

# Lindbergh Chapter Communique

MARCH 2009

WWW.IAAP-LINDBERGH.ORG

## BOARD OF DIRECTORS

### President:

Marsha Bright, CPS/CAP  
mabcps@yahoo.com  
(314) 363-5432

### President-Elect:

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

### Vice President:

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

### Secretary:

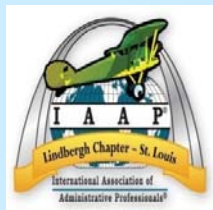
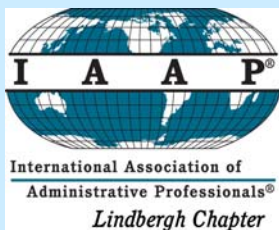
Joy Ihler  
joy.lihler@monsanto.com

### Treasurer:

Marilyn Moultrie, CPS  
marilyn.m.moultrie@labarge.com

### Immediate Past President:

Carla Detweiler



## From Your President

Welcome to daylight savings time! Since Congress changed the start and end dates for daylight savings time, our Outlook has a difficult time getting it right. It always takes me a few days to adjust also.

We are moving into the really busy time of year for IAAP. Mark these important events on your calendars.

**March 27** is our annual **Professional Development Conference**. Reservations are due *March 20*.

Our April Chapter meeting is moved from its regular day to **Administrative Professionals Week, April 21**. The Nominating Committee will present the candidate slate for next year's officers. Special events are being planned for the April meeting.

Don't delay making your hotel reservation for both the Missouri Division Meeting (**June 4-6, St. Joseph, Missouri**) and the International Education Forum and Annual Meeting (**July 26-30, Minneapolis MN**). The hotels fill up quickly.

Expanding your leadership skills is one of the most important benefits of your IAAP membership. So get your money's worth!

When the **Nominating Committee** calls, listen and consider, then SAY YES. Don't worry if serving as a chapter officer or participating on a committee is outside your comfort zone--it is for most everyone. Get your experience in the chapter where your fellow members are both encouraging and supporting.

Trying something new can be challenging, but also truly rewarding! I encourage each of you to take advantage of the opportunity to serve your chapter.

Marsha Bright CPS/CAP

## 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.

# Your First 100 Days on the Job

As President Barak Obama begins his tenure in the White House, many people are focusing on the first 100 days of the new administration — and those starting a new job are wise to take a cue. The initial months on a job can be exciting, but they also are critical to shaping your manager's and coworkers' opinions about your potential in the new role, as well as laying the groundwork for success with the organization.

Here's how you can start off on the right foot:

**Pay close attention.** Your initial role is to learn as much as possible, not only about your new role and job duties but also about the workplace. Pay attention to the organization's corporate culture. Each organization has its own unwritten rules, so base your actions on how others behave.

**Be open-minded.** Recognize that procedures at your new job may be different from what you're used to. Make sure you give these new systems a chance before suggesting something new or more efficient.

**Have realistic expectations.** Recognize it will take time to master a new job and be successful in it. With your supervisor's direction, create a list of goals for the first few months on the job and establish a timeline for meeting them.

**Get to know your coworkers.** Learn colleagues' names and introduce yourself to everyone you interact with. Try inviting them to lunch where you can talk without interrupting your workflow. It's important to start building relationships with your coworkers early on so you can turn to them for assistance and advice.

**Stay away from office politics.** Disengage when discussions turn to complaints about coworkers or other office gossip. Becoming involved in office politics, especially early on, can damage your budding relationships and efforts to establish a positive reputation.

**Be enthusiastic.** Show everyone that you're glad to be a part of the team and are eager to do a good job. Not only will it help you quickly become a valuable member of the group, but you'll also gain the satisfaction of knowing you're doing your best.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com). For more information, contact the St. Louis office at (314) 878-7535.*

GOOD NEWS....GOOD NEWS....Online renewal and membership sign up  
IAAP Intl. Headquarter has finished another new tool making our lives easier. In addition to the changes in our International website we have:  
**Membership Sign up and Renewal Online.**  
A link is on our Lindbergh website and you can go directly to the IAAP International Site Main Page right in the center.

**CONGRATULATIONS**  
**to our members with**  
**25 plus years:**  
**Gladys Maeser, 49 years, Charter Member**  
**Kathy Ehrhard, 34 years**  
**Susan Doerge, 33 years**

**Make sure to check the  
Schedule of Events  
for important dates and  
exciting events!**

From the Treasurer

Wow! Six months as your Treasurer have already passed. This has been a fast and challenging year so far. I'm enjoying every minute of it.

The Lindbergh Chapter's Audit Committee completed the audit of our financial books for the six months ended December 31, 2008. This examination indicated that business has been conducted and records have been maintained in conformity with the Bylaws of the Chapter.

Thank you to our Audit Committee members for 2009: Linda Haley CPS/CAP; C. Joyce Hawkins CPS/CAP, St. Louis Chapter; and Shirley Clark, St. Louis Chapter.

Be sure to check out our Chapter's Web site at your earliest convenience. The changes going on there are really fabulous.

Best regards to all.  
Marilyn Moultrie CPS

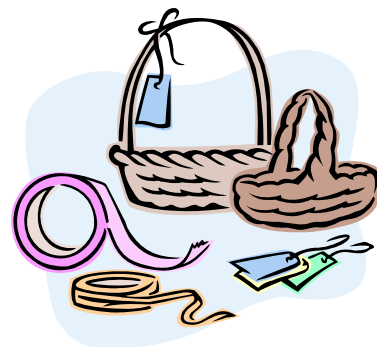
From the President Elect:

Great Basket Ideas for Silent Auction

- Hand and nail basket
- Mexican food - Gift cards to 3 different restaurants, jar of salsa, tortilla chips
- Chocolate - Milk chocolate, dark chocolate, truffles and more
- TV theme - Included 3 months free digital cable TV and cable internet service
- Restaurant gift cards with menus from the restaurants
- A night at the movies
- Spa and beauty salon basket with gift cards for services
- Nail and pedicure with gift cards for services
- Maps and touring information plus a discount or free car rental
- Tickets to various sports events, baseball, basketball etc.
- New Mom Basket
- Mixes / spices, pie mix, cookie mix etc.
- Cookbooks
- Wine/ Cheese basket
- Gardening
- Office Gadgets

All of us work for various companies throughout the St. Louis Area. Please ask for donations. All auction items should be attractively packaged in wicker baskets and enveloped in plastic wrap. We are considering awarding a basket award for those baskets valued under 100 dollars and those over 100 dollars.

Charlotte Kuhn, CPS



## **March Meeting:**

**March 24, 2009**

**Dahna Willis Presents -**

**SPICE IT UP: Work/Life Balance in 2009**

**CPS/CAP members will earn 1 recertification point**

- I. Introduction - Definition and Context
- II. Stress, Depression, Anxiety...Oh My!
- III. Balancing Your Circle of Life - Interactive Exercise
- IV. Coaching for Less Stress and More Success - Tips and Resources
- V. Q&A - Wrap Up

This one-hour presentation addresses matters relevant to individual and family well-being, the interface between work and family along with contextual factors that affect workplace productivity and community supports. Using a circle-based developmental approach, the presenter will guide participants through a simple exercise to help them assess personal and professional areas of imbalance and identify strategies for preventing and coping with stress. Resource packets will be available for all attendees.

## **April Meeting - Program TBD**

**April 21, 2009**

## **May Meeting**

**May 26, 2009**

**Donna Baylor Presents -**

**"Solving the Puzzle"**

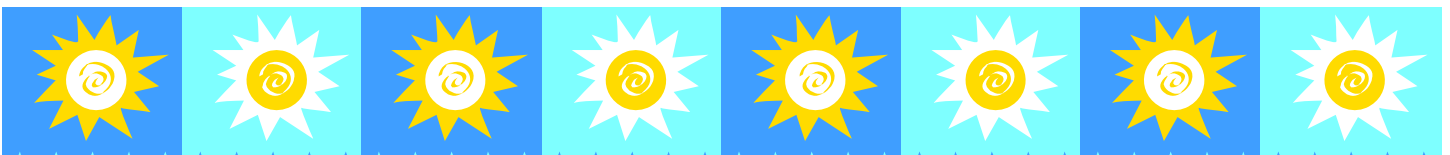
**CPS/CAP members will earn 1 recertification point**

Program Description: After this workshop, participants will understand how to find the root of a problem, how to produce solutions and then present those solutions in a way that management and supervisors will listen and act on the challenges of work. Participants will have the solid skills needed to achieve exceptional results through communication and problem solving. This workshop will show you how to raise your credibility and visibility, grow your value in the eyes of your boss, and position yourself for career growth.

Charlene Faulkner CPS

## **Jewelry for a Bargain!**

Want to dress up your wardrobe and add a little zest to your outfit??? Come to the next Lindbergh Chapter meeting on March 24th and you may find just what you need to accessorize that new addition to your wardrobe or you may discover that you can have an entire different look just by adding a new piece of jewelry. At our last meeting on February 24th we had on display a variety of costume jewelry that is reasonably priced and very eye-catching. Patti Barton, a member of our Ways and Means Committee, has volunteered to sell the Small Indulgences line of jewelry at our next few meetings as a fundraiser for the chapter. The company, located in New York, is an IAAP affiliated sponsor and is offering our chapter a 20% profit on all sales. There is a variety of styles, colors, and prices which range from \$8-\$32. All of the necklaces have the earrings included in the price. We also have a variety of separate earrings and bracelets as well. Stop by the table at our next meeting and see for yourself; you may just find what you have been looking for!!



# Three Rivers Council

Emails were sent to all regarding the Professional Development Conference scheduled for Friday, March 27. Please use the attached form for your registration. If you have not received the email, contact Marsha Bright, mabcps@yahoo.com.

We hope to see everyone there.

*In my experience, there is only one  
motivation, and that is desire.*

*No reasons or principle contain it  
or stand against it.*

*Jane Smiley*

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

Contact Susan Keen  
[annettesk3@yahoo.com](mailto:annettesk3@yahoo.com)

or Barb Roseman  
[barbara.j.roseman@monsanto.com](mailto:barbara.j.roseman@monsanto.com)

#### Hospitality Committee Update

#### Soon-to-be Spring Greetings!

Hospitality is continually trying to improve how we support our members and guests. Please email suggestions to any or all of us. Starting in February, you'll notice we are giving members meeting packets upon arrival that include: the agenda, meeting minutes, treasurer's report, a meeting satisfaction survey, etc. We'll collect them at the end of each meeting to recycle the materials and re-use the folders.

We would also like to save time and money by making badges each month for guests, and members of other chapters who are visiting, and have our members use permanent name badges. Starting with the March meeting invitation, we'll add a line that asks if you will bring a name badge.

If you do not have a name badge, we'll soon share instructions on how to purchase or earn one.

We look forward to seeing you soon!

Linda Harr CPS – email: [linda.m.harr@monsanto.com](mailto:linda.m.harr@monsanto.com)

Susan Keen – email: [annettesk3@yahoo.com](mailto:annettesk3@yahoo.com)

Yosette Layton – email: [yosette.d.layton@monsanto.com](mailto:yosette.d.layton@monsanto.com)

Phebe Thompson – email: [PhebeThompson@bonefishgrill.com](mailto:PhebeThompson@bonefishgrill.com)

All the best and we hope to see all of you at a meeting soon



**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)**

## IAAP Award for Excellence

The IAAP Award for Excellence was created in 1992 to recognize employer organizations that have established policies and programs to encourage and support the advancement and effectiveness of administrative professionals.

An independent panel of judges confidentially evaluates each nomination packet and selects the winners. Awards are given in two categories: corporations with 1,000 or more employees, and companies with fewer than 1,000 employees.

IAAP Chapters submit nominations of companies they find to be highly supportive of the administrative profession. These corporate nominations are judged based on the following criteria:

1. Chapter Recommendation
2. Company Mission and Vision
3. Physical Resources
4. Professionalism
5. Training and Development
6. Rewards, Recognition, and Promotion
7. Leadership and Participation
8. Service

### Some recent winners of the Award for Excellence have been:

ExxonMobil Exploration Company, Houston, Texas  
 Spirit AeroSystems, Inc., Wichita, Kan.  
 Gadsden State Community College, Gadsden, Ala.  
 Marion General Hospital, Marion, Ohio

The Award for Excellence is presented to the winning companies annually at the closing banquet of the IAAP Education Forum and Annual Meeting.

Guidelines for Preparation and Submission, Criteria and the Nomination Submission Form are available at [http://www.iaap-hq.org/newsroom/awards/Award\\_for\\_Excellence.pdf](http://www.iaap-hq.org/newsroom/awards/Award_for_Excellence.pdf)

**The deadline for IAAP chapters to submit a nomination is April 1.**

Questions about the Award for Excellence should be directed to Kathy Schoneboom CPS/CAP ([kschone@iaap-hq.org](mailto:kschone@iaap-hq.org)) or Jennifer Mikic CPS/CAP ([jmikic@iaap-hq.org](mailto:jmikic@iaap-hq.org)).

### 2009 WINNERS

Check back in September for a press release on the winners of the Award of Excellence.

## Administrative Professionals Week

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

This year Administrative Professionals Week is **April 19-25** with Administrative Professionals Day on Wednesday, **April 22**.

More information can be found at the IAAP Headquarters website: <http://www.iaap-hq.org/newsroom/apw/index.html>

***No one who achieves success does so without acknowledging the help of others.***

***The wise and confident acknowledge this help with gratitude.***

***Author Unknown***

## Recruitment Incentive Programs through April 30

International Theme Pin	A member who sponsors a new member will receive the 2008-2009 International Theme pin.
New Chapter Builder Pin	The key builder of a new IAAP chapter in 2008-2009 will receive the New Chapter Builder pin.
New Student Chapter Builder Pin	The key builder of a new Student chapter in 2008-2009 will receive the New Student Chapter Builder pin.
Recruit 5 Rewards Program	A member who sponsors 5 new members (not transferring members) in 2008-2009 will receive a \$25 gift card.
Recruit 10 Rewards Program	A member who sponsors 10 new members (not transferring members) in 2008-2009 will receive a \$50 gift card.
Recruit 15 Rewards Program	A member who sponsors a minimum of 15 new members (not transferring members) in 2008-2009 will have one year of international, chapter, and division member dues paid by IAAP.
IMPACT Competition	The top 10 IAAP chapters that conduct an IMPACT meeting from July 1, 2008 through May 31, 2009 and sustain the highest percentage of net growth from their IMPACT meeting will each receive \$175. Chapters must send their IMPACT invitation along with an official entry form to Headquarters. Invitations and entry form must be received at Headquarters no later than June 15, 2009. New members and transfers must join the chapter within one month from the date of the IMPACT meeting. Submit only one IMPACT meeting entry for this contest period.
Monthly Recruitment Program	The top three chapters that recruit the most new members each month in the 2008-2009 year will receive \$100 (U.S.) each. Chapters can win all 12 months. Membership applications with payment must be received prior to the last business day of each month and at least six new members must be recruited.
Build a Chapter Program	Any chapter that sponsors a new IAAP chapter or Student chapter in the 2008-2009 year will receive \$150. Individual and/or chapter ties will be determined by a drawing.

# Help Us Celebrate and Congratulate

## Member Birthdays

### MARCH, 2009

Charlene Faulkner, CPS	March 18
Patti Kern, CPS	March 18
Gennie Bartelt	March 19
Linda Harr, CPS	March 31

## New Members

Madonna Byerly  
Lynne Lotspeich  
Jennifer Radmer

### MARCH, 2009

#### 17 Years

Patricia Barton, CPS

#### 14 Years

Julie Knight, CPS  
Georgia Moreland

#### 13 Years

Carla Stricklin

#### 12 Years

Deborah Janiga

#### 4 Years

Renate Jones

#### 3 Years

Lima Neal

#### 2 Years

Debbie Goulet, CPS  
Krayle Lutke  
Denise Tanner  
Robin Wroble

### Three Rivers Council Events...

2009 Professional Development Conference  
**Friday, March 27, 2009**  
12:00 noon - 5:00 p.m.

St. Louis Airport Marriott  
There will be vendors and a silent auction!

**Registration Deadline...  
March 20, 2009!!**

***2 recertification points!***

### MAKE PLANS NOW...

**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**

**July 26 – July 29, Education Forum and Annual Meeting,** 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**

## 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!!**

# Schedule of Events

## 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 signing, Jefferson City
  - \***April 21, chapter meeting**, (note change of date), Nominating committee presents slate of officers
  - \*April 22, Administrative Professional’s 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, **Education Forum and Annual Meeting**, Minneapolis Convention Center

## October

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

## November

- \* November 6-7, **Deadline to register for the August 15 CPS/CAP exam**

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

### 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		

### MAY 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						

Becoming “A Member of Excellence”

Don't Wait —Submit your on-line application for your Pathways Member of Excellence Program — Avoid the rush!!

[www.iaapnet.org/default.aspx?pid=5976](http://www.iaapnet.org/default.aspx?pid=5976)

Log in, click on Int'l Members Place, scroll down to Pathways to Excellence, and select Home

**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**

**Marsha at [mabcps@yahoo.com](mailto:mabcps@yahoo.com).**



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



**Fun & Games**



**A, BI, BU, CI, COM, GE, IG, LI, LOUS, ME, MI, NE, NE, NI, NORE, ORB, PASS, RE, SIS, TAL**

1. Disregard \_ \_ \_ \_ \_ (2)
2. Third sign of the zodiac \_ \_ \_ \_ \_ (3)
3. Bane \_ \_ \_ \_ \_ (3)
4. Globe \_ \_ \_ (1)
5. Performance \_ \_ \_ \_ \_ (3)
6. Legal excuse \_ \_ \_ \_ \_ (3)
7. Lacking in definition \_ \_ \_ \_ \_ (3)
8. Navigational instrument \_ \_ \_ \_ \_ (2)

Syllacrostic 01

- \* Fill in the answers to the clues by selecting the correct syllables from the list above.
- \* Each syllable can only be used once and the number of syllables to be used in the brackets.