

South County Chronicle

Volume 15, Issue 2

SEPTEMBER 2011



International Association of
Administrative Professionals®
South County Chapter

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MEETING NOTICE

**Tuesday, September 20, 2011
6:15 p.m.**

"Your Work Style in Color"

Presented By:

Carrie Cacciatore, Office Team



**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

Your Work Style in Color

On-the-job success depends largely on your ability to work well with others. But if there's one thing you can count on in the office, it's that no two people are completely alike. Workplace conflicts often arise because different people have different ways of doing things. In this presentation, based on research from OfficeTeam, IAAP and Insights, we'll discuss:

- overcoming common conflicts at work
- handling difficult discussions when issues occur
- improving relationships with colleagues.

Carrie is the Division Director of OfficeTeam/Sunset Hills. Carrie specializes in the placement of highly skilled administrative and office support professionals on a temporary and temporary to full-time basis.

Carrie brings over twenty years of sales, business development, and operational management experience to the St. Louis Market. She has been recognized on her sales, and customer service expertise within her current position and has also received several awards in the financial industry.

Carrie also enjoys spending time with her family. Currently, she is training with them to run a half marathon next April.

President's Message

By Mary B. Wilson, CPS



South County Chapter has had a good start to our 2011-12 year. June's installation of the new board and recognition was superb with JoAnn Digman, CPS, installing the new Board. Words cannot express my appreciation to the members that supported me last year and continue their support in the coming year. We will be "Making The Leap To Remarkable" by achieving Chapter of Excellence and endorsing all the criteria needed to achieve it.

July's social event was hosted by Patty Thompson, CAP, at her community's pool. The pool party was fun and relaxing after a busy work day on one of the cooler evenings in July. Before we knew it, five members were off to Montréal for our IAAP Educational Forum and Annual Meeting (EFAM). It was a great meeting and re-energizing. It is wonderful that we have an association and events like EFAM to gain exposure to peers in our profession from all over the world. It's an educational opportunity and a good time for bonding with our fellow members. Some not attending EFAM saw Erin Bode at the Missouri Botanical Gardens.

An edited Delegate's report is included in the newsletter as well as the Alternate's report. Plus, look for other articles about EFAM in the newsletter. A full delegate report will be available at the September meeting and posted to the website.

The Board had a planning/brainstorming session where we reviewed the membership survey results and discussed program ideas, member retention and recruiting plans, and overall chapter strategies. This will give us a path for "Making The Leap To Remarkable."

Five members attended the Missouri Division Leadership Workshop in Columbia. The Division Board provided a day for leadership education, networking and fun. This is always a great value for the dollars, and kudos go to Mary Madick and her Board for a job well done.

There are many fantastic opportunities for networking, working together, and sharing our professional values. Please join in the fun. Look forward to seeing everyone at our September meeting, when Carrie Cacciatore of Office Team will educate us on our "Colors" and interacting more effectively with our co-workers. And, don't forget about our special event in October, when we will treat our executives to breakfast and an opportunity to hear KSDK Anchor Kay Quinn share how to "Make the Leap to Remarkable" for Bosses Day.



2011 EFAM Delegate Report

By: Mary B. Wilson, CPS

The **2011 International Education Forum and Annual Meeting** culminating the **Passion & Purpose** year was exciting, informative and productive. Five South County Chapter members traveled to Montréal, Quebec Canada for the 2011 EFAM--Paula West, CPS; Vicki Weingand, CPS; Brenda Wohlschlaeger, CPS/CAP; Patty Thompson, CAP; and me-your Delegate. I sincerely appreciate the opportunity to service as your Chapter Delegate.

Sunday, July 24, 2011

The **Opening Business Session** began with the impressive **Parade Of Nations** when the affiliate countries' flags are presented on stage. A special treat was the flag of Korea that was presented by a member in traditional costume, which brought back memories for me of past conferences when many nations participated in the Parade of Nations in traditional costume.

The International Board of Directors and Executive Director entered the hall to a rousing dance tune and were introduced on stage. President Mary Ramsay-Drow, CPS/CAP, called the meeting to order. Annual Meeting Coordinator DecolynneJo Barteski, CPS was introduced. The Royal Canadian Police presented the flags of Canada and the United States of America with bagpipes playing and both anthems were sung by a Canadian IAAP member.

Welcomes and announcements were followed by introductions of key positions, the 2010-2011 International Trustees, Retirement Trust Foundation and Past International Presidents.

There were 1,018 registered attendees as of 9 AM Sunday morning; 228 were first time attendees. The Credentials Committee Report was presented.

Credentials Committee Report

International Officers	12
Division Delegates	34
Chapter Delegates	273
Chapter At Large Delegates	1
Member At Large Delegates	1
International Affiliate Delegates	0
Number of International Officers & Delegates Eligible to Vote	321
Authorized Proxies	175
Total Number of International Officers, Delegates & Authorized Prox-	496
Number of Registered Alternates	132

The Credentials Report, Annual Meeting Rules and Annual meeting Program were adopted.

The **Committee on Nominations** chaired by Susan Shamali, CPS/CAP, announced the candidates for election to the International Board of Directors and Retirement Trust Foundation Board of Trustees. Nominations from the floor added Patricia Rhodes, CPS/CAP, as a candidate for RTF Board. Candidates gave two-minute speeches if there were more than one running for the position.

2011 EFAM Delegate Report

By: Mary B. Wilson, CPS

PRESIDENT-ELECT

Karlana Rannals, CPS/CAP, Palomar Chapter, California Division, Southwest District

VICE PRESIDENT

Judith A. Yannarelli, CPS/CAP, Grand Strand Chapter, South Carolina Division, Southeast District

SECRETARY

Virginia S. Boyd, CPS/CAP, Emerald Chapter, South Carolina Division, Southeast District

Antoinette Smith, CPS/CAP, St. Louis Chapter, Missouri Division, Southwest District

TREASURER

Wendy S. Melby, CPS/CAP, Waukesha Chapter, Wisconsin Division, Great Lakes District

INTERNATIONAL DIRECTOR, CANADA DISTRICT

Dawn E. Becker, CAP, Vancouver Chapter, Western Canada Division

Lina M. Veglia, Grand River Chapter, Ontario Division

INTERNATIONAL DIRECTOR, GREAT LAKES DISTRICT

Patricia Falkenhagen, CPS, Greater Green Bay Chapter, Wisconsin Division

Debra Rochel Leonard-Porch, Chicago Lake Shore Chapter, Illinois Division

Tammy S. Pierce, CPS/CAP, Wings Chapter, Ohio Division

INTERNATIONAL DIRECTOR, NORTHEAST DISTRICT (serving second year term)

Bianca M. Constance, New York City Chapter, New York State Division

INTERNATIONAL DIRECTOR, NORTHWEST DISTRICT (serving second year term)

Kristi Rotvold, CPS/CAP, Red River Chapter, Minnesota-North Dakota-South Dakota Division

INTERNATIONAL DIRECTOR, SOUTHEAST DISTRICT

Doris Goode, CPS/CAP, Memphis Chapter, Tennessee Division

Robertta Miller, CPS/CAP, Delaware Chapter, Delaware-Maryland-District of Columbia Division

Sandy Ratke, CPS/CAP, Blue Crab Chapter, Delaware-Maryland-District of Columbia Division,

INTERNATIONAL DIRECTOR, SOUTHWEST DISTRICT (serving second year term)

Dortha W. Gray, CPS/CAP, Houston Chapter, Texas-Louisiana Division

INTERNATIONAL AFFILIATE REPRESENTATIVE

Leanne M. Fisher, GradCert Bus, JP, Australian Institute of Office Professionals, Australia

TRUSTEES, RETIREMENT TRUST FOUNDATION

Kelly A. Reggio, CAP, Kalamazoo Chapter, Michigan Division, Great Lakes District (serving second year term)

Carolyn L. Prather, CPS, Hallmark Chapter, Missouri Division, Southwest District (serving second year term)

Jean Bohinski, CAP, Wyoming Valley Chapter, Pennsylvania Division, Northeast District

Lynda B. Boulay, CPS/CAP, Saint Paul Chapter, Minnesota-North Dakota-South Dakota Division, Northwest District

Patricia D Rhodes, CPS/CAP, Oak Ridge Chapter, Tennessee Division, Southeast District

The State of the Association was presented by **President Ramsay-Drow**. The full content of her speech is posted on the Web Community in the IAAP International Library. Some highlights follow.

2011 EFAM Delegate Report

By: Mary B. Wilson, CPS

The **idea of Passion & Purpose** was more than just being good. In 2008, the Board undertook becoming a remarkable association with a Project Plan that included the International Board, Districts, Divisions and Chapters. By the end of 2009, the Project Plan changed to a Process Plan with sub-committees for key components, such as Pathways to Excellence.

The **R&E** secret is being revitalized. The R&E fundraiser will enable a new scholarship program to roll out for first time attendees and/or unemployed members to attend 2012 EFAM. **RTF** fundraising is winding down this year. Due to plus funds raised in the past year and with projected obligations budgeted, the fundraising for RTF is suspended for the coming year and efforts should be directed to raising funds for R&E.

All the numbers were reviewed. Board and staff continue to monitor **expenses** and realized savings last year by curbing headquarters staff travel, holding the Board's fall board meeting at headquarters vs. on site of EFAM as done in the past, and President Ramsay-Drow not attending the International Summit in New Zealand – IAAP was represented by our International Affiliate Director. Sponsorships continue strong and magazine advertising is above expectations. Revenue is projected to be a plus, and reserves still need to be restored. The Financial Oversight Committee will continue.

With a tearful thanks to everyone that had helped her through her 23 years since she joined IAAP, President Ramsay-Drow received a standing ovation to the music of "Easy Rider" as she poised on the two Harley Davidson Motorcycles on stage.

RTF Chair Report – **Chairman Kelly A. Reggio, CAP**, gave the RTF report. The Trustees continued strategic planning and will have a complete 2010-11 annual report mid-October. To curb the rumor, Kelly assured members that Vista Grande is NOT FOR SALE. The full text of this report is available on the Web Community.

Avery representative Sharon Newhall announced the **Avery Awards**. See more details about the Avery Awards and winners in a separate article in the newsletter. Sharon invited everyone to the Avery sponsored **Evening of Welcome**.

The **Southwest District Caucus** took place following the business session. 225 Southwest District members were registered for EFAM. Three new professional and one student chapters were formed this past year. At the caucus, members of SW District that served were recognized, including Division Presidents and Divisions and Chapters of Excellence. SW District had 405 Members of Excellence, 4 Divisions, and 57 Chapters of Excellence. We were visited by President Ramsay-Drow and Executive Director Brethauer. There was some discussion about the amendments, mainly Amendment #1.

Delegates and Alternates had a dedicated hour to talk with the candidates, so Paula and I made the rounds, before going back to our hotel to change for the Evening of Welcome.

Monday, July 25, 2011

Monday started with my trip to the **voting** polls. With the voting responsibility done, we attended **Office Expo**. Great Lakes District was the only one to have a second ballot.

The **business session** reconvened with an updated Credentials Committee report and it was adopted. **Bylaws and Standing Rules Committee Chairman Melynda P. Porgés, CPS/CAP**, presented the amendments. The much debated Amendment #1 was amended by the Board due to feedback received from members and Division Annual Meetings discussions they had participated in. This amendment to the amendment was amended, and in the end it failed. All other amendments were adopted, except #8 that would have required the Elections Committee to report to the International Board and Division Presidents a list of delegates that did not vote. The five amendments to the Retirement Trust Foundation bylaws were adopted. The revised Bylaws will be available on the Web Community as soon as possible.

2011 EFAM Delegate Report

By: Mary B. Wilson, CPS

The **Tellers Committee** reported the results of the voting. St Louis Chapter member Antoinette Smith, CPS/CAP, won her re-election as Secretary. The **Installation of the 2011-12 International Offices and Trustees** was held.

2011-2012 International Board of Directors

- Tamra Goodall, CPS/CAP President
- Karlena Rannals, CPS/CAP President-Elect
- Judith Yannarelli, CPS/CAP Vice President
- Antoinette Smith, CPS/CAP Secretary
- Wendy Melby, CPS/CAP Treasurer
- Bianca M. Constance Director, Northeast District (12)
- Lina Veglia Director, Canada District (13)
- Tammy Pierce, CPS/CAP Director, Great Lakes District (13)
- Kristi Rotvold, CPS/CAP Director, Northwest District (12)
- Doris Goode, CPS/CAP Director, Southeast District (13)
- Dortha Gray, CPS/CAP Director, Southwest District (12)
- Leanne M. Fisher, GradCert Bus, JP, FAIOP, HLM, AOP Affiliate Representative

2011-2012 Retirement Trust Foundation Board of Trustees

- Kelly A. Reggio, CAP, Chairman
- Carolyn L. Prather, CPS, Vice Chairman
- Jean Bohinski, CPS/CAP, Secretary
- Patricia Row, CPS/CAP, RTFC Liaison;
- Wendy S. Melby, CPS/CAP, Treasurer
- Judith A. Yannarelli, CPS/CAP, Trustee

The next business in order was the **Executive Director's Address** and his full remarks can be found on the Web Community in the International Library. This is his last EFAM as he is leaving December 31. He became IAAP Executive Director in 2002 and has worked with ten different Presidents and Boards, with lots of change. "No change would cause anxiety. Staying viable requires change." The **invitation to the 2012 EFAM** in Grapevine TX was presented. The Dallas/Fort Worth Area Council (7 chapters) will host EFAM July 22-25, 2012.

Tuesday, July 26, 2012

Keynote Speaker **Clinton Kelly – Making A Great First Impression** was sponsored by Hammermill Paper. He shared is ten most asked questions. More information on this keynote, as well as the evening keynote speaker **Sam Glenn – A Kick in The Attitude, Recharge Your Work and Life.** sponsored by OfficeTeam, will be shared in next month's newsletter.

2011 EFAM Delegate Report

By: Mary B. Wilson, CPS

Wednesday, July 27

The **Final Night Banquet** is the closing business session and was called to order at approximately 6:30 PM. It was announced that the **Pathways to Excellence** program has 1,673 Member of Excellence, 211 Chapters of Excellence and 25 Divisions of Excellence, including Missouri Division. The **2011 Award of Excellence** winners were recognized on stage: Fewer than 1,000 employees – MacDonal-Miller Facility Solutions nominated by Seattle Chapter, and 1,000 or more employees – The University of Texas at Arlington nominated by Arlington Golden Circle Chapter.

Incoming President Tamra L. Goodall, CPS/CAP, was introduced by her husband who shared his reasons she will make a good President, including some humorous side notes. Tamra thanked lots of people and used lots of quotes. She focused on the reasons for choosing this year's theme **Making the Leap to Remarkable**, sharing her punch list of challenges for the upcoming year. A copy of her full speech is available on the Web Community in the International Library.

Mary Ramsay-Drow received special presentations from Michigan Division and her chapter. The International Board presented her with a Declaration of Achievement. The ever popular Smiling Faces Video was enjoyed and the 2011 International EFAM was adjourned at 9:30 PM.

Thank you South County Chapter for allowing me to represent the chapter as your Delegate. It was a truly rewarding experience.

2011 EFAM Alternate Report

By: Paula West, CPS

Imagine you are heading to a strange city to meet up with 1000-2500 people who do just what you do on a daily basis. You're looking forward to meeting up with old friends, finding new ones, seeing what's going on in the association, attending excellent educational workshops, and of course having fun and seeing the sights. That's just what attending the IAAP International Education Forum and Annual Meeting (EFAM) is like.

Five of us from our chapter headed to Montreal, Canada this year for the 2011 EFAM. You might wonder when your outbound flight there gets cancelled, but it all worked out and we eventually arrived in Montreal. We got registered at the hotel and headed to the convention center. Registration was a breeze and we met up with people we knew immediately. It's always fun to reconnect with people you haven't seen for a year as well as all those we see regularly at Division events. Our hotel was three blocks from the convention center, and then we walked another two blocks in the convention center just to get to the area where our event was taking place. It wasn't bad though because the weather was beautiful.

The business details of the event are covered in Mary's delegate report, but I wanted to share some of the fun stuff. We took lots and lots of pictures, which we will share through various means such as our newsletter, website, and during chapter meetings.

The Parade of Nations is something to see, as they parade the national flags from the various countries across the stage and line them up on each side of the stage. Some of the volunteers come dressed in their countries' costumes. That was followed by the Canadian Mounties and a bagpipe bringing in the U.S. and Canadian flags. What a way to start a week of meetings and workshops. And then, there were those two brand new Harley Davidson motorcycles on the stage (Mary Ramsey-Drow works for Harley Davidson).

2011 EFAM Alternate Report

By: Paula West, CPS

The first fun event was the Evening of Welcome. This is a time to meet, greet, dance, and have fun. Our International Board made a grand entrance into the area by dancing down the escalator from an upper floor. I don't remember what song it was too, but everyone was really into it. Mary, Patty, Vicki, Brenda, and I got our picture taken the some Canadian Mounties who spent the entire evening just posing for pictures with the various groups. What a fine time, plus all of us received a souvenir wine glass with a complementary glass of wine.

Of course, our keynote speakers (Clinton Kelly of What Not to Wear and Sam Glenn) were both dynamic and hilarious and kept us in tears as they shared what it takes to look your best and feel your best. I believe there is more about them elsewhere in the newsletter.

We had 45 members from Missouri Division attend EFAM, and most of us gathered one evening for the Missouri Division Dinner at a French restaurant by the name of Beaver Hill. The food was very good, and the service was outstanding. Again, a really fun time connecting with those members you only see a couple times a year.

The banquet went very well. Of course, we all get dressed up and take lots more pictures. The food was very good, and we got to listen to Tamra Goodall's Incoming Presidents Speech when we learned the theme for this coming year.

Following the leadership workshop that Thursday morning, the event came to an end. Unfortunately, Patty and Brenda had to get back to St. Louis. But, Mary, Vicki, and I stayed through Sunday and took in the sights. On Friday, we took a Grey Line tour to the Laurentian Mountains that included a boat ride on Sandy Lake and lunch in a small town in the mountains. All in all, a beautiful day. On Saturday, we took another Grey Line tour. This one was riding atop a double decker bus throughout the City of Montreal, which was extremely interesting, and a boat ride on the St. Lawrence River. And, again, we had another wonderful day.

Montreal has a complete underground network of shops, food courts, offices, etc. that connect a lot of the hotels with the various convention centers and other locations. We understood it took about an hour to talk all the way around it, but it was only a 10-minute walk direct to the convention center from our hotel. I took it once just to see where it came out in the convention center from the hotel if we needed it because of weather. It was created initially for the 1976 Olympics that were held there, and all the dirt that was taken out formed the big island on the St. Lawrence River where the Olympics occurred. It is still used today for various sporting and entertainment events.

Well, I think that pretty much covers Montreal and the fun stuff. Mary, Vicki, and I came home on Sunday ready to get back to work.

New This Year at EFAM

By: Mary B. Wilson, CPS

Donated supplies from 2011 EFAM Office Expo – The vendors are not anxious to pack up their supplies from the Office Expo and have it shipped. So for the first time ever, following the conference, Office Expo exhibitors donated about 36 boxes of office supplies to Tourisme Montreal's Community Kindness program. The donated supplies included pens, paper, dividers, binders and a whole host of other items, which will help offset administrative costs for the non-profit groups which benefit from the Community Kindness program.

EFAM Bloggers – Did anyone follow the bloggers?

Headquarters had three dedicated bloggers that were chosen prior to EFAM through the Web Community. They were 'assigned' the responsibility of writing about EFAM to update those that could not attend. Barrett Shaw, Kemetia Foley, and Dewoun Hayes were selected to keep members informed and from all reports, they did a fabulous job.

2011 EFAM Avery Awards

By: Mary B. Wilson, CPS

Avery representative Sharon Newhall announced the **Avery Awards** on Sunday at EFAM in Montreal. 81 chapters participated in the **Box Tops Challenge** with a total of 53,358 Box Tops. In the two years that Avery has participated, over \$1million has been raised.

Honorable mention winners that received \$500 educational grant were Presque Isle Chapter, Erie PA (under 40 members) with 4,849 Box Tops and Evansville Chapter, Evansville IN (over 40) with 2,237 Box Tops.

The first place winners of \$2,000 educational grant were Profile Chapter, Manchester NH (less than 40 members) with 4,966, and West Houston Chapter, Houston TX (more than 40 members) with 3,466.

The **Avery Great Results Awards** had 316 chapters and 30 divisions participate. Judges were Susan Shamali, CPS/CAP; Linda Lorden, CPS/CAP; and Cindy Busby, CPS/CAP. Judges do not know the name of the chapters or divisions they are judging.

Winter Park Chapter	Chapter Honorable Men-	Less than 40 Members
Clear Water NASA Chap-	Chapter Honorable Men-	More than 40 Members
Book Cliff Chapter	Chapter Distinction Award	Less than 40 Members
Springfield Metro Chapter	Chapter Distinction Award	More than 40 Members
Nashville Chapter	Chapter Prestige Award	
Pennsylvania Division	Division Prestige Award	

Box Tops for Education

By: Mary B. Wilson, CPS and Paula West, CPS

At EFAM, Avery representative Sharon Newhall announced the **Avery Awards**. 81 chapters participated in the **Box Tops Challenge** with a total of 53,358 Box Tops. In the two years that Avery has participated, over \$1million has been raised. Honorable mention winners that received \$500 educational grant were Presque Isle Chapter, Erie PA (under 40 members) with 4,849 Box Tops and Evansville Chapter, Evansville IN (over 40) with 2,237. The first place winners of \$2,000 educational grant were Profile Chapter, Manchester NH (less than 40 members) with 4,966, and West Houston Chapter, Houston TX (more than 40 members) with 3,466.

We are excited to have South County Chapter participate again this year and look forward to topping what we donated last year. All we have to do is remember to clip those Box Tops for Education and donate them. We learned that we can donate to multiple non-profits but will need a redemption form completed for each one. A supply of redemption forms will be available at the chapter meetings for those who may have commitments to their own as opposed to bringing to the chapter meetings. Of course you are always welcome to get to Paula West, CPS for distribution. More will be discussed at the chapter meeting.

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.



International Association of
Administrative Professionals®
South County Chapter

South County Chapter

Presents

Executive Appreciation Breakfast

Tuesday, October 25, 2011
7:30 – 9:00 a.m.

Net proceeds to benefit the Humane Society

\$25.00 per person Dress: Business Professional

Featured Speaker

KSDK Anchor, Kay Quinn

“Leap to Remarkable”



South County Chapter



4532 S. Lindbergh Blvd.
Sunset Hills, MO 63127

For reservations or more information, contact Vicki Weingand at vweingand@sbcglobal.net



International Association of
Administrative Professionals®
South County Chapter

**South County Chapter
Executive Appreciation Breakfast
Featuring
KSDK Anchor Kay Quinn
Tuesday, October 25, 2011
7:30 – 9:00 a.m.
Net proceeds to benefit the Humane Society**

Name	Title	Company
_____	_____	_____
Guest(s)	_____	_____
_____	_____	_____
_____	_____	_____

Please send your check for \$25 per person payable to South County Chapter IAAP along with this completed form by October 6, 2011 to ensure your company is listed in the program to:
Vicki Weingand, CPS
1701 Stardust * Arnold, MO 63010

Dress: Business Professional



4532 S. Lindbergh Blvd.
Sunset Hills, MO 63127



For reservations or more information, contact Vicki Weingand at vweingand@sbcglobal.net



International Association of
Administrative Professionals®
South County Chapter

SPONSORSHIP OPPORTUNITIES
 South County Chapter, IAAP
 Executive Appreciation Breakfast
 Tuesday, October 25, 2011

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\$50 Silver Sponsor
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¼ page ad in program

\$25 Bronze Sponsor
Promotion in all media
Business Card size ad in program

Please send payment to:

**Barbara Sapienza 9174 Villaridge Court
St. Louis, MO 63123**

**Checks should be written to
South County IAAP**

**Deadline for payment and inclusion in printed
material is October 7, 2011**

RETURN FORM AND JPEG FILE OF LOGO & ARTWORK:

TO: BaroSapienza@charter.net

Company Name _____

Address _____

City _____ **State** _____ **Zip Code** _____

Contact Name _____ **Phone** _____

E-Mail Address for Contact _____



Bigger Title, Better Paycheck? Not Necessarily

By: Office Team

An impressive title doesn't always come with a bigger paycheck. In a [survey](#) by OfficeTeam, 22 percent of human resources managers said it's at least somewhat common for their companies to award promotions without salary increases. That's perfectly acceptable for 55 percent of workers interviewed who said they would be willing to accept a promotion without a salary increase.

Most companies prefer to offer an employee a promotion and a raise at the same time. But some companies continue to operate with lean budgets and may not be able to pair the two.

If you are offered a promotion but no raise, carefully consider if you are willing to take on the additional responsibilities without increased pay. You may want to work with your boss to set a timeline for a future raise. For example, perhaps your manager will agree to give you a raise after six months if you meet certain performance objectives.

The following are alternative incentives you might request if your company is not able to offer a raise along with a promotion:

- **More vacation time.** Consider asking for a few extra days or weeks off each year.
- **A bigger bonus.** It may be possible for your company to increase the percentage of your annual bonus or give you a spot bonus.
- **Flexible schedules.** The ability to work from home or commute during off-hours may save you time and money.
- **Professional development.** Pursuing training or continuing education can increase your marketability, which could pay off in the long run.
- **An equity stake.** In some cases, you may be able to negotiate restricted stock in the company based on your performance in the new role.

Above all, have a candid conversation with your manager about the new job and responsibilities, how your performance will be measured, and options you can explore to ensure you are fairly compensated. That is the best way to guarantee your satisfaction in the position and make sure both you and your manager have a clear picture of your role and your future with the organization.

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 315 locations worldwide, and offers online job search services at www.officeteam.com.

Membership Corner

By: Vicki A. Scott

I will be your membership chair for the 2011 - 2012 IAAP year.

Thank you for your membership in the South County Chapter IAAP and welcome to all new members of the chapter during this past year. New members one year are less will have a mentor to guide and support you through your first year. Any questions you may have can be answered by them or your new Member Chair, which is ME! I would like to profile each new member each month in my **Membership Corner** so please send me your bio and it would be great to have a photo to add. My e-mail address is scottvas2000@yahoo.com.

I would also like to also pass along some tips on Goal Setting – I know this is an old topic but hopefully with new thoughts and attitude. I am always open for suggestions so please feel free to make any contribution. Welcome to the new South County Chapter IAAP new year and hope to see all of you at the meeting on September 20, 2011.



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
June 19, 2012	Installation of Officers & Board of Directors

EDITOR'S CORNER

By: Linda Lencieski, CPS

You now have the summer to think about something you would like to submit for the newsletter. Please make sure that you get it to me by August 15, 2011 so I can get out before our September meeting. 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.



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SEPTEMBER BIRTHDAYS

Linda Lenceski, CPS 9/18



SEPTEMBER ANNIVERSARIES

Karen A. Weisbrod



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

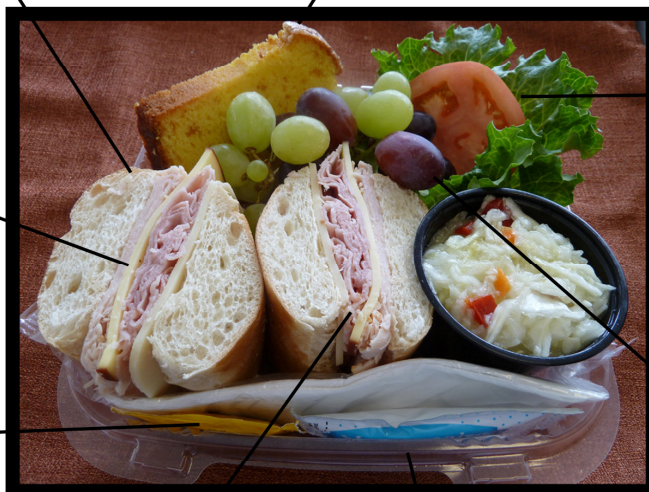
Fresh & crispy green leaf lettuce with vine-ripened tomato slices on the side -- no mushy sandwiches!

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.



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

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