

# Lindbergh Chapter Communiqué

MARCH 2011

WWW.IAAP-LINDBERGH.ORG

## BOARD OF DIRECTORS

### President:

Ann Werner  
werner\_ann@sbcglobal.net

### Vice President:

Linda Haley, CPS/CAP  
lmhale2@yahoo.com

### Recording Secretary:

Yosette Layton, CPS  
yosette.d.layton@monsanto.com

### Corresponding Secretary

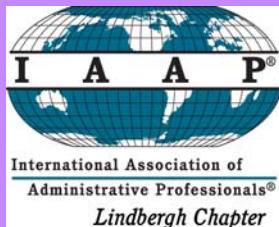
Joy Ihler  
joy.l.ihler@monsanto.com

### Treasurer:

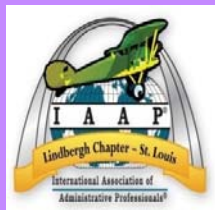
Susan Keen  
iaaplindberghstl@gmail.com

### Immediate Past President:

Charlotte Kuhn, CPS



**You Make a Difference!**



## Silent Auction

Our annual Silent Auction will be April 26 during our monthly meeting. We are encouraging all members to work in groups to fill a basket for the Silent Auction. The proceeds from the auction go towards hiring professional speakers for future meetings. Last year we had more than 70 baskets. You are welcome to contribute tickets to events, nights at hotels, or restaurant gift cards also.

Contact Patti Barton at [pjbarton@charter.net](mailto:pjbarton@charter.net). If you cannot complete a basket yourself but you have items for a basket please bring those to the March meeting which is March 22.

## White Elephant Sale

White Elephant Sale is coming to our May meeting. Look around your home and surely you have an item to donate. White Elephant stands for something you were given and just don't know what to do with it. The more unique the item the more fun the auction becomes. Proceeds from the sale will go to the Retirement Trust Foundation.

## APW Week

April 25-29 is APW Week. This year's theme is to recognize all employees who are support staff within your office. We would like to encourage you to bring a support staff member of your office as a guest April 26th. Karlana Rannals CAP is our guest speaker. Karlana is the International Treasurer for IAAP. Her topic is "Recession Proof Your Job". This is a very timely topic and we encourage everyone to attend.

## 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.

## *Lindbergh Chapter IAAP March 2011 Meeting*

**Tuesday, March 22, 2011**

5:30 PM - Networking

6:00 PM – Dinner Served

7:00 PM – Keynote Address

Spazio's at Westport

### ***Emotional Intelligence***

*Keynote by:*

***Jim Zaitz***

**Jim will help us to learn the key concepts in emotional intelligence as well as help us understand the business case for emotional intelligence. He will also teach us the techniques for raising self and social awareness, for managing our emotions and relationships, and for setting our emotional intelligence development goals.**

To All:

I will not be renewing my IAAP membership this year. Therefore, I need someone willing to take over the Communique. The steps involved include:

- ◆ Requesting articles from the Board and general membership
- ◆ Creating an easy to follow, informative document
- ◆ Submitting this document, by pdf, to the individual handling the website.

If you feel you may be interested in this task, please email me at [twalker@absconsulting.com](mailto:twalker@absconsulting.com) Or call my cell (314) 304-3129. I will gladly answer any questions or given further details.

Thanks,  
Teresa Walker, CPS/CAP

## Schedule of Events

### March

- \* March 11, **TRC Professional Development**
- \* March 22, **chapter meeting - Jim Zaitz**

### April

- \* April 7, **St. Louis chapter meeting - Joy Johnston, Senior Membership, Membership and Distribution, IAAP**
- \* April 26, **chapter meeting - Karlana Rannals CPS/CAP, International Vice President**

### June

- \* June 10-12, **Missouri Division Annual Meeting**

MARCH 2011						
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 2011						
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 2011						
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				

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

The wise and confident acknowledge this help with gratitude.

~Author Unknown



International Association of  
Administrative Professionals®

*St. Louis Chapter*

**ST. LOUIS CHAPTER  
April Meeting Notice  
Thursday, April 7, 2011**

Place: Crowne Plaza  
11228 Lone Eagle Drive  
Bridgeton, Missouri 63044  
Phone: 314-291-6700

Agenda: 5:30 pm Networking/Cash Bar  
6:15 pm Call to Order/Dinner (see cost on registration page)  
7:15 pm Program: **"Being Indispensable in a Disposable Workplace"**  
**presented by Joy Johnston, Senior Manager, Membership and  
Distribution, International Association of Administrative  
Professionals**

Menu: Mixed Field Green Salad  
**Chicken Piccata – chicken breast with lemon beurre blanc**  
Yukon Gold Potatoes and Julienne Vegetables  
Rolls, Butter, Coffee, Tea and Iced Tea  
**Vegetarian Entrée:** Chef's Choice  
Dessert: Chef's Choice or Fruit

Deadline: Reservations must be received by **Friday, April 1, 2011.**  
**Dinner reservations/cancellations received after the deadline will be billed.**

Directions: From Downtown: 1-70 West to Exit #235A (Lindbergh South), first street on the right is Lone Eagle Drive  
From West/South County: I-270 N to 1-70 E toward St. Louis, to Exit #235A (Lindbergh South), first street on the right is Lone Eagle Drive  
From North County: I-270 W to Exit 236A/Clayton onto I-170 S onto Exit #7B/Kansas City; onto I-70 W to Exit #235A (Lindbergh South), first street on the right is Lone Eagle Drive

**Please complete and return the registration form page to register for this meeting.**

## Being Indispensable in a Disposable Workplace

*presented by Joy Johnston*



Join St. Louis Chapter IAAP as we honor administrative professionals during our meeting on April 7. Our speaker for the evening will be Joy Johnston, Senior Manager, Membership and Distribution at our international office in Kansas City, Missouri. We are looking forward to her presentation on ***“Being Indispensable in a Disposable Workplace.”***

This one-hour interactive workshop will share how to translate communication skills into gains for you and your company. Topics covered will include: communicating with different personality types, recovering from communication gaffes, communicating your company’s values wherever you are, surviving social media meltdown, and communicating with your executive year-round for a successful review.

As has been the case at each of our meetings this year, you can expect many little surprises and fun happenings. Come join in the fun while benefiting from the excellent speakers and programs.

This meeting has been approved for one recertification point and certificates of attendance are always issued at our meetings to help those of you who maintain a professional portfolio.



**ST. LOUIS CHAPTER**  
**April Meeting Registration Form**  
**Thursday, April 7, 2011**

Please register the following for the **April 7, 2011**, St. Louis Chapter IAAP meeting.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

St. Louis Chapter Member

Guest | Guest of \_\_\_\_\_

Member of another IAAP Chapter | Chapter Name: \_\_\_\_\_

Dinner and Meeting (\$22 St. Louis Chapter IAAP Members/\$25 Guests)

Program and Meeting Only (No charge for St. Louis Chapter Members/\$5 for Guests)

Amount Enclosed \_\_\_\_\_ Make check payable to: St. Louis Chapter IAAP

**Receipt Requested**

Please provide me with a CERTIFICATE OF ATTENDANCE

**Meal Choices**

Chicken Piccata **OR**  Vegetarian Entrée

Chef's Choice Dessert **OR**  Fruit

Send completed registration form along with payment to:

Mary Lou Merkel, CPS  
12729 Markaire  
St. Louis, MO 63146  
Email: [mlmerk@aol.com](mailto:mlmerk@aol.com)

***One registration per form. Attach additional copies of registration form if needed.***  
***Reservations must be received by Friday, April 7, 2011.***  
***Dinner reservations/cancellations received after the deadline will be billed.***