



International Association of  
Administrative Professionals®  
*Johnson County Chapter*

# Johnson County Chapter IAAP

November 1, 2011



Chapter  
of Excellence

2008-2009 2009-2010 2010-2011



# Agenda

- ◆ 5:30 – 6:15 pm      Networking/Meal
- ◆ 6:15 – 6:20 pm      Break
- ◆ 6:20 – 6:30 pm      Welcome /Introductions
- ◆ 6:30 – 7:30 pm      Morgan Hunter
- ◆ 7:30 – 8:30 pm      Business Session

- Meeting Called to Order
- Introduction of Chapter/Division Board
- Introduction of Guests
- Anniversaries Birthday's

Name	Date	Name	Date
Patty Steck	2004	Etta Karnaze	07
Etta Karnaze	2007	Monica Lemmons	26
Debbie Nash	2008		
Kimberly Rudolph	2009		
Monica Lemmons	2010		

# Ways to Freshen Up Your Resume

Presented By: Stephanie Smithmier and  
Wendy Hudson from Morgan Hunter

# Business Session

- **Officer Reports**
  - **Vice President** – Kathy Schmalz
  - **Secretary** – Kimberly Rudolph, CPS
    - October Minutes
  - **Treasurer** – Katy McCourt, CPS/CAP
    - October Bank Balances

# Bank Balances

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<b>Checking Beginning Balance</b>	<b>\$1,165.26</b>
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October Income	\$
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October Expense	\$
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<b>Ending Balance</b>	<b>\$</b>
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<b>Savings Beginning Balance</b>	<b>\$2,270.19</b>
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October Income	\$
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October Expense	\$
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<b>Ending Balance</b>	<b>\$</b>
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# Business Session

## ■ Committee Reports

### ■ Charitable Opportunities – Maat Manyatta, CPS

#### ■ Avery Box Tops for Education

- Collecting for Prairie Creek Elementary in Olathe KS

### ■ Charitable Opportunities – Monica Lemmons

#### ■ Support Our Soldiers

- 7/158<sup>th</sup> Aviation Army Reserves Bravo and Delta Company Housed at New Century Air Center, Gardner, Kansas

- Scout Platoon, Headquarters & Headquarters Company, 2<sup>nd</sup> Battalion, 30<sup>th</sup> Infantry, 10<sup>th</sup> Mountain Division

# Support our Soldiers



7/158<sup>th</sup> Aviation Army  
Reserves Bravo and Delta  
Company Housed at  
New Century Air Center  
Gardner, Kansas

Scout Platoon,  
Headquarters &  
Headquarters Company,  
2<sup>nd</sup> Battalion, 30<sup>th</sup> Infantry,  
10<sup>th</sup> Mountain Division



# Business Session

- **Committee Reports**
  - **Education Seminar** – Sharon Taylor, CPS
    - Save the Date – February 14, 2012
    - Homestead Country Club, Prairie Village, KS
  - **Membership** – Brenda Rinehart, CAP
  - **Research and Educational Foundation** – Karen Herrington, CAP
  - **Ways and Means** – Julie Lawrence, CPS/CAP
    - Olde Westport Soups & Spices

# New Business

## ■ **Kansas Division Professional Development Form**

- Based on the overall total points on this form two (2) awards will be presented at the 2012 Kansas Division Annual Meeting in June
  - One will be awarded to a Chapter Member
  - One will be awarded to a Chapter President

## ■ **New Venue Discussion**

## ■ **Recertification Points** – 11 so far this year

## ■ **Member of Excellence**

- Total of 7 chapter and division meetings so far

## ■ **Chapter of Excellence**

- 2/3 of the way to completing our criteria

# Upcoming Events

- **Heartland Chapter , Emporia KS**
  - Flint Hills Technical College 3301 W. 18th Avenue
  - November 7, 2011 7:00pm Cost: FREE
  - Program: ***“Google Docs Presentation”*** by Julie Cooper  
Instructor in Business Administrative Technology
  
- **Johnson County Chapter Meeting –  
Overland Park, KS**
  - Bacchanalia – 12450 Newton St, OP KS
  - December 6, 2011 5:30 pm – 8:30 pm Cost \$20
  - Program: ***“Evening of Networking, Fun, Games,  
Ornament Exchange and More”***

# Upcoming Events

- **Johnson County Educational Seminar**
  - Homestead Country Club, Prairie Village KS
  - February 14, 2011
  - Four great speakers presenting on leadership and mentoring

- ▶ **Good of the Order**
- ▶ **Gift Bag Drawings**
- ▶ **Adjournment**

**Thank you for attending the Johnson  
County Chapter of IAAP our next  
meeting will be December 6, 2011**