

South County Chronicle

Volume 15, Issue 7

FEBRUARY 2012



International Association of
Administrative Professionals®
South County Chapter

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MEETING NOTICE

Tuesday, February 21, 2012
6:15 p.m.

New Member Orientation

By: *Patty Thompson, CAP-OM*



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

New Member Orientation

This month's meeting will help our new members find all about IAAP and what it has to offer its members. It will also remind seasoned members about all the things that makes this organization great.



President's Message

By Mary B. Wilson, CAP



This year is off to a flying start and February is speeding ahead. The IAAP year is passing quickly and 2012 is its 70th anniversary. There will be lots of history shared over the next year, and if you're not into the history, there will be news about the future.

It's time to take stock of where you are with achieving Member of Excellence. Which criteria have you hit and what is pending; what can we do to help you achieve the remaining?

The chapter has many opportunities to experience new challenges, stretch yourself, and follow your passions. Just let any of the board members know what you are interested in working on. If you like or want to explore meeting/event planning, you could help plan our August and Christmas socials; legal issues, you could be on Bylaws Committee or serve as secretary; talking and promoting professional development and continuing education, you could be on Membership Committee; writing, you could work on newsletter; sales and marketing, you could do Ways & Means; and it goes on and on – whatever your interest, the chapter can use your support. Some opportunities take a little time and are short term, some take more, and some need a monthly commitment.

Hope you are saving April 27 for Three Rivers Council Professional Development Conference full day seminar—more details soon. Also, watch for Missouri Division Annual Meeting (MDAM) information coming soon. Since we are co-hosting 2013 MDAM, it would be helpful to attend this year so you will know what to expect next year. (Plus, it is great fun!) Are you making plans for EFAM in Grapevine, Texas? The website has lots of details and the registration information will be available soon. Any questions about any of these events please let me know.

February's program is member orientation and will be informative for all. It is geared for our new members, and we look forward to seeing you. It is also informative for veteran members, so don't miss it. Our own Patty Thompson, CAP-OM, will give the program. Please come support Patty and find out all about the association.

I must admit, I let the time get away from me this month and didn't get my message to Linda on time. My apologies for the publishing delay of this month's newsletter. I hope everyone will be at February's meeting on the 21st.

See you then,

Mary



About Patty Thompson, CAP-OM



I left Saint Louis in 1979 to join the Navy as an enlisted cryptologist and see the world. I served at several overseas locations where I met my husband, Sam, and had two children. My proudest achievements (besides my kids) were:

- Became a Certified Instructor for the National Cryptologic School Adjunct Faculty
- Became an American Red Cross instructor and started a disaster response team at my final duty station in Puerto Rico
- Completed a Bachelor of Science Degree in Liberal Arts (Psychology Major)

After retiring from the Navy I worked as an administrative assistant for three different temp agencies in Maryland. I joined the Black Eyed Susan Chapter of IAAP in Maryland in 2004. I committed to becoming certified as a CAP and passed the test on the first try.

I served as chapter treasurer from 2006-2008 and chapter president from 2008-2010. I also served on Three Rivers Council for four years in different capacities.

I work part time at the American Recorder Society, mainly performing membership tasks and advertising sales.

I am also a member of the Gateway Chapter of the Naval Cryptologist Veterans Association. I organized the chapter's annual reunion in Springfield IL in 2010 and in Farmington MO in 2011.

I like sewing, gardening and going to shows, concerts, and movies.

Box Tops for Education

By: Paula West, CPS

SURPRISE. We are NOT going to collect Box Tops for Education at our February chapter meeting. And, you ask why? It's because we are having a CONTEST. Save all those Box Tops for Education that you have collected – AND double, triple, quadruple them and plan to turn them in at the March chapter meeting or send to me by the March meeting date, March 20. The person who turns in the most Box Tops for Education will earn a \$15 gift card. I'm naturally excluding myself. Guests qualify if they wish to donate.

It's not mandatory, but you can count them and include that count in the baggie you use with them. Be sure to check for expired Box Tops for Education as they do not count.

We have done wonderful so far, but have a long way to go to meet our goal; and I know we can do it. Remember, for every Box Tops for Education that you turn in, you are helping our local school(s) and potentially our chapter earn an education grant from Avery. A report on the number of Box Tops for Education donated will be given at the chapter meeting.



Don't Bring Me Problems—Bring Me Solutions

By: Susan Fenner, PhD, IAAP Staff

I always remember a sign I saw once on a manager's desk. It read – Don't Bring Me Problems Bring Me Solutions.

It's easy to see what's wrong with things and find fault. Maybe that's why so many people like to assume the role of critic. It makes them feel important and in the know when they "catch" things that are slightly off. They take great delight in finding an error and are the ones who tear out the page and circle the grammatical mistake or misspelled word in red magic marker and then mail it to the magazine editor or copy the world so that everyone can see what a great eye they have in spotting what's wrong. Now don't misunderstand...we all make mistakes and it's good when people catch them (especially before the piece goes to print or the contract is signed). But the problem with focusing only on what's wrong with things means that you aren't looking to see what's right! Generally these folks see the micro picture and oftentimes totally miss the macro. Let's take an example...

How many of you have someone (hopefully not more than one) at chapter meetings who delights in picking apart ideas and undermining plans by pointing out the flaws or why the proposal won't work? Of course, before you commit to a course of action, you want to look at all angles and weigh the consequences. That's good. But the people I'm talking about aren't there to make the plan better. No, they are there to show everyone how smart they are and how stupid everyone else is. They aren't building on the idea presented, but rather tearing it down. They don't offer an alternative course of action; they find flaws with what's on the table. That's the role they play – every time there is a discussion, a decision to be made, or a job to be done.

So what's wrong with that?

What's wrong is that they are a one-person demolition crew. They sit back and plot just the right moment when they can spot the error and shoot down what's being built. You'll notice that they never offer another course of action. Why? Because their goal is not to move things forward, but to mire things in points of contention. If only they realized how easy it is to critique, but how difficult it is to construct and execute a workable plan. That's why it takes so much longer and so much more intellect to design and erect a building, than it does to implode one. The mind required envisioning, enacting, and refining something is so much more complex than the simple act of finding fault. And note how often the faults they find are a result of not seeing the big picture, but rather shrinking the situation to fit their preconceived notions. It's a lot like going through life using only a magnifying glass when others are looking through a telescope.

So, why do I remember the desk plaque so well? It holds the secret to a promotion, professional recognition, and achieving greatness. You can either be the person who reports the problems or the person who solves the problems. Who do you think is worth more in the organization? Would you rather spend your life scrutinizing the minuscule or exploring the universe? The choice is up to you. It's all in your viewpoint.

Officer Elections

By: Brenda Wilson, CAP

Please take a moment to ponder...Is this the year for me to be the South County IAAP Chapter:

President

Vice President

Secretary

Treasurer

Director

Director

E-mail Brenda Wilson at Brenda.wilson@lcms.org if you want to put your name on the officer ballot for the chapter, or if you have someone you want to encourage to take a position (sometimes we see the possibilities in others).

CAP Study Group

Illinois Division is offering an online CAP Study Group! Jan-April 2012
Started by Marie Herman, President-Elect at Illinois Division of IAAP

The Illinois Division of IAAP is proud to announce that we are offering an online study group to prepare for the Certified Administrative... (*visit Illinois Division's website for more information*).

Marie Herman, President-Elect at Illinois Division of IAAP



**SAY "YES" TODAY
FOR A BETTER CAREER
TOMORROW**

Upgrade Your Career

IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin.

First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.

More information about the Technology Applications specialty is available at www.iaap-hq.org/certification

To learn more about the Options Technology program, visit www.iaap-hq.org/events/options



IAAP's Research & Educational Foundation was established when leaders and members decided they needed an organization dedicated to tracking changes within the administrative profession and helping admins stay relevant in their careers through professional development. Since its inception in 1966 the R&E Foundation has raised nearly \$500,000 and has helped administrative professionals by using those funds for three major programs:

- Research and benchmark studies on responsibilities, skills, compensation, best practices and ethics within the administrative profession
- Grants for educational events
- Validating IAAP's professional certification

Beginning in 2012 the R&E will be providing EFAM scholarships to first time attendees and those admins who find themselves temporarily unemployed.

On behalf of Missouri Division, the Robidoux Chapter is leading the R&E fundraising efforts.

In honor of IAAP's 70th anniversary we would like to encourage our members to donate \$.70 for each 5 years that they have been an IAAP member.

0 - 5 years	\$.70	36 - 40 years	\$5.60
6 - 10 years	\$1.40	41 - 45 years	\$6.30
11 - 15 years	\$2.10	46 - 50 years	\$7.00
16 - 20 years	\$2.80	51 - 55 years	\$7.70
21 - 25 years	\$3.50	56 - 60 years	\$8.40
26 - 30 years	\$4.20	61 - 65 years	\$9.10
31 - 35 years	\$4.90	66 - 70 years	\$9.80

Members, please feel free to donate more; you might even consider rounding your suggested donation to the next dollar.

If each of Missouri Division's 618 members donates \$.70 we could raise \$432.00; however, if each professional member contributed based on the suggestion we could raise \$808.00.

To make this fundraising experience more interesting, a contest will be held with winners announced at the Missouri Division Annual Meeting. Each chapter has had a goal established for them; this goal was based on the number of professional members that you had as of January 1, 2012. Your student and merited members were not included as we know that they sometimes have limited funds; however, they are certainly encouraged to donate and could be the group to put your chapter over the top as far as your goal. Also any associate members were not included. Recognition will be given to three chapters who achieve the highest percentage of their goal in the following categories: chapters with 1 - 20 members; chapters with 21 - 40 members; chapters with 41 or more members; again, these are your professional members.

Chapters, please forward your donations to me; your checks should be made payable to IAAP Research & Educational Foundation and mailed to Carol Stockwell, CAP, 2833 Messanie, St. Joseph, MO 64501. In order to be eligible for the contest your donations must be sent to me and received by May 15, 2012.

I have attached a list of chapters and their target goal.

Let's make the Leap to Remarkable!



Brunswick Lakeside

1254 Dougherty Ferry Road

Valley Park, MO 63088

636-225-2400

\$15.00 per person, includes shoe rentals, 2 games

RSVP YES NLT March 6, 2012

Near the intersection of Big Bend Rd and Dougherty Ferry Rd. Close to 141 or 270.

Sunday March 11, 2012

1:00—3:00 p.m.

Bowling for R & E

Contact : **Patty Thompson CAP-OM**
636-529-0460 Home
314-315-5873 Cell
PThomps63@gmail.com

BRING CASH OR CHECK MADE OUT TO SOUTH COUNTY CHAPTER IAHP



Valentine to an Administrative Professional

By: Todd Hunt

She's first one in and last to leave,
her mark is everywhere.
But like a watchful angel,
we seldom know she's there.

She guards the gate, protects the boss,
efficient through and through.
Those binders for this afternoon?
All set in Board Room 2.

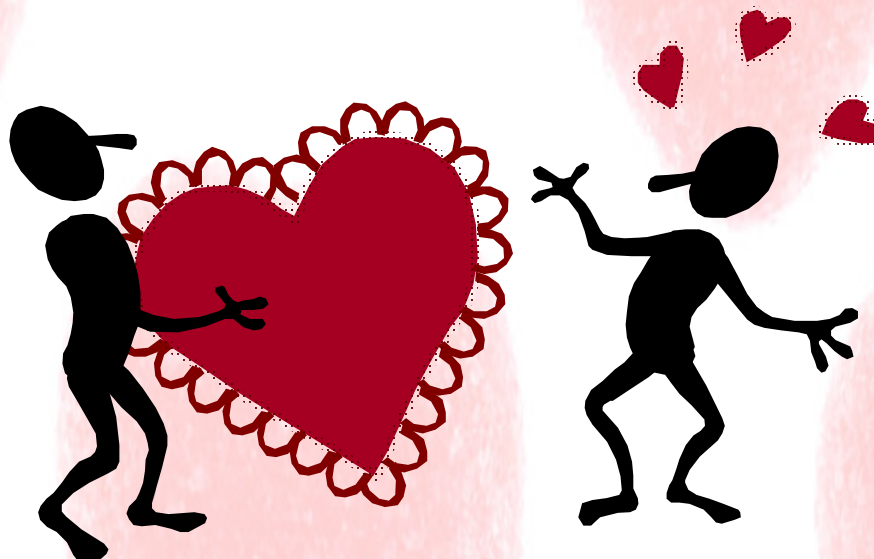
Mind reading is among her skills,
and putting fires out.
She juggles tasks and jumps through hoops,
yet never one to pout.

Three hands, you see, she does possess,
and intellect well bred.
Plus humor, tact, diplomacy
and eyes behind her head.

Computer tech and referee,
yes party planner too.
Committee head, Excel sheet queen --
there's nothing she can't do.

We've used the female pronoun, true,
throughout this love decree.
But sometimes (though it's still quite rare),
that admin pro's a he!

Todd Hunt is business humorist who has spoken at 20 IAAP Division Annual Meetings and APW celebrations. Visit him at www.ToddHuntSpeaker.com



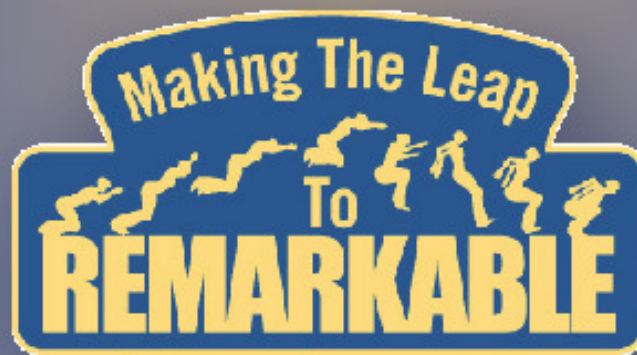
Save the Date

Friday, April 27, 2012

9:00 a.m. - 4:00 p.m.

St. Charles Community College

Daniel J. Conoyer Social Sciences Building Auditorium



Professional Development Conference



2011-2012 MARK YOUR CALENDAR

September 20, 2011	Your Work Style in Color, Carrie Cacciatore, Office Team
October 18, 2011	Member Recruitment Program
November 15, 2011	Numbers Skills, Mary Madick
December 2011	Holiday Social Event (Date TBD)
January 17, 2012	Microsoft Office 2010 Tips & Tricks, Paula West, CAP
February 21, 2012	New Member Orientation, Patty Thompson, CAP
March 20, 2012	Ingredients for Success, Kay York
April 17, 2012	Overcoming Challenges to Leap to Remarkable, Krissy Ziegler, VP Operations Nurse Wise/Nurse Response
May 15, 2012	Grace Under Pressure: Techniques for Maintaining Your Cool When things Get Really Hot, Julie Goede (Author - Susan Fenner PhD; Script & PowerPoint Presentation - Revised by Mary Ramsay-Drow CAP-OM)
June 19, 2012	Installation of Officers & Board of Directors

EDITOR'S CORNER

By: Linda Lencski, CAP

You always have time to think about something you would like to submit for the newsletter. Please make sure that you get it to me as soon as you can so I can incorporate in the next newsletter. Remember, nothing is ever too small to include in the newsletter.

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

Deadline for submissions is the last Friday of each month.



CROSS RHODES REPROGRAPHICS
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 www.crossrhodes.com

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 blang@crossrhodes.com

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FEBRUARY BIRTHDAYS

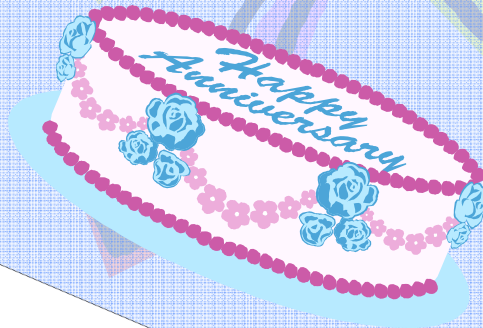
Julie C. Goede
Valerie A. Scherrer

2/10
2/23

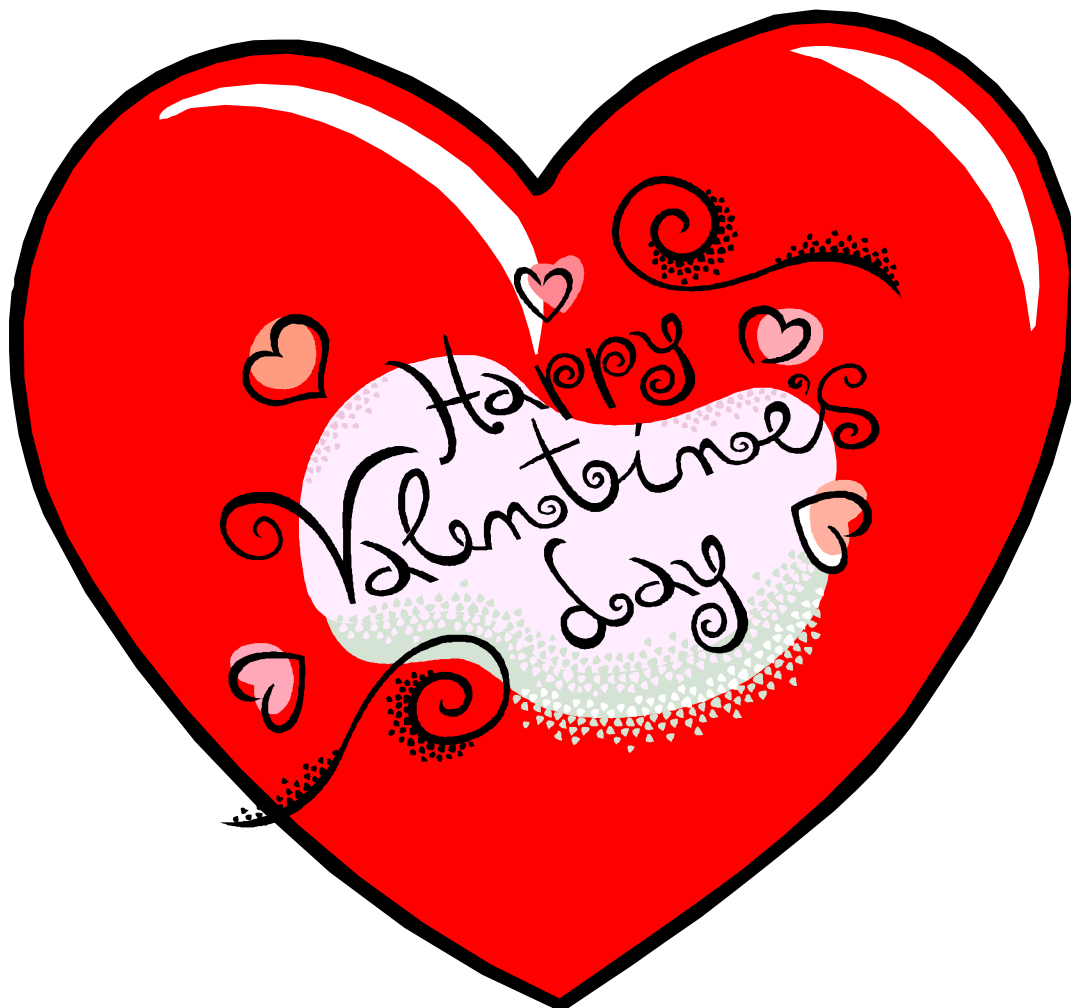


FEBRUARY ANNIVERSARIES

Ronda Cook, CAP
Candy L. Duppass
Carol J. Menke
Cheryl M. Niehoff, CAP-OM



The Jewelry Connection, Inc.



Announcing, another improvement to your Best Box Lunches

With so many things to like, the NEW soft Italian baguette is a delicious addition that goes with everything . . .

1 NEW SOFT ITALIAN BAGUETTE

Who doesn't like fresh baked Italian Bread? It's airy texture compliments any food while its' soft crust keeps all your fresh condiments securely in place!

6 Full-Sized Bakery Desserts

Featuring amazing Lemon Wedge Cake, Brownie with Real Chocolate Chips and St. Louis' own, Gooney Butter Crumb!

2 Imported Cheese

Smoked gouda cheese, imported from Germany, & natural Swiss Cheese add a nice European bite.

7 Veggies on the Side

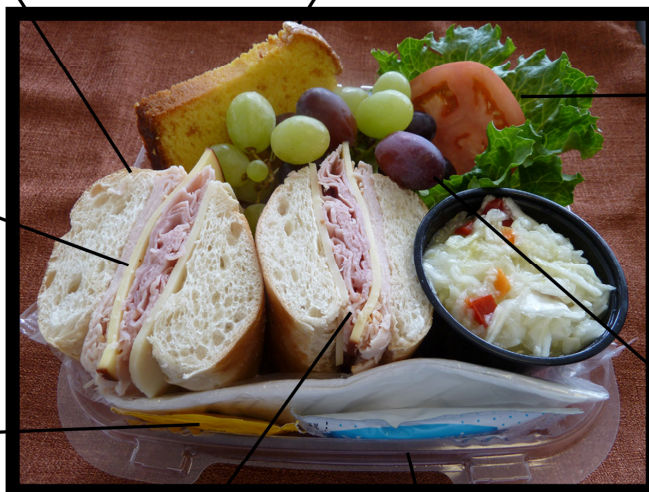
Fresh & crispy green leaf lettuce with vine-ripened tomato slices on the side -- no mushy sandwiches!

3 Condiments on Side

"Picky" people get to add their own condiments -- no complaints makes you smile!

8 Fresh Fruit Always

Crimson and Thompson grapes on-the-vine for a sweet, juicy snack.



4 Quarter-Pound Meat Combo

Four ounces of deli thin-sliced mesquite turkey and smoked ham will certainly fill you up - you can save the other 1/2 for home!

9 See-through, Labeled Lunches

WYSIWYG - What you see is what you get. Clear presentation of food makes it easy to serve to your group. You will especially like the labeling.

5 Stackable Lunches

Lunches will stack five high allowing you to comfortably fit 135 lunches on a 6' x 2' folding table.



10 IN A BIND? FAX BY 9

With your first order, you are automatically enrolled in our "VIP Same-Day Lunch Service"

Best Box Lunches, 3213 S Brentwood 314-961-2244

EZ Order Menus at BestBoxLunches.com

Chapter meetings are the
3rd Tuesday of each month



South County Chapter

Member of Excellence Criteria

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year). Some of the criteria is below. For a complete list of the 11 criteria please visit: <http://community.iaap-hq.org/home/>.

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

2011-2012

South County Board of Directors

Mary B. Wilson, CAP

President

Paula L. West, CAP

Vice President

Julie C. Goede

Treasurer

Vicki A. Weingand, CAP

Secretary

Brenda J. Wohlschlaeger, CAP-OM

Director

Patty Thompson, CAP-OM

Director

MISSOURI DIVISION BOARD MEMBERS

2011-2012 Board

President: Mary Madick, CAP-OM

Heart of America Chapter

President-Elect: Terry Anderson, CAP-OM

Westport Chapter

Secretary: Eujetta Little

Hallmark Chapter

Treasurer: Teresa Brown CAP-OM

Hawthorn Chapter

Future IAAP International Education Forum & Annual Meeting (EFAM)

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

2011-2012 International Board of Directors

President: Tamra Goodall, CAP-OM

President Elect: Karlana Rannals, CAP-OM

Vice President: Judith Yannarelli, CAP-OM

Secretary: Antoinette Smith, CAP-OM

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Director, Great Lakes District: Tammy Pierce, CAP-OM

Director, Northeast District: Bianca M. Constance

Director, Northwest District: Kristi Rotvold, CAP-OM

Director, Southeast District: Doris Goode, CAP-OM

Director, Southwest District: Dortha W. Gray, CAP-OM

Affiliate Representative: Leanne Fisher, GradCert Bus JP

2011-2012 International Trustees, Retirement Trust Foundation

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Vice Chairman: Carolyn Prather, CAP-OM

Secretary: Jean Bohinski, CAP-OM

RTFC Liason: Patricia Row, CAP-OM

Trustee: Judith A. Yannarelli, CAP-OM

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