

South County Chronicle

Volume 14, Issue 7

FEBRUARY 2011



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MEETING NOTICE

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

**Overwhelmed? Procrastinating?
Disorganized? Stressed?**

Presented by:

Sharon Holland-Welge



**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

**Overwhelmed?
Procrastinating?
Disorganized? Stressed?**

Feeling overwhelmed by too many tasks, disorganized and out of control? Help is on the way... this seminar will cover 5 key elements to get you on the right track, keeping you aware of why you put things off and how to handle the stress that is holding you back.

Take control, feel empowered and build your confidence, the **GET OUT THERE AND LIVE!**

Sharon is an inspirational speaker presenting at leadership training programs, business conferences, corporate training, as well as for college students, youth program, and clubs/organization. Sharon has been organizing space through Forever Organized for over six years, but she gained valuable experience throughout her life. Sharon acquired valuable skills while working in the family business. After earning a Bachelor's Degree in Administrative Sciences, she would work at various jobs such as accounting, event coordinator and teacher. Leading a busy life as a single mother she returned to school to earn her Master's Degree in Business Education.

President's Message

By Mary B. Wilson, CPS



February brings thoughts of love and romance. I recently saw a quote from Linda Ellerbee, "In the coldest February, as in every other month in every other year, the best thing to hold on to in this world is each other." With our cold and wintry weather, let's hold on to thoughts of spring (Lisa, how many days?) and fill the days by taking advantage of the great opportunities that our IAAP membership offers. Here are just a few of the opportunities.

Be sure to make the chapter meeting your destination on February 15th. The New Year is always a good time to explore getting better organized and that's the topic for February's program. Was that one of your new year's resolutions?

The Nominating Committee will be reaching out to you to fill the positions on the Board. Serving as an officer or board member is a great way to stretch yourself and learn new found skills that you can take to your workplace. This can set you apart from your co-workers by exhibiting your commitment for continual professional development. Also, serving as President and Vice President comes with trips to the Missouri Division Annual Meeting and EFAM as Delegate and Alternate. There's a huge payoff along with the responsibility of serving as an officer and board member. The benefits you reap from the experience are truly more than you can imagine.

Other opportunities to plan for that will side step the winter blues are:

- March 11—Three Rivers Council presents the Professional Development Conference
- June 10-12—Missouri Division Annual Meeting in Springfield, MO
- July 24-27 EFAM in Montreal

You recently received the details of the Professional Development Conference. It is one of the events that you get a real bang for the buck. Two seminars are included dealing with key issues facing administrative professionals in the workplace—bullying and technology. The \$50 members/\$60 non-member registration fee includes a hot buffet lunch and vendor fair. You can't find a half-day seminar that includes these extras for that price anywhere else. This is open to all administrative professionals, so invite your co-workers and friends.

And, don't forget to make your plans for Springfield in June and Montreal in July...Aren't those thoughts better than the ice and snow?

See you the 15th.



**PASSION &
PURPOSE**

SOUTH COUNTY CHAPTER

Technology vs. Weather (January's Meeting)

Submitted By: Mary B. Wilson, CPS

A thanks goes out to Joy Johnston from headquarters, first, for agreeing to step in to do our recruitment program, and second, for being flexible due to weather concerns and offering the program by Webinar.

Yes, if you missed January's meeting, you missed our experiment in holding the program through a Webinar. It worked well. Thank you Brenda Wohlschlaeger, you provided the necessary electronics and set up to enable the successful webinar.

We had good Q&A. Thank you Patty Thompson, CAP, for facilitating our panel discussion. Guests from St. Charles Chapter also participated and gave us kudos for pulling off the webinar.

Jean Somers did a great job getting the invites to your referrals and is following up with them for future meetings. We look forward to Linda's prospective member joining the chapter.

Members, we remain flexible, and when weather threatened, technology won!

Thank you all!

Ways and Means

By: Brenda Wohlschlaeger, CPS/CAP

Don't forget to bring used Pc toners for recycling and the chapter receives \$4 for each. Brenda is collecting them.

Thanks to all those who help with the Charity Gift wrap in December. It was a great success.

Also, don't forget to bring in your Box Tops for education for our Community Support and Ways and Means program. Paula is collecting them.

Upcoming event: The South County Garage Sales. As you do spring cleaning at home, remember to keep it for the South County Garage Sale. Date to be determined at February meeting. Pick up service will be available for the large items - treadmills, dressers, etc.

PDC Silent Auction Baskets

By: Brenda Wohlschlaeger, CPS/CAP

Time for Professional Development Conference Silent Auctions baskets.

Each year at the Professional Development Conference, the South County Chapter provides two baskets to be raffled off. This year's themes are Picnic in the Park and Love my Green (St. Patrick's Day theme). Please bring donations to the upcoming February meeting.

Proceeds from these baskets come back to the South County chapter, so be creative and give generously.

What Love Means To Me

Submitted By: Linda S. Lenczeski, CPS

During the month of February we celebrate St. Valentine's Day. So to me, February has always represented love. The first question I usually ask myself is, "Why do we wait until February to show our love for someone?". It seems odd that we do this only one time a year. Shouldn't you always show how much you love your family and friends? With this in mind, I have decided to write about what love means to me.

LOVE to me is:

- when my husband does something unexpected "just because".
- when my son runs to me when I pick him up from school yelling "Mom, I'm so happy to see you" (especially after a bad day at work-even though I know it is only because he wants to go home).
- when my son asks me to read or play a game with him.
- when I call my mom to see how her day was.
- when my husband walks up to me and hugs and kisses me for no reason at all.

All of these things (and too many to list) is what love is to me. Love is thinking about someone/something other than yourself and expressing it the best way you know how. Giving love is a great thing and doesn't cost a thing. It makes you feel good whether you are giving or receiving.

So this Valentine's Day, ask yourself this question "What does love mean to you?". Have you done something for someone "just because" or has your son, daughter or grandchildren ever told you how happy they are to see you?

You never know what tomorrow will bring, so you should enjoy every moment of love you receive and return it in kind. GO AHEAD, GIVE IT A TRY!!!!



Temporary Work: An Overlooked Option?

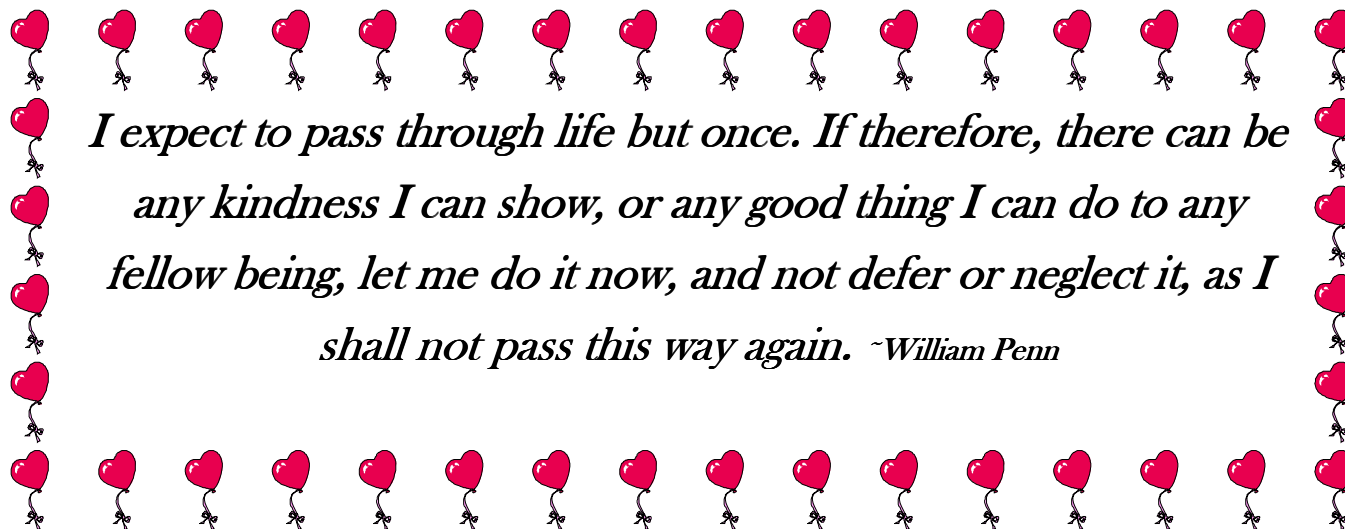
By: Office Team

As companies bounce back from the downturn, they are adding new staff. But many aren't yet able to hire full-time workers, so they are turning to temporary professionals instead. Some job seekers overlook temporary work, largely because of persistent myths about what it does or does not entail. Here are four myths commonly associated with temporary work and the realities behind them. Don't let the following misconceptions stop you from considering a potentially beneficial interim opportunity.

- **Myth #1:** Temporary work doesn't look good on a resume.
- **Reality:** Temporary assignments can — and should — be assets on your resume. List the staffing firm as your employer and then describe the job duties you have performed for various companies. Experience gained through interim assignments can often boost your qualifications in the eyes of a potential employer.
- **Myth #2:** Temporary work will interfere with my search for a full-time position.
- **Reality:** Many businesses view interim engagements as a way to evaluate individuals for full-time roles and often hire temporary workers they've had an opportunity to observe firsthand. Project work also allows you to enhance your skill set, make new contacts and earn an income while continuing your search for a full-time job.
- **Myth #3:** Temporary assignments don't offer competitive compensation.
- **Reality:** Temporary and contract positions typically offer rates on par with salaried ones, and individuals with the most sought-after skills can often command a premium.
- **Myth #4:** Working with a staffing firm will cost me money.
- **Reality:** Respectable staffing firms never charge candidates for their services. All the fees are covered by the company that is hiring.

If you decide to pursue temporary work, register with a staffing firm that specializes in the administrative field. Representatives from these companies have deep networks within the local business community. They can truly understand your professional preferences and goals and can effectively market your qualifications to employers.

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



Writing a Winning Proposal

By: Susan Fenner, PhD, IAAP Staff

How many times have we submitted an application or a proposal and then ended up disappointed that our write-up didn't get accepted? I bet more than we'd like to admit. Well, there are some things you can do to increase the likelihood that your submission will be the one that makes it all the way to the top.

- Understand who is backing what. If you don't fit with the purpose of the group's grant, you won't be chosen. Know what appeals to them and use their language.
- Write to the criteria. If they are looking to fund a women's group and provide free leadership training, make sure you indicate the predominance of females in your circle and why they desperately need the self-confidence to better themselves personally and professionally. Discuss what difference it could make to their families and how they could serve as community roles models.
- Describe why your group is more worthy than others. It's not enough to want or need the funding. The provider is looking to see that this seed money will continue beyond the life of the award. They want to know that, by selecting your group, they will have invested wisely and the ROI is magnified. Will you take the information and train others? Will the recipients agree to be mentors?
- Use numbers to your advantage. Don't make a request for a handful of recipients. If a program is being offered at no charge and you can only "guarantee" 10 attendees, you're out of the running. If this is an annual event and last year you only drew 8 people, why would they allow you to host this year's event? They want to reach as many as they can. Wait until you can prove you can pull it off before you apply.
- Show outreach. Add to the recipient numbers by offering the event/outcome to people outside your group but still the target audience. Prove that you won't passively use the grant to meet your own limited needs, but that you will work hard to add to the numbers reached and justify the expenditure.
- Be specific. Don't talk in generalities. Discuss who you'll reach, by what means, and how you'll guarantee high attendance. Past records of success can bolster your claims. If you have samples to show, all the better: invitations, press releases, pictures, etc.
- Give more, rather than less. A one line, "We expect 30 participants." Isn't as forceful as "By opening the event to the 50 companies located in our office park and directly contacting each organization's HR Director, we feel confident that the audience size will easily exceed 200." The latter shows your commitment and outreach methodology.
- Use only positive words. Look for adjectives and adverbs that imply a need, an enthusiasm, and an exceptional outcome. Now is not the time to be blah and bare bones.
- If you don't want the largesse being offered, don't apply. If you can't hold the event on the live date or don't have the authority to commit for the group, let a more worthy opponent step up. You'll only end up looking bad and will keep the prize from someone who can meet the terms.
- Practice with the submission form. Make sure there are no grammar mistakes or writing errors. If you can't create a credible application, why would the sponsor expect that you'd be any better executing if you were selected?
- Do your homework. Find out who won the year before, contact them, ask to see a copy of their submission, solicit their help in applying. Whatever they did was successful. Follow their lead. Better to be right on target than doing your own thing and getting rejection.

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Writing a Winning Proposal

By: Susan Fenner, PhD, IAAP Staff

- Have others look at your submission and critique. You might not enjoy the feedback but the changes could put you over the top. If you can get input from someone within the sponsor group's ranks, all the better. They know what sells.
- If you don't make the cut, ask for suggestions as to what you could change for next year's submission. If they know you are disappointed about the loss and determined to keep vying for the award, it bodes well for you.
- Be a gracious loser. Thank the sponsor for allowing you to submit the application and indicate your appreciation for this wonderful opportunity/funding/etc. Send a note of congratulations to the winner and ask them for any "secrets" they might be able to share with you.

With a few new approaches, you can strengthen the possibility of being the recipient of any proposal you write. Be the one to present your story in such a way that you stand out from the competition and guarantee your success.

*Guidelines, rules, and principles to live by are just words
— unless you actually live by them. To be the trusted and
respected leader whom others will want to follow, you
must...practice what you preach. ~Eric Harvey*

Missouri Division Annual Meeting 2011 Silent Auction

Even though we are several months out... I hope everyone is looking forward to the 2011 Missouri Division Annual Meeting! Springfield Metro Chapter has been hard at work for many months now getting all the logistics in order for this incredible event and I just wanted to let you know that it is not too early to start thinking about items you would like to donate to the 2011 Silent Auction. Besides featuring items donated from each chapter, we would also like to feature items from local businesses all over the state of Missouri and items from individual members. As the holidays have just wrapped up, it seems we always receive one or two gifts that might be better suited for someone else...these items will make perfect auction items....not to mention all the after-holiday sales when great items are available at a fraction of the cost. So please keep the 2011 Silent Auction in mind during the next several months....we appreciate each and every one of your donations and remember.....all funds go to support our Missouri Division!!

If you have any questions, please do not hesitate to contact me at angel.king@alz.org. I will be happy to start picking up or storing items now. I hope you all have a wonderful New Year.

Angelita King

2011 Silent Auction Chair

2011 Missouri Division Annual Meeting—A Bit of This and That

All right – 2011 is well underway and we are moving rapidly toward June. There are several details that are coming together, and we want to highlight just a few things for you with this article.

We have a **new eGroup** on the Web Community – you will want to go out there and subscribe because we will be posting everything we can about the 2011 MDAM out there in that eGroup.

Registration – details are being finalized for the registration form – so watch for this form...coming your way very soon. We hope to have the registration packets out by mid-March.

Seminars – We have booked two **great** speakers for you and both of their presentations will qualify for recertification points. We hope to offer 4 ½ recertification points for these presentations. **Marlene Chism** is our speaker on Friday morning and **Don Harkey** is our speaker on Saturday afternoon. Please stay tuned for some great offers regarding the Friday morning optional seminar. We know that both speakers will draw attendance, and we have limited seating for the Friday seminar so we will be offering an incentive to get registered early. Just a note – everyone who attends the optional seminar on Friday morning will receive a copy of Marlene's newest book, *Stop Workplace Drama*, as part of their seminar registration. In addition, the **first 40 people who register** for the optional seminar on Friday morning will have their name in a drawing for a prize valued at over \$150!!!! There will be much more information available about Friday's seminar very soon so watch your mail, your e-mails and the new Missouri Division Annual Meeting eGroup. Don's presentation will be a part of the Saturday afternoon business session, and he is busy working on some great material that will complement the trends in the workplace. These are two seminars that your executive will be very happy that you attended because the ROI on this investment will be "off the charts;" so you will want to be sure that you have your seat reserved.

Tours – Oh my goodness.....the more we check out the places we are providing tours for this year the more excited we become. Colleen and Samantha would like to skip out on getting things set up at the hotel on Thursday evening and Friday afternoon and join you for these tours...but we'll stay put and work so that when you return we have everything set up for you. This year you have two chances to go on a great tour – the Branson Landing on Thursday evening (you have to be there anyway so you can hear Marlene at 8:00 am on Friday morning so you really should come on Thursday afternoon and go to Branson); and a choice of two great tours on Friday afternoon (Laura Ingalls Wilder Museum and Home or Fantastic Caverns/Botanical Garden/ Butterfly House). Check out the registration form when you get it and get those reservations in for a couple of tours.....we are giving you a great chance to play before you start attending education and business sessions – don't miss out here.

Welcome event – Well all we can say is if you like to participate in fun events, love glitz, and like to dance – you will be very sad if you miss this event. We are busy pulling in some wonderful vendors, planning the music and getting the list together for the Mirror Ball Trophy competition so you want to be thinking about something that you and/or your group can present to get your own mirror ball - and don't forget that glitzy tee-shirt, outfit or shoes....you just might be our winner! Contact Samantha Weller for more details on how to enter the Mirror Ball Trophy competition.

Silent Auction – We know that you have already heard from Angelita Carano-King, the Silent Auction Chair, and we hope that you are thinking about what you can contribute to this wonderful fundraiser supporting our Division so that they can provide us with services throughout the 2011/2012 year. Angel has organized silent auctions for a while and she is working to pull in some great contributions not only from chapters and members, but also from businesses across Missouri. If there are any businesses that you think would like to contribute to the silent auction, contact Angel King right away at angel.king@alz.org and let her know that. We know there will be some items in the auction that you just can't live without.....so think about what you can contribute, contact Angel with names of businesses, and don't forget to **bring your checkbook!**

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2011 Missouri Division Annual Meeting—A Bit of This and That

Contact Info for Questions - There are several ways you can reach us and we encourage you to e-mail with any questions you have. Our personal contact information is noted below. We also have a Yahoo group account and you can e-mail us there at mdam2011@yahoo.com. Samantha has also set up an e-Group for Missouri Division Annual Meeting on the IAAP Web Community, and we'll be posting lots of information there. We try to check all of these for MDAM questions on a regular basis. However, if we don't respond when you really need us to; please call Colleen on her cell phone at 417.894.6036.

Signing off for now - We know there is more that we can say – we really haven't even covered the Saturday business session, recognition luncheon, elections, or the formal banquet; but we have to leave some surprises for you. We can say this – we really don't think you want to miss this annual meeting. We are working very diligently to plan a great conference for all of our attendees, and to make it one that your companies will feel has a great return on investment so that you can put what you learn right to work in your professional career as well as in your personal lives. We hope that you have already blocked the dates of June 9-12, 2011 to attend your Missouri Division Annual Meeting.

Colleen Neill CPS/CAP
2011 MDAM Coordinator
colleenneill@yahoo.com
417.894.6036

Samantha Weller CPS
2011 MDAM Assistant Coordinator
Samantha_weller@sbcglobal.net
417.343.3702



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

Box Tops for Education

By: Paula West, CPS

We would like to thank all our members who are helping our chapter participate in the Avery Box Tops for Education program. Not only are you helping Kellison Elementary in their fundraising effort, but you are helping our chapter. There are so many products, including Avery products, that have the Box Tops for Education. All you have to do is clip the Box Tops for Education that appear on the packaging of products you use every day and turn them into the chapter. Those are then turned over to Kellison Elementary who redeem them for cash to help with their many educational programs.

There is still time. If you haven't been able to make a meeting, you may mail them to me at 1021 Piedras Parkway, Fenton, MO 63026 or call me at 636-825-1290 to make arrangements for me to get. We will be collecting and turning in until May 1, 2011.

Thanks again. This is an exciting program with multiple benefits. Below is a sample of where you can find Box Tops for Education. For a complete list visit <http://www.boxtops4education.com/Image.aspx?id=3878>.

Cereal

Apple Cinnamon Cheerios®
Banana Nut Cheerios®
Cheerios®
Chex®
Corn Chex®
Fiber One®
Golden Grahams®
Honey Nut Cheerios®
Honey Nut Chex®
Raisin Nut Bran
Rice Chex®
Total®
Wheat Chex®
Whole Grain Total®

School & Office Supplies

Avery® Address Labels
Avery® Durable Binders
Avery® File Folder Labels
Avery® ID Labels
Avery® Index Maker Dividers
Avery® Insertable Dividers

Avery® Name Badges
Avery® Ready Index Dividers
Avery® Sheet Protectors
Avery® Shipping Labels
Hi-Liter® Brand Highlighters
Marks-A-Lot® Dry Erase Markers
Marks-A-Lot® Permanent Markers

Storage Bags & Containers

Ziploc® Brand DoubleGuard® Freezer Bags
Ziploc® Brand Easy Zipper Freezer Bags
Ziploc® Brand Easy Zipper Storage Bags
Ziploc® Brand Freezer Bags
Ziploc® Brand Fresh Produce Bags
Ziploc® Brand Sandwich Bags
Ziploc® Brand Snack Bags
Ziploc® Brand Storage Bags
Ziploc® Brand Zip 'n Steam™ Bags

Paper Products

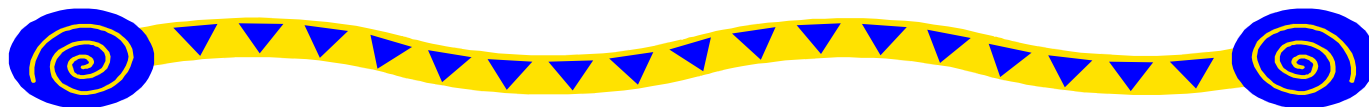
COTTONELLE® Bath Tissue
HUGGIES® Baby Wipes
KLEENEX® Facial Tissue (184 colors, 200, 240, 260 & 300 count)
SCOTT® 1000 Count Bath Tissue
SCOTT® Extra Soft Bath Tissue
SCOTT® Paper Towels
VIVA® Paper Towels

Baking

Betty Crocker® Boxed Muffin
Betty Crocker® Cake Mix
Betty Crocker® Complete Pancake Mix
Betty Crocker® Frosting
Betty Crocker® Pizza Crust
Betty Crocker® Quick Breads
Betty Crocker® Supreme Brownie Mix
Bisquick® Baking Mix Boxes
Fiber One™ Complete Pancake Mix
Fiber One™ Muffin Mix
Gold Medal® Flour

2010-2011 MARK YOUR CALENDAR

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



EDITOR’S CORNER

By: Linda Lencski, CPS

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

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

Deadline for submission is the last Friday of each month.



FEBRUARY BIRTHDAYS

Julie C. Goede

Karen A. Weisbrod

Valerie Scherrer CPS/CAP

Lisa E. Eckert

2/10

2/14

2/23

2/25



FEBRUARY ANNIVERSARIES

Ronda Cook

Candy Duppass

Carol J. Menke

Cheryl M. Niehoff



Chapter meetings are the
3rd Tuesday of each month

2010-2011

South County Board of Directors

Mary B. Wilson, CPS

President

Brenda Wohlschlaeger, CPS/CAP

Vice President

Julie Goede

Treasurer

Paula West, CPS

Secretary

Linda S. Lencieski, CPS

Director

Vicki Weingand, CPS

Parliamentary Advisor

MISSOURI DIVISION BOARD MEMBERS

2010-2011 Board

President: Chris Phillips, CPS

Springfield Metro Chapter

President-Elect: Mary Madick, CPS/CAP

Heart of America Chapter

Secretary: Terry Anderson, CAP

Westport Chapter

Treasurer: Teresa Brown CPS/CAP

Hawthorn Chapter

***Future IAAP International Education Forum &
Annual Meeting (EFAM)***

2011: Montreal, Quebec, July 24-27 Montreal
Convention Center

2012: Grapevine, TX, July 22-25, Gaylord Texan
Resort

2013: Anaheim, CA, July 28-31, Anaheim
Convention Center

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

2015: Louisville, KY, July 26-29, Kentucky
International Convention Center

IAAP Home Page: www.iaap-hq.org



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- Improve productivity with time management training
- Gain experience in meeting and special events planning
- Enhance your public speaking skills
- Improve your professional image
- Opportunities for leadership training
- Certified Professional Secretary (CPS)
- Certified Administrative Professional (CAP)
- Office Pro magazine
- IAAP Connections bi-monthly e-Newsletter
- Earn Continuing Education Units (CEU) and CPS/CAP Re-certification Credits
- IAAP Headquarters support including research on trends, education and training publications, and website with membership discussion board
- International Convention with a unique educational format
- Develop international alliances and friendships
- Credit card
- Retirement Center

2010-2011 International Board of Directors

President: Mary Ramsay-Drow, CPS/CAP

President Elect: Tamra Goodall, CPS/CAP

Vice President: Karlana Rannals, CPS/CAP

Secretary: Antoinette Smith, CPS/CAP

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Director, Great Lakes District: Wendy Melby, CPS/CAP

Director, Northeast District: Bianca M. Constance

Director, Northwest District: Kristi Rotvold, CPS/CAP

Director, Southeast District: Virginia Boyd, CPS/CAP

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

Affiliate Representative: Leanne Fisher, GradCert Bus JP

**2010-2011 International Trustees, Retirement Trust
Foundation**

Chairman: Kelly A. Reggio, CAP

Vice Chairman: Lynda Bouley, CPS/CAP

Secretary: Kathryn A. Hampton, CPS/CAP

RTFC Liason: Carolyn Prather, CPS

IAAP International President Mary Ramsay-Drow, CPS/CAP

IAAP International Treasurer Judith A. Yannarelli, CPS/CAP