

Lindbergh Chapter Communique

F E B R U A R Y 2 0 0 9

WWW.IAAP-LINDBERGH.ORG

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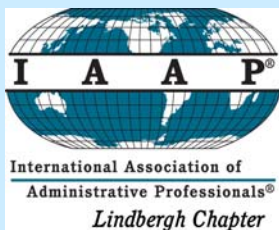
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From Your President:

It was the best of times... It was the worst of times. Familiar and so true.

Sometimes we have to go through the worst of times before we get to the best of times. Someone we know, or maybe we ourselves, may be facing a difficult time.

It is now more than ever important to make use of every membership benefit IAAP offers. Build your leadership skills; take advantage of training, and network in a wider circle than your own chapter (attend other St. Louis chapters' and Division's meetings and events).

Your membership benefits are even more vital in these uncertain times and when we are expected to do more with less. Check out our website and the HQ website for helpful advice.

Maria Robinson said, *"Nobody can go back and start a new beginning, but anyone can start today and make a new ending."*

My best wishes for all who are going through this. Please keep us in the loop with updates on your situation so we can offer our support.

Sincerely,

Marsha Bright CPS/CAP

Make sure to check page 7 for

important dates to mark on your calendars!

There are exciting things happening all the time!

40 Tips for a Better Life

My how time flies.... Seems like only yesterday I started my job at Monsanto Company.... but that will soon be 40 years!!! Seems like only yesterday that I joined a great organization called IAAP and obtained my CPS Rating..... but that was 1992....seems like only yesterday that I recertified.... but that was in 2005....so I guess that is what inspired me to want to send the following tips to all of you. Remember, the older we get the faster time goes by, so here are some thoughts that you may want to think about for this new year of 2009! I hope you all had a wonderful holiday season and that your year is off to a good start. Lets' all remember these words and I know the world all around us will be a better place.

Happy New Year to all!

Patti Barton, CPS

1. **Take a 10-30 minute walk every day. And while you walk, smile. It is the ultimate anti-depressant.**
2. **Sit in silence for at least 10 minutes each day.**
3. **Buy a DVR and tape your late night shows and get more sleep.**
4. **When you wake up in the morning complete the following statement. "My purpose is to —— today."**
5. **Live with the 3 E's—Energy, Enthusiasm, and Empathy.**
6. **Play more games and read more books than you did in 2008.**
7. **Make time to practice meditation, and prayer. They provide us with daily food for our busy lives.**
8. **Spend time with people over the age of 70 and under the age of 6.**
9. **Dream more while you are awake.**
10. **Eat more foods that grow on trees and plants and eat less food that is manufactured in plants.**
11. **Drink green tea and plenty of water. Eat blueberries, wild Alaskan salmon, broccoli, almonds & walnuts.**
12. **Try to make at least three people smile each day.**
13. **Clear clutter from your house, your car, your desk and let new and flowing energy into your life.**
14. **Don't waste your precious energy on gossip. OR issues of the past, negative thoughts or things you cannot control. Instead invest your energy in the positive present moment.**
15. **Realize that life is a school and you are here to learn. Problems are simply part of the curriculum that appear and fade away like algebra class but the lessons you learn will last a lifetime.**
16. **Eat breakfast like a king, lunch like a prince and dinner like a college kid with a maxed out charge card.**
17. **Smile and laugh more. It will keep the **NEGATIVE BLUES** away.**
18. **Life isn't fair, but it's still good.**
19. **Life is too short to waste time hating anyone.**
20. **Don't take yourself so seriously. No one else does.**
21. **You don't have to win every argument. Agree to disagree.**
22. **Make peace with your past so it won't spoil the present.**
23. **Don't compare your life to others'. You have no idea what their journey is all about.**
24. **No one is in charge of your happiness except you.**
25. **Frame every so-called disaster with these words: 'In five years, will this matter?'**
26. **Forgive everyone for everything.**
27. **What other people think of you is none of your business.**
28. **REMEMBER GOD heals everything.**
29. **However good or bad a situation is, it will change.**
30. **Your job won't take care of you when you are sick. Your friends will. Stay in touch.**
31. **Get rid of anything that isn't useful, beautiful or joyful.**
32. **Envy is a waste of time. You already have all you need.**
33. **The best is yet to come.**
34. **No matter how you feel, get up, dress up and show up.**
35. **Do the right thing!**
36. **Call your family often. (Or email them to death!)**
37. **Each night before you go to bed complete the following statements: I am thankful for _____. Today I accomplished _____.**
38. **Remember that you are too blessed to be stressed.**
39. **Enjoy the ride. Remember this is not Disney World and you certainly don't want a fast pass. You only have one ride through life so make the most of it and enjoy the ride.**
40. **Please Forward this to everyone you care about. I just did.**

May your troubles be less, May your blessings be more, May nothing but happiness come through your door!

Congratulations to...

**Linda Haley, CPS/CAP for receiving
her 4 year degree in Legal Studies
from Maryville University!**

**This is an accomplishment that
deserves recognition -
Good Work Linda!**

NUT SALES



The nut sale went really well!!

We should see a profit of about \$600. I have a few nuts left, but there are only about 5 bags remaining.

Thanks to everyone for your participation!

Barbara Roseman

From the President Elect:

The Lindbergh Chapter IAAP board members met with the EAB on December 8, 2008. Our discussions centered on the Strategic Goals for our chapter for 2008-2010. Suggestions were gathered from the EAB to help us work on how to place priority on our Strategic Goals. Our next meeting will be sometime in March. We will return to the EAB with an updated Strategic Goal document in readiness for their approval.

Charlotte Kuhn, CPS

From the Secretary:

Happy 2009! The chapter year is passing quickly and what a year it has been. Members have heard interesting speakers, the food donated in November and December was given to the Boy Scouts of America and the St. Vincent DePaul Society, chapter donations were made to the TRC 2009 Professional Development Conference and USO-Lambert St. Louis International, and the nut sale was a success. The December holiday event was fun and brought out the "artist" in members who created colorful items at Baked Goods Pottery. Congratulations to members who recently were awarded their certification! If you know of a member who is ill or needs encouragement during this economic uncertainty, please contact me or our President so a greeting card can be sent. I wish all of you a safe and healthy new year.

Joy Ihler

Members 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



Marsha at mabcps@yahoo.com.



When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one that has been opened for us.

Helen Keller

Reminder that we have chapter pins and T-shirts available.

Contact Susan Keen
annettesk3@yahoo.com

or Barb Roseman
barbara.j.roseman@monsanto.com



Strategic Plan Lindbergh Chapter IAAP 2009 - 2012

- * Building membership through outreach to various companies in the St. Louis Area
- * Develop and sponsor a student chapter in the St. Louis Area
- * Building publicity via newspapers (local) and web page
- * Building more presence in the metro area
- * Be more proactive in inviting young administrative assistants starting out to our meetings
- * Be more public about our certification and its value
- * Volunteerism developing members to volunteer at work for various committees
- * Recognition for classes outside those offered by IAAP as CEU for recertification
- * Push to those who have the certification to keep it
- * Develop our Member's professionalism through their speaking abilities
- * Develop our member's professionalism through their appearance
- * Develop our member's professionalism in their mannerisms
- * 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 an AA Degree

2009 Missouri Division Membership Recruitment Incentive Programs



As many of our chapters prepare to host Impact meetings in the near future, Missouri Division leadership is proud to announce a membership recruitment incentive program! This exciting program is scheduled to begin on February 1 and will conclude on April 30. All paperwork for new members must be processed by April 30 to be eligible under this program.

The award for the member who recruits the most new members during this period is \$75; \$50 for the member who recruits the second highest number of new members; and \$25 for the member who recruits the third highest number of new members. In addition, there will be an award for the chapter that adds the most new members during the contest period.

There are many articles under the IAAP website Members Place related to membership recruitment which will give you some great ideas regarding hosting your Impact meeting and marketing IAAP in general. Take advantage of these resources to plan the most effective recruitment event possible.

There are many benefits to membership in IAAP. There benefits range from leadership and education opportunities, to the IAAP website, to certification, to personal and professional growth, to visibility and creditability, the list goes on! Your own chapter can develop a similar list and USE that list when you promote IAAP to your potential new members.

IAAP is a “best kept” secret but let's get the word out! There are so many potential members out there. Share the secret of IAAP and what IAAP can do for those prospective members. These prospective members hold great potential for your chapter and IAAP. We invite all members and chapters **to Develop Your Potential** with Missouri Division IAAP.

LET'S SET A GOAL!

***Goals are the fuel in the furnace
of achievement.***

Brian Tracy, Eat that Frog

WE CAN GROW THE

LINDBERGH CHAPTER

BY WORKING TOGETHER!!

Help Us Celebrate and Congratulate

Member Birthdays

DECEMBER, 2008

Grace Bailey	December 14
Patti Barton, CPS	December 1
Yosette Layton	December 8
Pat Moritz, CPS/CAP	December 16

JANUARY, 2009

Lori Stewart	January 31
Mary Terramagra	January 9
Teresa Walker, CPS/CAP	January 9

FEBRUARY, 2009

Susan Keen	February 13
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New Members

Staci Gee Hollins
Julie Loff
Beverly Pennington
Heather Ray (transferring from MAL)
Sherri Schuette (transferring from MAL)
Kathy Sharp
Chris Turbrock

Newly Certified and Recertified

CPS

Charlene Carroll
Debbie Goulet
Linda Harr
Patricia Kern

CAP

Chrystal Eckman

RECERTIFIED

Ruth Ann Norton, CPS/CAP

Anniversaries

SEPTEMBER, 2008

Patricia Bertrand	2007
Partricia Post, CPS	1986

OCTOBER, 2008

Casandra Case	2002
Joan Hardin	2001
Cindy McLaughlin	2003
Marilyn Moultrie, CPS	2003

Anniversaries

OCTOBER, 2008 (CON'T)

Barbara Roseman	2003
Ann Werner	2003

NOVEMBER, 2008

Grace Bailey	1994
Charlene Carroll, CPS	2007
Marlene Frescoln, CPS	2005
Linda Harr, CPS	2002
Rosalyn Kisart, CAP	2002
Ruth Ann Norton, CPS/CAP	2002

DECEMBER, 2008

Marsha Bright, CPS/CAP	1994
Patricia Moritz, CPS/CAP	2004
Bridget Smith	2007

JANUARY, 2009

Anita Colton	2006
Susan Doerge	1976
Juanita Juarez	2007
Patricia Kern, CPS	2007
Diana Kester	2003
Phebe Thompson	2009

FEBRUARY, 2009

Joyce Baker, CPS	2008
Carla Detweiler	2003
JoAnn Dighman, CPS	1996
Charlene Faulkner, CPS	2004
Cindy Gilbert	2005
Linda Haley, CPS/CAP	2006
Jean Kelemen	2000
Yosette Layton	2008
Gilda Lockhart, CPS	2005
Joan Matlcok, CAP	2005
Janean Middendorf	2007
Judith Nolan	1998
Charlene Robben	2006
Barbara Schiferl	2007
Connie Thieret, CPS/CAP	1992
Carla Viezer	1994
Dena Woods	2008

Schedule of Events

February

- * February 15, deadline for **May Certification Exam application**
- * February 24, **chapter meeting**

March

- * March 9, 10, 11, **IAAP Professional Education Conference**, Nashville, TN
- * March 24, **chapter meeting**
- * March 27, **Three Rivers Council Professional Development Conference**

April

- * April 20 – 24, **Administrative Professionals Week**
 - *St. Louis County Proclamation signing
 - *State of Missouri Proclamation singing, Jefferson City
 - *April 21, **chapter meeting**, (note change of date) ,Nominating committee presents slate of officers
 - *April 22, Administrative Professionals Day

May

- * May 1, 2, **Certification examination**
- * May 26, **chapter meeting**, IAAP members only, Officer nominations from the floor, Election of Officers

June

- * June 5, 6, 7, **Missouri Division Annual Meeting**, St. Joseph, Missouri, Holiday Inn Riverfront Hotel, hosted by: Northland & Robidoux Chapters **MAKE YOUR HOTEL RESERVATIONS NOW**
- * June 23, **chapter meeting**, installation of officers

July

- * July 26 – July 29, **International Convention and Education Forum**, Minneapolis Convention Center, early bird registration: member \$495, non-member \$595, regular registration member \$515, non-member \$645, member late registration \$565, non-member \$695; Student early bird, \$170, regular \$220, late \$245, **MAKE YOUR HOTEL RESERVATIONS NOW**

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

FEBRUARY 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

MARCH 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				

APRIL 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		

Becoming “A Member of Excellence”

A Member of Excellence will attain a minimum of eight (8) of the following 11 criteria:

1. Be a current CPS and/or CAP holder.
2. Print and sign the Member of Excellence Commitment agreement found online.
<http://www.iaap-hq.org/pathwaystoexcellence/index.htm>
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level).
4. Attend non-IAAP professional educational workshops, seminars and conferences.
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification.
6. Pay membership dues on or before anniversary date.
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.
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Winning members will receive a Member of Excellence certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

Completed criteria will be submitted through an online process. Sample website submission form for members is available on the IAAP website.



Fun & Games



	3				6		5	
8		2		3		9		
			1					4
		3				7		
	1		9		5			6
9				7			4	
5				8				
						6		1
	4				3			

There are just 3 rules to Sudoku...

- * Each row must have the numbers 1-9 occurring just once.
- * Each column must have the numbers 1-9 occurring just once.
- * And the numbers 1-9 must occur just once in each of the 9 sub-boxes of the grid.