

# South County Chronicle

Volume 14, Issue 1

JULY/AUGUST 2010



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## MEETING NOTICE

**Tuesday, September 21, 2010**

6:15 p.m.

Program:

**“Learn How to Stay Focused on the Big Picture and Achieve Your Personal and Professional Goals”**

By: Dale Schaefer, FranklinCovey



**Drury Inn & Suites St. Louis Southwest**

**5 Lambert Drury Place (Hwy 141 at I-44) Conference Room**

**St. Louis, MO 63088**

RSVP to [scountyiaap@aol.com](mailto:scountyiaap@aol.com)

Informal dinner following meeting; feel free to join us. Contact Lisa Ashley if you would like to have dinner prior:

[lldashley1@gmail.com](mailto:lldashley1@gmail.com)

**“Learn How to Stay Focused on the Big Picture and Achieve Your Personal and Professional Goals”**

Throughout his career in business consulting, sales management and training, Dale Schaefer has sought to provide individuals and organizations with the tools necessary to establish the pathway to success. As a regional manager and director of sales training in the technology-driven field of medical instrumentation, he stressed and developed the importance of creating and maintaining an action plan that provides a balance between both the personal and business priorities needed to produce success.

Now through his position as St. Louis Area Business Productivity Consultant and Sales Manager for FranklinCovey Products, he will demonstrate those same principles and tools you will need to achieve a more ordered and less stressful life. Through proper planning and organization you will attain greater freedom to pursue those activities that will offer the best return on your investments, both professional and personal.

Remember, it is not about getting everything done. It is about getting the most important things done. His presentation is designed to provide you with the insight and direction to take the next step. Time is your most precious asset; learn how to receive the greatest possible return on your investment of time.

## President's Message

*By Mary B. Wilson, CPS*



I look forward to this year as your President and appreciate your help and support. To Patty Thompson, CAP; we are thankful for your 2-year service as President. Since our last meeting in June that wrapped up our Power of Commitment year, the 2009-10 officers and committee chairs have met with the 2010-11 officers and committee chairs. Files were exchanged, and ideas for the coming year were shared.

The August social – Finders, Keepers, Killers Murder Mystery – should be a great evening that you won't want to miss. Who is killed and who is the killer??? Be sure to attend; you wouldn't want to find out you're "dead" and didn't know it!

Five chapter members have also been to Boston for IAAP Education Forum & Annual Meeting (EFAM) since our last meeting. With me were Mary Carroll, Joan Villar, Paula West, CPS and Vicki Weingand CPS. The delegate's report has the details about the business of the association and articles from the other attendees are elsewhere in the newsletter.

By the time you read this message, four of us will have been to the Missouri Division Leadership Workshop in Springfield. The agenda looks great and I'm looking forward to it. I'll share more on this next month.

It is always great when IAAP members get together and I hope all of you will try to attend as many meetings as possible. Serving on committees is another way to reap benefits from your membership and we still have needs—some are one time, some are monthly for an hour or so, some are more hours monthly and of course we have some that require weekly focus. If you aren't already involved with something this year, please share your ideas of how you can help your chapter.

The board and committee chairs will be focused on two goals this year: 1) Working on and updating our Strategic Plan and 2) attaining the Chapter of Excellence award. These go hand in hand since achieving excellence needs a plan. Attaining the award is the gravy. The meat and real reason for this goal is that meeting the criteria can make this chapter excellent, which means members get their money's worth. It will take all of us to do it.

As you know, Patty has held the first planning meeting for Executive Appreciate Night. It promises to be an evening you will be proud to attend with your executive. Stay tuned for a save-the-date notice as soon as the speaker is finalized. Opportunities for helping with this event are available. Contact Patty if you are interested.

The complete schedule of programs will be published next month and hopefully you will find they cover subjects that interest you. Your responses to the recent survey were used as a basis for planning much of the coming year. Mark your calendar for the third Tuesday of each month through June (October may change depending on executive night speaker).

We will kick off our PASSION & PURPOSE year with the September meeting when Dale Schaefer, Franklin-Covey, will present a Productivity Improvement Session – Learn How to Stay Focused on the Big Picture and Achieve Your Personal and Professional Goals. (Recertification point pending)

I am interested in any suggestions you have. What does the theme Passion & Purpose mean to you? This is the third goal for this year – fulfilling what excellent membership in South County means to you.

If I don't see you at the August Murder Mystery, I hope to see you in September.

**PASSION &  
PURPOSE**  
SOUTH COUNTY CHAPTER

## 2010 Missouri Division Annual Meeting

*By: Linda Lenczeski, CPS*

This year's meeting was held in Cape Girardeau. The Girardot Chapter outdid themselves and deserve all of our thanks for a great weekend.

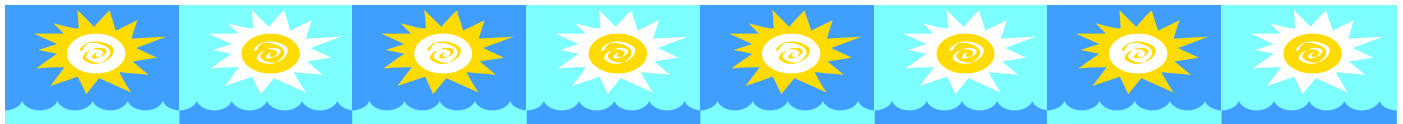
If you did not attend this year's annual meeting, you missed out! From the 70's themed Open House on Friday, June 11, 2010 until adjournment on Sunday, June 13, 2010, it was a productive and fun-filled weekend.

Our group in attendance this year included: Patty Thompson, CAP; Paula West, CPS; Vicki Weingand, CPS, Mary Wilson, CPS; Lisa Dinan-Ashley; Joanie Villar and myself. We were asked to pick a 70's theme for the Open House on Friday. We decided upon The Love Boat. Patty was Burl "Gopher" Smith, Mary was Julie McCoy, Vicki was Isaac Washington, Patty's husband, Sam, stepped in to play Captain Stubing and Lisa's husband, Jerry, was Doc Bricker. Paula, Lisa, Joanie and myself played the passengers. We filed in to the show's theme (thanks to Patty's i-Pod and the D.J.). Needless to say, our group won for Best TV Personality. The evening also included a limbo and hula hoop contest (Lisa came in second place after much hula hooping to get to the final). It was a great evening!

On Saturday, it was back to business. If you have never attended a Division meeting, I recommend that you do. It opens up more to what our organization is about than what you see at the chapter level. We had a great speaker! The speaker, Kent A. Rader, spoke about how important it is to have humor in the workplace, but more importantly to surround yourself with those that make you laugh. He was hilarious. We all laughed so much that it was hard to imagine that we were at a meeting and not a comedy club. You can check out some of his routine on You Tube (search for Kent A. Rader). The dinner that evening included the installation of our new Missouri Division Board and great food.

On Sunday it was back to business. Southwest District Director, Antoinette Smith, CPS/CAP, gave an overview of the year. She advised that the 2009 EFAM attendance was down thirty percent. Registration at the time of our annual meeting for the 2010 EFAM in Boston was 1,200 compared to 684 at the same time last year. She also reported that attendance was down at both the Certification and Spring Conferences. Over \$2,000 was raised from the silent auction. Boys and Girls Town Chapter in St. James, Missouri won the bid to host the Missouri Division Annual Meeting in 2012. We also were reminded by the Springfield Metro Chapter of the annual meeting being held in Springfield, MO in 2011. The most exciting news was that Missouri Division was the first division to earn the Division of Excellence this year.

We adjourned for the weekend before lunch and brought a close to a great weekend.



***Stories are a great way to convey important messages—they inspire and teach at the same time. People forget facts, figures, and theories, but they remember stories.***

***Ken Blanchard***

### 2010 Missouri Division Annual Meeting Photos



## 2010 Missouri Division Annual Meeting Photos



### June Chapter Meeting Photos

Outgoing President  
Thompson



New Member Installation



New Board Installation



New Board Installation



New Board Installation



### June Chapter Meeting Photos

New Board Installation



New Board Installation



2010-2011 South County Board



Outgoing President Thompson & Incoming President Wilson



Service Recognition presented to Vicki Weingand



## 2010 Education Forum & Annual Meeting

*By: Paula West, CPS*

What an awesome time we had in Boston during the 2010 IAAP Education Forum and Annual Meeting (EFAM)!!! I know our president, Mary Wilson, CPS (Mary W), will be providing details of the business part of the meeting in her delegate's report; and I wanted to share my side of the rest of the story.

It was so exciting that we had five from our chapter attend this year. Mary Carroll (Mary C) was on an early Friday morning flight to Boston, while Joanie Villar; Vicki Weingand, CPS; Mary W; and I all ended up on the same flight Friday evening. Although our flight was delayed 1 ½ hours getting out due to the weather, the weather in Boston was beautiful the rest of the week except for a short time that last Friday evening.

We started out our Saturday with registering for the event and then took in some sightseeing. Joanie, Mary W, Vicki, and I took the Old Town Trolley, which if you went all the way without getting off would take about 1 ½ hours. Naturally we had to get off at a couple stops and then back on to finish. Boston is such an interesting city with all its history. And, we naturally had to hit Cheers, the location of the TV show with Ted Dancin. That's when we met up with Mary C who had decided to walk the city. I didn't realize it until some guy asked if he could sit in my spot at the bar for a picture that I was actually sitting in "Norm's spot." That was so funny. Then naturally we had to get our pictures sitting there. Part of the trolley trip was taking the Boston Harbour cruise, which we very much enjoyed.

We squeezed quite a bit in following our Sunday morning business session, including our Missouri Division Photo, Southwest District Caucus, and meeting the candidates for international office before our Evening of Welcome. During our Evening of Welcome, everyone got to represent their favorite sports team, as IAAP took us "Out to the Ballgame." We naturally sported our Cardinals gear. There was music, dancing, gift bags filled with snacks, and lots of networking.

Mary was voting and I was on standby during the voting for international officers on Monday morning. I used that time to hit the Office Expo, where we got to visit our vendors, learn about their products/services, take surveys, and gets lots of free goodies. We all pretty much did that as our individual schedules allowed. We then wrapped up the business meeting part of EFAM Monday evening, followed by dinner with fellow Missouri Division IAAP sisters.

I thoroughly enjoyed both of our key note speakers. The first one was Vernice "Fly Girl" Armour on Tuesday morning, who is the first African-American combat pilot. She took us from flight suit to business suit as she shared "Who Needs a Runway? Take Off From Where You Are!" Then wow, on Tuesday evening we had Erin Brockovich who shared that it's not been all roses since the movie and that there are ups and downs in life, but if you have "sticktuitiveness" you can survive and succeed.

The rest of Tuesday and Wednesday were filled with educational workshops. There were so many good ones to choose from, and I felt that all my choices were excellent. My first workshop was "Developing an Effective Administrative Processes and Procedures Binder" presented by Julie Perrine, CPS/CAP of All Things Admin. My next one was 21<sup>st</sup> Century Workplace Challenges by Barbara Mitchell, and in this one, we talked a lot about the different generations at work and work/life balance. My last workshop on Tuesday was "Going From Unsung Hero to Superhero" with OfficeTeam Executive Director Robert Hosking. On Wednesday, my workshops were "How to Get Things Done When You're Not in Charge" and "Managing Emotions and Excelling Under Pressure," a Rockhurst University course. Again, they were all excellent.

We had a free night on Tuesday evening, so we took the train to the harbour and enjoyed a great dinner at Legal Seafood. After dinner, we walked around a little bit and then took the train back to the hotel. Wednesday evening was our awards banquet, where we got to hear from our 2010-2011 International President Mary Ramsay-Drow, CPS/CAP.

That left all of us free on Thursday morning except Mary W who attended the Leadership Workshop. While Mary W, Vicki, and I were not returning to St. Louis until Saturday evening, Mary C and Joanie had to head back on Thursday. Mary W, Vicki, and I used Thursday afternoon to do more sightseeing. We took a bus over to Cambridge and did a tour of Harvard University. *(continued)*

## 2010 Education Forum & Annual Meeting

*By: Paula West, CPS*

Friday morning Mary W, Vicki, and I took the Fast Ferry (1-½ hour ride) over to Provincetown on Cape Cod where we took another trolley and spent the day sightseeing. We got to see the Pilgrim's Monument and a lot of neat little stuff. It was very interesting. And remember that short rain I mentioned on Friday evening. Well, when we got back to Boston we got soaked trying to get from the ferry to the nearest spot to catch a taxi from the harbour to the hotel.

All in all, it was a great trip and a great EFAM. Lots of learning opportunities, networking, and fun. I'm really looking forward to next July in Montreal, Quebec Canada and hope we will have even more from our chapter attend.



### 2010 Education Forum & Annual Meeting Photos



Vicki Weingand, Joanie Villar, Mary Wilson, Paula West



Mary Carroll, Mary Wilson, Joanie Villar, Paula West, Vicki Weingand



Fenway Park



Erin Brockovich



Vernice Armour

## 2010 Education Forum & Annual Meeting Photos



### 2010-2011 MARK YOUR CALENDAR

September 21, 2010	"Learn How to Stay Focused on the Big Picture and Achieve Your Personal and Professional Goals", Presented by: Dale Schaefer, FranklinCovey
October 19, 2010	Executive Appreciation Night
November 16, 2010	Estate Planning Program
December 21, 2010	Holiday Social Event
January 18, 2011	Recruiting Event
February 15, 2011	Organization Program
March 15, 2011	"Passion and Purpose in Your Personal and Professional Life", Presented by: Barb A. Sapienza
April 19, 2011	Office Team Presentation
May 17, 2011	"Creating Rapport: Using Personal Power in Influence Without Control", Presented by: Colleen Neill, CPS/CAP
June 21, 2011	New Chapter Board Installation

### IAAP & AVERY TEAM UP WITH BOX TOPS FOR EDUCATION

*Members, please see this letter from headquarters regarding Avery Box Tops for Education Challenge. If any of you would like to coordinate the chapter's participation in the project, please contact Mary Wilson at [mbwilson1234@aol.com](mailto:mbwilson1234@aol.com).*

Dear IAAP Chapter/Division President and Presidents-elect,

Many of you who attended EFAM last month in Boston heard about the introduction of the new Avery Box Tops Challenge program. This new program models the existing National Box Tops for Education Program which is a community-based philanthropic initiative designed to provide much needed school funding by redeeming the Box Tops labels on select products. Avery Dennison was recently selected as a participant in the program and is the only participating company who specializes in office products.

We are excited about the opportunity that the Avery Box Tops Challenge provides IAAP as a ready-made philanthropic effort that your chapter can participate in this year to provide funding for local schools and compete for an educational grant from Avery through your participation in the program. Please click on the link below to learn more about the Avery Box Tops Challenge and how your chapter can get started:

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

Each participating chapter is encouraged to select a program coordinator to serve as a liaison between your chapter and the local Box Tops for Education school coordinator and provide for year-end reporting to determine the chapter education grant recipients. Any additional communications regarding the program will be routed through the chapter presidents that you can then pass along to your program coordinator. Specific questions about the program can be directed to Maureen Tarango, consumer development specialist at Avery at [officeproducts@averydennison.com](mailto:officeproducts@averydennison.com).

Thank you in advance for your time and we hope your chapter will participate in this exciting new initiative!

Sincerely,

Rick Brennan, Corporate Relations Manager

# JULY/AUGUST/SEPTEMBER BIRTHDAYS

Anne A. Schmidt  
 Cynthia A. Luster  
 Janice Schroeder  
 Brenda S. Wilson  
 Mary A. Sack  
 Donnene F. Whitley

7/18  
 7/20  
 7/23  
 8/2  
 8/11  
 8/26



# JULY/AUGUST/SEPTEMBER ANNIVERSARIES

Mary A. Sack	July
Kathryn Robinett Davis, CPS	July
Vicki Weingand, CPS	August
Janice Schroeder	August
Diana Williams	August
Janis Shrable, CPS/CAP	August
Joanne Coughlin	August
Linda Whelan	August



Chapter meetings are the  
3rd Tuesday of each month

**2010-2011**

**South County Board of Directors**

**Mary B. Wilson, CPS**

*President*

**Brenda Wohlschlaeger, CPS/CAP**

*Vice President*

**Julie Goede, CAP**

*Treasurer*

**Paula West, CPS**

*Secretary*

**Linda S. Lenceski, CPS**

*Director*

**Vicki Weingand, CPS**

*Parliamentary Advisor*

**MISSOURI DIVISION BOARD MEMBERS**

**2010-2011 Board**

President: Chris Phillips, CPS

Springfield Metro Chapter

President-Elect: Mary Madick, CPS/CAP

Heart of America Chapter

Secretary: Terry Anderson, CAP

Westport Chapter

Treasurer: Teresa Brown CPS/CAP

Hawthorn Chapter

**Future IAAP International Education Forum &  
Annual Meeting (EFAM)**

**2011:** Montreal, Quebec, July 24-27 Montreal  
Convention Center

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

**2013:** Anaheim, CA, July 28-31, Anaheim  
Convention Center

**2014:** Milwaukee, WI, July 27-30, Milwaukee  
Convention Center

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

**IAAP Home Page: [www.iaap-hq.org](http://www.iaap-hq.org)**



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- Enhance your public speaking skills
- Improve your professional image
- Opportunities for leadership training
- Certified Professional Secretary (CPS)
- Certified Administrative Professional (CAP)
- Office Pro magazine
- IAAP Connections bi-monthly e-Newsletter
- Earn Continuing Education Units (CEU) and CPS/CAP Re-certification Credits
- IAAP Headquarters support including research on trends, education and training publications, and website with membership discussion board
- International Convention with a unique educational format
- Develop international alliances and friendships
- Credit card
- Retirement Center

**2010-2011 International Board of Directors**

President: Mary Ramsay-Drow, CPS/CAP

President Elect: Tamra Goodall, CPS/CAP

Vice President: Karlana Rannals, CPS/CAP

Secretary: Antoinette Smith, CPS/CAP

Treasurer: Judith A. Yannarelli, CPS/CAP

Director, Canada District: Sharron Buttler, CPS/CAP

Director, Great Lakes District: Wendy Melby, CPS/CAP

Director, Northeast District: Bianca M. Constance

Director, Northwest District: Kristi Rotvold, CPS/CAP

Director, Southeast District: Virginia Boyd, CPS/CAP

Director, Southwest District: Dortha W. Gray, CPS/CAP

Affiliate Representative: Leanne Fisher, GradCert Bus JP

**2010-2011 International Trustees, Retirement Trust  
Foundation**

Chairman: Kelly A. Reggio, CAP

Vice Chairman: Lynda Bouley, CPS/CAP

Treasurer: Judith A. Yannarelli, CPS/CAP

Secretary: Kathryn A. Hampton, CPS/CAP

RTFC Liason: Carolyn L. Prather, CPS

Trustee: Mary Ramsay-Drow, CPS/CAP