid. There are also serving utensils with your name engraved in the handle! Other personalized items are also available.

The candles, pans and utensils make wonderful gifts and it's not too early to think about Christmas! The items will be on display at each meeting so be sure to stop by the table and see them. You can contact Carla Detweiler or Debbie Bonham (314-997-0800) if you have any questions or want to place an order between meeting dates.

***Would new CPS and CAP holders like to have a permanent name badge with the IAAP logo? See***

***Marsha Bright, CPS/CAP to order.***

## Harry Klemfuss, Founder of Administrative Professional Week, Dies

*Harry F. Klemfuss, 88, a career publicist during the mid-20th century credited as the male champion who gave inspirational birth to National Secretaries Day in 1952. He died Monday, July 27, of natural causes.*

*Klemfuss, a publicist at Young & Rubicam Advertising, was assigned The Dictaphone Corporation account and quickly noticed national surveys which identified a growing shortage of secretaries in the burgeoning post-war economy. He also felt strongly the secretaries deserved a special compliment: These were the gender heirs of Rosie the Riveter and the auxiliary military women who had served valiantly in World War II and Korea.*

*Himself a veteran of the Pacific War, he convinced U.S. Secretary of Commerce Charles Sawyer of this view and registered National Secretaries Week and the Day, now Administrative Professionals Week and Day, in the national calendar. Klemfuss won the support of Mary Barrett, President of the National Secretaries Association now the International Association of Administrative Professionals, and C.K. Woodbridge, Chairman of The Dictaphone Corporation, who agreed to head the first National Secretaries Week Council.*

*Secretary Sawyer acclaimed the first National Secretaries Week and Secretaries Day in June of 1952. We thank Mr. Klemfuss for his vision in creating a day to honor office professionals, which we continue to observe each April.*



From Marsha Bright CPS/CAP, Chair, Nominating Committee

Each month we'll focus on the position description for one of the officers.

This month our feature is the Vice President.

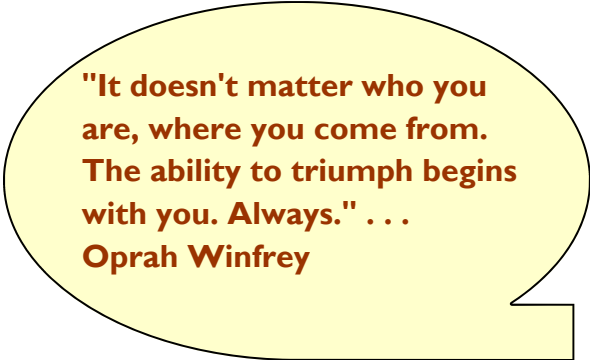
From the Lindbergh Chapter Bylaws:

The Vice President shall:

- ◆ assist the President and President-Elect in all ways.
- ◆ succeed to the office of President for the unexpired term in the event of a vacancy in the offices of President and President-Elect.
  - ◆ maintain the Lindbergh Chapter Job Bugle.

- ◆ engage the speakers for the monthly Chapter meetings.
- ◆ compile and distribute the meeting programs.
- ◆ perform such other duties as may be assigned by the President or the Board of Directors.

Be sure to attend the August Chapter meeting when Charlene Faulkner CPS, our current Vice President, will give an overview of the office.



## Saint Louis Crisis Nursery Back-to-School Drive 2009 Wish List

The St. Louis Crisis Nursery is a great organization and I know the Lindbergh Chapter will step up to the plate with donations.

The hand soap / hand sanitizer and school supplies will be delivered to the St. Louis Crisis Nursery to their administration office.

For those members who asked to make a monetary donation here is the address.  
 Saint Louis Crisis Nursery  
 11710 Administration Drive  
 Suite 18  
 St. Louis, Missouri 63146

St. Louis Crisis Nursery  
 Back-to-School Drive

- ◆ Backpacks
- ◆ Lunch Boxes
- ◆ Binders
- ◆ Markers (8 pack thin or thick)
  - ◆ Pencil Boxes / Pouches
- ◆ Scissors (children's safety & sharp)
  - ◆ Hand Sanitizer
  - ◆ Kleenex
- ◆ Children's Sneaker (all sizes)
  - ◆ Children's Socks (all sizes)
  - ◆ Children's Underwear (all sizes)
- ◆ Gift Cards (Target, Walgreens, Big Lots, etc)



## To Volunteer or Not to Volunteer, is it Really a Question?

During our brainstorming session at our July meeting, a few people were a little tentative about volunteering to participate on a committee (for a variety of reasons).

Since we were in an informal networking setting we were able to discuss concerns and ended up with 100% of the people that at-

tended committing to doing something this year to help our chapter operate.

Which leads me to why I wrote this article (okay, yes, the second reason is that it qualifies as a requirement for IAAP's Pathways to Excellence, Member of Excellence, criteria, and over-achiever that I am I want to be a Member of Excellence).

I was almost literally born a Girl Scout. I love to organize events and volunteer to help...so sometimes I have blinders and forget not everyone feels/thinks in the same way (some people have sensory cells that warn them not to over commit—sadly, my cells tend to rust easily but I'm working on that—more development).

Our chapter has members that have volunteered to lead our committees, and some of them can use some assistance (we're talking about a variety of things that will make all the difference and avoid burnout because a committee is under resourced).

For instance (hospitality plug coming) we can use greeters each month to welcome guests, people to hand out meeting materials, help with our 50/50 raffle, bring in items from various cars or help carry materials out at the end of the evening). If you're a great coach, you could volunteer to help members beef up their interviewing skills or critique their resumes (in these economic times we should all keep them current).

On top of that, even more importantly, there are benefits to you (WIIFU). When we share our time and talents, we:

- ◆ Develop our problem-solving skills and become more resourceful (that skill helps us in all areas of our lives)
- ◆ Network and make new friends (I know our new bride Heather Swan is going to be my friend—planning for that) – our networks are invaluable in times when we're looking for a job or reference – very often our relationships are what get our foot in the proverbial door.
- ◆ Develop leadership skills – when you work with a committee you very often strengthen your self-confidence by trying new things – its not like your job is on the line if things go astray – in fact, it's better to try new ideas out in a setting where not having an outcome the way you'd like doesn't mean you need to seek new employment!

Think about why you joined IAAP. What did you hope to get out of membership? Are you getting what you wanted? If not, think about what would help you to maximize your membership and then find someone in the chapter to bounce ideas off of (remember I'm a Girl Scout so feel free to contact me—unfortunately or fortunately I rarely lack for an opinion).

Make sure whatever you volunteer for is either a new skill you know you need to develop (so you're motivated when that skill has growing pains) or it is something you love doing so much you'll look forward to the time involved in that activity or project.

Everything you do in life to develop your skills benefits you both personally and professionally, so get as much out of this organization as you can. You deserve the best so expect what you deserve!

Respectfully  
Linda Harr CPS/CAP  
Lindbergh Chapter Member  
Hospitality Chair



# Help Us Celebrate and Congratulate

## Member Birthdays

### AUGUST, 2009

Judy Kobylarek	August 9
Ann Werner	August 11
Brenda Harris	August 24

## New Members

June

Mary Jacobsmeyer

## Anniversaries

### AUGUST, 2009

6 Years

Janet Anderson

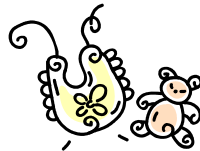
Chrystal Eckman

1 Year

Rosa McDaniels

### BABY ANNOUNCEMENT

Congratulations to Phebe Thompson on the birth of her daughter.



Mia Mae Thompson  
made her debut  
Monday, August 3, 2009  
Mom and Daughter are doing well!

If you would like to send a card:  
The Thompson Family  
37 Glastonbury Court  
Lake St. Louis, MO 63367

### WISH SOME LUCK AND- MAKE SOME PLANS...

The fall Certification Exams  
will take place  
November 6 and 7, 2009.  
The deadline to register is  
August 15, 2009.



## RECERTIFICATION

The required number of points for recertification is 90 within 5 years of attaining your CPS/CAP.

**ANYONE RECEIVING THEIR CPS/CAP DESIGNATION IN 2004 MUST RECERTIFY IN 2009!!**

## Do You have a Special Skill?

*DO YOU HAVE A SPECIAL SKILL THAT YOU WOULD LIKE TO SHARE AND TEACH OTHERS? CAN YOU BE THE ANSWER WOMAN FOR A PARTICULAR TOPIC??*

I'll go first...

Hi, I'm Teresa Walker and I use Microsoft Publisher to create the Communiqué. Although I am still learning new things each day about this software, I would gladly answer any questions you may have.

What can you create with Publisher?

- ◆ Business Cards
- ◆ Calendars
- ◆ Flyers
- ◆ Invitations
- ◆ & Obviously Newsletters

Is Publisher hard to use?

No. This software is very user friendly. Several design templates are available to jumpstart your project and you can be creative using the text boxes and clipart offered.

If you have any questions about Publisher or the Communiqué, please feel free to send me an email.

Teresa Walker  
twalker@absconsulting.com

# Schedule of Events

## August

- \* August 15, **deadline for November Certification Exam application**
- \* August 25, **chapter meeting**
- \* August 25, **school supply drive** →

## September

- \* September 22, **chapter meeting**

## October

- \* October 18-21, **Certification Conference**, Marriott Waterfront, Portland, OR
- \* October 27, **chapter meeting**

## November

- \* November 6-7, **Certification examination**
- \* November 17, **chapter meeting**



St. Louis Crisis Nursery  
Back-to-School Drive

- ◆ Backpacks
- ◆ Lunch Boxes
- ◆ Binders
- ◆ Markers (8 pack thin or thick)
- ◆ Pencil Boxes / Pouches
- ◆ Scissors (children's safety & sharp)
  - ◆ Hand Sanitizer
  - ◆ Kleenex
- ◆ Children's Sneaker (all sizes)
- ◆ Children's Socks (all sizes)
- ◆ Children's Underwear (all sizes)
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## AUGUST 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15 ★
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



## SEPTEMBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**ARE YOU CREATIVE??  
DO YOU LIKE TO PLAY WITH GRAPHICS??**

Put your talent to use and create a banner for the top of our website!!

Please submit your banner to Gennie Bartelt  
gennie.bartelt@usbank.com

**Member News**

**We want to know what's happening in your world! Were you singled out for recognition or an award at work? Did you have a special achievement in your community organization? Send news about you or your fellow members to**

**Teresa at [twalker@absconsulting.com](mailto:twalker@absconsulting.com)**

**Submissions for the newsletter need to be sent by the last working day of every month!**



**Fun & Games - James and the Giant Peach**

P S E M A J Q I F D T W K E H  
 I W E B S U M A J U I C Y O U  
 K J J Y G M R O W W O L G D I  
 N E I D U O L C N I A R I B C  
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 J O R C L A D Y B U G D L E T  
 Q A U N T S P O N G E X N T J  
 O A E A O M R O W K L I S W L

1. AUNT SPIKER
2. AUNT SPONGE
3. CENTIPEDE
4. CLOUDMEN
5. GLOWWORM
6. GRASSHOPPER
7. JAMES
8. JUICY
9. LADYBUG
10. MISS SPIDER
11. PAINT
12. PARADE
13. PEACH
14. RAIN CLOUD
15. SEAGULLS
16. SHARKS
17. SILKWORM
18. WEB