



Lindbergh Chapter Communiqué

January 2012

IAAP Mission Statement:

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

We’ve already resolved; Now let’s follow through!

January... the time for resolutions, but remember this past summer? We made some resolutions then too. You know... the ones on the last page of our newsletter! Let’s revisit them and see how we’re doing.

Did you used to see someone regularly at chapter meetings that you’re not seeing quite so often these days? Give that person a call or send her an email to catch back up. Attendance is down at our

chapter meetings. There are a lot of great things happening. Encourage that person to not miss out!

While you’re at it, invite a non-member to a meeting. Share our newsletter or program materials with another admin and ask her to come to a meeting with you.

How are you doing on your efforts to be a Member of Excellence this year? Get that form out that you signed at

the beginning of the year and resolve to work on checking off more boxes! Doing so will conveniently contribute to the next resolution for our Chapter to become a “Chapter of Excellence.” Excellence begets excellence!

Speaking of excellence, have you looked into what it would take to earn your IAAP certification? The Certified Administrative Professional rating is the

Continued on Page 5

We’re on the Move!



Traditionally, January symbolizes fresh starts. In that spirit, **the Lindbergh Chapter is pleased to announce a new location for the January meeting;** Webster University, 11885 Lackland Rd., Suite #600 in Maryland Heights. In addition to a new location, members will also enjoy a new price; \$15 for members and guests (includes a boxed sandwich meal) and \$10 to attend the meeting only.

By now, you are probably wondering... why the change? A number of factors are responsible, but basically it comes down to simple economics; we are spending more than we are bringing in. Efforts to keep the registration fee low are not paying off when the price of the meal is compounded by audiovisual

fees, facility rental charges, service charges and taxes (see table below):

	Nov Mtg	Dec Mtg
Spazio Charges		
Meals	\$432.45	\$418.50
Audiovisual	\$75.00	\$75.00
Room Rental	\$75.00	\$75.00
Service Charge	\$101.49	\$98.70
Taxes	\$50.78	\$49.54
TOTAL	\$734.72	\$716.74
Registration Fees Collected	\$400.00	\$400.00
Profit / Loss	-\$334.72	-\$316.74

Today’s economy has impacted many aspects of our lives. For the Lindbergh Chapter the impact has been observed through lower meeting attendance, lower profitability of fundraisers and increased venue and food charges for our monthly meetings. Member surveys have indicated that charging more for chapter meetings is not a move that would be supported by members. To

merely break even on the November and December meetings, we would have had to charge members about \$27 versus the \$15 they actually paid. This monthly deficit has inspired the Board to explore other meeting venues as well as other meal options. We hope you will join us for the January meeting and a presentation “Managing Your Boss” presented by Donna Baylor of TRANSITION Seminars. **Please note:** The January meeting site is not yet a permanent change. We’re “trying it on for size.” Now it’s time for you to do your part...

Attend the meeting
Learn something
Provide feedback
Help us grow

Inside this issue:

President’s Message	2
Cool Software Tricks	2
Upcoming Events	3
Chapter Anniversaries	3
Leadership Nominations	4
Announcements	5

President's Message

This month's President's Message is a message from our International President:

I enjoy ushering in a fresh year. There's something inviting about not simply turning the page on the calendar but cracking open a new calendar. It welcomes opportunity, ideas and encourages me to set goals. What do you like about starting a new year?

I'm starting off this calendar year with an exciting announcement. I am pleased to introduce IAAP's new executive director, Gerald J. "Jay" Donohue, Jr., CAE, CMP. Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier outplacement firm, Challenger, Gray and Christmas. Over the years, Jay has been

responsible for the operation and services for the International Association of Defense Council, the Academy of General Dentistry and the Professional Convention Management Association. He has implemented new organizational strategic plans and also assisted with the restructuring of administrative and governance systems. He's skillful at finding and implementing creative solutions. Jay is also excellent in developing employee talent and in training. The board and I are excited that Jay is taking the helm at IAAP. We're confident that 2012 holds many good things for the staff and the association. To all of you who took the certification exam in November, I want to extend my congratulations and admiration for taking the step to advance in your profession. I've taken the exam to become certified and I know it's difficult. For those who

passed, congratulations. For those who didn't, don't give up! Getting that certification is something to continue to work towards. You spoke and we listened. For those of you who are already certified, we have a new specialty for you. You've told us that keeping up on the latest technology is important and we're here to help you do just that. Starting this year, IAAP is offering a new specialty: Technology Applications. Complete three [Options Technology modules](#) then pass a Microsoft test in one of those areas and you're qualified to send in the application and fees for the Technology Applications specialty. Read all about it on [the IAAP public website](#). We know how important training is to you. Learn something new and earn rave reviews at your office by attending [IAAP's Spring Conference](#). Like a great movie, every office has its own set of characters, plot, setting and theme. The key to

success is directing all these elements into a compelling and productive story. At this year's IAAP Spring Conference, you'll learn how to identify your office's genre and write the script for your own workplace blockbuster. On Sunday we're offering an optional, interactive technology workshop with Gini Courter. I'm going—are you?

Please remind your chapter and division members about these upcoming deadlines:

January 15: Deadline for IAAP BOD and RTF Trustee nominations

February 1: Deadline for IAAP committees and RTFC candidate forms returned

February 1: Deadline for proposed bylaws amendments submission.

February 1: Deadline for Avery Great Results Chapter and Division Achievement Awards

Happy New Year everyone!

*Tamra Goodall, GAP-OM
IAAP Int'l President*

What is that Windows Key For?

When was the last time you took a good look at your keyboard? Look just to the left of your spacebar. See the key with the Windows symbol on it? You know... this one:



Have you actually ever used it? Well, recently I discovered the power of this little key and I'd like to share some great shortcuts with you.

Win Key + E	Open Microsoft Explorer
Win Key + Tab	Cycle through open programs*
Win Key + F1	Display Microsoft Windows help
Win Key + Ctrl + F	Displays the search for computers window
Win Key + F	Displays the Windows Search / Find feature
Win Key + L	Lock the computer (Windows XP)
Win Key + D	Brings the desktop to the top of all other open windows
Win Key + M	Minimizes all open windows
Win Key + Shift + M	Undo the minimize done by Win Key + M and Win Key + D
Win Key + R	Open the Run window
Win Key + Pause/Break Key	Open the system properties window
Win Key + U	Open Utility Manager

Source: Microsoft.com

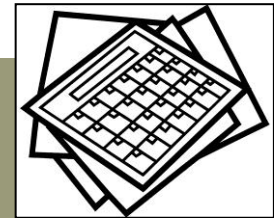


Have a cool software trick you'd like to share?

Submit to mcclish.kathleen@geoeeye.com for our next issue.

Upcoming Events - Schedule At-A-Glance

Date	Event
01/24	Chapter Mtg: "Managing Your Boss" presented by Donna Baylor
02/07	Lindbergh Chapter Board Meeting
02/28	Chapter Mtg: "Information Security at Work & Home" presented by Joe Seidler
03/4-7	2012 Spring Conference - Las Vegas, Nevada
03/13	Lindbergh Chapter Board Meeting
03/27	Chapter Mtg: "Number Skills" presented by Mary Madick
04/10	Lindbergh Chapter Board Meeting
04/22-28	Administrative Professionals Week
04/27	Three Rivers Council Spring Event: "Making the Leap to Remarkable with Professional Development" @ St. Charles Community College (see article)
05/05	Lindbergh Chapter Trivia Night & Silent Auction – Stay tuned for more info!
05/08	Lindbergh Chapter Board Meeting
05/22	My boss is transferring, Yikes! I'm not going with him. How to network for a new job
06/12	Lindbergh Chapter Board Meeting
06/26	Installation – Sexual Harassment, Drug Abuse, Do We Dare Discuss (Office Ethics)
07/22	2012 Educational Forum & Annual Meeting - Grapevine, TX



Chapter Meetings

January 24, 2012
 February 28, 2012
 March 27, 2012
 May 22, 2012
 June 26, 2012

5:30 p.m.
Dinner & Chapter Business

6:30 p.m.
Program

Three Rivers Council Presents...

Making the Leap to Remarkable With Professional Development

April 27, 2012
 8:30 a.m. – 4:30 p.m.
 St. Charles Community College

Members - \$85; Non-members - \$95 (includes lunch)

Program includes:

- Maxine Clark, Build-A-Bear – Motivational Speaker
- Andrea Compton – iPad and Use
- Sarah Entzeroth – Organizational and Educational Management

Board Meetings

January 10, 2012
 February 7, 2012
 March 13, 2012
 April 10, 2012
 May 8, 2012
 June 12, 2012

5:30 p.m.

*Monsanto North Campus
 on Ball Drive*

Anniversaries

Congratulations to members celebrating anniversaries during the month of January:

- Susan Doerge (1976)
- Diana Kester (2003)
- Joyce Pumm (2005)
- Juanita Juarez (2007)
- Patricia Kern (2007)
- Andrea Walshouser (2007)
- Kelly Novotny (2008)
- Elizabeth Faucett (2010)

IAAP Lindbergh Chapter Needs You!

It's time to begin planning for the 2012-2013 leaders of the Lindbergh Chapter. We need YOU!! Exercise your talents and passions and help make the Lindbergh Chapter soar to new heights! Please consider using and sharing your skills, talents, ideas, and the opportunity to develop and use your experience by becoming an officer or committee head for the 2012-13 year. Patti Barton, CAP, Linda Harr, CAP-OM and Janie Juarez, CAP-OM, have volunteered to make calls to members to discuss your interest in serving in a leadership role and for your feedback in how to best continue to improve our chapter. We want everyone to have a say in the direction we take in the 2012-2013 year and we look forward to speaking with you! Read on to familiarize yourself with nominating procedures and positions available:

Officers: The chapter offices shall be a president, a president-elect, a vice president, a recording Secretary, a corresponding secretary, and a treasurer.

Qualifications

- A candidate for office shall have been a member of this chapter preferably for at least one year prior to the time of nomination.
- A candidate for the office of president shall have preferably served as an officer of this chapter for at least one full year prior to the time of election.
- No member shall hold more than one chapter office at a time. No member shall hold a Division office while serving as a chapter officer, except to allow for normal overlap in difference of installation time.

Nomination and Election Procedures:

- At the April meeting of the chapter, the nominating committee shall submit to the membership a slate of one or more candidates in good standing for each office, along with the qualifications of each candidate. Associate members are not eligible for elected office.
- Nominations may also be made from the floor at the May meeting prior to the election and added to the slate, provided their qualifications were submitted to the nominating committee 48 hours prior to the election for certification of qualifications. Qualifications are given at the time of nomination. Nominations from the floor require one second.
- Officers shall be elected by ballot

at the May meeting; if there is but one candidate for each office, the officers may be elected viva voce.

- In the event that no candidate received a simple majority vote on the first ballot, all but the two candidates receiving the highest votes for such office shall be eliminated and the balloting continued until a candidate is elected.
- In the event of a vacancy among the officers-elect between the time of election and installation, the vacancy shall be filled by special election at the next chapter meeting. Nominations shall be made from the floor and all provisions previously outlined in this Section shall prevail.

Term of Office:

- The term of office shall be July 1 through June 30.
- The president and president-elect shall serve one term only. Other officers shall serve no more than two consecutive terms in the same office.

Duties:

- The **PRESIDENT** shall:
 - Preside at all meetings of the chapter and the board of directors
 - Endeavor to serve the entire chapter in strictly impartial manner
 - Appoint the chairman of all committees except nominating and audit committees and parliamentary advisor, unless otherwise specified
 - Be a member ex-officio of all committees except the nominating and audit committees
 - Approve all routine vouchers in the normal course of business for payment, except those submitted by the President
 - In addition, the President shall serve as a back-up to the Treasurer to insure the filing of taxes to the IRS and the filing of Form 990 on time
 - Be familiar with the chapter, Division and International Bylaws
 - Keep the membership informed as to IAAP official communications
 - Keep the Division President fully informed on all matters
 - Be a member of Three Rivers Council
 - Perform other duties incident to the office of President

- The **PRESIDENT-ELECT** shall:
 - assist the president
 - Assume the duties and powers of the presidency in the absence of the president
 - Approve all vouchers submitted by the president or in the absence of the president
 - In addition, the President-Elect shall serve as a back-up to the President and the Treasurer to insure the filing of taxes to the IRS and the filing of Form 990 on time
 - Assume the chairmanship of the chapter image committee and executive advisory board
 - In the event of a vacancy in the office of president, succeed to the office for the unexpired term
 - Be a member of Three Rivers Council
 - Succeed automatically to the office of president at the conclusion of the term of President-Elect
 - Perform other duties as assigned by the president or the board of directors
- The **VICE PRESIDENT** shall:
 - Assist the president and president-elect in all ways
 - Succeed to the office of president for the unexpired term in the event of a vacancy in the offices of president and president-elect
 - Maintain the Lindbergh Chapter Job Bugle
 - Engage the speakers for the monthly chapter meetings
 - Compile and distribute the meeting programs
 - Perform such other duties as may be assigned by the president or the board of directors
- The **RECORDING SECTY** shall:
 - Keep an accurate record of all chapter and board of directors meetings and all other meetings as requested by the president
 - Have custody of the chapter charter and other official documents
 - Have available at all meetings up-to-date copies of the International, Division and Chapter Bylaws and Standing Rules
 - Perform such other duties as may be assigned by the president or board of directors
- The **CORRESPONDING SECTY** shall:
 - Give notice of all board and special meetings as directed by the president
 - Conduct the correspondence of the chapter in accordance with the direction of the president and/or the board of directors
 - Following the installation of new officers, submit by July 1, their names and addresses to the appropriate officers of the Missouri Division and IAAP International
 - Perform such other duties as may be assigned by the president or board of directors
- The **TREASURER** shall:
 - Have custody of all chapter funds, making disbursements only as authorized by the chapter, either by specific action or by adoption of a budget to be administered by the board of directors
 - Pay all approved bills promptly
 - In addition, the treasurer shall be responsible (with 2 back-ups) for the filing of taxes to the IRS and the filing of Form 990 on time
 - Keep the books on a current basis and make a monthly report to the chapter
 - Prepare a detailed financial report for presentation at mid-year and complete financial report for the period of the term of office
 - Be bonded along with all other parties authorized to sign checks at the expense of the chapter
 - Transfer all records to the incoming treasurer within sixty (60) days of the last day of the fiscal year
 - Perform such other duties as may be assigned by the president or board of directors

Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.

~ Margaret Mead

Leadership Opportunities

Want to make *YOUR* "Leap to Remarkable?" Consider volunteering for a leadership position in the Lindbergh Chapter. We currently have a variety of committee chair positions available for you! They include:

APW / Education & Program - Coordinate or assist in the planning and execution of the April APW event.

History - Take photos at meetings and other events, organize photos into albums

Hospitality - Arrange for meeting places for all regular and special meetings

New Chapter Builder – Aid in the development of a new chapter

Scholarship - Solicit funds for the chapter's scholarship program

Student Chapter – Solicit approval to build a student chapter and solicit funds to help support it. We have one in the works already with 17 deaf

students who will be joining our chapter in the Spring.

Ways & Means – Develop projects to raise funds for the operation of the chapter including coordination of the silent auction and the Special Events Committee

By leading or joining a committee you will not only be learning from your peers you will be gaining knowledge and sharing ideas which aids in your professional development

and will make you feel a part of the organization.

If you would like to "Make the Leap to Remarkable," please contact Charlotte Kuhn for more details on these opportunities.



We've already resolved; Now let's follow through! (Cont.)

industry recognized standard of proficiency. Visit the IAAP website for additional information on [certification](#) including information on recertifying if you already have your certification.

Another resolution that deserves a second look relates to giving of yourself.

The Lindbergh Chapter continuously offers a plethora of opportunities to give. Most recently you learned about an opportunity to volunteer at the OASIS Food Pantry and Thrift Store. Volunteers are still needed and this is a perfect time of the year to resolve to give more of yourself.

Another avenue to give is in support of your Chapter. It takes many crew members to keep the boat moving forward and in the right direction. You've heard it before, but I can't resist the opportunity to remind you... *the more you put into something, the more you get out of it.* We are a unique

group of professionals, all who have something unique to offer. Don't keep it to yourself; Share!

Let's all resolve to make 2012 a most excellent year!

Kathleen McClish
Communiqué Editor

Announcements

- ❖ **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.
- ❖ **Wanted – Your Articles** – You are invited to write an article for inclusion in the Communiqué. It could be a book review, computer tips & tricks, or an article relevant to today's administrative professional. Share your expertise! An article of 200 words or more published in our newsletter satisfies one of the criteria to qualify as a Member of Excellence! Submit your article to Kathy McClish today!
- ❖ **Silent Auction Baskets Needed!** – The Three Rivers Council is seeking basket donations for their upcoming silent auction as part of their Spring Conference. If you are interested in donating to this cause, please contact Charlotte Kuhn.
- ❖ **Trivia Night** – Stay tuned for more information on an upcoming Lindbergh Chapter event scheduled for Saturday, May 5th, Trivia Night & Silent Auction. A Committee is forming now. This exciting event is bound to be great fun and a very profitable fundraiser for our chapter. Please volunteer your time, expertise and/or silent auction baskets and help us make this a successful event to remember. If you would like to volunteer for any aspect, please contact Charlotte Kuhn right away! You can also sign up at our January Chapter meeting on January 24th.
- ❖ **Philanthropy for January**
 - Oasis Food Pantry – Non-Perishable Food Items
 - Dress for Success – Interview-appropriate attire, shoes suitable for office, hosiery, black totes, basic accessories
 - Box Tops for Education



Missouri Division

Lindbergh Chapter Board of Directors

President

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

Vice President

Charlene Faulkner, CAP

Recording Secretary

Joy Ihler

Corresponding Secretary

Jane Ferguson, CAP-OM

Treasurer

Linda Haley, CAP-OM

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

The Communiqué is published on the 10th 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 CAP or CAP-OM 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 52nd Anniversary Celebration. We promise, it will be a great program.
6. If you have not earned your CAP or CAP-OM, look into taking the test and what the requirements are. You will benefit in the long run.
7. If you have your CAP or CAP-OM, 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