



International Association of  
Administrative Professionals®  
*Johnson County Chapter*

# Johnson County Chapter IAAP

October 4, 2011



Chapter  
of Excellence

2008-2009 2009-2010 2010-2011



# Agenda

- ◆ 5:30 – 6:20 pm Networking/Meal
- ◆ 6:20 – 6:30 pm Break
- ◆ 6:30 – 6:40 pm Welcome /Introductions
- ◆ 6:40 – 7:40 pm Three Characteristics of Success – Daniel Fecht, PhD
- ◆ 7:40 – 8:15 pm Business Session

- Meeting Called to Order
- Introduction of Guests
- Introduction of Executives
  
- Sam Glenn – Attitude Video Clip

# Three Characteristics Of Success

Presented By: Daniel Fecht PhD

# Business Session

## ■ Officer Reports

- Vice President – Kathy Schmalz
- Secretary – Kimberly Rudolph, CPS
  - September Minutes
- Treasurer – Katy McCourt, CPS/CAP
  - September Bank Balances

# Bank Balances

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<b>Checking Beginning Balance</b>	<b>\$ 997.95</b>
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September Income	\$2,174.00
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September Expense	\$1,986.69
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<b>Ending Balance</b>	<b>\$1,165.26</b>
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<b>Savings Beginning Balance</b>	<b>\$3,269.99</b>
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September Income	\$ .20
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September Expense	\$1,000.00
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<b>Ending Balance</b>	<b>\$2,270.19</b>
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# Business Session

- **Committee Reports**

- **Charitable Contributions – Maat Manyatta, CPS**

- Avery Box Top for Education

# Business Session

## ■ Committee Reports

### ■ Charitable Opportunities – Monica Lemmons

#### ■ Support Our Soldiers

- 7/158<sup>th</sup> Aviation Army Reserves Bravo and Delta Company Housed at New Century AirCenter, 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  
AirCenter  
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**
  - **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** – 10 so far this year

## ■ **Member of Excellence**

- Total of 6 chapter and division meetings so far
- 2/3 of the way to completing that criteria

# Upcoming Events

- **IAAP 2011 Fall Conference – San Diego, CA**
  - This will be the final Fall Conference
  - October 9-12, 2011      Cost    \$765
  - Theme – ***“Fall Forward – Hot Topics for Tomorrow’s Workplace”***
    - *How to Create Attention Grabbing Design*
    - *Social Media: The New Business Communication Tool*
    - *The Art of Striking Great Deals*
    - *Violence & Harassment in the Workplace*
    - *Improving Your Emotional Intelligence*
  
- **Kaw Chapter Meeting – Topeka, KS**
  - Capital Plaza Hotel - 1717 SW Topeka Blvd, Topeka KS
  - October 10, 2011    5:30 pm – 8:30 pm    Cost \$10
  - Program: ***“Special Event Planning”*** Kim McPherson, Sales Manager Capitol Plaza Hotel

# Upcoming Events

- **KCK Sunflower Chapter Meeting - Kansas City, KS**
  - KCKCC Conference Center, 7250 State Avenue, KC KS
  - October 17, 2011 5:30 pm – 8:30 pm Cost \$ Free
  - Program: ***“Where in the World is the Future Going”*** Dr. Susan Fenner
  
- **Johnson County Chapter Meeting – Overland Park, KS**
  - Bacchanalia – 12450 Newton St, OP KS
  - November 1, 2011 5:30 pm – 8:30 pm Cost \$20
  - Program: ***“How to Refresh Your Resume”***, Stephanie Smithmier, Assistant Manager/Sr. Recruiter at Morgan Hunter

# Upcoming Events



- Lunch with an Old Bag
  - A Benefit for Love Fund for Children
  - Sheraton OP Park Hotel, 6100 College Blvd, OP KS
  - November 12<sup>th</sup> 11am – 2:30pm Cost: \$500 table
  - You will be guaranteed to:
    - Land - or at least bid on - your dream handbag
    - Participate in fun & lively auctions
    - Meet Fox 4's Loren Halifax & Mark Alford
    - Indulge yourself in an afternoon of shopping, food & fun;
    - Banter with the original "Queen of Crabbiness", Hallmark's Maxine
    - Check out some awesome Silpada jewelry
    - Nice Lunch
    - And, all the while you will be helping children right here in our area!

***Let her know  
she is worth it***



## ▶ Birthday's / Anniversary's

Birthday's			Anniversaries		
Erin	Bolton, CAP	10-01	Etta	Karnaze	10-07
Deborah	Nash	10-08	Donna	DeGarmo, CPS/CAP	10-08
Kathy	Schmalz	10-16	Deborah	Nash	10-08
Patty	Steck	10-24	Kimberly	Rudolph, CPS	10-09
			Monica	Lemmons	10-10

## ▶ Good of the Order

## ▶ Adjournment