



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.

2009-2010 CAC IAAP Board

President: Theresa Sontag CPS
President Elect: Linda Myers
Vice President: Cindi Thomas
Secretary: Krystal Kinsey
Treasurer: Carolyn Rufus CPS

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Greetings from the President

Wow, what an exciting time this has been for me!

The induction of the new CAC IAAP officers took place on June 16th and in addition to myself, your newly elected board members are as follows:

President-Elect - Linda Myers, CPS
Vice-President - Cindi Thomas
Secretary - Krystal Kinsey
Treasurer - Carolyn Rufus, CPS

Each one of these ladies brings a wealth of knowledge and ability to their position. I am so thankful to have them on my team. We will work together to make the Central Arkansas Chapter a growing and vital part of the International Association of Administrative Professionals. I hope that each one of you have been thinking about what part you can play to help ensure our chapter remains a Chapter of Excellence!

The leadership team met for our first strategic planning session on July 21st and began to brainstorm on how we can bring some new ideas, speakers, and fun to each of our meetings. We have some exciting things planned for you!

I will always be available to you, so never hesitate to contact me with any suggestions or ideas you might have. I look forward to seeing each and every one of you at our next chapter meeting!

Theresa Sontag, CPS
2010 – 2011 CAC IAAP President

*Theresa Sontag CPS
2010 - 2011 CAC IAAP President
Central Arkansas Chapter IAAP
Chapter of Excellence*



The next chapter meeting For CAC IAAP

WHEN: Wednesday, August 25th
11:30 a.m. to 1:00 p.m.

PLEASE NOTE DATE CHANGE!!

WHERE: Regions Building
400 W. Capitol Avenue, LR
3rd Floor—Dogwood Room

Our keynote speaker is Teresa Tidwell, CAP. She will be sharing a training program with us: "Getting the Most out of MS Word 2007."

Please feel free to bring your lunch and eat during the meeting. If you cannot stay for the entire meeting, we understand; just slip out quietly when necessary.

Bring a friend!

Meetings are typically held on the 3rd Wednesday of each month at locations in the downtown area of Little Rock or North Little Rock.

How to Tell if You're Mom's Favorite



Summer Workload Heating Up? Tips for Tackling the Projects on Your Plate

For most, summer means sunshine, outdoor activities and, above all, vacation. For others, however, summer might mean larger workloads.

Whether activity at your office increases during the summer months, limited resources have left your team short staffed, or you're filling in for other colleagues, you may find that your to-do list is growing as the weather improves. Here are some tips for managing the extra heat:

- **Get on the same page.** Touch base with your boss to ensure the projects you're working on align with his or her priorities. You may find, for example, that some of the assignments on your plate can be moved to the back burner. At the same time, you can talk to your manager about the resources you need to complete the most pressing tasks.
- **Try teamwork.** Seek input from coworkers on the best course of action when you are confronted with a difficult or unknown situation. Having trouble creating a macro in Excel? Chances are, someone on the team has the experience to help you out, saving you time and frustration.
- **Focus on solutions.** Direct your energy toward situations where you can affect the outcome, and don't spend time fretting about what you cannot control. You may not be able to move a tight deadline, for instance, but you can ask your supervisor to take a project off your plate, at least temporarily, so you can tackle the immediate need.
- **Be prepared.** Use downtime in between projects to prepare for the next spike. Organize your files and determine what resources you might need going forward. This will increase your efficiency and allow you to be more productive.

Take a time-out. It's easy to get overwhelmed by even small setbacks when you're juggling a multitude of tasks. If you're under fire, step back before you react so you can quickly assess the situation and come up with an action plan.

Tight deadlines and large workloads can bring out the best or worst in people. Use the tips above to demonstrate your grace under fire and show your boss you can tackle any challenge that comes your way.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals.

CAC IAAP Resource Library

A benefit for CAC IAAP members



Advanced Organizational Management
by Mark Garrison & Margaret Bly Turner

Become an Inner Circle Assistant
by Joan Burge

Complete Office Handbook, Third Edition
by Susan Jaderstrom, Leonard Kruk, & Joanne Miller

Cruisin' Through Life at 35 MPH
by Brian Blasko

Finding Your Yellow Brick Road
by Gunny Thomas & KJ Cash

Hope or Hype
by Richard A. Deyo, M.D., M.P.H.
and Donald L. Patric, Ph.D., M.S.P.H.

Lifescrpts
by Stephen M. Pollan & Mark Levine

Management, Fifth Edition
by Varina L. Haney & Lynn Mazzola

Office Administration, Fifth Edition
by Betty L. Schroeder & Diane Routhier Graf

Office Systems and Technology, Fifth Edition
by Diane Routhier Graf & Betty L. Schroeder

Release Your Brilliance
by Simon T. Bailey

Thank God It's Monday
by Roxanne Emmerich



Our theme for 2010 - 2011 is:

PASSION & PURPOSE
CENTRAL ARKANSAS CHAPTER

This is a follow up to our special fundraising project for the earthquake victims of Haiti, by Timiko Covington. (See our May and June newsletters for more details.)

The Events and Experiences of Haiti 2010 Women's Conference

Wow, where should I start? I guess I could start with all the flight delays due to bad weather and plane electrical/mechanical problems (going and coming), but that is the least of the excitement... as that didn't faze me... I decided God must have held us up while He was blocking us from unseen danger. HALLELUJAH!!!

However, let's not leave the airport just yet... As five of the 12 team members walked outside the Port-au-Prince airport to board the small aircraft to Pignon, we noticed our escort walking us towards a very, very small plane. We all were quiet and looking around at each other wondering...where is the plane we're going to be flying on...and before anyone could get it out...the pilot welcomed us to a 6-seat crop duster. "OH LORD" was my first response, and then the name JESUS rushed out of my mouth with great force from my belly...JESUS...excuse me, I just felt it again! As I and another team member prayed, we lifted our hands to the Father, laid hands on the wings and tail, and boarded the crop duster. What an experience! Out of the six years that I've been to Haiti, I was used to getting on a small plane, like maybe a 20-seater, but never a 6-seater. I guess this was the year for the number six.

While flying over the beautiful mountains and grasping the seat in front of me when my stomach clenched my back for support at every jerk, there was definitely prayer going on without ceasing! And then the tightness started to subside as I noticed a lot of crumbled buildings and countless tent homes, which are referred to as "tent cities." It was very sad.

Sunday night the conference began. Usually there are 350-500 women in attendance every year, but this year the numbers dropped drastically, about 200 I believe...due to the devastation of the earthquake in January. And we could feel the heaviness in the atmosphere. Their hearts seemed to be empty, aching, and torn. Though they made every effort to press through their pain in praise and worship, we could still feel and see there was a tremendous difference. But God!

It rained every day we were there except the day before we left (Thursday), but on Monday, it did more than just rain...there was a storm...and we all were in the midst of it...not inside a building, but outside in a Gazebo...where the conference was being held this year due to many displaced people living on the camp grounds and in the chapel. In the middle of a message on Grace, it started to rain...first sprinkling...I didn't move because it actually felt good, then the sprinkling turned into a hard rain. Many of us that were along side the wall moved to the center, and then the intensity increased along with a strong gust of wind...there was no where to go, we were getting soaked. Even in the center of the iron/steel covered gazebo, there were leaks...and it started thundering and lightening. We (the team & Haitians) tried covering the children and the elderly the best we could. And it didn't take long for the prayers, praise, and worship to erupt amongst us all...in English and Creole simultaneously. We lifted our hands and voices in unity and God protected us...while a tree a few feet away had been struck by lightning. MY LORD! How Awesome is our GOD! Some prayed, some sang, some cried...that was the Breakthrough we as a team was praying for...God heard and answered our prayers!

Tuesday went even higher with more messages and that evening many women came forth, Transformation had definitely taken place. Jesus was lifted up and He drew them to Him! Wednesday was the last day of the conference with more messages that continued to minister to the souls of the women...and Restoration definitely took place in their hearts and lives. All Glory to God!

Three other significant memories:

- Holding hands and playing hopscotch with a little girl about 6 or 7 years old that was in such high spirits. She has the prettiest eyes and smile, and she laughed uncontrollably as she played outside our door.
- Met a 16 year old named Jerry. We read and talked about Scriptures and prayed together. His favorite passage of Scripture he's been meditating on is Psalm 29. He said he has dreams of seeing light and hearing the voice of God telling him that he will be a pastor. He asked for prayer because he had been in Pignon since the earthquake going to school and that it was good for him there, but he was getting ready to go back to Port-au-Prince and he's afraid that the same opportunity wouldn't be available to him anymore. Please keep him in your prayers.
- And the one person that touched my heart the most is a lady named Venia. Venia is a lady that we prayed for last year that was faced with some serious struggles. The team has never forgotten her and she has been in our thoughts and prayers the whole time. I looked and looked for her that first night of the conference and didn't see her. The next day I finally spotted her when I turned around, and we made eye contact. She had the biggest smile on her face and she waved. I couldn't wait to get to her to find out how she had been doing. She gave the greatest testimony. The problems she was having are gone! She remembers everyone that was on the team last year and said she had been praying for us. She thanked us for praying for her and said that God heard our prayers. She is doing wonderful and that blessed my soul! Every time I saw her, I just smiled with tears in my eyes...because she was either worshipping God through singing praises, praying, reading Scripture, or listening intently to the messages...yes, I stared at her the whole time...as I thanked God for delivering her! The LORD is Great and Greatly to be Praised in all the Earth!!! GLORY to HIS Name!!!

And I thank God to all of you who sowed into this mission trip with your prayers and/or financial support (monetary and gift items). Your good deeds will not go unnoticed or unrewarded. I pray God will reap bountiful blessings upon you 100 fold. God Bless You!

HIS vessel, Timiko Covington



Member Spotlight

Spotlight on Krystal Kinsey

Our Member Spotlight shines on Krystal Kinsey. Krystal recently joined the Central Arkansas Chapter of IAAP, and jumped in with both feet: she just started her term as our 2010-11 Chapter Secretary. Krystal is employed by Girl Scouts of America - Diamonds of Arkansas, Oklahoma and Texas, as an Executive Assistant to the CEO and the VP of Operations. She and her husband have four children, and 11 grandchildren (plus one on the way) — all who are under the age of six!

Q. Do you have a tattoo? Would you ever get one?

A. Not in this lifetime!

Q. Do you like to cook?

A. Yes, but I prefer my husband's cooking.

Q. How did you meet your best friend or significant other?

A. At the college library, he was "checking out" my girlfriend, and I was "checking out" his brother!

Q. How many times a day do you smile?

A. All the time. (It takes too many muscles to frown!)

Q. What books and/or magazines are you reading right now?

A. There's No Such Things as Ethics, by John Maxwell

Q. What is something your parents taught you that you've never forgotten?

A. Actually, it was my grandmother. In response to my complaining about something or another, she said: *"The grass IS always greener on the other side; you just don't know how much manure they went through to get it that way!"* It made me realize that I should be happy with what I have.

Q. What is the last song you listened to?

A. Prodigal Son, by the Toler Brothers (the gospel group)

Q. What's the last website you visited, and why?

A. PublicData — performing background checks

Q. What is the best gift you've ever given?

A. I made my sister's wedding dress for her, because I couldn't make it to Colorado for her wedding.

Q. What is your housework strategy?

A. There's a strategy to housework?

