

South County Chronicle

Volume 13, Issue 10

JUNE 2010

2009-2010 Board of Directors

Patty Thompson CAP
President

Paula West CPS
Vice President

Vicki Weingand CPS
Treasurer

Lisa Dinan Ashley
Secretary

Mary B. Wilson CPS
Director

Linda S. Lencski CPS
Director



International Association of
Administrative Professionals®
South County Chapter

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MEETING NOTICE

Tuesday, June 15, 2010
6:15 p.m.

Program:

**New Board of Directors Installation
with Liz Webb, CPS/CAP performing In-
stallation Ceremony**



Drury Inn & Suites St. Louis Southwest

**5 Lambert Drury Place (Hwy 141 at
I-44) Conference Room**

St. Louis, MO 63088

RSVP to scountyiaap@aol.com

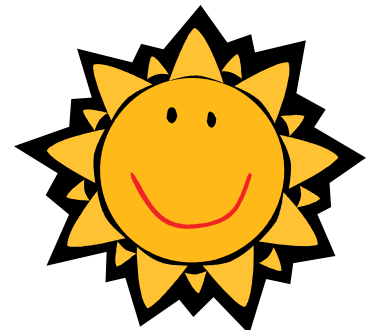


Informal dinner following meeting; feel free to join us. Contact Lisa Ashley if you would like to have dinner prior:
lldashley1@gmail.com

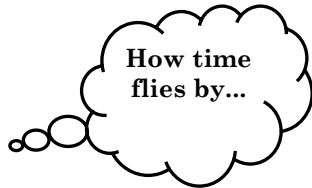
2010—2011 Board of Directors Installation

Our June chapter meeting will serve as our 2010—2011 Board of Directors Installation. Liz Webb, CPS/CAP will preside over the installation ceremony.

Refreshments will be provided. Get to know your new Board better. Please see the special section in this newsletter.



President's Message
By Patty Thompson CAP



Where did the year go? It seems like we just got back from EFAM. But actually plenty of board and chapter meetings have transpired, the PDC is over, the service project is completed and it's time to finalize our year by installing a new Board of Directors and attending the Missouri Division Annual Meeting.

None of these things would have happened without the help of the South County Board of Directors and Membership, composed of some of the most knowledgeable and long standing members in the Saint Louis area. I feel like a rookie next to you. You always have the answers to my many questions. Thanks for all your ideas, input, and guidance. I hope to return the favor next year.

While we were at the Epworth Polo Match last weekend I considered how boring my life would be without IAAP. That was so fun to be with friends and doing something beneficial. That sums it up, doesn't it? IAAP enhances your life. I can't wait to see how my life is enhanced next year.

Every interaction with a new person can be a golden opportunity for a new networking connection. When connecting: explore for commonalities, show genuine interest, look for common values and goals, ask open-ended questions.

~ Peggy Collins

POWER
of
Commitment
South County Chapter

Meet the 2010—2011 Board of Directors



President: Mary B Wilson CPS

Membership Date: June 1987 (2nd time, 1st '74-'81)

Current Employer: Macy's

Current Title: Administrative Assistant

Past Work Experience:

27 years in retail with various companies buying others, merging and being bought again to currently be with Macy's

Past Chapter Participation:

My participation started with developing the first newsletter, served as Director several times, Treasurer a couple times, TRC Representative, Audit Committee, Nomination Committee, Chapter Rep on TRC Audit Committee, Secretary, and most recently Director and Membership Committee Chair. I'm adding -- Served Missouri Division as Newsletter Editor, Speakers Bureau/Certification Committee Co-Chair twice, Audit Committee

Hobbies:

Reading and music if I could make time. Not really hobbies but what I like to do when not at work are playing on the computer, spending time with family and friends and going new places

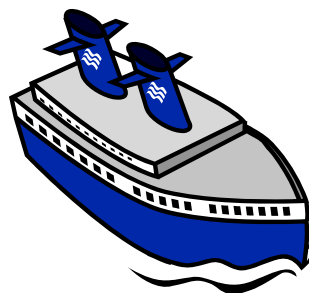
What does being a member of South County Chapter IAAP mean to you? It's the opportunity to

continue professional development through our programs and the many conferences and seminar that are available; network with peers in my favorite profession, which are also great resources when workplace issues arise; expand experiences through helping on various community service projects; and make new friends that become lifelong and best friends. Where can you get these benefits for a few hours a month!



Vice President: Brenda Wohlschlaeger, CPS/CAP

Brenda is currently enjoying an Alaskan cruise. I am sure she would love to tell her story to anyone who asks.



Meet the 2010—2011 Board of Directors



Secretary: Paula West, CPS

Membership Date: June 1999

Current Employer: DHR International

Current Title: Executive Assistant and St. Louis Office Manager

Past Work Experience:

I am the Executive Assistant to the Chairman and CEO of DHR International. She has been Executive Assistant for DHR three years. Prior to DHR, Paula was Executive Assistant to the President for AAIM Management Association, where she was liaison to the AAIM Administrative Professionals Roundtable.

Past Chapter Participation:

Since rejoining the International Association of Administrative Professionals (IAAP) in 1999, Paula has served in a number of roles, including president of the South County Chapter and Coordinator of the Three Rivers Council, as well as Chapter Membership Chair, Executive Night Chair, and Community Service Project Chair. Paula served at the Missouri Division level from 2003-2007 as Secretary, President Elect, and Missouri Division President. She is currently serving at the chapter level as 2009-2010 Vice President.

What does being a member of South County Chapter IAAP mean to you?

Being a member of South County Chapter IAAP has given me so many opportunities for education, leadership, networking, team work, and friendships.



Treasurer: Julie Goede

Membership Date: January 2008

Current Employer: Gilmore & Bell, P.C.

Current Title: Legal Assistant

Past Work Experience:

I started at Gilmore & Bell, P.C. in July of 1997 as receptionist. I really enjoyed answering the phones, meeting clients and coordinating the conference room schedule for closings; however, the attorneys I worked for convinced me that I should move up in the firm. I became a legal secretary and then a legal assistant. My current duties as legal assistant include: drafting documents, drafting official statements for bond issues (the Official Statements are very similar to stock prospectuses), internet research, preparing invoices and statements, publishing public notices, writing correspondence as well as many other tasks.

Meet the 2010—2011 Board of Directors



Treasurer: Julie Goede

Past Chapter Participation:

If I am elected as your treasurer this will be the first office I have held. I was a member of the executive night committee. This year I have sent articles and calendar notices to the papers regarding our meetings.

Hobbies:

I sing with a community choir, the Statesman Singers. The group has about 3 or 4 performances for nursing homes during January through October and then about 10 Christmas Concerts. I am learning to play the guitar. I love to go to Zumba and belly dance classes at the YMCA.

What does being a member of South County Chapter IAAP mean to you?

I joined IAAP because I was impressed by what I saw in the Chapter's newsletter. The newsletter had great articles and presented good advice on situations that I encountered in the workplace. I thought that if I joined IAAP, that the information that I received at the meetings would be even more valuable. The speakers at our meetings are excellent. They have provided insight to solve problems and issues that I face in my job and life daily. I also like the fact that we sponsor a charity each year and work throughout the year to improve some aspect of our community. I also appreciate our members. It is good to be a part of a community that welcomes new members and encourages them to be involved.

Being a member of South County Chapter IAAP means that I can improve my skills to be a better administrative professional help the community, make new friends and be part of a supportive group.



Director: Linda S. Lencieski, CPS

Membership Date: January 2008

Current Employer: Christner Inc.

Current Title: Secretary

Past Work Experience:

My past work experience includes temp to hire work, support roles and 15 years in Customer Service.

Past Chapter Participation:

2008 Executive Night Committee, 2009-2010 Director and 2009-2010 Newsletter Editor

Hobbies: Spending time with my family

What does being a member of South County Chapter IAAP mean to you?

Being a member has meant so much to me over the last two years. This organization allows me the opportunity to network and learn from those that share not only my profession but also the passion for what we do.

How to Connect With a Remote Boss

If you're like many administrative professionals, you and your boss may not always be in the same location at the same time. Whether your manager works from a different office or simply has a busy travel schedule, there are likely times when meeting face to face is impossible. Needless to say, that can make communication and collaboration challenging, and you may find yourself jumping through hoops to try to stay connected.

If your manager is often away from the office, you can use the following tips to stay on the same page as him or her:

- **Check in frequently.** Establish a schedule for touching base with your supervisor so you understand his or her current priorities and where you can assist. Also consider creating a weekly report detailing the tasks you've recently completed, those that are in progress and projects on the horizon so your boss remains aware of your workload.
- **Share your accomplishments.** If you don't see your supervisor regularly, highlighting your successes is extremely important. Make sure you set aside time with your manager to discuss your achievements so you get the credit you deserve.
- **Dial in.** In most offices, e-mail is the standard form of communication, but using the telephone can sometimes be more effective. After all, subtleties conveyed via tone don't come across in writing. Hearing your manager's voice — and having him or her hear yours — also can help strengthen ties between you two.
- **Schedule face time.** Take advantage of opportunities to meet in person with your manager. Face-to-face meetings are particularly effective for discussing sensitive or complex topics. In-person meetings also can help you stay top of mind as new projects arise.

Although it may take some effort, ensuring you and your boss touch base frequently and in different ways will help make your working relationship smooth and effective.

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

Editor's Corner

By Linda Lenczeski CPS

As I complete this newsletter, I find myself reflecting on what an amazing, yet often times trying, year it has been for all of us. With summer now upon us, kids out of school and vacations to be taken, let us not forget the amazing times we enjoyed but also the trying ones that have made us stronger. If we are strong together, there is nothing that we cannot accomplish.

I get strength from many different people. However, after joining IAAP I found a different strength in myself. For the first time I felt that I could actually talk to someone who understood the normal everyday struggles we all face. I felt I had a voice that I didn't know I had (Okay, maybe I knew I had it, it had just been in storage!).

IAAP opens up so much for an individual to discover about themselves and their profession. Pass it on!

Have a happy and safe summer break.



Membership in IAAP

We are close to our break in July and August from our regular chapter meetings. Don't quit talking about membership in IAAP during this break. Recruiting needs to continue even though we won't have chapter meetings in July and August.

Just a few reasons to join IAAP

- Your membership in the International Association of Administrative Professionals will help you to develop your personal and professional skills and build your careers.
- IAAP is the world's leading association for administrative assistants, secretaries, office managers and other administrative support staff, with 28,000 members and affiliates in 25 countries worldwide.
- As a member, you can tap into an extensive knowledge base regarding in-demand administrative skills, office trends, standards and best practices through access to IAAP publications, professional development programs and other association resources.
- Networking and leadership opportunities are available through involvement in regional divisions, local chapters and in the IAAP Web Community.

New members, we are having new member installation at the June meeting and hope to see all of you for this installation. Please let me know if you will be attending.

Mary B Wilson CPS
Director and Membership Chair

Community Service Project

What a way to end our 2009-2010 community service project ... Epworth Home & Children Services! On Saturday, June 5, President Patty Thompson CAP, Lisa Dinan-Ashley, Julie Goede, Valerie Scherrer CPS/CAP, Joanie Villar, and Paula West CPS made a trip out to the Blue Heron Farm in Defiance, Missouri for the 15th Annual Polo Match supporting Epworth Home & Children Services.

It was a beautiful day with a nice breeze and lots of sun yet not too hot. Patty, Julie, Valerie, and Paula helped to direct traffic and park cars, while Lisa and Joanie worked the Epworth Pro Shop tent selling Epworth logoed items such as t-shirts, mugs, hats, chairs and misc.; and all helped with closing up the Pro Shop tent at the end of the event. We saw lots of beautiful horses and met lots of interesting people, just like in the movie *Pretty Woman* with Richard Gere and Julia Roberts (visualize). They kept the volunteers supplied with cold water and a meal, and we did get to see a little of the match. It was a great experience, and we had fun.

Thank you to every member who helped in any way this year as we supported the Epworth Childrens Home.

Paula West CPS



Community Service Project



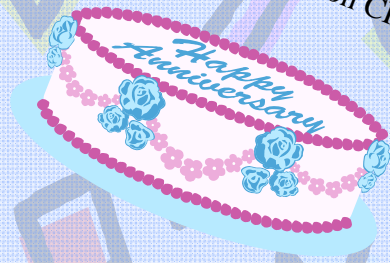
JUNE BIRTHDAYS

We have no Birthdays to celebrate this month



JUNE ANNIVERSARIES

- Lisa Dinan-Ashley
- Patty Thompson CAP
- Paula West CPS
- Mary B. Wilson CPS



Chapter meetings are the
3rd Tuesday of each month

2009-2010 Mark Your Calendar

June 15—New Board Installation

Chapter website:

<http://www.iaap-southcounty.org>

MISSOURI DIVISION BOARD MEMBERS

2009-10 Board

President Cindy Busby CPS/CAP Hawthorn Chapter

President-Elect Chris Phillips, CPS Springfield Metro Chapter

Secretary Terry Anderson Westport Chapter

Treasurer Mary Madick CPS/CAP Heart of America Chapter

Future IAAP International Education Forum & Annual Meeting (EFAM)

2010: Boston, MA, July 18-21, Hynes Convention Center

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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You are investing in your future

Membership in the International Association of Administrative Professionals[®] (IAAP) provides outstanding benefits and services to meet your professional and personal needs. IAAP is a great resource to help you advance in your career.

Benefits of Membership:

- Learn from your peers through local and international networking opportunities
- Educational and professional development
- 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 eNewsletter
- 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

2009-2010 International Board of Directors

President: Susan Shamali CPS/CAP

President Elect: Mary Ramsay-Drow CPS/CAP

Vice President: Tamra Goodall CPS/CAP

Secretary: Janine J Riemersma CPS/CAP

Treasurer: Karlana Rannals CPS/CAP

Director, Canada District: Sharron Buttler CPS/CAP

Director, Great Lakes District: Wendy Melby CPS/CAP

Director, Northeast District: Judith A Yannarelli CPS/CAP

Director, Northwest District: Valerie S King CPS/CAP

Director, Southeast District: Virginia Boyd CPS/CAP

Director, Southwest District: Antoinette Smith CPS/CAP

Affiliate Representative: Jennifer Sandra Hinkson CMP

2009-2010 International Trustees, Retirement Trust Foundation

Chairman: Kathyne A. Hampton CPS/CAP

Vice Chairman: Kelly A. Reggio CAP

Secretary: Patricia D. Row CPS/CAP

RTFC Liason: Lynda Boulay CPS/CAP

IAAP International President Susan Shamali CPS/CAP

IAAP International Treasurer Karlana Rannals CPS/CAP