

South County Chronicle

Volume 14, Issue 9

APRIL 2011



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MEETING NOTICE

**Tuesday, April 19, 2011
6:15 p.m.**

“HTML and How To Use It”

Presented by:

Tom Terrific



**Drury Inn & Suites
Drury Inn & Suites St. Louis Southwest
5 Lambert Drury Place (Hwy 141 at I-44) Conference Room
Fenton, MO**

RSVP to scountyiaap@aol.com

Informal dinner following meeting; feel free to join us. Contact Lisa Ashley if you would like to have dinner prior:
lmdashley1@gmail.com

HTML and How To Use It

Tom Terrific is a speaker and teacher who loves to share and help everyone who is willing to learn and grow. He has been a Toastmaster for 25 years and has spoken professionally to many companies and organizations. The author of four books, Tom has had a background and interest in computing for the last 30 years.

He currently is involved in video editing and production, audio production, websites and Ezines.

His goal is to teach the basics of HTML to the group and for them to see its importance and use every day in the internet. Hopefully, you will take some of this knowledge and use it in your job.

President's Message

By Mary B. Wilson, CPS



April, what a glorious month! Spring is here (at least on the calendar). April is the month of diamonds—birthstone, sweet pea and daisy—flower, and Aries and Taurus—astrological signs. It's filled with many holidays and observances. Most important for us, it's the month we celebrate our profession. The last week of April is always **Administrative Professionals Week**.



Join us for the **April chapter meeting** when we bring you a program on a key technology topic: **HTML & Web Design**, by Tom Terrific. As a Toastmasters International Member, he gives a professional presentation and is knowledgeable on this subject. Please join us Tuesday, April 19, as we celebrate APW a little early.



It is a busy time in the IAAP year with many opportunities to reap value from your membership. In addition to the chapter programs, value is available from all levels of the association. We just held the Three Rivers Council Professional Development Conference (TRC PDC), **Missouri Division Annual Meeting (MDAM)** is coming in June, and the **International Education Forum and Annual Meeting (EFAM)** is in July. On top of these, the St Louis area chapters have wonderful meetings planned and we're invited to attend.

The chapter has additional upcoming opportunities for networking and advancing our goals for the year. The Board is working hard at meeting Chapter of Excellence. Saturday, April 16th Chapter Garage Sale – a fundraising project is here. Linda Lenceski, CPS, has offered her garage for this event. Please donate items, come help, and pray for good weather with lots of buyers.

The MDAM team is forming. You've received some newsy emails about this and there will be more on this subject at the chapter meeting. Please join in the fun.

The American Cancer Society Relay for Life event will be upon us soon and Valerie Scherrer, CPS/CAP, is working on pulling this together as our community service project.

This is also the time of year we are pulling together next year's board and committee chairs. Please contact Lisa Dinan-Ashley (LMDAshley1@gmail.com) on your volunteer participation for the 2011-2012 year.

Your participation this year is greatly appreciated. I feel very privileged to serve as your president and am thankful for your help and support.

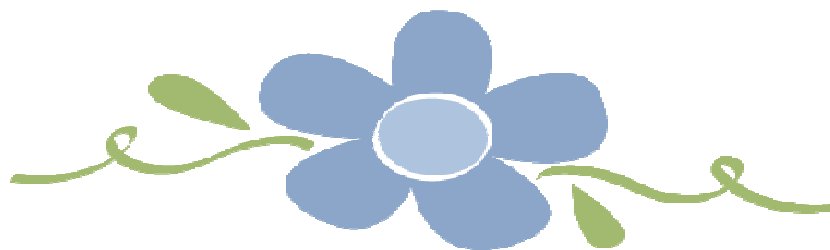
See you Tuesday, April 19th.

Mary

Box Tops for Education

By: Linda S. Lenceski, CPS

Paula West, CPS reminded us that our April chapter meeting is the last opportunity to turn in our Box Tops for Education. Please collect all of your Box Tops for Education and remember to get them to Paula before the April chapter meeting or bring them to the chapter meeting. She will count them, turn in our final contribution, and submit the paperwork to IAAP. We have done very well, donating 599 Box Tops for Education so far. This is a great number and thank you to all who have donated.



*Fear less, hope more; Eat less, chew more; Whine less,
 breathe more; Talk less, say more; Love more, and all good
 things will be yours. ~Swedish Proverb*

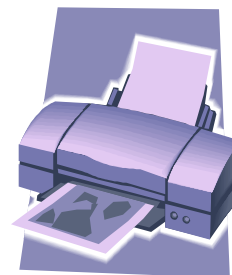
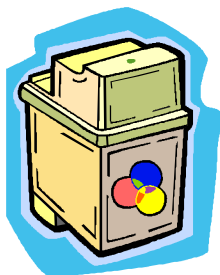
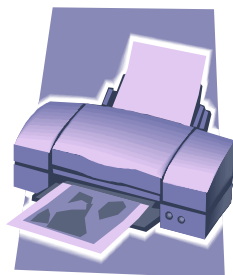
Ways and Means

By: Brenda Wohlschlaeger, CPS/CAP

Don't know what to do with those used PC toner cartridges???

Bring them to any South County Chapter meeting so we can earn up to \$4 for each unit returned!!!

Support the South County Chapter and clean out valuable drawer space.





YARD SALE

WHEN: SATURDAY, APRIL 16, 2011

TIME: 7:00 A.M.—1:00 P.M.

WHERE: 4673 HANNOVER AVENUE, 63123

ALL PROCEEDS WILL BENEFIT SOUTH COUNTY CHAPTER IAAP

Do you have items that you don't need or want any longer? What better way to get rid of them than a YARD SALE. If you have items to include you may drop them off at Linda's house or call Brenda Wohlschlaeger or Mary B. Wilson to pick-up.

Volunteers will be needed for this event. Please let any board member know if you are available to help. If inclement weather occurs on the date above, an alternate date will be selected.



Avoiding E-Mail Overload

By: Office Team

How many e-mails is too many? According to a recent survey commissioned by e-mail provider Intermedia, workers start to feel stressed when their inboxes grow by more than 50 messages a day. Only 6 percent of professionals said they could stand more than that amount.

Whether your daily average is north or south of 50, chances are you occasionally feel overwhelmed by the number of e-mails you receive. Without an effective system in place, just keeping up with the flood can steal valuable hours away from your other work priorities.

Here are some tips for dealing with the deluge:

- **Don't rush to respond.** When bombarded with e-mail, your first reflex is likely to answer the messages right away. After all, what better way to reduce the list of unanswered mail? But interrupting what you're doing to respond to each e-mail as it comes in can prevent you from ever fully focusing on critical tasks.

The best strategy is to briefly scan the content of e-mails, immediately responding only to those that are urgent. Then, before you leave at night, get back to people about less important issues.

- **Keep it clean.** Periodically delete or archive old information to help you locate files more quickly and to avoid reaching the maximum size limit set by your network administrator.
- **Step away from the keyboard.** E-mail is best suited for quick questions and answers. If a conversation is likely to be extensive or in-depth, save some typing time by calling your contact or stopping by his or her desk instead.
- **Create a second account.** Ask friends and family members to use a separate e-mail address to reach you with personal messages. This will help you stay focused on business correspondence during your workday.
- **Respect others' time.** Before sending someone an e-mail, ask yourself whether it's essential that he or she receive the information. If you don't inundate others' inboxes with non-critical communication, they'll likely have the same respect for you.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com.

*As we express our gratitude, we must never forget
that the highest appreciation is not to utter words,
but to live by them. ~John F. Kennedy*

New Certification Information

We are pleased to let you know several new certification publications are now available. All of these materials are for the new November 2011 exams, and are on the main web site under Certification > Certification Changes.

The Exam Guide: Certified Administrative Professional

<http://www.iaap-hq.org/sites/default/files/pdf/certification/CAPEXamGuide.pdf>

The Exam Guide: Organizational Management specialty

<http://www.iaap-hq.org/sites/default/files/pdf/certification/OMExamGuide.pdf>

Application for the CAP exam and the Organizational Management specialty exam

http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP_OM_Application.pdf

Job Function & Employer's Statement for new CAP candidates

<http://www.iaap-hq.org/sites/default/files/pdf/certification/JobFunctionEmployerStatement.pdf>

The Exam Guides include general information on the CAP rating and Organizational Management specialty exam, outlines for each exam, bibliography of college texts used to write the exams, tips on how to prepare for the exams, materials that may be used for broad overview, and suggestions on how to start a study group.

We are also very close to releasing two new promotional brochures on the IAAP certification. One brochure is aimed at administrative professionals, and the other toward executives. We will let you know when those brochures are available through our distribution department and online bookstore.

If you haven't already, please be sure to sign up for the Certification Committee Chairs egroup on the web community. Make sure you select the egroup and select your subscription option. As Certification Chair, we know you get many questions, and the egroup will help everyone have the same answer.

These are exciting times for IAAP's certification program, and we are happy to be working with each of you.

Kathy S, Jennifer, Vicki
Certification Department
certification@iaap-hq.org

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Phone: (816) 891-6600 x 2227, 2225, 2248 | Email: certification@iaap-hq.org | Web: <http://www.iaap-hq.org>*



2011 Missouri Division Annual Meeting

Can you believe the 58th Annual MO Division Annual Meeting is only two months away?! The Springfield Metro Chapter has been hard at work and we are getting ready to kick it in high gear. The more we talk about the tours the more I wish I could go. We decided to mix things up a little this year and have a tour on Thursday night that goes to the Branson Landing. While you are there don't miss the music and light show at the waterfall. If you haven't been to Fantastic Caverns you are missing out. And don't forget, you will also be going to the Japanese Stroll Gardens and the Butterfly House. How many of you watch the Little House when you were little. This tour is a great trip bring up childhood memories.

Have you made your reservations yet? The room block is filling up fast. To make reservations at the Holiday Inn call 417-865-8600. Make sure you ask for the **IAAP 2011 MDAM** room rate. We have been given a wonderful rate of \$84 a night.

Don't forget about our awesome selection of t-shirts this year. You will find the order form with the registration form.

We can't wait to see you in June. Feel free to contact me with any questions at samantha_weller@sbcglobal.net.

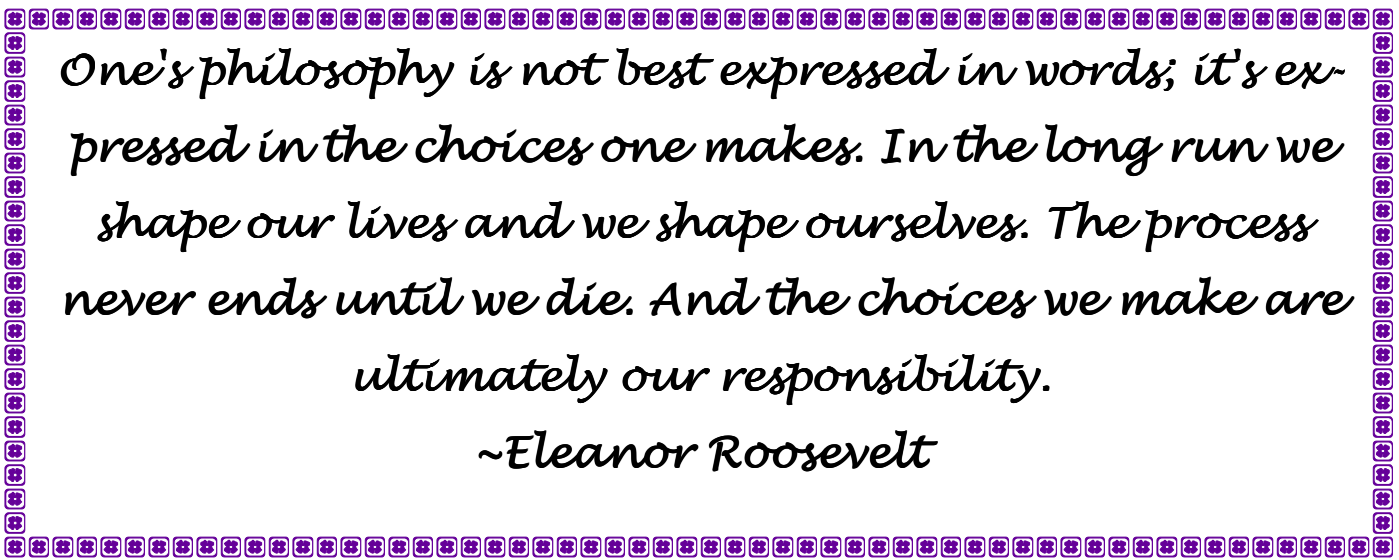
Calling all South County Chapter Members!!!!!!

Have you ever been to a Missouri Division Annual Meeting? Would you like to go? Are you already planning to attend? Why not make this year the year you make the trip. It sure looks to be great fun this year and the Springfield Metro Chapter could use all of our support. There are already several members that are planning to attend but we always have room for more. What is the saying, "THE MORE THE MERRIER"!

Make 2011 the year you attend and you will be in for a great time, great networking and friendships that will last a life time. It is also a great opportunity to experience IAAP in a completely different way and you will learn loads if you have never been. I remember my first year and it was one of the best things I ever treated myself to. Plus, you get to network with a group of people that do exactly what you do everyday.

DON'T DELAY.....DO IT TODAY!!!!

Linda S. Lencski, CPS

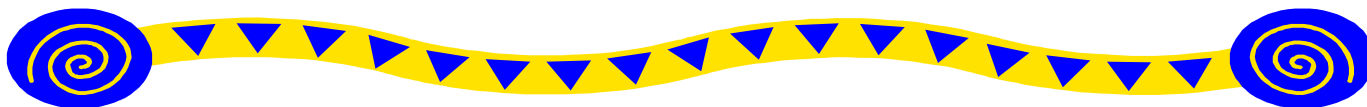


One's philosophy is not best expressed in words; it's expressed in the choices one makes. In the long run we shape our lives and we shape ourselves. The process never ends until we die. And the choices we make are ultimately our responsibility.

~Eleanor Roosevelt

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	David Purcell, Purcell & Amen Estate Planning Myths - Why Most Estate Plans Fail, and What to Do About It
November 16, 2010	Melynda Porges, CPS/CAP - “Stepping Outside the Box.”
December 21, 2010	Holiday Social Event (Date Subject to Change)
January 18, 2011	What’s All The Fuss About IAAP (Member Recruitment Event), Joy Johnston, Senior Manager, Membership & Distribution at IAAP HQ and Member of MO Division Speakers’ Bureau
February 15, 2011	Organization, Sharon Holland-Welge
March 15, 2011	Passion & Purpose – What It Means, Barbara Sapienza Chapter Member & Toastmasters Club Vice President of Education and Speakers Bureau Chair
April 19, 2011	Tom Terrific – HTML & How to Use It
May 17, 2011	Annual Meeting and Election Creating Rapport: Using Personal Power To Influence Without Control
June 21, 2011	Installation of Officers & Board of Directors

**EDITOR’S CORNER**

By: Linda Lencski, CPS

Do you have something that you would like to share? Did you find information that you just can’t keep to yourself? Why not write an article for the newsletter? Not only is it a great way to contribute your ideas, but it is also a step toward becoming a Member of Excellence.

Submit your article for publication to Linda Lencski, CPS at linda.lencski@sbcglobal.net.

Deadline for submission is the last Friday of each month.



APRIL BIRTHDAYS

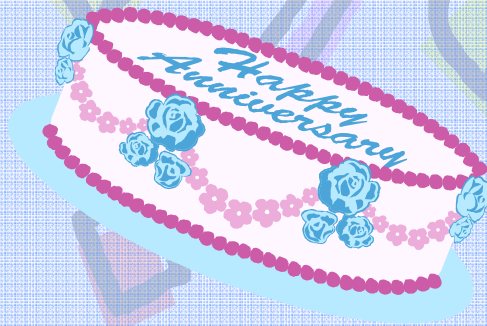
Carol J. Menke

4/25



APRIL ANNIVERSARIES

Donnene Whitley
Brenda S. Wilson, CPS



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

Treasurer

Paula West, CPS

Secretary

Linda S. Lencieski, 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



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Membership in the International Association of Administrative Professionals[®] (IAAP) provides outstanding benefits and services to meet your professional and personal needs. IAAP is a great resource to help you advance in your career.

Benefits of Membership:

- Learn from your peers through local and international networking opportunities
- Educational and professional development
- Improve productivity with time management training
- Gain experience in meeting and special events planning
- 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

Secretary: Kathryn A. Hampton, CPS/CAP

RTFC Liason: Carolyn Prather, CPS

IAAP International President Mary Ramsay-Drow, CPS/CAP

IAAP International Treasurer Judith A. Yannarelli, CPS/CAP