



# May 2012



Blue Grass Chapter Monthly Newsletter

Lexington, Kentucky  
Chapter 4-40-130  
Established 1945  
[www.iaap-bluegrassky.org](http://www.iaap-bluegrassky.org)

**Inside this issue:**

President's Message..... 2  
Our Sponsors..... 2  
Interviewers Come in All Stripes  
by Office Team .....3  
How IAAP helped me achieve my  
goals .....4  
Upcoming Events .....5  
KY Division annual meeting.....6  
Pathways to Excellence .....7-8  
Association info.....9

**NEXT MEETING**

DATE: Tuesday, May 22, 2012  
TIME: 5:30—7:30 p.m.  
MEAL: Hosted by Genelle Meads, Theme will be Derby  
LOCATION: Springhill Suites—Red Mile  
PROGRAM: Avery/Office Depot/Officer Elections  
RSVP: [President@iaap-bluegrassky.org](mailto:President@iaap-bluegrassky.org)

Chapter Board Meeting will convene immediately following the chapter meeting.

## FY11-12 Meeting Schedule

DATE	TOPIC / BUSINESS	LOCATION
8/23/2011	The 17 Essential Qualities of a Team Player—Mary Beth Shera CAP	Springhill Suites—Red Mile Meeting Room A
9/27/11	Saving to the Clouds and Beyond—Pam Hogge CPS/CAP	Springhill Suites—Red Mile Meeting Room A
10/25/11	Business Planning—Pam Hogge CPS/CAP	Springhill Suites—Red Mile Meeting Room A
11/8/11	No Program	Springhill Suites—Red Mile Meeting Room A
12/13/11	Social Holiday Gathering—No Program	Chop House
1/24/12	Virtual Assistant—Regena Carney CAP	Kentucky Utilities One Quality Street Lexington
2/28/12	Using Social Media to Advance Your Career—Tracy Foster	Kentucky Utilities One Quality Street Lexington
3/27/12	The 21 indispensable Qualities of a Leader—Mary Beth Shera CAP	Kentucky Utilities One Quality Street Lexington
4/24/12	APW / Membership Drive	The Secret Bar and Grill
5/22/12	Avery/Office Depot/Officer Elections	Springhill Suites—Red Mile Meeting Room A
6/26/12	Officer Installation—No Program	Kentucky Utilities One Quality Street Lexington



[www.iaap-bluegrassky.org/Bluegrass/Home](http://www.iaap-bluegrassky.org/Bluegrass/Home)

**Newsletter Deadline—Submission deadline is the last work day of each month. Email to: [Newsletter@iaap-bluegrassky.org](mailto:Newsletter@iaap-bluegrassky.org)**

## Chapter President Message



### Greetings Blue Grass Chapter Members!

Can you believe it is ALREADY May! Oh my gosh how time flies! When I was young I couldn't wait to turn 16. Now that I am well over 16, I wish time would slow itself down. Although, I do look forward to weekends and vacations, I now try very hard not to wish my life away!

If you didn't get a chance to attend the Administrative Professionals Week event (APW), you really missed out! Following the magnificent, educational, well attended APW event, there are lots of other upcoming IAAP opportunities and events. Those interested in attending Kentucky Division Annual Board Meeting (KDAM) should register as soon as possible as the May 10<sup>th</sup> deadline is quickly approaching. All registration information can be found at <http://www.iaap-kydivision.org/%20KDAMhome.html> along with detailed information about accommodations. Make your hotel reservation as soon as possible as the reservation deadline is May 7<sup>th</sup>.

Interested in attending the Education Forum and Annual Meeting (EFAM) in Grapevine Texas? Register now before the early bird registration deadline of May 23rd expires and save \$100.00 <http://www.iaap-hq.org/events/conferences/efam!>

As mentioned above, deadlines are quickly approaching. If you are interested in attending any of the mention events, don't procrastinate and make your reservation and travel plans as soon as possible!

Along the lines of procrastination, do you know why people procrastinate? In this world of never ending responsibility, students as well as professionals are feeling overwhelmed and have no idea what to do first, so they procrastinate. To gain insight and learn more about procrastination take a few minutes to look at this link [http://today.msnbc.msn.com/id/22612812/ns/today-books/t/tips-stop-procrastination-read-now/#.T5\\_iM1segsc](http://today.msnbc.msn.com/id/22612812/ns/today-books/t/tips-stop-procrastination-read-now/#.T5_iM1segsc)

Don't get caught procrastinating! Make plans to attend whatever special event that you would like to be a part of, TO-DAY!

Sherri Gowins

2011-2012 Bluegrass Chapter President



## Chapter Sponsors

**Platinum**



MUSSELMAN HOTELS

COURTYARD BY  
MARRIOTT LEXINGTON



SPRINGHILL SUITES  
AT RED MILE



## Interviewers Come In All Stripes: A Guide to Identifying Them—Office Team

There is a lot of advice out there about how to prepare for a job interview, but it can be of limited value when you're actually sitting across the desk from a real, live hiring manager. That's because no two job interviewers are alike. They have different levels of experience with interviewing as well as their own personal styles. This means that a one-size-fits-all approach won't work for job seekers. Just as you tailor your cover letter and resume to a particular job opening, you should customize your game plan going into each new interview.

No, you can't figure out in advance exactly what type of hiring manager you'll face, but you can develop some strategies for dealing with the most common interviewers. Here are some tips:

**The Check-lister.** This may be the easiest type to deal with, because he sticks to a pre-determined set of interview questions and seldom strays from the script. Check-listers are process-oriented, take detailed notes and may seem very formal or stiff. **Your Strategy:** Keep your answers short and to the point. Speak slowly so that the interviewer can take accurate notes. Do not over-answer or ramble. Instead, stick with your primary talking points. You can't go wrong if you succinctly describe your strengths and how they relate to the position.

**The Chatterbox.** To put you at ease and set a friendly tone, the Chatterbox might tell you a long joke, complain about traffic or give detailed commentary on the weather. These types of asides will continue throughout the interview. Between questions, this interviewer may compliment your outfit or talk about his or her favorite TV show. **Your Strategy:** It's okay to go along with the small talk, because it may help build rapport. But after awhile it may seem like you're never going to get down to business. To ensure the interviewer remembers you as a qualified candidate and not merely a nice person, tactfully bring the conversation to the subject of the meeting: what you can contribute as an employee.

**The Ad Libber.** This type has no time to prepare for interviews and prefers to improvise. The Ad Libber only glances at resumes and doesn't plan questions in advance. **Your Strategy:** After all your careful preparation, you may feel frustrated when the person on the other side of the desk is winging it. Your best bet is to give deep, detailed answers. Talk about your past roles, responsibilities and accomplishments; certifications you've earned; and specialized training and awards you've received. And be sure to tie them to the open position.

The ability to quickly get a read on your next interviewer and alter your own style accordingly could be a key factor in how comfortable you feel during the interview. This is important because the more at ease you are, the more likely you'll come across as confident, competent and capable—exactly the impression you want to make on each and every type of interview!

*Office Team is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com)*



## How IAAP Helped Me Complete One Item on My Bucket List—Mary Beth Shera CAP-OM

How many of us have the desire to be a leader and an expert in our field? This is actually a goal I have on my bucket list. As I am sure you know, the term bucket list came from the movie “The Bucket List”, starring Morgan Freeman and Jack Nicholson. The premise of the movie was to complete a list of goals before they died, or “kicked the bucket”, hence the term “bucket list”. I have spent 20 years in the administrative field, became a Certified Administrative Professional in 2003 (recertified in 2008), and joined IAAP in 2003.

As a member of the Kentucky Division and the Bluegrass Chapter of IAAP, I have served many roles and on many committees. But my favorite roles have been in leadership – serving as Chapter President and Division President.

As Chapter and Division President, I was responsible for goal setting, strategic planning, and member development. As Division President, I was also responsible for chapter development. Serving in a leadership capacity, I have been asked to give many presentations and speak in front of groups. This role has helped me to develop my presentation and speaking skills and to enable me to get over my fear of speaking. I have also served and continue to serve as a mentor to current leaders in the organization.

As a Certified Administrative Professional and a respected member of IAAP, I have gained the skills, confidence, and expertise to start my own Virtual Assistant business. I have provided information and insight to other IAAP members seeking to start their own Virtual Assistant business.

My membership in IAAP and taking advantage of the opportunities to be a leader in this organization has been instrumental in achieving some of my professional goals and crossing one item off my bucket list.

How can IAAP help you achieve your goals?



## Upcoming Events

### KENTUCKY DIVISION EVENTS

Kentucky Division Annual Meeting, May 18-20, Florence Hilton, Florence Kentucky

### EDUCATION FORUM AND ANNUAL MEETING

**2012: Grapevine, Texas**, July 22-25, Gaylord Texan Resort

**2013: Anaheim, Calif.**, July 28-31, Anaheim Convention Center

**2014: Milwaukee, Wis.**, July 27-30, Milwaukee Convention Center

**2015: Louisville, KY**, July 26-29, Kentucky Intl Convention Center

## Pathways to Excellence

A new Pathways to Excellence year begins on July 1, 2011. Please be sure to sign your member commitment form.

Here is the link for all info: <http://pathways.iaap-hq.org/IAAPHQ/Pathways>





Continue the Leap to Remarkable

and join us for the

**60th**

KY Division

Annual Meeting

May 18-20, 2012

**Development, Education, Networking,  
Relationship Building  
...and FUN!**

**Hilton Cincinnati Airport**

**7373 Turfway Road**

**Florence, Kentucky 41042-1356**

**Tel: 1-859-371-4400**

**Room Rate: \$89.00**

**Cutoff date: May 7**

---

# Pathways to Excellence—Member

## Member of Excellence

*Revised, to take effect for 2011-2012 IAAP Year*

*Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.*

*Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.*

*IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.*

*Revised Criteria as of July 1, 2011*

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words) and have it published in an IAAP publication (chapter, division, or international level). **Recommending another author's article does not qualify.**
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination). These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

# Pathways to Excellence—Chapter

## Chapter of Excellence

*Revised, to take effect for 2011-2012 IAAP Year*

*Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.*

*IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.*

*All forms and information submitted must be received by the specified deadlines.*

*Revised Criteria as of July 1, 2011*

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive banner year patch. Each year, the CoE award will also include either a \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community.

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.



## 2011-2012 KY Division Officers

- President..... Julie Lee  
president@iaap-kydivision.org
- President-Elect ..... Penny Weller CAP  
presidentelect@iaap-kydivision.org
- Vice President .....  
vicepresident@iaap-kydivision.org
- Secretary ..... Laura Dziekonski  
secretary@iaap-kydivision.org
- Treasurer ..... Gloria Stewart CAP-OM  
treasurer@iaap-kydivision.org



## 2011-2012 Blue Grass Officers

- President..... Sherri Gowins  
president@iaap-bluegrassky.org
- President-Elect.....
- Secretary..... Karen Blair CAP-OM  
secretary@iaap-bluegrassky.org
- Treasurer ..... Tracy Foster  
treasurer@iaap-bluegrassky.org

## 2011-2012 Blue Grass Standing Committees

- Membership Committee.....Regena Carney CAP-OM  
membership@iaap-bluegrassky.org
- Finance Committee.....Tracy Foster  
treasurer@iaap-bluegrassky.org
- Programs Committee .....Pam Hogge CAP-OM  
Genelle Meads  
programs@iaap-bluegrassky.org
- Nominations .....Mary Beth Shera CAP-OM  
nominations@iaap-bluegrassky.org
- Bylaws & Standing Rules.....Mary Beth Shera CAP-OM

## 2011-2012 Blue Grass Special Committees

- Ways & Means.....Rebecca Lucas CAP-OM, Chair  
Terry Keown, CAP-OM Co-Chair
- Admin Prof. Week ..... Cindy Sewell Chair  
apwchair@iaap-bluegrassky.org
- Newsletter .....Mary Beth Shera CAP-OM  
newsletter@iaap-bluegrassky.org
- Webmaster.....Jacky Ammerman  
Rebecca Lucas CAP-OM

## Annual Membership Dues

DUES	Chapter	Division	Int'l	TOTAL
Member*	\$15	\$8	\$83	\$106

\*New members also pay a one-time processing fee of \$15. This fee is waived for student members.

### Blue Grass Chapter Meetings

The Blue Grass Chapter of IAAP meets monthly in Lexington, KY, promoting education and the networking of administrative professionals from all fields. Check out our [www.iaap-bluegrassky.org/Bluegrass/Home](http://www.iaap-bluegrassky.org/Bluegrass/Home)