

South County Chronicle

Volume 15, Issue 4

NOVEMBER 2011



International Association of
Administrative Professionals®
South County Chapter

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MEETING NOTICE

**Tuesday, November 15, 2011
6:15 p.m.**

Number Skills

*Presented by: Mary Madick, CAP-OM,
Missouri Division President*



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:
Imdashley1@gmail.com

Number Skills

If you stop and think about it...without numbers we can't operate:

- Our cell phones wouldn't work
- How would we know how much our paycheck was? (although, I know we don't get paid enough)
- We wouldn't be able to find addresses and the list goes on and on.

There are many more reasons we use numbers and this presentation will assist you in:

- Number accuracy
- Number perception
- Number retention
- Number patterns
- Number checking

This program presents a fast moving challenge to you to stretch your mind further than you would have thought possible.

Be warmed now....you will be stressed! Get plenty of rest during the day...there is a lot of writing. But above all else, we will have fun.

Mary Madick, CAP-OM

Missouri Division President

I have worked for the Kansas City, Missouri Fire Department for 35 years. Having started my professional career as a Clerk Typist I, I have been promoted seven times within the department. I began at the Fire Academy and promoted into Fire Prevention, Hazardous Materials Office, Fire Chief's Office, Communications/Dispatch and now in charge of Payroll. The only division I have not worked in is the actual firefighting field. Although I have ridden along with the fire companies and watched as they did the work, I have never actually held the hose line and went into the fire. The hoses are heavy and the fire is hot and smoky.

I have always liked school, so I attend as many training classes as I can through the City of Kansas City, Missouri. I have successfully completed the Successful Facilitators Certificate program, Human Resources Academy, and Advanced Human Resources Academy. I have received my Presenter's and Trainers Certificates through the city. Within the last four years I was asked to facilitate a Number Skills Class for city employees. I loved it and have since been able to condense the eight hour program to a one hour program and taken it to several IAAP Chapters.

I joined IAAP in September 1999. I have held the office of Treasurer (2 years), Vice President (2 years) and President (2 years) for the Heart of America Chapter in Kansas City. I was Missouri Division Treasurer (2 years), President-Elect (1 year) and currently the Missouri Division President.

I have made many great friends in the last 12 years and learned so much. If I must impart one piece of advice to new members...get involved and get involved early. The more you put into this organization, the more you get back.....friends as well as knowledge.



Live Your Life Like It Matters

Steve Ventura, Walk the Talk

Here are some powerful tips to help you and others to *Live Your Life Like It Matters*:

- Choose to be enthusiastic at work today. If you encounter anyone who is being critical or negative, spread some sunshine their way. Your enthusiasm can positively affect others. Misery might love company, but enthusiasm is contagious! Help others catch it!
- Challenge yourself to "raise the bar." Set personal goals to improve your job and the interactions that are a part of your daily routine. Compete against YOU – don't compare yourself with others or wait for someone else to elevate your performance.
- At the end of each day, or project, or week: replay your performance. Take an inventory of what you did well, and what you can do better. Learn from your successes and from those things you didn't handle that well. As you consider all your activities, where do you see potential areas of improvement? Truly effective people wear an invisible sign that reads...

UNDER CONSTRUCTION;

Working to be better today than yesterday – and better tomorrow than today!

Lead well ... LEAD RIGHT

Taken From: www.walkthetalk.com

President's Message

By Mary B. Wilson, CPS



Thanksgiving Day, celebrated on the fourth Thursday in November, has officially been an annual tradition in the United States since 1863, when during the Civil War, President Abraham Lincoln proclaimed a national day of thanksgiving.

The event that Americans commonly call the "First Thanksgiving" was celebrated to give thanks to God for guiding them safely to the New World. The first Thanksgiving feast lasted three days, providing enough food for 53 pilgrims and 90 Native Americans. The feast consisted of fish (cod, eels, and bass) and shellfish (clams, lobster, and mussels), wild fowl (ducks, geese, swans, and turkey), venison, berries and fruit, vegetables (peas, pumpkin, beetroot and possibly, wild or cultivated onion), harvest grains (barley and wheat), and the Three Sisters: beans, dried Indian maize or corn, and squash.

Last month we started celebrating the changing colors of Mother Nature and it continues. There are still some great colors, and as the winds and colder weather move in, they will be gone soon. Enjoy while you can.

You are guaranteed to enjoy our program this month brought to us by Missouri Division President Mary Madick, CAP-OM. Her bio and program information are in the newsletter. It is an honor to have our Division leaders visit and Mary will have her chapter friend Jackie McCreary traveling with her. Please mark your calendar, bring a prospective member, and welcome Mary and Jackie as they visit our chapter this month.

Many thanks to Vicki Scott, Membership Committee Chair – she coordinated our member recruitment meeting last month and provided the program. This is one of the criteria for Chapter of Excellence. Keep recruiting ... we want to grow South County Chapter. Reach out to Vicki with questions.

We had a great "Making Strides Against Breast Cancer" walk on Saturday, October 29. After a chilly start, it was a beautiful morning for a walk. Thanks to Patty Thompson, CAP, for coordinating this community service effort. Thanks to all that donated ornaments for the "Ornaments for Officers" project. Patty will have more details on both of these projects.

MDAM 2013 planning continues. This 2-year project is going to be a great experience as we work with the St. Charles Chapter to plan a top-notch annual meeting. A site visit took place Saturday, October 22, at the Doubletree in Chesterfield. The venue will offer us great space and amenities. Please be thinking about what committees you would like to work on. Thank you to all that have already signed up.

Three Rivers Council's Professional Development Conference planning is underway. For now, **MARK YOUR CALENDAR** for Friday, April 27, 2012, for the PDC. Feedback from the survey was reviewed and is the basis for planning this year's PDC. Current expectation is to plan a full day event, which will include two seminars—one on technology (the #1 requested subject) and a motivational speaker. You will be getting more details as they developed.

Check out all the news in this month's newsletter and visit the website regularly—did you know Lisa puts a inspirational "quote of the week" on the chapter website? Continue to work on achieving your Member of Excellence this year.

"Thank you" Board, Committee Chairs, and members -- your help and support this year serving the chapter is greatly appreciated. I hope you reap many rewards from your membership, and whatever I can do to ensure your membership meets your expectations is important to me – please be in touch.

Thanks, thanks, and more thanks ... See you Tuesday, November 15th.

Mary

South County Chapter Receives Certificate of Appreciation

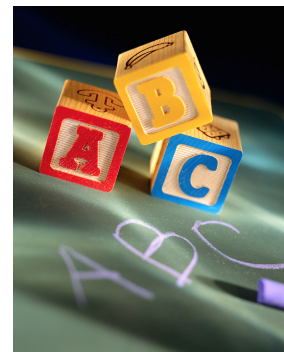
By: Paula West, CAP

South County Chapter IAAP received a Certificate of Appreciation from Avery, included in this newsletter for its participation in the Avery Box Tops for Education Program. Thank you to every chapter member who helped support our Avery Box Tops for Education program in 2010-2011.

We are participating again this year (2011-12), and our goal is to not only beat last year's donation, but to beat the winner of last year's Avery education grant. Please remember to look for those Box Tops for Education coupons, clip, save, and submit to the chapter. There are lots and lots of opportunities for bonus box tops on all kinds of products in the grocery stores as well as Avery products, so watch for those specially marked packages.

Thank you so much for participating and helping us help our local school(s) and hopefully earn an education grant from Avery. You may bring your collected Box Tops for Education to any chapter meeting ... or you can send them to Paula West, CAP. Remember, we can donate to multiple schools; so if you wish, please get a redemption form from Paula and get signed each time you turn them in. You will need to make sure none of your Box Tops for Education coupons have expired and count them before turning them in. All forms need to be turned in to Paula by our April chapter meeting, so they may be submitted to Avery by the program deadline.

Thanks again for helping your chapter and helping our local school(s).



Box Tops for Education

By: Paula West, CPS

South County Chapter is proud to participate in the Avery Box Tops for Education program.

For every coupon donated, the school will earn ten cents. Last year we collected and donated 776 coupons or \$77 to Kellison Elementary toward their goal of \$2,000, and I know we can beat that this year. We are collecting for multiple schools, and Avery (Avery logo) will give an education grant to the chapters that collect the most.

Box Tops for Education coupons may be found on a multitude of products from produce to cereals to snacks to frozen foods to office products and much much more. So look for those box top coupons, clip, and bring to the chapter meetings or send to me. I will have a supply of collection boxes that you can put up in your kitchens or the office to help with remembering to collect and get your co-workers involved.

Thanks for helping South County Chapter help our local schools and hopefully earn an education grant from Avery.



Certificate of Appreciation

This certificate is awarded to:

South County

Chapter of IAAP®

for participation in the 2010-2011

Avery®-IAAP® Box Tops For Education® Challenge

Thank you for making a difference!



Sandra Gunkel

Avery Dennison Consumer Products

August 22, 2011

123 Certificates

Ornaments for Officers

By: Patty Thompson, CAP



Here's another short term service project [the chapter voted to](#) participate in. It's easy: just bring one or more new Christmas ornaments to the October meeting. We picked October because we have to turn them in by mid November. If you want to get more involved, call Rick Ruderer for the details of the 2011 campaign. One more thing: would your church, work or local school want to be involved in this worthy cause? If so, please forward the website link and Rick's name to your group.

Rick Ruderer
314-681-0401
ornamentsforofficers@yahoo.com
<http://ornamentsforofficers.com/index.html>
On Facebook

The 2010 campaign raised **\$5,287.17**, which was presented to the BackStoppers on January 18, 2011.

How It Works

Individuals and companies will donate new and vintage ornaments, which will be sorted and distributed to participating businesses, along with a spiral artificial Christmas tree. Participating businesses will receive 500 ornaments initially, which will sell for \$3.00 regardless of the original price. At least \$2.00 per ornament sold will be donated to an organization or trust to assist the families of fallen officers. The remaining \$1.00 will cover administrative costs and non-donated items.

Their goal is to get more locations to accept and sell ornaments. Last year there were 40 locations to drop off ornaments; there were 25 locations where ornaments were sold. Collecting ornaments will take place between early October and Thanksgiving. Selling will take place the day after Thanksgiving through December.

Help is needed to:

- Sort
- Pick up ornaments from the central location and drop off to the selling location the week before Thanksgiving
- Get donated printing of flyers & signs
- Get more businesses, churches, schools involved

Contact Patty Thompson with any questions.



2011 Making Strides Against Breast Cancer

By: Patty Thompson, CAP-OM

On the last Saturday in October, South County members, Mary Wilson, CPS; Julie Goede and Patty Thompson, CAP, joined by her sister, Kathy Sherrick, participated in the 2011 Making Strides Against Breast Cancer 5K Walk .

The opening ceremony was emceed by KPLR11, FOX2 and ARCH 106.5, followed by color guard ceremony and comments by a survivor and corporate sponsors, the walkers were warmed up by Curves leaders.

Our team name was South County Sirens, the same name we used for Relay for Life. Here are some more imaginative names we saw: Hakuana Ma Ta Tas, Boob the Builder..YES WE CAN!, Breast Friends, The Breast of the West, Bosom Buddies. We raised \$400. The event raised nearly \$125,000 up from \$57,000 from last year and there were over 3,000 walkers. What motivated us to do the Walk? You can sum it up by the t-shirt a young participant was wearing: Please find a cure before I get boobs! How about a cure in her lifetime, if not ours?



Photo Op before the walk



Opening ceremony



Warming up



What a gorgeous day in Forest Park!

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, CPS
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 CPS/CAP)
June 19, 2012	Installation of Officers & Board of Directors

EDITOR'S CORNER

By: Linda Lencieski, 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 Lencieski, CAP at linda.lencieski@sbcglobal.net.

Deadline for submissions is the last Friday of each month.



CROSS RHODES REPROGRAPHICS
 PUBLIC: PLAN ROOM
 www.chr-repro.com

BOBBIE LANG
 blang@chr-repro.com

2010 WASHINGTON EXPLORER - SUITE 110
 WASHINGTON, DC 20004
 TEL: 202-462-1111 FAX: 202-462-1111

2010 WASHINGTON EXPLORER - SUITE 110
 ST. LOUIS, MO 63102
 TEL: 314-433-1111 FAX: 314-433-1111

NOVEMBER BIRTHDAYS

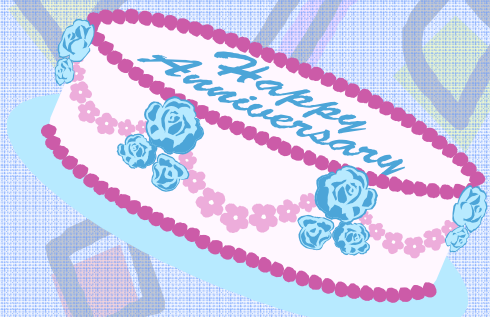
Diana Williams
Shannon Price
Patty Thompson

11/6
11/16
11/19



NOVEMBER ANNIVERSARIES

No Anniversaries This Month



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, Gooley Butter Crumb!

2 Imported Cheese

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

7 Veggies on the Side

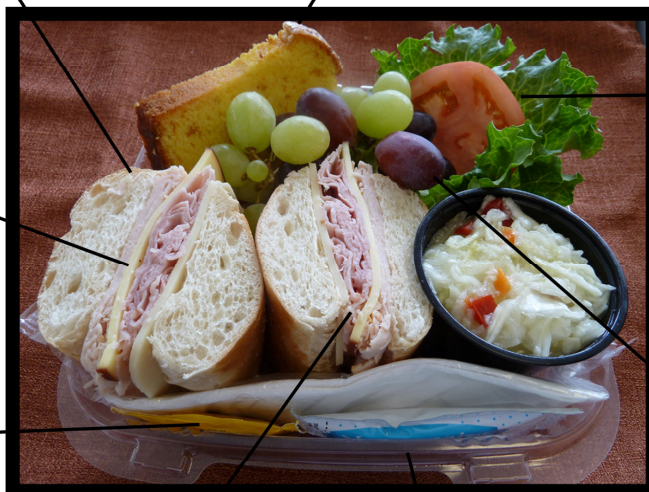
Fresh & crispy green leaf lettuce with vine-ripened tomato slices on the side -- no mushy sandwiches!

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



*Turning Jobs
Into Careers*[®]

2011-2012

South County Board of Directors

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Brenda J. Wohlschlaeger, CPS/CAP

Director

Patty Thompson, CAP

Director

MISSOURI DIVISION BOARD MEMBERS

2011-2012 Board

President: Mary Madick, CPS/CAP

Heart of America Chapter

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Westport Chapter

Secretary: Eujetta Little

Hallmark Chapter

Treasurer: Teresa Brown CPS/CAP

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

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 International Board of Directors

President: Tamra Goodall, CPS/CAP

President Elect: Karlana Rannals, CPS/CAP

Vice President: Judith Yannarelli, CPS/CAP

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Director, Southeast District: Doris Goode, CPS/CAP

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

Affiliate Representative: Leanne Fisher, GradCert Bus JP

***2011-2012 International Trustees, Retirement Trust
Foundation***

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