

Westport Wheel

Volume 70, Issue 3, March 2011

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Schedule of Events

April 12, 2011

RTF & RE Silent Auction

Carolyn Prather, CPS, RTF Trustee

MARC Offices

April 28, 2011

Joint Chapter APW Event

Penn Valley Education Center

May 2011

Annual Chapter Business Meeting

MARC Offices

A Word from the President

March Is Women' History Month

National Women's History Month dates back to March 8, 1857, when women from New York City factories staged a protest over working conditions. International Women's Day was first observed in 1909, but it wasn't until 1981 that Congress established National Women's History Week to be commemorated the second week of March. In 1987, Congress expanded the week to a month. Every year since, Congress has passed a resolution for Women's History Month, and the President has issued a proclamation.

Women by the Numbers:

- 157.2 million:** The number of females in the United States as of Oct. 1, 2010. The number of males was 153.2 million. At 85 and older, there were more than twice as many women as men.
- 29.9 million:** Number of women 25 and older with a bachelor's degree or more education in 2009, higher than the corresponding number for men (28.7 million). Women had a larger share of high school diplomas, as well as associate, bachelor's and master's degrees. More men than women had a professional or doctoral degree.
- 39%:** Percentage of females 16 or older who worked in management, professional and related occupations, compared with 33 percent of males.
- \$36,278:** The median annual earnings of women 15 or older who worked year-round, full time, in 2009, up 1.9 percent from \$35,609 in 2008 (after adjusting for inflation). Women earned 77 cents for every \$1 earned by men.
- 20.7%:** Married couples in which the wife earned at least \$5,000 more than the husband in 2010.
- 65.1 million:** Number of married women 18 and older (including those who were separated or had an absent spouse) in 2010.
- 82.8 million:** Estimated number of mothers of all ages in the United States.
- 3.1 million:** Number of girls who participated in high school athletic programs in the 2008-09 school year.
- 182,503:** Number of women who participated in a National Collegiate Athletic Association sport in 2008-09.
- 1.5 million:** The number of military veterans who were women in 2009.
- 14%:** Proportion of members of the armed forces who were women, as of Sept. 30, 2008.
- 111,000:** Number of female police officers across the country in 2009. In addition, there were about 9,700 women firefighters, 338,000 lawyers, 294,000 physicians and surgeons, and 38,000 pilots. (Note: Number of pilots pertains to 2008.)

As always, with Passion & Purpose. . .

Crystal L. Thomas CPS/CAP
Westport Chapter President 2010-2011



Working With Excellent People. . . Who Make You Look Bad. Dr. Cal LeMon

They are always crossing off assignments in their ever-present Franklin Covey Time Planner. They never work late but seem to always be prepared. Their PowerPoint presentations leap off the screen with color and timed, spinning artwork. And, their suggestions in team meetings are accepted by senior managers before they have finished speaking. This is tough to admit: there are normal people in your work environment who are just excellent at whatever they do. And, their excellence makes the rest of us look like professional duds.

So what do you do? Physical violence (including permanently damaging limbs) has been a reoccurring thought, but reason keeps these images at bay. No, we need another approach providing all of us a sense of satisfaction and "pay-back." So, here are four choices.

First, you can demean the family lineage of the excellent person. You know, start hacking away at the family tree. Statements like, "Well, if you had parents like hers, you would know she would grow up to be a workaholic." Or, "Come on, his father was a rocket scientist...he cannot help but be stinking smart."

Second, the, "...she really isn't that good; she just knows how to suck up to the right people around here." Nice try, but this approach does not work either. "Sucking up" is as old as dirt and is not a new explanation for excellence. We all "suck up" (accommodate to people with power) so what is the big deal!

Third, you could try, "Well, he is excellent at what he does but that comes at a cost...he has no life, and I would rather be mediocre and enjoy evenings and weekends with people who really matter in my life." The fissures in this defense of your mediocrity is when the excellent person starts showing pictures of her latest archeological dig in Ephesus, Turkey or scenes from last year's family reunion on a sun-drenched beach in Grand Cayman. What really irritates us about excellent people is they often are excellent at living too.

Your final choice is to learn as much as you can from the excellent person. I meet accomplished, fulfilled, excellent people all the time. My first statement always is, "Tell me the process you went through to become this proficient." Specifically, I want to learn, and then mirror these four components of this person's excellence.

The first lesson I want to learn is what was the source of this person's inner drive. Yes, some people are born with attributes and great genes. But, brains and the right family album are not enough. These people are normally "driven" to excel and I want to hear about his/her fountainhead of fortitude. I am convinced having the "will" is often more important than the I.Q.

Secondly, I am looking for where these excellent people went to "school." By "school" I mean, "At whose feet have you sat?" I am looking for a description of "mentors." By asking this question I am beginning to rummage around in my world for people who can influence me with worthy words.

Third, it is time for the difficult question, "What did your excellence cost you?" Because, you know, there always is a cost. Was it hours of study, endless months of travel, days away from family, lots of money, no hobbies, late nights, children become strangers...and the painful list will go on. Pain and excellence normally are shackled together. I want to know the amount on the price tag of excellence and then judge whether or not I can afford the ride.

Finally, I want to know the plan of the excellent person. Excellence is not an accident. It is my observation when someone excels it is by design. Questions like, "What was your goal?" "Did you have a written timeline of what you wanted to accomplish and by when?" or "When you missed one of your deadlines, did you change your original plan?"

Yes, I could malign and minimize the person who excels because, frankly, I may be intimidated by highly successful, determined people. Or, I could learn from this person. And, the second choice may be my ticket to excellence.

Westport Chapter Meeting: Tuesday April 12, 2011

The Retirement Trust Foundation: Helping Our Own

Presented by

Carolyn Prather, CPS, RTF Trustee

Bring an item for the Silent Auction
to benefit RTF and R & E

Location

Mid-America Regional Council (MARC)

600 Broadway Blvd, Ste 200; Kansas City, MO 64105

(Please use the Broadway entrance and drive up the ramp to the MARC entrance & visitor parking.)

Dinner RSVPs are due to Crystal Thomas by 11 am, Monday, April 11th

Please email CrystalThomasCPS_CAP@yahoo.com or call 816-329-3278 *(Please call with special diet needs.)*



Administrative Professionals Week

April 28, 2011

MCC Penn Valley Campus

“It’s NOT Business As Usual!”

Speaker: Derek Lundberg

“Achieving Excellence Without Losing Your Balance”

IAAP Members: \$20 if paid by April 12, 2011

Non-Members: \$25.00

All registrations after April 12, 2011, \$25.00

Mail payment and registration to:

Janice Fletcher

University of KS Med Center MD-PhD Program

3901 Rainbow Blvd., MS 3062

Kansas City, KS66160

Fax: 913-945-4868, Phone: 816-516-3091

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.

Board of Directors

President: Crystal L. Thomas CPS/CAP
 V. P. : Janice Chronister CPS
 Treasurer: Thressa Allen
 Secretary: Doris Yonker

Committees

Membership/Sunshine Committee:
 Pamela K. Creasman CPS/CAP
 Bylaws & Standing Rules:
 Crystal L. Thomas CPS/CAP
 Newsletter:
 Crystal L. Thomas CPS/CAP
 Website:
 Thressa Allen
 RTF/R&E:
 Janice Chronister CPS
 Ways & Means:
 Thressa Allen

Visit Westport:

www.iaap-kansascitywestport.org

www.Facebook.com/Westport

Westportiaap@yahoo.com

Visit Missouri Division:

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

Visit IAAP HQ:

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

*"Conformity is the jailer of freedom and
 the enemy of growth."
 John F. Kennedy*

**PASSION &
 PURPOSE**
 WESTPORT CHAPTER

Missouri Division News



58TH MISSOURI DIVISION ANNUAL MEETING

June 10-12, 2011
Holiday Inn & Suites
2720 N Glenstone
Springfield, MO 65803
417.865.8600
www.hispringfieldi44.com

HOSTED BY SPRINGFIELD METRO CHAPTER



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Southwest District News



Join the FOG
Don't Get Lost in it!



Let's clear away the confusion about the **F**amily **o**f **G**ivers . . .

What Is It?

The **F**amily **o**f **G**ivers program gives IAAP members the ability to support the Retirement Trust Foundation through donations that are cumulative with a complementary recognition program. The Family of Givers allows us to track your donations over time and recognize the whole of your generosity.

How will my donations be used?

Contributing to the Trust is all about helping our own. Financial assistance is available for all members in need, across North America. It is for those living in *any* retirement center as well as those living in Vista Grande. All funds contributed are used to support the Trust's overall program consistent with the mission and strategic plan as outlined by the Board of Trustees. More specifically, these funds will be used to:

- ◆ Provide housing assistance grants to elderly admin professionals in need
- ◆ Maintain Vista Grande and provide an affordable, comfortable environment for all residents
- ◆ Maintain the Trust's website

How Can I Join?

Mail the completed form below with your donation to IAAP :

Sue Tuff, Comptroller
P O Box 20404
Kansas City MO 64195-0404

Or you can donate online with a credit card at
<http://www.iaap-rtf.org/donate/form.html>

- For more information, contact SW District RTF Committee representative: iaapBanzhaf@gmail.com

Donor Information

Name _____
IAAP Membership ID _____
Address _____
City _____ St _____ Zip _____
Phone _____ Email _____

Please Check One

Check (payable to RTF)
 Credit Card Visa Master Card Discover AmEx
Account # _____
Security code _____ Expiration _____
Amount \$ _____
Signature _____

Southwest District Challenge

**March 1 to March 31
2011**

**Donate and be the
division with the highest
per capita amount
(based on each division's
membership numbers).**

**Winner announced at the
SW District Caucus during
EFAM 2011!**

International President's Message

Right now I'm packing for Spring Conference and the spring board meeting—all in Tampa. I always come away energized after going to one of IAAP's conferences. I return to work more focused, brimming with fresh ideas and ready to dig in.

That's why I want to encourage you to come to Montreal July 24-27. We've got two fantastic keynote speakers lined up, an Evening of Welcome that's sure to please attendees and amazing workshops planned. [Get your hotel now.](#) They are already filling up and we've had to close reservations in one hotel already because it's full. If you haven't applied for or renewed your passport, that's another detail you'll want to take care of before too long. Early registration opens on April 1 but keep your eyes open on the [EFAM homepage](#) during March for an early promotion. You won't want to miss this!

One of the projects the international board has undertaken this year is an analysis of our association members-at-large and their perceptions of IAAP. Our intent, through a subcommittee, was to get some information about our members who do not belong to a chapter or division and ensure that they believed their interests were being represented under our current governance structure. Our findings are clear in our initial question: 69 percent of respondents believe that their interests are currently being represented on the international board. One of the more interesting bits of information that we found, though, is of particular interest to chapter and division leadership. When asked why they chose the member at large category over other membership classes, nearly 30 percent responded that they "didn't know about divisions or chapters." **Get the word out, local leaders!**

Something else you will want to get the word out about is the IAAP Options Training Program. Not only has Options been revamped, we've added something new: Options Technology Training. The new technology training from Options give you everything you need to pass the Microsoft Certification tests. [Check out the brochures today.](#) They're so new we haven't had time to update the website yet. Only the brochure PDFs are up for now because we wanted you to have access to the information as soon as possible.

International Treasurer Judie Yannarelli, CPS/CAP, shared a post in the Treasurers eGroup about chapter or division reserve funds. It's a must read for leaders. This message is something all leaders need to hear. Thanks, Judie! (See page 8 of Westport Wheel)

Enjoy the next month as spring begins to unfold.

Mary Ramsay-Drow, CPS/CAP
2010-2011 IAAP International President

International Treasurer's Message

Good morning! Today, I find it necessary to bring to your attention what I deem is a serious situation occurring in many divisions and chapters. As international treasurer I would be deficient in fulfilling my role and responsibilities if I didn't share the information and the concerns that prompt this post.

In my duties as international treasurer, I regularly review divisions' audit letters. Lately I've noticed a trend that's alarming to me as an international board member, and it's not what you'd think. Rather than a caution about not holding enough funds in reserves, this is a note about the opposite phenomenon: chapters and divisions holding excess funds in reserve.

As a 501c6 nonprofit organization, IAAP is charged with using its funds for one purpose: fulfilling the mission of the association. While reserves are certainly important to hold for an economic downturn, crisis or to take advantage of that once-in-a-lifetime opportunity, they should be reasonable. A good guideline is between 50 and 75 percent of a year's total operating expenses. Once a chapter or division begins to hold on to funds in excess of 100 percent of its operating expenses, problems begin to arise.

You read that correctly-- when an entity holds on to too much money, it's a problem. Why? The first reason is mentioned above: we should use funds in support of our mission to benefit our members. Ask yourself this question: are the extra funds better used gathering a meager amount of interest in a bank account or hiring a dynamic speaker for your next big event? More importantly, which of those two options benefits your members most? The sobering reality is this: when your chapter or division has funds in excess of 100 percent of its operating budget, it's shirking its responsibility to its members.

Another reality of the world we live in today is that organizations such as ours are coming under tighter and tighter scrutiny as tax revenues continue to shrink. And just as in your personal lives, you do everything you can to avoid the hassle and expense of an IRS audit, your chapter or division should be doing the same. Excess reserves are a red flag to governmental agencies. Why? Because they beg the question I posed to you above: If you're not fulfilling your obligations to your members with your chapter or division's money... what are you doing with it?

As we get set to begin the new year, I ask all of our leaders to take a hard look at your chapter or division's finances and ask yourself this question: are our funds being used with our members in mind, or as a hedge against an unnamed threat? Now is the time to put your chapter or division funds to good use and provide quality education and programs that will attract new members during the new year, revitalizing not only your chapter and division, the association as a whole.

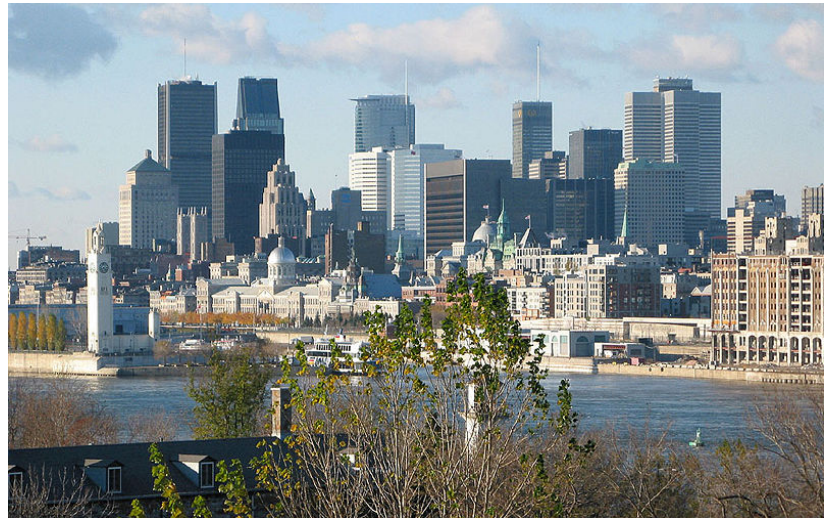
The most important criteria to remember as treasurers, and this also applies to the chapter / division leaders, you are the stewards of the members' dues monies. They have elected you to demonstrate fiduciary responsibility by using those funds to provide them with services that support the IAAP mission statement. Perhaps this is a good time to post the statement as a gentle reminder: Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Judith Yannarelli, CPS/CAP
2010-2011 IAAP International Treasurer

International Events



Once upon a time there were two IAAP pigs talking about the upcoming Educational Forum and Annual Meeting in Montreal. One was very excited, but the other one turned away.



This year IAAP takes you to beautiful Montréal for [EFAM](#). You'll see top rate speakers, inspiring educational programs and network with other members in the artfully decorated convention center, Les Palais des Congres.

Montréal, Quebec is described as romantic, elegant, a city full of life. It's said to resemble Vienna, a vibrant place full of memories, dreams and festivals. Located on an island at the junction of the St. Lawrence and Ottawa rivers, Montréal possesses all those characteristics...but also has a solid history as a gigantic trading post.

There are many ways to get to Montréal. The city is served by an airport 20 minutes from downtown with non-stop or one-stop flights from almost every major city in the world. This sophisticated city has many ethnic groups represented yet the majority of its population is French-speaking, making it the second-largest French-speaking metropolis in the Western world.

Montréal is made up of two parts: the Old City and the modern Montréal. The Old City is a maze of narrow streets, restored buildings and old houses while the modern Montréal is home to skyscrapers, theaters, museums, nearly 7,600 restaurants and a glittering nightlife. Public transit is not only affordable, it's also a great way to get around the city. Quick, safe and clean, the metro connects downtown to major tourism attractions, as well as to numerous bus stops and train stations.

Get your passport soon so that you can join us for this unforgettable EFAM event.



And do you know what happened to the pig that turned away. The picture speaks for itself.

Please don't let this happen to an IAAP pig you know.

Contact Mary Madick at

Mary.Madick@kcmo.org

or at 816-784-9152.

Fun Stuff

Pictograms

Can you guess the name of the pictures below?
Answers will be printed in the April Westport Wheel

