



Johnson County Chapter IAAP

July 5, 2011



Agenda

- ▶ 5:30 – 6:10 pm Networking/Meal
- ▶ 6:10 – 6:15 pm Break
- ▶ 6:15 – 6:20 pm Call to Order & Introductions
- ▶ 6:20 – 6:35 pm Fun & Games
- ▶ 6:35 – 7:45 pm Business Session

Business Session

- **Officer Reports**

- Vice President Report – Kathy Schmalz
- Secretary Report – June Minutes– Mary Miller, CPS
- Treasurer’s Report – Katy McCourt, CPS/CAP

Checking Beginning Balance	\$2,904.77
Income	\$ 554.00
Expense	\$ 1,653.86
Ending Balance	\$1,804.91
Savings Beginning Balance	\$3,296.16
Income	\$.27
Ending Balance	\$3,269.43

- **Committee Reports**

- International Proposed Bylaw Changes – Bonnie Jameson
- Venue Committee – Susan Williamson

- **New Business**

- New Board Report – Ceci Cook
 - Program Survey Results

Based upon the two surveys these are the programs the chapter would like to see:

Info on new Technology (IPADs, etc)	Customer Service	Management	Leadership
New Software/ Share Programs	HR Basics	How to Conduct Office Meetings	Certification
Basic Software/Hardware Info	Networking / Relationships	Parliamentary Procedures	Event Planning
MS Office Excel & Graphs	Office Politics	New Member Orientation	Travel Mgmt & Preparation
MS Office Excel	Handling Stress / Maintaining Health	Decision Making (answer to life's most difficult questions)	How to find the best caterers for Executive Meetings
Social Network	Stress Relievers	Getting Organized (Avery)	
Basic Accounting	Balancing work-life	Emergency Class for the Procrastinator	
Accounting Principals	Keeping your resume fresh	Professionalism	

New Board Report – Change the way we have our committee chair liaisons modeling them after Ks Division

President – all events (APW, Education, KS Division Spring Seminar & Executive Night

Vice President – Audit, Membership and Resource & Gifts

Secretary – Certification, Newsletter & Website

Treasurer – Charitable, RTF and Ways & Means

Director – Bylaws and Nomination

We are going to combine some of the program topics together:

Information Technology – will be looking at doing a ½ day on a Saturday Information Technology Workshop and combine the IT topics

Accounting

HR – Keep your resume fresh, HR Basics, Office Politics

Stress Relievers

Event Planning – caterers

Travel Mgmt & Preparation

Some other programs we will be having are Parliamentary Procedures and Diversity (required)

- Kansas Division Annual Meeting Report – Ceci Cook

OPENING DAY – Trips / Tours - Johnson County Chapter



KDAM report – there were 12 members of Johnson County Chapter in attendance at the event

Friday - Trips /Tours - Spirit Aero which was attended by **Kathy Schmalz and Ceci Cook** and it was very interesting. There was also the tour to the Museum of World Treasures **Patty Steck, Donna DeGarmo, Mary Miller, Bonnie Jameson and Colleen Neill** (ask them to say one thing they enjoyed the most of their trip and tour)

**Sat PM – Chapter of the Year Award
Representatives**



We took awards for the Best Website (thank you Debbie) , the Best Newsletter (thank you Erin and Liese), Patty Steck won KS Division Professional Development Member of the Year and Johnson County won the KS Division Chapter of the Year!!

Chapter of the Year Award Representatives:

Back Row from left to right - Kathy Schmalz, Donna DeGarmo, Barb Slagle, Mary Miller, Etta Karnaze, Colleen Neill, Sharon Taylor and Erin Bolton

Front Row from left to right – Bonnie Jameson, Patty Steck, Ceci Cook and Carol Zamaitis

• 2011 – 2012 Chapter of Excellence - Ceci Cook

Paving Your Way to Excellence



The Excellence program is based on ten principles including certification, fiscal responsibility, leadership development, and strategic planning. There are three components – *Member of Excellence*, *Chapter of Excellence* and *Division of Excellence*. Within each component, IAAP has established criteria and a minimum basis for qualification, i.e., to achieve *Chapter of Excellence*, a Chapter must meet 8 out of 8 criteria; to achieve *Member of Excellence*, a member must meet 8 of 11 criteria.

In reviewing the criteria necessary for *Chapter of Excellence* we feel very strongly these are criteria we will be able to achieve, again.

What does this mean to you? You, too, are being asked to commit to excellence as a member of the Johnson County Chapter. The *Member of Excellence* program is designed to enrich your life and enhance your career. Working towards this award will broaden your knowledge of the administrative assistant profession, encourage your participation in your local chapter, and increase your effectiveness, both personally and professionally.

There are 11 criteria for the *Member of Excellence* designation. Please note, though, you need only complete eight criteria to be recognized as a *Member of Excellence*. These include obtaining CPS/CAP certification, attending non-IAAP sponsored training programs, serving on a Chapter committee, and paying your membership dues on or before your anniversary date. I have prepared a validation spreadsheet to track your progress and have posted one on the chapter website.

The first step along the pathway to becoming a *Member of Excellence* is to sign the on-line Commitment Agreement. You will find this form at: <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/Default.aspx>

This first paving stone will set you on your personally rewarding Pathway to Excellence. Join us today in making the Johnson County Chapter the best it can be!

Excellence can be obtained if you . . .

Care more than others think is wise.
Risk more than others think is safe.
Dream more than others think is practical.
Expect more than others think is possible.
--Vince Lombardi

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In reviewing the criteria necessary for *Chapter of Excellence* we feel very strongly these are criteria we will be able to achieve, again with your assistance.

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There are 11 criteria for the *Member of Excellence* designation. Please note, though, **you need only complete eight criteria** to be recognized as a *Member of Excellence*. These include obtaining CPS/CAP certification, attending non-IAAP sponsored training programs, serving on a Chapter committee, and paying your **membership dues on or before your anniversary date (mandatory)**. I have prepared a validation spreadsheet to track your progress and have posted one on the chapter website.

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Chapter of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

All forms and information submitted must be received by the specified deadlines.

Revised Criteria as of July 1, 2011

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community.

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.

Beginning July 2011, all 8 of the newly revised criteria are MANDATORY and must be earned to become a Chapter of Excellence.

Award for winning CoE will include one of the following: \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community

Criteria:

- 1 – Submit annual meeting calendar to the members with a copy to division by October 1st. (Completed for 2010-2011)
- 2 – Submit budget and audit report to the members with a copy to division by December 31st (Completed for 2010-2011)
- 3 – Hold at least one Membership Drive between July and May & submit evaluation form to division by June 1st (Completed for 2010-2011)
- 4 – Hold at least one New Member Orientation between July and June & **submit evaluation form to division by June 25th** (Completed for 2010-2011)
- 5 – Develop & update business plan & submit to members with a **copy to division by April 30th** (Completed for 2010-2011)
- 6 – Send a delegate/proxy to KDAM (Completed for 2010-2011)
- 7 – Send a delegate/proxy to EFAM (Completed for 2010-2011)
- 8 – 7% of the members qualify for Member of Excellence (Completed for 2010-2011)

• 2011 – 2012 Member of Excellence Member of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. **Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)**
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.) **Recommending another author's article does not qualify.**
4. Attend **at least one** professional educational workshop, seminar or conference (**at least 60 minutes in length**) **and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.**
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Remind them to complete their Member of Excellence (hand them out),

Still have to obtain 8 out of the 11 criteria (See spreadsheet)

Change to Criteria 4 – attend at least one professional IAAP/non-IAAP educational workshop/seminar/conference at least 60 minutes in length – AND PROVIDE A SHORT PARAGRAPH ON HOW THE TRAINING RELATES TO YOUR JOB OR ROLE IN IAAP. Cannot be included in criterion #9 which states you must attend a minimum of 8 IAAP chapter/division/international meetings/programs

Criteria 6 is still MANDATORY – pay dues on or before your anniversary date

- **Old Business**

- Induction of Treasurer Katy McCourt, CPS/CAP – Julie Lawrence
- Committee Chair Openings
 - Charitable Opportunities/Education Seminar / **Ways and Means** / Ks Div Spring Workshop
- President Awards – Ceci Cook
 - Erin Bolton, CAP
 - Janet Harp
 - Maat Manyatta, CPS
 - Susan Williamson
- Special Presentation – Ceci Cook

Erin Bolton, CAP has done an outstanding job on the newsletter this past year, due to her hard work the Johnson County Chapter won the ‘Best Newsletter’ award. She has worked hard on bringing us interesting articles and showcasing our chapter. She has also worked on the Certification Committee, proctored Mock Exams, worked on and obtained a sponsor for the Education Seminar and APW Event.

Janet Harp has been chairing this committee, **Gifts/Resources**, for as long as I know. She does an excellent job at obtaining things for us to be able to do all the drawings and give a way's we have. If you want to learn how to get free things for a company event, I would recommend working on Janet's committee and learn from the best. Janet also reviewed the mid-year financial records of the chapter to ensure everything has been managed correctly with Michele Bohnen on the Audit Committee.

Maat Manyatta, CPS worked with Kimberly Rudolph, CPS on the **Nomination Committee** in contacting the chapter members trying to compile a full slate of officers for the chapter to vote upon this year

Susan Williamson , did a fantastic job as Chair of the **Venue Committee** and coming up with choices for the chapter to choose from for their venue for the 2011 -2012 year

Sharon Taylor, CPS, I have a special gift to present to Sharon to honor her year as Kansas Division President and let her know how much we appreciate her dedication to Division and our chapter.

- **Upcoming Events**

- **July 23 – 28 , 2011 – Education Forum and Annual Meeting**

EFAM 2011

Montréal 2011–Be There!

A la prochaine! IAAP takes you to beautiful Montréal for the International Education Forum and Annual Meeting. You'll see top rated speakers, inspiring educational programs and network with other members in the artfully decorated convention center, Le Palais des congrès.

Join us for an EFAM kick-off at the Evening of Welcome on Sunday. Montréal is one of the most vibrant cities to visit in Canada and we'll bring the city indoors to you. Dance the night away with your favorite D.J. You might even see a moodie out on the dance floor. Then, ignite your summer on Tuesday with our two emerging keynote speakers: Clinton Kelly of TLC's What Not to Wear and the inspiring Cam Glenn. You won't want to miss the Office Expo, a perennial favorite, or the dozens of top-rated speakers leading workshops throughout the conference.



It's another fantastic EFAM line-up in a stellar city. Registration is limited so register today.

Come to EFAM early and explore the culture.

Montréal is made up of two parts: the Old City and the modern Montréal. The Old City is a maze of narrow streets, restored buildings and old houses while the modern Montréal is home to skyscrapers, theaters, museums, nearly 7,600 restaurants and a glittering nightlife.

Public transit is not only affordable, it's also a great way to get around the city. Quick, safe and clean, the metro connects downtown to major tourist attractions, as well as to numerous bus stops and train stations.

Located in Montréal's downtown core, Le Palais des congrès is a safe and bustling venue. A hub of activity straddling the city's business center, international district, Old Montréal and Chinatown, it is near Montréal's main attractions, and also near the EFAM hotels, all connected by indoor passageways.



July 23 – 28 , 2011 – Education Forum and Annual Meeting Montreal Canada
Attendees from Johnson County will be Ceci Cook, Patty Steck, Mary Miller and Sharon Taylor

AGENDA

Friday, July 22

4 p.m.-7 p.m. On-site Registration/Membership Office, Pre-Registration Desk, Credentials Desk

Saturday, July 23

7 a.m.-7 p.m. On-site Registration/Membership Office, Pre-Registration Desk

7 a.m.-Noon Credentials Desk

1 p.m.-7 p.m. Pre-EFAM Workshops

1:15 p.m.-4:30 p.m. Pre-EFAM Workshops

5 p.m.-5:45 p.m. First Timers Orientation

6 p.m.-6:45 p.m. Member-at-Large Meeting

Sunday, July 24

7 a.m.-7 p.m. On-site Registration/Membership Office, Pre-Registration Desk

7 a.m.-8:30 a.m. Credentials Desk

8:30 p.m.-7 p.m. Delegates Briefing

9 a.m.-Noon Business Session

1 p.m.-4 p.m. Office Expo

1:30 p.m.-2:30 p.m. District Caucuses

1:30 p.m.-5 p.m. Affiliate Caucuses/Focus Group

3:30 p.m.-4:30 p.m. Candidate Forum (delegates and alternates)

4:30 p.m.-5 p.m. Candidate Forum (all attendees)

8 p.m.-10 p.m. **Evening of Welcome: An Evening in Montreal**
 You won't want to miss this year's Evening of Welcome, an annual favorite at EFAM. Montreal is one of the most vibrant cities to visit in Canada and we'll bring the city indoors for you. Dance the night away with your favorite D.J. You might even see a moose out on the dance floor. Grab a friend and have fun with the many photo opportunities available. Plan to attend this enchanting evening. Light snacks will be served. Cash bars will be available. Seating is limited.

Monday, July 25

7 a.m.-6 p.m. On-site Registration/Membership Office

7 a.m.-8 a.m. Pre-Registration Desk

8 a.m.-9 a.m. Voting Polls

10 a.m.-10:45 a.m. Bylevel Committee Office Hours

11:30 a.m.-11:45 a.m. Office Expo

12:30 p.m.-2 p.m. **Leadership Luncheon: Lead, Follow Or Get Out Of The Canoe**
Bob Abrams
 Voyageur Bob will be your leader for an emotional and entertaining journey about who leads and who follows. He'll turn your "after lunch" speech into a career building expedition as he tells the story about nine men and women who had to lead, follow and paddle a 750 pound birch-bark canoe.



2:15 p.m.-2:45 p.m. Delegates Briefing

3 p.m.-4 p.m. Business Session

3 p.m.-5 p.m. Tech Workshop

Tuesday, July 26

7 a.m.-5 p.m. On-site Registration/Membership Office

8:30 a.m.-10 a.m. **Keynote Speaker: Top 10 Style Mistakes Office Professionals Make In The Office And How To Avoid Them**
Clinton Kelly
 The image you project in the office is important, from how you dress, to the quality of work you produce. Clinton Kelly, fashion icon, will tell you why it's important not to skimp on quality. Improve your look, your image and your career by spending your budget on classic, quality items that will last.



10:30 a.m.-11:30 a.m. Workshops

1 p.m.-4:30 p.m. Workshops

5 p.m.-6 p.m. **Keynote Speaker: A Kick In The Attitude: Recharge Your Team, Work And Life**
Sam Glenn
 Learn how to energize your team, work and life and how to get people positively charged for taking action and achieving positive results.



Wednesday, July 27

7:30 a.m.-1 p.m. On-site Registration/Membership Office

8 a.m.-11:30 a.m. Workshops

1 p.m.-3 p.m. Workshops

3:30 p.m.-4:30 p.m. Workshops

5:30 p.m.-6:30 p.m. Networking Reception

6:30 p.m.-9:30 p.m. Banquet

9:30 p.m.-11 p.m. International Board and RTP Trustees Reception

Thursday, July 28

8:30 a.m.-11:45 a.m. Post-EFAM Workshops

Monday Leadership Luncheon Keynote Speaker - Bob Abrams will speak at the Leadership Luncheon – on “Lead, Follow or Get Out of the Canoe”

Tuesday Breakfast Keynote Speaker - Clinton Kelly – Top 10 Style Mistakes Office Professionals Make in the Office and How to Avoid Them”

Tuesday Afternoon Keynote Speaker – Sam Glenn – A Kick in the Attitude: Recharge Your Team, Work and Life

- **Upcoming Events** *continued*
- **August 13, 2011 – Kansas Division Leadership Workshop**
 - The Developing “Remarkable” Leadership Skills Workshop will be held on Saturday, August 13, at the Flint Hills Technical College in Emporia. There will be a Friday evening dinner for those wishing to attend. Registration forms have been sent out please return yours to Ruth Smith, KS Division Treasurer, by August 1st

August 13, 2011 – Kansas Division Leadership Workshop Flint Hills Technical College in Emporia – FREE to all chapter Members!!!! Registration forms have been sent out please return yours to Ruth Smith, KS Division Treasurer, by August 1st

▶ Birthdays / Anniversaries

Birthdays			Anniversaries		
Susan	Williamson	07-15	Barb	Slagle, CPS	1982
Janet	Harp	07-18	Bonnie	Jameson CPS/CAP	2005
Julie	Lawrence, CPS/CAP	07-20	Kathy	Schmalz	2005
Carol	Zamaitis, CPS	07-20	Jennifer	Polley	2010
			Karen	Sutter	2010
			Deborah	Waring, CAP	2010

▶ Good of the Order

▶ Adjournment