

# South County Chronicle

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JANUARY 2011



International Association of  
Administrative Professionals®  
South County Chapter

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## MEETING NOTICE

**Tuesday, January 18, 2011  
6:15 p.m.**

### What's All the Fuss About IAAP?

Presented by:

Joy Johnston  
Senior Manager, Membership and Distribution  
at IAAP Headquarters and member of MO  
Division Speakers' Bureau



### LOCATION CHANGE

**Hampton Inn  
(sister property of Drury immediately  
behind the Drury at 141 & I-44)  
Fenton, Missouri**

RSVP to [scountyiaap@aol.com](mailto:scountyiaap@aol.com)

Informal dinner following meeting; feel free to join us. Contact Lisa Ashley if you would like to have dinner prior:  
[lmdashley1@gmail.com](mailto:lmdashley1@gmail.com)

### "What's All the Fuss About IAAP?"

This presentation will cover information about the association and what it has to offer its members. Prospective members will learn about IAAP and veteran members will get a "refresher" on the value of membership in this association. An expert panel of past presidents will join Joy to share "what the fuss is all about" for them and answer questions.

We are very fortunate to have Joy with us and want to have good attendance. Please plan on coming to the January meeting. Please RSVP so we have a count for refreshments and handouts.

**PLEASE NOTE SLIGHT CHANGE IN LOCATION**  
The meeting location will be in the conference room at the Hampton Inn (sister property of the Drury) directly behind the Drury Inn & Suites location at 141 and I-44 in Fenton.



## President's Message

*By Mary B. Wilson, CPS*



Happy New Year! Are you a person that makes resolutions?

In one article I read that New Year's resolutions should be life changing and transforming. By the time you read this newsletter you may be sick of hearing about resolutions or yours may be a fleeting memory.

What better resolution than to plan increased personal development through your membership in IAAP? Sharing the IAAP benefits with others is easy this month with our specially planned January meeting.

The IAAP organization is a great source for opportunities for making new friends, continuing education, and professional development. Get involved, get your friends involved and let's share the opportunities.

Many thanks to our gift wrappers that supported the fundraiser – Linda Lenceski, CPS; Valerie Scherrer, CPS/CAP; Paula West, CPS; Jean Sommers, Patty Thompson, CAP; and Brenda Wohlschlaeger, CPS/CAP. Although the foot traffic was severely limited by the terrible weather that weekend, we made \$120.00.

Thank you too to those attending the December social for a good dinner and great company. The ornament exchange was interesting and I hope you enjoyed the game as much as I did. Who would have guessed some of the tidbits of information we learned about each other! Special thanks to Patty for providing the door prizes.

Whatever your new year's resolutions are, I wish all a blessed 2011. Please plan to join us January 18th with a prospective member. Looking forward to seeing everyone.



PASSION &  
PURPOSE  
SOUTH COUNTY CHAPTER

## Fun Facts About New Year's Resolutions

*Submitted By: Mary B. Wilson, CPS*

Welcome to our fun facts cornucopia, where you'll find a little bit of everything related to New Years Resolutions. If you've ever wondered how the new year is celebrated in Belgium, you've come to the right place. If you want to find out how Happy New Year is pronounced in Italian, you'll find out here. If you are interested in the learning about the history of new years resolutions, we'll tell you all about it.

### The History of New Year's Resolutions

The tradition of the New Year's Resolutions goes all the way back to 153 B.C. Janus, a mythical king of early Rome was placed at the head of the calendar.

With two faces, Janus could look back on past events and forward to the future. Janus became the ancient symbol for resolutions and many Romans looked for forgiveness from their enemies and also exchanged gifts before the beginning of each year.

The New Year has not always begun on January 1, and it doesn't begin on that date everywhere today. It begins on that date only for cultures that use a 365-day solar calendar. January 1 became the beginning of the New Year in 46 B.C., when Julius Caesar developed a calendar that would more accurately reflect the seasons than previous calendars had.

The Romans named the first month of the year after Janus, the god of beginnings and the guardian of doors and entrances. He was always depicted with two faces, one on the front of his head and one on the back. Thus he could look backward and forward at the same time. At midnight on December 31, the Romans imagined Janus looking back at the old year and forward to the new. The Romans began a tradition of exchanging gifts on New Year's Eve by giving one another branches from sacred trees for good fortune. Later, nuts or coins imprinted with the god Janus became more common New Year's gifts.

In the Middle Ages, Christians changed New Year's Day to December 25, the birth of Jesus. Then they changed it to March 25, a holiday called the Annunciation. In the sixteenth century, Pope Gregory XIII revised the Julian calendar, and the celebration of the New Year was returned to January 1.

The Julian and Gregorian calendars are solar calendars. Some cultures have lunar calendars, however. A year in a lunar calendar is less than 365 days because the months are based on the phases of the moon. The Chinese use a lunar calendar. Their new year begins at the time of the first full moon (over the Far East) after the sun enters Aquarius- sometime between January 19 and February 21.

Although the date for New Year's Day is not the same in every culture, it is always a time for celebration and for customs to ensure good luck in the coming year.

### Ancient New Years

The celebration of the New Year is the oldest of all holidays. It was first observed in ancient Babylon about 4000 years ago. In the years around 2000 BC, Babylonians celebrated the beginning of a new year on what is now March 23, although they themselves had no written calendar.

Late March actually is a logical choice for the beginning of a new year. It is the time of year that spring begins and new crops are planted. January 1, on the other hand, has no astronomical nor agricultural significance. It is purely arbitrary.

The Babylonian New Year celebration lasted for eleven days. Each day had its own particular mode of celebration, but it is safe to say that modern New Year's Eve festivities pale in comparison.

*Continued on Page 4*

## Fun Facts About New Year's Resolutions

*Submitted By: Mary B. Wilson, CPS*

The Romans continued to observe the New Year on March 25, but their calendar was continually tampered with by various emperors so that the calendar soon became out of synchronization with the sun. In order to set the calendar right, the Roman senate, in 153 BC, declared January 1 to be the beginning of the New Year. But tampering continued until Julius Caesar, in 46 BC, established what has come to be known as the Julian Calendar. It again established January 1 as the New Year. But in order to synchronize the calendar with the sun, Caesar had to let the previous year drag on for 445 days.

### Source Reference

*Gary Ryan Blair is the inspiration behind New Year's Resolution Week. This annual event was founded on the premise, that a single resolution can positively and profoundly create lasting change in your life and help to make the world a better place. To become part of the world's largest personal change initiative, visit [www.GoalsGuy.com](http://www.GoalsGuy.com)*

## MONTREAL 2011

This year IAAP takes you to beautiful Montreal for EFAM. You'll see top rate speakers, inspiring educational programs and network with other members in the artfully decorated convention center, [Les Palais des Congres](#).

Get the most out of your EFAM experience! Join the fun early to experience the beautiful city of Montreal before we get down to the business and education portions of EFAM. The culture and history of this city will captivate you. The tours will show you sneak peeks into the lives and traditions of the people of Montreal. Choose from several tours highlighting the beautiful sights, shopping, the culinary arts, the [Botanical Garden](#), the [Olympic Tower](#), and the summit of Mount Royal showcasing a panoramic view of Montreal.

Soon you'll be able to book your site tours directly on the IAAP website. Read through the descriptions and choose the perfect tour to complete your EFAM Experience.

We'll keep you up-to-date on when the link will be up so that you can register, but consider these options that will occur on Saturday, July 23 when you are booking flights and hotel reservations.

[Get your passport](#) soon so that you can join us for this unforgettable EFAM event.

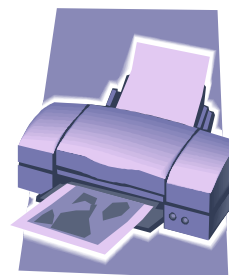
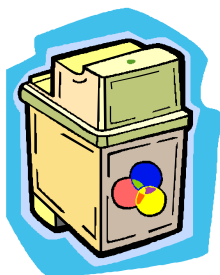
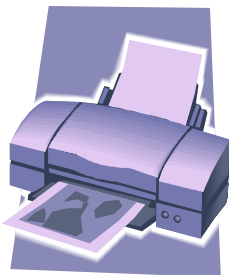
## Toner Recycling

*Submitted By: Brenda Wohlschlaeger, CPS/CAP*

Don't know what to do with those used PC toner cartridges???

Bring them to any South County Chapter meeting so we can earn up to \$4 for each unit returned!!!

Support the South County Chapter and clean out valuable drawer space.



## I'm Fabulous....And You?

*By: Todd Hunt*

Have you ever worked for a boss who truly inspired you? Mine was Harry, the boss who changed my life. Harry was VP of marketing at an insurance company (a solid, safe company for an uptight guy like me).

Harry was always fabulous. People would see him in the hall and say, "Hey Harry, how ya doin'?" I'm fabulous! Sometimes he was top notch. But usually he was fabulous.

There was a woman in our department who was even more uptight than I was. It annoyed her no end how Harry would run meetings without agendas...make employees write their own evaluations...ignore voice mail messages, that sort of thing.

"And how can he be fabulous all the time? That's just not statistically possible!" Well, I started to mimic his routine and drove her doubly nuts. When people asked how I was I'd say, I'm fabulous! They'd laugh, "Oh Todd, you're just as bad as Harry."

Soon I answered that way not only at work but anywhere anyone asked, "How ya doin' Todd?" I'm fabulous! I didn't realize how much it had become a part of me until years later. I had my own marketing company, and one day I was talking with a client. He asked, "How are you, Todd?"

Without thinking I answered, Pretty good. "Oh? Just pretty good? You're not fabulous??" Sorry -- spaced out. I'm fabulous!

My point is, nobody cares how you are. They really don't! They don't care if you have a boil. Or a goiter. Or a scab the size of a Pringle. That you keep picking at. And it just gets bigger. But you won't see a doctor about it because your sister had a bad experience in 1992, and she almost went broke trying to sue the incompetent so and so...they don't care!

So just say, "I'm fabulous!" Even if you're not. You'll surprise them, and you'll brighten your day. You'll brighten yours too. Fabulous!

Harry was also full of stories. Optimistic day-brighteners, like the one about three people sitting in a living room. A brick wrapped in string and paper came crashing through their window. The first man grinned and said, "Look -- someone threw a note through our window!" A joyous woman knelt to examine the note and exclaimed, "Wait, there's a brick tied to it!" The third person was ecstatic. "What luck -- now we can finish the fireplace!"

Fabulous, indeed.

*Business humorist Todd Hunt speaks to IAAP and other organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success. Visit him at [www.ToddHuntSpeaker.com](http://www.ToddHuntSpeaker.com)*

***If you want to turn your life around, try  
thankfulness. It will change your life  
mightily. ~Gerald Good***

## Missouri Division Annual Meeting 2011

Can you believe 2011 is here? That leaves only 6 months to raise funds for the meeting. You have recently received the instructions and order form for the 2011 MO Division Cookbook. The website is a fast and simple way to upload your favorite recipes. Please submit your recipes no later than February 15. We will deliver the books at the 2011 meeting or you can have them shipped to you when we receive them, see order form for details.

We have created an eGroup for the meeting. It is called MO Division Annual Meeting. We will post all of the information you will need for the meeting there. Please check it out and join the group. We will be posing updates there.

The tours have been decided and they will be fun. We have posted the flyer with prices listed in the eGroup library.

We are looking forward to seeing you in June. For questions e-mail [MDAM2011@yahoo.com](mailto:MDAM2011@yahoo.com)

## Missouri Division Annual Meeting 2011 Silent Auction

Even though we are six 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](mailto: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

*I am a member of a team, and I rely on the team, I defer to it and sacrifice for it, because the team, not the individual, is the ultimate champion. ~ Mia Hamm*

## Number 1 Skill For The Workplace—Resiliency

By: Susan Fenner, PhD, IAAP Staff

With all the changes that have taken place in the workplace over the last few years, it is obvious that things will never go “back to normal” – instead, we are living the New Normal. Cost-cutting measures that got us through the economic recession will stay in place. Companies will be slow to replace full-time staff, keep finances pared back, expect more, faster, and continue to hold us accountable. The days of the past are just that...past. So, we have to learn to live and thrive in the New Normal.

The definition of mediocrity today is meeting expectations. Employers expect that we will innovate, embrace technology, and work to achieve results, not just stay busy. So, what is the top skill that will get us through this demanding time? The answer is – resiliency.

1. Resiliency is the art of bouncing back after a challenge, a mishap, or a disappointment. It requires that you change your mind set and live the new reality. Here’s how to develop resiliency.  
Be 100% committed to your employer, your profession, your values and goals. It requires knowing the end game and staying focused.
2. Look at mistakes and failures as learning experiences. Be transparent – even with your customers.
3. Keep honing new skill sets. As the times change, so must you.
4. Keep pace with technology, but don’t be overwhelmed by it. Find a colleague who is tech savvy and stay in touch to find out the latest programs and most useful apps.
5. Learn to let go. In this sped-up world, today’s disaster can be tomorrow’s road to greatness. Don’t dwell on, move on.
6. Work on developing self confidence. The better you feel about yourself, the more you can handle ambiguity and change.
7. Collaborate. It takes a village (or a good work team) to produce results. Don’t try to go it alone - nobody can know everything – just know who to call on.

The art of being resilient will allow you to Bounce Back – Bounce Higher!

*From this moment forward...I stop the blame game and excuses. I am responsible for my life and for where I am today. I cannot blame the people and circumstances in my past, and I refuse to hide behind my past mistakes.*

*~Lance Wubbels*

## Watch What You Wear

*Office Team Article*

Getting ready to meet with a prospective employer? Leave your cat suit, pajamas and crazy hat at home. It may sound unbelievable, but these items are among the wackiest interview outfits worn by real-life job candidates.

OfficeTeam recently asked human resources (HR) managers to recount the strangest clothing choices they had ever heard of or seen during an employment interview. Following are some examples:

- “A blanket worn as a shawl”
- “A skirt made out of plastic”
- “A cat suit”
- “A crazy hat”
- “A *Star Trek* T-shirt”

Job candidates should always dress to impress when meeting with employers. Unfortunately, these flashy outfits were more fitting for a night on the town than an interview:

- “A micromini and fishnet stockings”
- “A sequined top”
- “A leather vest with no shirt”

A confident, relaxed attitude is key during the interview, but these next examples prove that you can be too casual:

- “A sweatshirt and sweatpants”
- “A cut-off T-shirt and pants”
- “Pajamas with slippers”
- “A bandana and torn jeans”
- “A jogging suit”

Interviews can be a “sink or swim” situation, but these job seekers were too literal in their interpretation:

- “A swimsuit and cover-up”
- “Bermuda shorts”
- “A sundress and flip-flops”
- “A Hawaiian shirt and jeans”

Finally, this wardrobe “don’t” should have been obvious: “An applicant wore the uniform from his former employer.”

*Continued on Page 9*

## Watch What You Wear

*Office Team Article*

Although these examples are extreme, it's easy to make more subtle mistakes when selecting interview attire. Here are some do's and don'ts to help you pick the right look:

- Do err on the conservative side and wear a suit or blazer. If you're working with a recruiter or HR representative, ask him or her for insight into the dress code.
- Don't assume you can "dress down," even if a company has a very casual atmosphere.
- Do test-drive an outfit to ensure it fits well and makes you feel confident; also dress in layers so you can be at ease regardless of the temperature.
- Don't wear anything that is uncomfortable.
- Do pay attention to details and conduct a final head-to-toe assessment before leaving the house to ensure everything — including your hair, nails and shoes — is presentable.
- Don't show up in clothing that is wrinkled, stained or torn.
- Do choose simple jewelry and be subtle with makeup, perfume or cologne.
- Don't overaccessorize.

*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](http://www.officeteam.com).*

## Building Commitment At Work

*From: Walk the Talk*

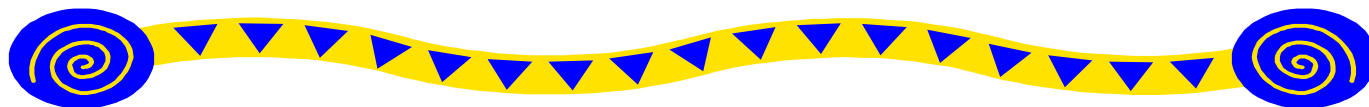
Regardless of whether you want to encourage greater commitment from colleagues, direct reports, or co-workers – the principles are generally the same. And, without question, there's a myriad of approaches and techniques you can apply. So, in an effort to make life easier for you, this book has condensed a ton of the reigning conventional wisdom on the subject down to six practical and proven strategies for building commitment at work:

1. Communicate "Why's" as Well as "What's"
2. Offer Help, Resources, and Information
3. Make it Beneficial...Make it Matter
4. Model the Commitment You Want to See
5. Involve Them in Planning as Well as Doing
6. Thank Them for Their Contributions

*Tip taken from [WalkTheTalk.com](http://WalkTheTalk.com) as seen in "Just In Time: Building Commitment at Work" by Steve Ventura.*

**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](mailto:linda.lencski@sbcglobal.net).

Deadline for submission is the last Friday of each month.



# JANUARY BIRTHDAYS

Mary J. Carroll  
Vicki A. Weingand, CPS

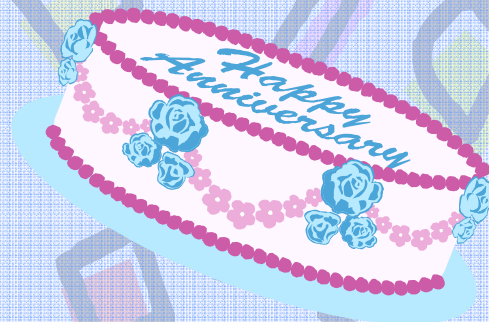
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1/31



# JANUARY ANNIVERSARIES

Linda S. Lenceski, CPS  
Valerie A. Scherrer, CPS/CAP



Chapter meetings are the  
3rd Tuesday of each month

**2010-2011**

***South County Board of Directors***

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*President*

**Brenda Wohlschlaeger, CPS/CAP**

*Vice President*

**Julie Goede**

*Treasurer*

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**Linda S. Lencieski, CPS**

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**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

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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](http://www.iaap-hq.org)**



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**You are investing in your future**

Membership in the International Association of Administrative Professionals<sup>®</sup> (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 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

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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