



# Lindbergh Chapter Communiqué

November 2011

## IAAP Mission Statement:

*“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”*

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## Dress for Success; Not Just for Interviews

When it comes to the topic of dressing for success, much of what we read refers to dressing for an interview. What about everyday workplace attire? The same advice can apply.

Even if the attire in an office is known to be “business casual,” an interview candidate would surely wear a suit. Why not every day? Consider dressing for the job you desire; not the one you already have. In order to be considered

professional, you should dress that way.

Here are some wardrobe –related mistakes to avoid after you’ve landed the position:

- If you have to ask yourself whether an outfit is work-appropriate, consider the possibility that it isn’t.
- Don’t wear any type of athletic wear to the office. It’s great you’re

working out after work, but change at the gym.

- Skip on the “casual day” attire. Remember, dress for the job you desire. What is upper management wearing?
- Don’t forget the iron! No matter how nice your clothes are, wrinkles, stains and lint will detract from your professional appearance.

*Adapted from “Proper Professional Attire” @ OfficeArrow.com*

## My Favorite Boss

*In honor of Bosses Day, one of our chapter members shares her thoughts about her favorite boss.*



I have been blessed to have many great bosses, from whom I have learned much. My favorite boss, mentor and friend, showed his leadership by finding the best attributes of all his team members, and continually found opportunities for each to utilize their strong competencies. In turn, this added value to the company and the bottom line. While this was beneficial to the company,

it also was beneficial to the employees as they were able to work on projects in which they were highly engaged and had opportunities to develop and grow in areas where they could naturally excel. As his team members were engaged, they produced more and were very successful; a win for all. The key to his leadership style was his ability to get to know each team member, observing where they could excel, and push them to do better every day. He had complete trust and confidence in his employees and made them feel like they were

important and made a difference, no matter what their title or level in the company. It was a joy to come to work every day for a person who appreciated and respected his team and did everything he could to make them happy and successful.

I have a great sense of gratitude to my boss, mentor, and friend for giving me the opportunities and the confidence to be my best every day. My goal is to find this perfect partnership once more in my career.

*Name Withheld*



## President's Message

This month, three of our members will be sitting for the CPS and CAP exam. This is the last time the exam, as we know it, will be offered. Beginning in May 2012 the new exam will be offered.

For those already certified, continuing education is important in order to keep your certification current. Recertification points can

be earned in a variety of ways including attendance at monthly meetings as well as taking advantage of courses offered through your place of employment.

The Lindbergh Chapter Board works hard to bring topics of value to you. In a recent survey, 80% of respondents indicated interest in technology-related topics. The Board

is working to bring these topics to you.

Technology is moving swiftly these days. Many of our members have indicated that Microsoft Office 2010 is now being installed in their office. Beginning with this issue, we will feature Tips and Tricks specifically geared towards that transition. If you have some tips you'd

like to share with other members, be sure to send them in. Let's share our technology tips with one another. This is how we, as a chapter, work together.

*Charlotte Kuhn, CPS  
President*

## Look Ma... No Mouse!

The Microsoft Office Ribbon interface looks as if it's designed for the mouse, but you can fight carpal tunnel syndrome and other wrist problems by using the keyboard instead. Tapping the Alt key causes boxed letters to appear on all the Ribbon's tabs, and boxed numbers to

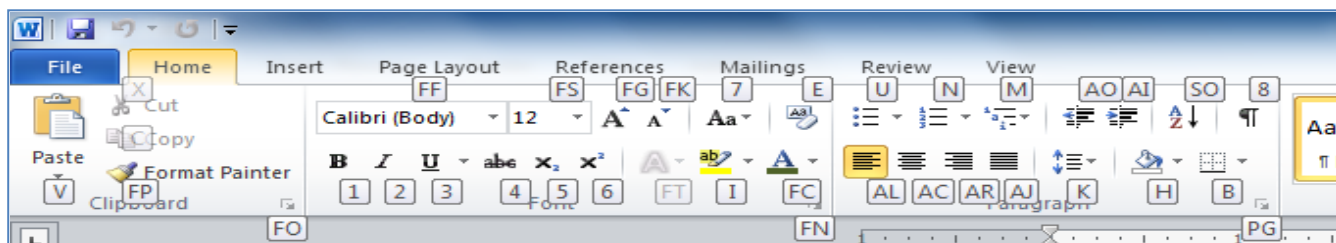
appear on the Quick Access. For example, type "H" and the Home tab opens, complete with boxed letters (and a few sequences of two letters like FN and PG) that you can press to access all the features on the tab. Galleries—like the gallery of styles on the Home tab—have letters

located on the scroll bar to their right. You can type "L" for Styles on the Home tab, and tap the appropriate letter to open the gallery, so you can navigate it with the arrow keys. Type Alt again to exit this mode when you're done.

*Source: pcmag.com*



Have a cool software trick you'd like to share?  
Submit to  
[mcclish.kathleen@geoeye.com](mailto:mcclish.kathleen@geoeye.com)  
for our next issue.



## Upcoming Chapter Meetings - Schedule At-A-Glance

Date	Major Focus
10/25	"Turning the Tables on Change" - Bill Beausay
11/15	Violence in the Workplace - Videos
12/06	FISH! Video – Have Fun At Work – Liz Webb Plus Membership Drive
01/24	I'm in a Holding Pattern – How to Move Up
02/28	How can I get the skills I need when I'm out looking for a new job?
03/27	Organize, Organize, Organize! Ten tips to keep your desk organized
04/24	Work Faster, Work Smarter – Quick tips for making those jobs go faster
05/22	My boss is transferring, Yikes! I'm not going with him. How to network for a new job
06/26	Installation – Sexual Harassment, Drug Abuse, Do We Dare Discuss (Office Ethics)

Chapter meetings are held at Spazio Westport  
12031 Lackland Road, St. Louis, MO 63146



## Anniversaries

Congratulations to the following Chapter Members celebrating anniversaries over the past several months:

### July

Kathy Ehrhard - 1975  
Jayne Kirkendall - 2004  
Brenda Harris - 2005  
Joy Ihler – 2005

### August

Chrystal Eckman – 2003

### September

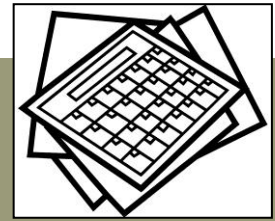
Jocelyn Spann – 2010

### October

Cassandra Case - 2003  
Marilyn Moultrie - 2003  
Barbara Roseman - 2003  
Ann Werner – 2003

### November

Grace Bailey - 1994  
Linda Harr - 2002  
Rosalyn Kisart - 2002  
Norma Lauber - 2003  
Marlene Frescoln - 2005  
Charlene Carroll - 2007



## Chapter Meetings

August 23, 2011  
September 27, 2011  
October 25, 2011  
November 15, 2011  
December 6, 2011  
January 24, 2012  
February 28, 2012  
March 27, 2012  
April 24, 2012  
May 22, 2012  
June 26, 2012

## Board Meetings

August 9, 2011  
September 13, 2011  
October 11, 2011  
November 8, 2011  
December 13, 2011  
January 10, 2012  
February 14, 2012  
March 13, 2012  
April 10, 2012  
May 8, 2012  
June 12, 2012



## PHILANTHROPY

### November

#### Oasis Food Pantry

- Non-Perishable Food Items

#### Coat Drive

- Donate your gently used winter outerwear

#### Dress for Success

- Interview-appropriate suits and related separates
- Solid color blouses
- Shoes that are suitable for the workplace
- Unopened hosiery
- Black tote bags, attaché bags or briefcases
- Basic professional accessories
- Unopened cosmetics

### December

#### Oasis Food Pantry

- Non-Perishable Food Items

#### Coat Drive

- Donate your gently used winter outerwear

#### Toys for Tots

- New, unwrapped toys

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*No act of kindness, however small, is ever wasted. ~ Aesop*

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## Announcements

- ❖ **“That’s My Pan”** – We will be selling “That’s My Pan” again this year. Charlotte Kuhn will bring order forms and brochures to our next meeting. The first order will go in on November 21<sup>st</sup> and another on December 6<sup>th</sup>. We plan to sell this product throughout the year as a continual fundraiser for the chapter.
- ❖ **Membership Drive** – Our December meeting will be our Membership Drive meeting. Bring a visitor to our December meeting!
- ❖ **Speakers Needed** – Please take a look at the focus of our monthly meetings for January – June. We are seeking speakers on these topics. Please submit any suggestions to Charlotte Kuhn.
- ❖ **November Meeting** - Bring your checkbook to the November meeting! We will have exciting fashion accessories (purses, jewelry). Also, we will have a gold appraiser on hand who will be prepared to appraise your old gold pieces and pay you right there. Shop for yourself or get started on your holiday purchases!
- ❖ **December Meeting** – We will celebrate the holidays at our December meeting. In the spirit of the season, please bring a White Elephant gift (a wrapped, re-gifted new or gently used item from your home) for the gift exchange game “Rob Your Neighbor.” Please do not purchase a gift. We’ll also have some fun with the FISH! Video. Don’t forget to bring a visitor. Your visitor will need to bring a gift too!
- ❖ **Philanthropy** - Please check the left side of this page for our upcoming charitable endeavors. Each month will provide you with options to give unto others.
- ❖ **It’s All About You** – Have you received a recognition or award at work? Did you have a special achievement in your community? Share your professional success with your fellow members. Submit to Kathy McClish.
- ❖ **Articles of Interest** – Have you come across an article you believe may be of interest to other members? Please submit for possible inclusion in the Communiqué. Submit to Kathy McClish
- ❖ **Computer Tips & Tricks** – Future newsletters will focus on the transition to Microsoft Office 2010. Have you converted in your office? Please submit any tips or tricks that you’ve discovered. Your tip may be featured in a future issue.

## Volunteerism – What's In It For You?

Volunteerism offers you wonderful opportunities for professional development and personal growth. If you are looking for ways to enhance your career consider the following benefits:

1. Volunteering offers incredible networking opportunities. It also allows you to meet new people, including community leaders. You may also hear about job openings, and develop great references.
2. Volunteering helps you retain and sharpen old skills. Sometimes job duties change and you may no longer be doing things you used to do. Volunteering is a perfect venue for keeping those skills sharp and current.
3. Volunteering is the perfect place to develop new skills. Employers are often seeking well-rounded individuals who have good teamwork and goal setting skills.
4. Volunteering offers opportunities to practice skills in a relatively risk free environment. It is much more effective to practice a skill than to read about it or study it in a classroom
5. Demographics are changing rapidly in our society and volunteering is a great way to enhance cultural awareness. Group work not only fosters teamwork, but also offers opportunities to learn more about different perspectives.
6. Volunteering give you the satisfaction of knowing you are doing good and being involved in your community.
7. Volunteering gives you visibility. It can indeed expose you to a wide range of people, including many strong, influential community leaders.
8. Volunteering can be energizing /renewing. Sometimes we simply need a break in our routine, or an opportunity to create a balance in our lives.
9. Volunteering can create leaders. By watching those around you, you can begin to identify the qualities of leadership that you most admire and you can develop those qualities in yourself.
10. Volunteering demonstrates work place skills, management skills, customer service skills, leadership skills that can be documented in a resume. Work experience is work experience, with or without a paycheck. If you are developing new skills or thinking of pursuing a new

career, volunteer work can give you valuable, practical experience. Ninety percent of executives in a national survey of Fortune 500 companies believed volunteering built teamwork and provided valuable professional development opportunities.

Life is a wonderful journey and you never know where it will take you. Volunteering can help you be more than a passive traveler. You can make a plan and actively build skills to enhance your professional lives. No fees and no tuition. A commitment of time and energy and you are on your way.

Adapted from "Ten Professional Development Benefits of Volunteering" by Merrill Associates



## Committee Participation Opportunities

There are currently several committee participation opportunities available for our members. Please considering volunteering your time for one of the following:

**Scholarship:** Submit invitations to local colleges for students to apply for scholarships through IAAP.

**Special Events:** Work on Admin. Prof. Day in April and the Three Rivers Division PDC Conf. in April. Seeking ideas for ways to generate interest and membership participation.

**Student Chapter:** Chair would approach various community colleges to solicit members for the

chapter or create a student chapter we can sponsor.

If you are interested in serving on a committee, please contact any of the board members for more information.

*Volunteers are seldom paid; not because they are worthless, but because they are PRICELESS!*

~ Author Unknown



Missouri Division

## Lindbergh Chapter Board of Directors

### President

Charlotte Kuhn, CPS  
(636) 447-0106  
kuhnc@sbcglobal.net

### Vice President

Charlene Faulkner, CPS

### Recording Secretary

Joy Ihler

### Corresponding Secretary

Jane Ferguson, CPS / CAP

### Treasurer

Linda Haley, CPS / CAP

Lindbergh Chapter Website

<http://www.iaap-lindbergh.org>

Missouri Division Website

<http://www.iaap-mo-div.org>

IAAP Int'l Website

<http://www.iaap-hq.org>

### **Communiqué Editor**

Kathleen McClish  
[mcclish.kathleen@geoeye.com](mailto:mcclish.kathleen@geoeye.com)

The Communiqué is published on the 10<sup>th</sup> of each month  
Submissions are due by the last working day of the month



International Association  
of  
Administrative Professionals

## Strategic Plan for Lindbergh Chapter (2009 – 2012):

1. Build membership through outreach to various companies in the St. Louis area
2. Develop and sponsor a student chapter in the St. Louis area
3. Build publicity via newspapers (local) and web page
4. Build more presence in the metro area
5. More proactive in inviting young administrative assistants starting out to our meetings
6. More public about our certification and its value
7. Volunteerism developing members to volunteer at work for various committees
8. Recognition for classes outside those offered by IAAP as CEU for recertification
9. Push to those who have the certification to keep it
10. Develop our member's professionalism through their speaking abilities
11. Develop our member's professionalism through their appearance
12. Develop our member's professionalism in their mannerisms
13. Work with the junior colleges to encourage the school system to continue to offer the two-year certification as an administrative assistant with certification from IAAP as a CPS or CAP with the AA Degree
14. Work with the local colleges to encourage degrees in Business Administration plus certification from IAAP similar to a teacher with a teaching degree

## Objectives of the Lindbergh Chapter:

1. Achieve ongoing growth and retention
2. Enhance personal and professional development of all members
3. Provide connectivity and networking for all of our members
4. Be recognized as a viable resource to the industry, educational institutions and the St. Louis community through:
5. Maintaining a job bank for members
6. Mentoring new and prospective administrative professionals
7. Functioning as a liaison for employers
8. Serving our community through outreach programs
9. Remaining forward-looking and on the cutting edge of research, trends, and growth of the profession

## Resolutions for our members for 2011 – 2012:

1. Encourage a member you don't see attending meetings very often to come. Asking someone personally will make them feel welcome.
2. Resolve to invite another administrative assistant who is not a member to one meeting as a guest.
3. Resolve to continue to work on your Member of Excellence form you signed for the year.
4. Resolve to help the Chapter with our Chapter of Excellence requirements.
5. Plan on coming to our 52<sup>nd</sup> Anniversary Celebration. We promise, it will be a great program.
6. If you have not earned your CPS or CAP, look into taking the test and what the requirements are. You will benefit in the long run.
7. If you have your CPS or CAP, remember you must continue with recertification points to recertify after five years. Attending monthly meetings where recertification points are offered will help toward the goal of 60 recertification points.
8. Give of yourself when we are asking for donations to the various charities we support.
9. Remember Administrative Assistants Week and Administrative Assistant Day in April at your company and plan some sort of recognition for the administrative staff.
10. Run for office in our Chapter or volunteer to be a chair for one of the committees for the coming year.

*Charlotte Kuhn, President*