

Central Arkansas Chapter
International Association
of Administrative
Professionals

The mission of CAC IAAP
is to provide opportunities
for our members to
**CONNECT, EDUCATE,
and GROW**
as professionals.

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We're on the web!
<http://iaap-centark.tripod.com>

Untitled Newsletter

Volume I, Issue II

November / December 2009



Greetings from the President

We did it! We've published our first newsletter. The October 2009, Volume I, Issue I, was the first of our monthly newsletters.

Many thanks to Cindi Thomas, CAC's Vice President and Publicity Committee Chair for taking on the responsibility for publishing our chapter newsletter. We hope you take time to read our newsletter and submit suggested articles to Cindi.

We want your help and participation with changing the name from "Untitled Newsletter" so get your creative juices flowing or put on your thinking cap and let us (Cindi or me) know what you come up with. The person who submits the winning entry will win \$25 worth of our Small Indulgences jewelry. (cthomas@lsvusa.com or CLRufus@arkbluecross.com) Contest deadline is Monday, December 28th at 5:00 p.m.

Enjoy your newsletter and become informed about IAAP's programs, some fun articles and important administrative professional matters. The Central Arkansas Chapter is strong because of our members — attend a meeting and recruit an admin today!

Wishing each of you Merry Christmas and Happy New Year!

Carolyn Rufus CPS
2009-2010 CAC IAAP President
The Power of Commitment

CAC IAAP Christmas Party

Who: Members & Prospects of CAC IAAP
What: Dinner
When: Tuesday, December 15th at 5:30 p.m.
Where: Olive Garden Restaurant, Lakewood Village, North Little Rock
Why: To celebrate Christmas!

We will order from the regular menu, each paying for our own. We will also be having an ornament exchange (participation is optional.) Please limit the cost of your ornament to no more than \$5.

Christmas thoughts . . .
By Cindi Thomas

As some of you know, I grew up in the Hawaiian Islands. Some of my favorite memories are of going to the beach on Christmas Day. I have printed here two of my favorite Hawaiian Christmas songs for your enjoyment and amusement:

Mele Kalikimaka
is the thing to say
on a bright Hawaiian
Christmas Day

That's the island
greeting
that we send to you
from the land where
the palm trees sway

Here we know that
Christmas will be
green and bright
The sun to shine by day
and all the stars
at night

Mele Kalikimaka
is Hawaii's way
to say Merry Christmas
to you

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Retirement Trust Foundation Helping Our Own

By Bethel Banzhaf CPS/CAP — RTF Committee, SW District

November brings a shift in many of us toward preparations—preparations for the upcoming winter weather, holiday season, and other year-end activities.

In addition to making preparations, IAAP members celebrate November for another reason. Yes, November is Trust month! November is one of the two months in the year in which there is a major focus on the Retirement Trust Foundation—its purposes and benefits, along with supporting a myriad of fundraising efforts undertaken on behalf of the Trust throughout our membership.

The Trustees have been working on strategic planning and evaluating programs and services. You will notice several changes this year:

- New Mission Statement: **To provide assistance for housing to administrative professionals, age 55 and older, who are in need.** It is a succinct, focused mission statement, one that is relevant to many who are struggling financially in these challenging economic times.
- The Financial Assistance Program has been renamed **Housing Subsidies for Admins in Need (HSAN)** to be in line with the new Mission Statement.
- Use of the term **Helping Our Own** to help engage members.

As you know, our association is unique in that we support our own retirement center for retired administrative professionals. In addition to that retirement center, however, the Trust (a 501(c)(3) charitable organization) provides financial assistance to admins, age 55 and older, who live in a retirement center **anywhere** in the United States or Canada and meet certain financial requirements.

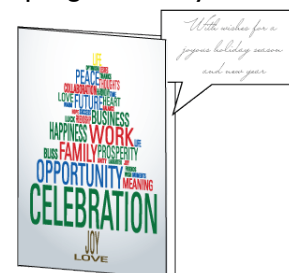
This year, the Trust is focusing on "Helping Our Own". Your contributions to the Trust support not only Vista Grande in Rio Rancho, NM, but also assist retired admins who live in other facilities.

This is a great time to include the Trust in our year-end preparations. Consider:

Family of Givers: This outstanding program offers recognition while providing a tax benefit. Annual cumulative contributions are recognized (at your discretion) as you reach different levels: **Sustaining** (\$100 to \$499), **Leadership** (\$500 to \$999), and **Pacesetter** (\$1,000 and up). During this time when people are reviewing their finances for year-end tax considerations, the Family of Givers program provides a wonderful opportunity to benefit those in need while providing tax benefits to you, too.

Other ways you can contribute to the Trust that are not part of the Family of Givers program are by purchasing:

Holiday cards: The Trust offers beautiful cards that are appropriate for your office, your family and friends, and your IAAP network—board members, committee chairs, associate members, and guests. *This is the last year these will be available.* The order form is on the RTF website (www.iaap-rtf.org). Prices are \$20/25 cards, \$35/50 cards, and \$50/75 cards.



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Christmas thoughts
Continued from page 1

12 Days of Christmas — Hawaiian Style

Numbah One day of Christmas, my tutu give to me
A mynah bird in one papaya tree.

Numbah Two day of Christmas, my tutu give to me
Two coconut, and a mynah bird in one papaya tree.

Numbah Three day of Christmas, my tutu give to me
Three dried squid, two coconut, and a mynah bird in one papaya tree.

Numbah Four day of Christmas, my tutu give to me
Four flower leis, three dried squid, two coconut, and a mynah bird in one papaya tree.

Numbah Five day of Christmas, my tutu give to me
FIVE BIG FAT PIGS!! Four flower leis, three dried squid, two coconut,
and a mynah bird in one papaya tree.

Numbah Six day of Christmas, my tutu give to me
Six hula lessons, FIVE BIG FAT PIGS!! Four flower leis, three dried squid, two coconut,
and a mynah bird in one papaya tree.

Numbah Seven day of Christmas, my tutu give to me
Seven shrimp a-swimmin', six hula lessons, FIVE BIG FAT PIGS!! Four flower leis,
three dried squid, two coconut, and a mynah bird in one papaya tree.

Numbah Eight day of Christmas, my tutu give to me
Eight ukuleles, seven shrimp a-swimmin', six hula lessons, FIVE BIG FAT PIGS!!
Four flower leis, three dried squid, two coconut, and a mynah bird in one papaya tree.

Numbah Nine day of Christmas, my tutu give to me
Nine pounds of poi, eight ukuleles, seven shrimp a-swimmin', six hula lessons, FIVE BIG FAT
PIGS!! Four flower leis, three dried squid, two coconut, and a mynah bird in one papaya tree.

Numbah Ten day of Christmas, my tutu give to me
Ten cans of Primo (*Hawaiian beer*) nine pounds of poi, eight ukuleles, seven shrimp
a-swimmin', six hula lessons, FIVE BIG FAT PIGS!! Four flower leis, three dried squid,
two coconut, and a mynah bird in one papaya tree.

Numbah Eleven day of Christmas, my tutu give to me
Eleven missionary, ten cans of Primo, nine pounds of poi, eight ukuleles, seven shrimp
a-swimmin', six hula lessons, FIVE BIG FAT PIGS!! Four flower leis, three dried squid,
two coconut, and a mynah bird in one papaya tree.

Numbah Twelve day of Christmas, my tutu give to me
Twelve televisions, eleven missionary, ten cans of Primo, nine pounds of poi, eight ukuleles,
seven shrimp a-swimmin', six hula lessons, FIVE BIG FAT PIGS!! Four flower leis, three dried
squid, two coconut, and a mynah bird in one papaya tree!



Pins: At only \$5 each, the Trust's annual pin makes a wonderful gift—again for board or committee members, friends—or even for a chapter speaker!

Patio Paver: The Patio Paver Program continues its popularity. Consider a contribution of a patio paver that will beautify the grounds at Vista Grande while recognizing a special someone or marking a milestone.

As you can see, there are a number of ways you can support the work of this important Foundation—and it's easy. Contact your chapter's RTF chair or go online at www.iaap-rtf.org for details.

For more information about the Trust, visit our website at www.iaap-rtf.org; contact your Retirement Trust Foundation Committee member representing Southwest District, Bethel Banzhaf CPS/CAP at IAAPbanzhaf@gmail.com; any RTF Trustee; or IAAP controller, Sue Tuff, at stuff@iaap.org. We appreciate the support of IAAP members everywhere. Without you, we could not continue our work supporting the members of IAAP.



Winter comfort food

Hot Fudge Pudding Cake

Ingredients

- 1-1/4 cups granulated sugar, divided
 - 1 cup all-purpose flour
 - 1/2 cup HERSHEY'S Cocoa, divided
 - 2 teaspoons baking powder
 - 1/4 teaspoon salt
 - 1/2 cup milk
 - 1/3 cup butter or margarine, melted
 - 1-1/2 teaspoons vanilla extract
 - 1/2 cup packed light brown sugar
 - 1-1/4 cups hot water
- Whipped topping



Directions

1. Heat oven to 350°F. Combine 3/4 cup granulated sugar, flour, 1/4 cup cocoa, baking powder and salt. Stir in milk, butter and vanilla; beat until smooth.
2. Pour batter into ungreased 9-inch square baking pan. Stir together remaining 1/2 cup granulated sugar, brown sugar and remaining 1/4 cup cocoa; sprinkle mixture evenly over batter. Pour hot water over top; do not stir.
3. Bake 35 to 40 minutes or until center is almost set. Remove from oven; let stand 15 minutes. Serve in dessert dishes, spooning sauce from bottom of pan over top. Garnish with whipped topping. About 8 servings.



MY FAVORITE THINGS

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Free Resources

- e-mailed to you weekly! Reward / Motivation E-Tip of the Week
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- Top Ways to Collect More Money E-Book
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- The Idea Book for Winning Managers
- Grammar E-Tip of the Week
- Microsoft Excel E-Tip of the Week
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Video Quick-Tips

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- Identifying Your Peak Productivity Time
- Make Decisions and Solve Problems
- Breaking the News—
 - Announcing Change to Employees
 - Communicate During Conflict
 - On-the-Spot Rapport Builders
 - Tips for Reducing Stress in Your Life
 - Making Others Feel Heard
 - Proven Morale Boosters

Fun Quizzes

- What's Your Stress Level at Work?
- How Well Do You REALLY Listen?
- How Motivated Are You at Work?
- How Chaotic Is Your Workplace?
- Get Your E-Self Personality Profile
- Evaluate Your Communications Skills
- How's Your Business Etiquette?
- What's Your "Calmness Factor"?
- How Do You Handle Difficult People?