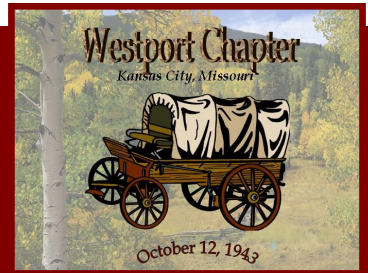




International Association of
Administrative Professionals®

Westport Wheel

December 2011



Missouri Division



Chapter of Excellence

2010-2011

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Schedule of Events

February 14, 2011

5:00 pm Networking; 5:30 pm Dinner;
MARC Offices

#

February 15, 2012

Deadline to Register for May CAP Exam

#

March 4, 2012

2012 Spring Conference
Las Vegas, NV



Westport History

The Westport Chapter was chartered on October 12, 1943. Westport IAAP belongs to the Missouri Division, within the Southwest District.

Westport Mission

To be acknowledged, recognized leaders of office professionals; to enhance their individual and collective values, image, competence and influence; to provide education and training; and to set standards of excellence recognized by the business community in the Kansas City area.

2011/2012 Board of Directors

President: Crystal L. Thomas, CAP-OM

Treasurer: Pamela K. Creasman, CAP-OM

Secretary: Lillian Walker, CAP-OM

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Committees

Bylaws & Standing Rules: Crystal L. Thomas, CAP-OM

Membership/Sunshine Committee: Pamela K. Creasman, CAP-OM

Newsletter: Sandy Price, CAP-OM

RTF/R&E: Janice Chronister, CPS

Ways & Means: Alicia Anderson

Website: Crystal L. Thomas, CAP-OM



A Word from the President



Merry Christmas and Happy New Year!

I hope that everyone has a wonderful holiday season. This past year for Westport has been amazing. We

gained new members and entertained a few guests. From the Missouri Division Meeting in Springfield to EFAM in Montreal, to the annual Leadership Workshop In Columbia, Westport has been well represented. Westport earned its first Chapter of Excellence for 2010-2011, and had a few Members of Excellence as well. We are working on COE for 2011-2012, and are well on our way.

Westport had a number of great speakers, in July, Christine Adams spoke about *Strategic Planning* and LaVetta Taylor on *Managing Up*, both ladies are with

City Of Fountains. Melissa Valenzuela with Office Team gave our Executive Night presentation and Steven Lee with Harvesters Community Food Network elaborated on some of the programs that Harvesters operates for the community, and accepted our food donation of 118 pounds including a turkey and a ham. Westport also donated personal care items, clothing, toys and household items to the City Union Mission Christmas Store so that qualifying families can shop for gifts for free for Christmas. It's been a busy year for us, but I am looking forward to 2012, which will be another great year for Westport, Missouri Division, Southwest District and IAAP as we continue to Make the Leap to Remarkable.

Buon Natale! (Italian: bon na-tall-a, Merry Christmas)

Crystal L. Thomas, CAP-OM
Westport Chapter President 2011-2012

International President's Message

I love the end-of-the-year holiday season. Gatherings with family and friends during December invigorate me. I enjoy connecting with those close to me and also meeting new friends. Things do get more hectic at work and with IAAP when I'm juggling extra commitments. When your January issue of OfficePro arrives in the mail, check out the new column "My Great Idea." It's a reader-generated feature and this month gives reader suggestions on time management. I can use the help—what about you?

This year's [Spring Conference](#) is in [Vegas at Harrah's](#) and, once again, we're offering you an optional workshop on March 4 with IAAP favorite Gini Courter. If you sign up for the optional workshop (only \$100) you won't only get cutting edge technology training but you'll be registered to win a one-year subscription to [Lynda.com](#) online training library and a one-year subscription to Presenter Media. You won't want to miss the entire conference and let the world of cinema show you how to shine in today's workplace. Join me

March 4-7 to learn how [Admins Star in Support](#). See you there!

Please take a few minutes to read the most current board business in the latest [Action/Direction](#). This is from the Fall Board Meeting held last month.

As we're headed into the end of the year, I'd like to take a moment to thank our outgoing executive director, Don Bretthauer, CAE. Don will be leaving the association to become executive director of another association at the end of this month. I know he'll be excellent in his new role, and his new city. Before he goes, however, I'd be remiss to not thank him for his years of service at IAAP. Under Don's leadership, the



(Continued on page 3)



Relocating for Work: What Would It Take?

OFFICETEAM®

Specialized Administrative Staffing

A Robert Half Company

Uprooting your life for a position in a new city is a huge endeavor.

Whether you've accepted a job offer with a new company, or a position within your current organization, it's important to consider what factors would make a move worth the effort.

These include:

- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations

What else should professionals consider before making a move for their career? Start by looking at the big picture. Make sure you're aware of all factors involved in relocating, rather than focusing on a single element of the job. For example,

though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? Thirty-one percent of executives polled in a survey by our company said the quality of life in a new city would be the most influential factor in their decision to move. You may want to examine elements of the proposed geographic area, such as crime, school rankings and cultural events.

Other questions include: Does the employer offer moving assistance or job-placement services for spouses? Will you be needing a car or does the city have a good public transportation system? If you do need a car, will you have to pay for parking, or will your company cover this expense? Are there opportunities for further growth

with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the resources you need to succeed?

Even if relocating is a smart professional move, you also must determine if it's right for you personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location?

Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up roots. While a move to a new city can be exciting, it's important to remember that for some the best choice is to stay put and wait for the next opportunity.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has 315 locations worldwide, and offers online job search services at www.officeteam.com.

(Continued from page 2)

association has moved to a new level of professionalism as we've worked to implement the Seven Measures and the IAAP Process Plan. I know I speak for past presidents when I say that Don is a pleasure to work with, always available and ready to help with excellent leadership. Don, thank you for your contribution to IAAP and I wish you much success in the coming years.

Shortly after the first of the year, I'll have an announcement about the new executive director that's taking over the position at headquarters in Kansas City. I am excited, as are the rest of the

board of directors, about the future of the association as we quickly move into 2012.

To all of you reading this, please accept my heartfelt wishes for a beautiful holiday season. However you celebrate, I wish you peace and joy and prosperity this month and as we turn the corner into a new year.

Happy Holidays!

Tamra Goodall, CAP-OM
IAAP International President





Holiday Open House



Merry Christmas



Top Ten Ways You Can Tell It's the Holidays at Work

by Chuck Hansen, www.chuckhansen.com

10. Your commute is 30 minutes longer because you have to find new routes to avoid roads near the malls.

9. Even the senior executives admit that not one daggone thing is going to get done until January 4.

8. The administrative professionals in the office are doubling as office holiday party planners.

7. All the NON-administrative professionals show up at the office holiday party 15 minutes late and think party fairies put the holiday event together. (Apparently they also think the party fairies clean up afterwards too.)

6. The guy who has used up all his vacation already will constantly talk about how much work he will get done during the week between Christmas and New Year's. (He won't get a daggone thing done, of course.)

5. Half the office will be joyful at the prospect of spending the holidays with family; the other half... not



so much. Neither group will understand how the other group can feel that way.

4. Thanks to the Internets, folks will be able to blow off work to do their Christmas shopping without actually having to leave work.

3. More than two months of work will be postponed due to the holidays, but will be due two weeks into January. This is called holiday math. Well, this is one kind of holiday math. The other kind involves credit cards.

2. The company holds its annual company-wide holiday party, which will be either: A. a quiet, somewhat boring affair; or, B. a drunk-fest that provides a year's worth of office gossip fodder.

And the #1 way you can tell it's the holiday season at work:

1. Everyone is complaining about their weight but you can't understand them because their mouths are full.

Neighbors of the Christ Night

Author Unknown

Deep in the shelter of the cave,
The ass with the drooping head
Stood weary in the shadow, where
His master's hand had led.
About the manger oxen lay,
Bending a wide-eyed gaze
Upon the little new-born Babe,
Half worship, half amaze.
High in the roof the doves were set,
And cooed there, soft and mild,

Yet not so sweet as, in the hay,
The Mother to her Child.
The gentle cows breathed fragrant breath
To keep Babe Jesus warm,
While loud and clear, o'er hill and dale,
The cocks crowed, "Christ is born!"
Out in the fields, beneath the stars,
The young lambs sleeping lay,
And dreamed that in the manger slept
Another small as they.

Source: <http://www.christmas-poems.org/christian-christmas-poems-xmas.html>



Member Profile— Alicia Anderson (Ways & Means Chair)



Where Employed/How Long

O'Rourke Sales Company since March 2011. O'Rourke bought out the distributing company Jeffries Distributing Company that I was with for six years. We distribute appliances and electronics nationwide to retail stores.

Current Position Customer Service, Administration.

Previous Companies Where Employed Nebraska Furniture Mart.

If You Were Not an Administrative Professional, What Would Your Job Be? An event planner would be my dream job.

Birth date/Birthplace July 11, 1986 / Charleston, SC.

Family Parents Doug and Terry Anderson, three older brothers and three amazing and handsome nephews.

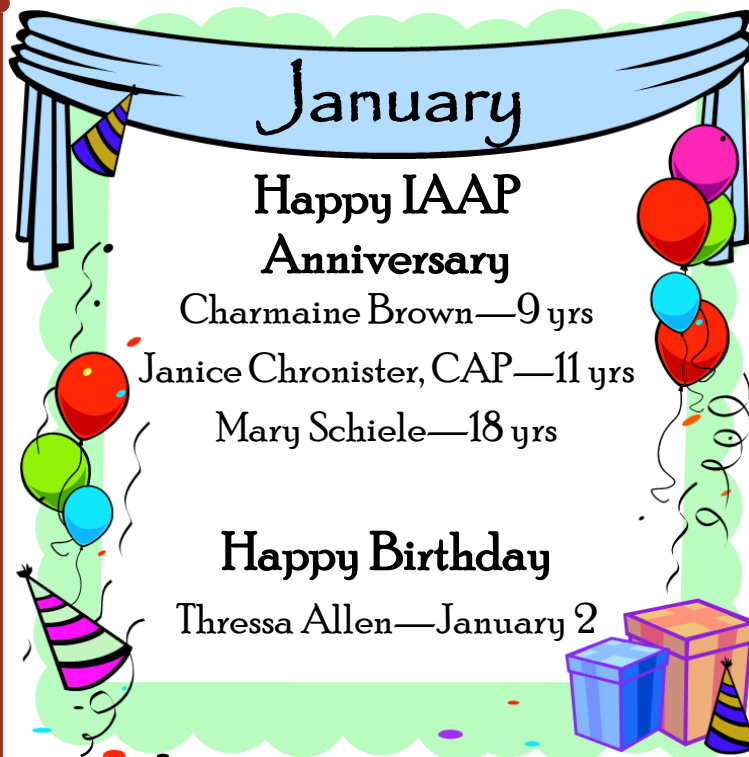
Favorite Vacation Spot Key West.

Favorite Foods Mexican food; chicken spedini and cheesecake are my top favorite foods.

Favorite TV Shows American Idol and reality TV.

Something Unique About Your Life I love sushi and would like to learn how to make it like the pros.

Hobbies/Things That You Enjoy I enjoy reading James Patterson's Alex Cross series of books; hanging out with family, my boyfriend, and close friends; cooking and spending time in the kitchen whipping up new recipes. I also enjoy make-up and selling Mary Kay in my spare time.



Leadership and learning are indispensable to each other.

John F. Kennedy (1917-1963), speech prepared for delivery in Dallas the day of his assassination, November 22, 1963

Websites to Check Out

<http://www.ehow.com/> Will help you find information on just about anything you want to know.

<http://www.businessmanagementdaily.com/> Lots of interesting articles on office management, technology, etc. You can also sign up for newsletters on your favorite topic.

<http://www.picsearch.com/> Looking for a particular picture? .Check this out.



Exercise for Your Brain

Arrows Crossword - 01

Item of footwear		Furnishing layout		More or less		Enclosure	Element		Belonging to him		Every or all
Dairy product						Monkey or ape	Drink slowly				Molecule
						Marine mammal					
Poison		Diplomat							Pig pen		
		Mother of pearl							Secret		
					Long poem					Nothing more than specified	Matured
					Lowest point						
Pouch	Domain						Punctuation mark				
	Sang-Froid										
		Japanese currency	Small recess								Examine carefully
Be nosy				Large flatfish		Australian state, initially	Effrontery				
Momentary							Cogwheel				
								Hollow grass			
		Treat carefully							Reckless	Fit	Repair
Flightless bird		Impluse									
			Unwell		Armed conflict				Spoil		Depression
					The night before						
Corrupt payment						Stroll					
Sylphlike	Handwear						Beauty shop				
						Astute					

[Solution](#)

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ANAGRAM SOLUTIONS -

- ALIEN
- GOODFELLAS
- HAIRSPRAY
- PSYCHO
- ROCKY
- NETWORK
- GHOSTBUSTERS
- DELIVERANCE
- SEABISCUIT
- COLLATERAL
- ALEXANDER
- FLIGHTPLAN
- POSEIDON

Alpha-Cross Solution 01

W	A	G	E	R	T	H	E	R	M	A	L
H	A	E	X	E	I						
I	L	L	U	M	I	N	A	T	E	D	E
M	L	I	I	I	A						
S	T	A	R	T	C	A	N	D	L	E	S
I	N	E	C								
C	A	T	T	L	E	S	T	R	O	N	G
A			A	S				P		G	
L	A	C	O	N	I	C	A	C	U	T	E
	A	G	U	P	L	S					
E	C	O	U	N	T	E	R	F	E	I	T
R	H	I	O	N	E						
A	M	E	N	D	E	D	N	O	T	E	D

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Sudoku hp1 - Solution

7	1	3	8	9	2	4	6	5
5	8	4	7	6	3	9	2	1
2	9	6	4	5	1	3	7	8
6	2	9	5	1	4	8	3	7
1	4	7	3	8	6	5	9	2
8	3	5	9	2	7	6	1	4
4	6	1	2	3	5	7	8	9
3	5	8	1	7	9	2	4	6
9	7	2	6	4	8	1	5	3

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Missouri Division



2011/2012 Board of Directors

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Treasurer	Pamela K. Creasman, CAP-OM	Pcreas1@hallmark.com 816.274.8208
Secretary	Lillian Walker, CAP-OM	Lillian.walker@hdrinc.com 816.985.7615

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RTF/R&E	Janice Chronister, CAP	Janice@mprisk.org 816.292.7534
Ways & Means	Alicia Anderson	Aanderson@orourkesales.com 816.694.7901
Website	Crystal L. Thomas, CAP-OM	Crystalthomascps_cap@yahoo.com 816.589.1621



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Westportiaap@yahoo.com

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<http://www.iaap-mo-div.org>

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<http://www.iaap-hq.org>

