

Lindbergh Chapter Communiqué

JANUARY 2011

WWW.IAAP-LINDBERGH.ORG

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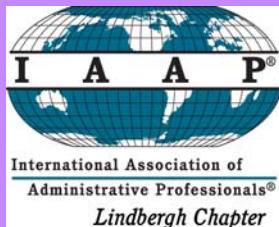
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Treasurer:

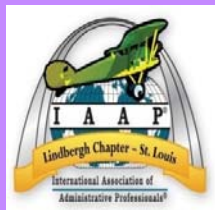
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Immediate Past President:

Charlotte Kuhn, CPS



You Make a Difference!



New Administrative Assistant Position Available

New Job Opening:

Private capital partnership looking for Executive Assistant; over 5 years experience with upper management; responsibilities include executive support for two partners and minor support for 10 other office personnel; office management, including purchasing, customer service, and file management; extensive travel planning and execution, both domestic and international; expense management; calendar management; meeting planning expertise.

New position; West County location; start date approx. February 1, 2011; need to be self-starter, proactive, and ability to work with little to no supervision. Advance knowledge/skill level of Microsoft office.

Salary based on experience; incentive bonus possible; benefits included.

If questions, contact Julie Hoover at julie_hoover@thermadyne.com or at work 636-728-3189; or send resume to Paul Melnuk at pmelnuk@earthlink.net.

Only serious inquires.

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.

VICE-PRESIDENT'S DESK

Dr. Debra Peppers will be speaking at the Lindbergh Chapter meeting on January 25. Dr. Peppers is a professional speaker and has been featured on radio and television nationally. As a presenter and journalist, Dr. Peppers has interviewed numerous guests and celebrities including the President of the United States. She will give her "Communicate--Proactively, Positively, and Professionally" presentation to us and will demonstrate strategies to remain professional and calm while responding with confidence in today's fast-paced office setting.

Linda Haley, CPS/CAP
Vice President

MESSAGE FROM THE CORRESPONDING SECRETARY

Hello 2011 and goodbye 2010! It is hard to believe that we are at the start of a new year. Where has the time gone? My wish for all of you is that 2011 is a much better year. Please keep in your thoughts and prayers as we head out in 2011 those who are going through a difficult time. If you know of someone who needs encouragement or well wishes, please let me or one of the Board members know so a card can be sent. I look forward to seeing you at monthly meetings.

Joy Ihler
Corresponding Secretary

Special Events

Basket Raffle - April Meeting
Please be thinking of items for your basket!
Thank You!!

Charlotte Kuhn and Charlene Faulkner
Special Events co Chairs

Ways & Means Committee

Dear Lindbergh Chapter Members,

Thank you so much for your support of our That's My Pan Fund-Raiser!

It's been a great success and I hope those of you that have ordered are enjoying your products.

In January I will bring the samples to our meeting for the last showing before shipping them back to the company. If you want to view the entire selection, please plan to attend the January meeting. After January, I will bring items I have purchased (and perhaps a few of you will be willing to bring items to show that you have that I do not).

We'll continue to order product through June. For every 8 orders, we'll send in an electronic order. We have Valentine's Day, Easter, Mother's Day, Father's Day, etc. coming up which are all opportunities to provide unique, quality gifts.

I gave my sister-in-law a remembrance photo frame of my late mother-in-law for Christmas with a picture of my mother-in-law. She held it to her face and cried. While she cried and cried, she will treasure that gift until she joins her mother someday.

From our Miche line, I gave each of my 5 granddaughters our mini bags and filled them with wallets with gift cards, lip gloss, hairbrushes, squinkies and other junk girls like. They are already trading the outer shells to match outfits (they were a big hit).

I look forward to seeing you at January's meeting!

Happy New Year to you all!

Linda Harr CPS/CAP
On behalf of Ways and Means

Well, here we are at the beginning of a new year and a new beginning for all of us, including our Ways & Means efforts for Lindbergh Chapter. Happy New Year –2011, to all! Our Ways & Means efforts have been fantastic so far and we're hoping to continue our efforts to help support our continued development through speakers and activities that can spark our careers as well as providing us a way to get to know each other better through fun activities that will help us network to become closer and enjoy all of our talents.

Our Miche Bag efforts have certainly provided us a way to have some fun and not only make some money but spread the word about Lindbergh Chapter every time I pass a card to someone or when one of you who has purchased the Miche bags has someone stop you to ask you where you got your purse. Best form of advertising is using the product and wearing it proudly on your arm or shoulder. So we are planning a Miche Bag party very soon at a local restaurant to allow you and your friends and family to view the line and actually have the opportunity to try out a few of the shells on the different bases so you can wear your Miche bag choice proudly and help our chapter continue to grow from the profits we receive from the sale of these bags.

To date we have profited from the sale of these bags in the amount of \$125 (besides our initial investment of \$199 for the kit) ! With the upcoming holidays (Valentine's Day, Easter, and Mother's Day) as well as any special birthdays you may have to buy a gift for your mother, sister, or anyone else, I'm sure we can make that figure go higher. So be watching for the details of our Miche Bag party and mark your calendars. Our event will be held on a Saturday or Sunday afternoon to allow everyone the opportunity to come and have some fun. There are many new shells arriving and some surprises as well so you won't want to miss this event.

So let's have a Happy New Year 2011 and with your help I know all of you can "make a difference" in the success of Lindbergh Chapter! Hope to see you at our next meeting on January 25th !!

Patti Barton, CPS
Ways & Means Chairman





*Communicate – Proactively, Positively
and Professionally*

Keynote by:

Dr. Debra Peppers

In today's fast paced and highly technical office setting, it is more important than ever in the area of communication to learn to be proactive rather than reactive. Utilizing both humor and interactive audience participation, Dr. Debra Peppers will demonstrate strategies to remain professional and calm while responding with confidence, whether it be with co-workers, subordinates, or "the boss." Since professionalism in the workplace is crucial in creating a productive and successful office setting, Debra will share strategies to establish positive relationships by using proven techniques that build trust and de-personalizes the issue in any situation. Through role playing, demonstration, and modeling skills, Dr. Peppers will emphasize both verbal and non-verbal techniques incorporating the importance of tone, body language, social skills and paradoxical situations. Written, verbal and non-verbal communication strategies are addressed, as participants recognize themselves and co-workers in many "office scenarios." We all have areas of communication in which we can improve. It is crucial for today's administrative professional to learn to integrate these skills in their professional lives in order to enjoy a successful career.

Tuesday, January 25, 2011

5:30 PM - Networking

6:00 PM – Dinner Served

7:00 PM – Keynote Address

Spazio's at Westport

Schedule of Events

January

- * January 25, chapter meeting - Dr. Debra Peppers

February

- * February 22, chapter meeting - Alice Vierck, St. Charles Chapter

March

- * March 22, chapter meeting - Jim Zaitz

April

- * April 26, chapter meeting - Karlana Rannals CPS/CAP, International Vice President

June

- * June 10-12, Missouri Division Annual Meeting



Girl Scout Cookie Sales Begin on
January 15, 2011

If you are interested in purchasing cookies, but you do not know a girl scout, please let me know. My daughter, Moira, is in 4th grade and she is a Junior scout. We would gladly submit your order and I can deliver the cookies at one of our monthly meetings.

Thanks,
Teresa Walker
twalker@absconsulting.com

JANUARY 2011

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FEBRUARY 2011

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MARCH 2011

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Chef Meg's Roasted Beet Salad

Beets are an underrated vegetable. They're sweet and flavorful. If you think you don't like them, try them in this recipe. Roasting brings out the beets' natural sweetness, and the feta offers a nice, salty contrast.

90 Minutes to Prepare and Cook

Ingredients

- 6 beets, mixture of red and golden yellow
- 3 T grapeseed or olive oil
- 1 1/2 T tarragon or sherry vinegar
- 3 t thyme, fresh
- 1 T mint, fresh

Directions

Preheat oven to 375 degrees. Remove stems and greens from the beets, reserving the greens for another dish. Wash them and scrub. Place the beets in a small baking dish so that they fit in tightly but do not touch one another; fill the dish with 1/2 inch of water. Cover and roast for an hour or until beets are easily pierced by a paring knife. Remove from the oven and when cool enough to handle, rub off the skins or peel with a small paring knife. Chop the [cooked](#) beets into 1/2 inch cubes.

Prepare the vinaigrette by placing the vinegar and chopped herbs in a mixing bowl. Slowly whisk in the oil. Pour vinaigrette over the beets and allow to sit for a least 30 minutes. Divide greens onto 4 [serving plates](#). Top each with 1 cup of marinated beets. Garnish with feta cheese. Be careful not to add the cheese too early--it will turn bright red!

Serving size: 1 cup greens and 1 cup of beet salad

Number of Servings: 4

Recipe submitted by SparkPeople user CHEF_MEG.



Nutrition Facts

Servings Per Recipe: 4
 Serving Size: 1 serving

| Amount Per Serving | |
|---------------------------|----------|
| Calories | 189.3 |
| Total Fat | 13.4 g |
| Saturated Fat | 3.1 g |
| Polyunsaturated Fat | 7.3 g |
| Monounsaturated Fat | 2.3 g |
| Cholesterol | 12.6 mg |
| Sodium | 259.9 mg |
| Potassium | 412.2 mg |
| Total Carbohydrate | 13.9 g |
| Dietary Fiber | 4.2 g |
| Sugars | 8.6 g |
| Protein | 4.4 g |