

South County Chronicle

Volume 15, Issue 3

OCTOBER 2011



International Association of
Administrative Professionals®
South County Chapter

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Happy  Halloween

MEETING NOTICE

Tuesday, October 18, 2011
6:15 p.m.

Member Recruitment Event

Radio Station WIIFM
(What's In It for Me?)

Presented by: Vicki Scott



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

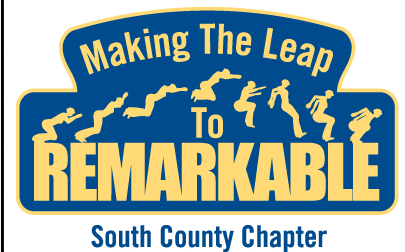
Informal dinner following meeting; feel free to join us. Contact Lisa Ashley if you would like to have dinner prior:
Imdashley1@gmail.com

Radio Station WIIFM (What's In It For Me)

Curious about what membership in IAAP is all about? Bring prospective members with you in October to learn all about IAAP and how you can benefit from membership.

This presentation will cover information about the association and what it has to offer it's members. Prospective members will learn about IAAP and veteran members will get a "refresher" on the value of membership in this association.

Please plan on coming to the October meeting. Please RSVP so we have a count for refreshments and handouts.



President's Message

By Mary B. Wilson, CPS



As with all months, October is loaded with reasons to celebrate... I picked a few to list here.

- Boss's Day
- Breast Cancer Awareness Month
- Columbus Day
- Fire Safety Month
- Italian Heritage Month
- Medical Assistants Recognition Day
- Medical Assistants Recognition Week
- Physician's Assistant Week

These are some of the celebrations in October, not to mention the beautiful autumn days with colorful leaves giving us great examples of nature's paint brush at work. An extra special celebration this year is our Executive Appreciation Breakfast planned for Tuesday, October 25, in honor of Boss's Day, with KSDK Anchor Kay Quinn as our featured speaker. You won't want to miss this.

The October chapter meeting is our member recruitment meeting, and we need every member to bring a prospective member to the meeting. Holding a meeting dedicated to recruiting members is an important avenue to grow our chapter and is one of the criteria for earning Chapter of Excellence. Each member bringing a prospective member to the meeting will have your name put in a drawing for a \$25 Macy's gift card. This is also a meeting when you can get your own update on the association and the membership benefits.

As with past years, a community service project (or several projects) are planned to give back to our community. These activities add fun and more networking opportunities while helping on a good cause. Patty Thompson, CAP, is leading our projects this year. By the time you read this, you will have received information about the ornament collection to support Backstoppers and the walk for Making Strides for Cancer. Your generous support of these projects will be appreciated. The Avery Box Tops For Education project is going forward again this year with Paula West, CPS, coordinating it.

Email communications have provided much more information on these events and projects, as well as the information in this newsletter.

October Action Items

- Register for the Executive Appreciation Breakfast - Invite your executive, co-worker, or come with yourself
- RSVP you and your prospective member(s) for the October Member Recruitment Meeting
- Save and bring to October's meeting your Box Tops For Education
- Set aside some ornaments to bring to the October Meeting
- Get some friends together to walk with our Making Strides for Cancer
- Go on line and register for our Making Strides for Cancer team

This is your chapter and I welcome your comments, suggestions, criticisms, or anything you have to share. Join the Fun. Celebrate October with your South County Chapter friends at all our planned events.

Looking forward to seeing you.

Mary

Membership Corner

By: Vicki A. Scott

Ronda joined the South County Chapter IAAP in February 2010 and attained her certification in May 2011. CONGRATULATIONS Ronda!

Ronda is currently serving as Publicity Chair for the Executive Appreciation Breakfast scheduled for October 25, 2011

I have worked as an Executive Administrator with Wallis Companies for nine years, reporting to the President/CEO of the Corporation. Wallis Companies was founded in 1968 when Lynn and Bill Wallis purchased the Skelly Petroleum Distributorship in Cuba, Missouri. Bill passed away in 2001 from Melanoma and Lynn runs the company with their four children. Today, Wallis Companies is a petroleum distributor for Mobil, BP and ConocoPhillips; owns 38 company-operated c-stores (several are Mobil On the Run); and employs close to 600 people in Missouri.

I work at the corporate office in Cuba and assist Lynn, as well as the VP of Strategic Planning and the VP of Marketing. In addition to administrative duties, I am the company's liaison for donation requests and community involvement, which is one of the company's core values. I am involved in several committees and wear many different hats in addition to supervising one Administrative Assistant.

My job is interesting and challenging and I am very blessed to have been given this opportunity.

My passions outside of work are my family - five children and seven grandchildren - reading and scrapbooking.



Ronda Cook, CPS, with Employer, Lynn Wallis

Happy Halloween



Are Your Goals SMART?

By: Vicki A. Scott

Specific
Measurable
Attainable
Realistic
Timely

Setting goals is critical for success in every role. Actively guiding and leading team members to success through effective goal setting are the responsibility of every leader.

- ⇒ **Set Your Goal**
- ⇒ **Base Your Goals Firmly in Your Values**
- ⇒ **Believe You Can Accomplish the Goal**
- ⇒ **Visualize the Outcome**
- ⇒ **Write Your Goals**
- ⇒ **Share Your Goal(s)**
- ⇒ **Reward Yourself and Celebrate Goal Accomplishment**

"Nothing is really work unless you would rather be doing something else." --James M. Barrie



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.



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.

***IT ISN'T WHAT YOU HAVE, OR WHO YOU ARE, OR
WHERE YOU ARE, OR WHAT YOU ARE DOING THAT
MAKES YOU HAPPY OR UNHAPPY. IT IS WHAT YOU
THINK ABOUT. ~Dale Carnegie***

Making Strides Against Breast Cancer

By: *Patty Thompson, CAP*

Will you consider participating in this 5K walk as our chapter service project? I participated last year. It was a beautiful day and a great cause.

2011 Making Strides Against Breast Cancer

St. Louis, MO

Saturday, October 29, 2011

9:00 a.m. at Forest Park/Upper Muny Parking Lot

Our chapter has already been affected by breast cancer. Chances are your co-workers and family have too. Making Strides Against Breast Cancer program gives you the power to make a difference and fight back against this disease. Join the South County Sirens for this 5K walk in scenic Forest Park. Copy this link into your browser: http://main.acsevents.org/site/TR?sid=55931&type=fr_informational&pg=informational&fr_id=36155

Can't walk but want to help? Go to the link listed above and look at the bottom right corner for "Donate." Search for South County Sirens team name Make an online donation to one of our team members.

For more info contact: Patty Thompson, CAP
636-529-0460 (home) or 314-315-5873 (cell)
Pthomps63@gmail.com



OK, Things Aren't Great...Now Get Over It!

Taken From Walk The Talk.com

Ok, things aren't great...now get over it! Let's face it, in all of our lives "rain" will come. The rain represents the situations, conditions, uncertainty, and negative realities that we try to avoid. But, no doubt, they will still occur to us all. If we "welcome the rain" and adopt a get over it and move forward attitude, we will be able to ensure that these negative consequences are not debilitating, but rather become developmental.

Here are a few quotes from **Welcome The Rain-Choosing to See Beyond Life's Storms**, that I have found particularly meaningful and I hope you will also:

- It's not the way the wind blows, it's how you set your sails. ~Unknown
 - It's better to light a candle than to curse the darkness. ~Chinese Proverb
 - The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy. ~Martin Luther King, Jr.
 - I always tried to turn every disaster into an opportunity. ~John D. Rockefeller
- The greatest part of our happiness depends on our dispositions, not our circumstances. ~Martha Washington

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, CPS

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, CPS 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

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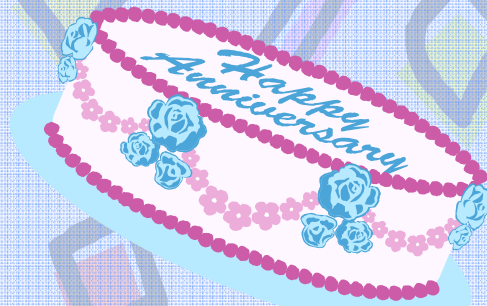
SEPTEMBER BIRTHDAYS

Barbara A. Sapienza	10/1
Linda A. Whelan	10/2
Mary B. Wilson	10/2
Cheryl M. Niehoff	10/10
Paula L. West	10/16
Lisa Dinan-Ashley	10/21



SEPTEMBER 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

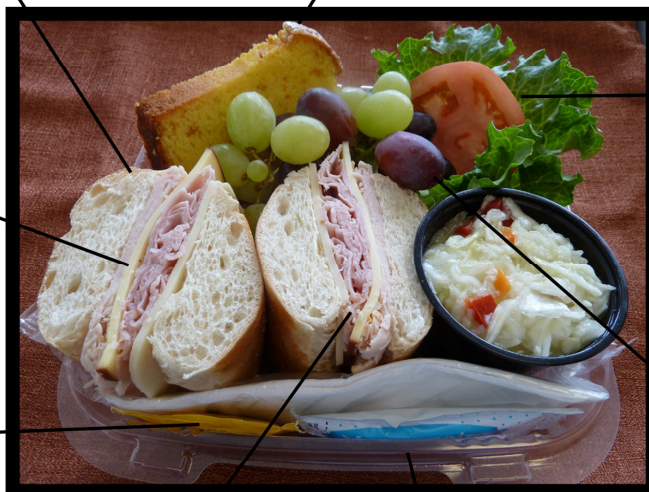
Fresh & crispy green leaf lettuce with vine-ripened tomato slices on the side -- no mushy sandwiches!

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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Paula L. West, CPS

Vice President

Julie C. Goede

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Vicki A. Weingand, CPS

Secretary

Brenda J. Wohlschlaeger, CPS/CAP

Director

Patty Thompson, CAP

Director

MISSOURI DIVISION BOARD MEMBERS

2011-2012 Board

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Heart of America Chapter

President-Elect: Terry Anderson, CAP

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

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Vice President: Judith Yannarelli, CPS/CAP

Secretary: Antoinette Smith, 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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Vice Chairman: Carolyn Prather, CPS

Secretary: Jean Bohinski, CPS/CAP

RTFC Liason: Patricia Row, CPS/CAP

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