



The Analecta

an·a·lec·ta[an-l-ek-tuh] orig. Greek
 def: selected miscellaneous written passages

A Monthly Newsletter for Administrative Professionals

June 2011 Issue

2010-2011 Chapter Officers / Board Members

President:
Ceci Cook

Vice President:
Patty Steck

Secretary:
Mary Miller, CPS

Treasurer:
Etta Karnaze

Director:
Mary Miller, CPS

Parliamentarian:
Bonnie Jameson, CPS/CAP

June Chapter Meeting

**Tuesday, June 7, 2011
 5:30 pm – 8:30 pm**

Bacchanalia
 12450 Newton Street
 Overland Park, KS 66213

BUSINESS PROGRAM

Installation of 2011-2012 Board Members

Menu:

Three entrée buffet that includes
 a vegetarian option, assorted desserts.
 Iced Tea, Water and Coffee

Please RSVP to

patty.steck@sprint.com

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Our charitable opportunities this month are:

- ❖ **Clear Alternative Learning Center** - craft items for school age children to use during the summer (no sharp objects please)
- ❖ **Support our Soldiers** (see website for full listing)
- ❖ **Avery Box tops for Education** (see website for full listing of where to find box tops)

NOTE: If you RSVP and cannot attend or get someone to take your place, you will receive an invoice for the \$20 meeting fee, \$10 for students.

Don't forget you get an extra door prize ticket for each charity you donate to.

Can you believe May is almost over, where has the time gone? At our June meeting we will be completing another chapter in the history of the Johnson County Chapter and opening a new one. Our June meeting will be a fun and exciting, as it is, officially, our Chapter's Annual Meeting. We will celebrate the accomplishments of many of our members over the past year, announce the Chapter Member of the Year, the Top Recruiter and recognize the members who have attained Perfect Attendance for the past six months. We will also induct our new chapter officers. I hope you will be there to celebrate all the award winners and show your support for the new officers.

We are still collecting for our charities and ask for your support. We also ask for your help with contributions for the Silent Auction basket for KDAM. Please consider donating KDAM Silent Auction items that are representative of the past six decades of IAAP. Items you enjoyed from any of the past six decades (e.g.: DVD's of black and white films/movies/radio shows; CD's of radio shows/music; games/toys you enjoyed playing with; candy you enjoyed eating; books you found enjoyable; jewelry/hair accessories, etc.).

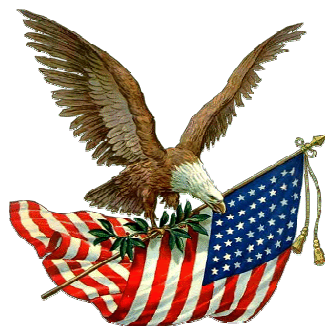
The Kansas Division Annual Meeting (KDAM) will be held on June 17 – 19 at the Hyatt Regency in downtown Wichita, Kansas. Our Chapter Board has agreed to pay \$50 of the registration fee for each member who would like to attend. If you still need a few more events and/or certification points KDAM qualifies for four recertification points.

Even though KDAM is an Annual Meeting and educational event, there will be a lot of fun things to do as well. Trips and tours are planned for Friday afternoon and during the Opening Event Friday evening, "The Great Decades", there will be contests for the best individual and chapter costumes along with a chapter talent contest. Johnson County has been assigned the 50's decade so we are planning to wear rolled up blue jeans, men's white long sleeved shirts, scarves, bobby socks, tennis shoes/penny loafers/saddle oxfords (mine are due in any day now ☺) and, of course, there will be plenty of bubble gum to chew! For the talent contest we are thinking of either teaching the *Hand Jive* or how to do the *Stroll*. We hope you will join us at the Opening Event for the groovy time we will have but, most importantly, we hope you will join us for the wonderful learning experience you will receive by attending the Kansas Division Annual Meeting.

I would like to take a moment to thank each and every one of you for all the support you have given me over this past year. I have definitely felt blessed to have it. I do ask for your assistance through this coming year, by providing feedback to the board on how we are doing, what you want to see/hear and by getting involved, developing new skills and stretching yourselves through chairing or working on a committee. Committees are the real heart of the chapter, without them the chapter doesn't really exist.

Have a happy and safe Memorial Day and remember those who gave their lives for us to be able to have the freedoms we have today.

Ceci Cook
President



Passion & Purpose for the Chapter

Etta Karnaze

All of us enjoy helping others and learning how to be a better professional in the workforce. After joining the chapter a few years ago with a friend, I was so excited to meet everyone during the chapter meetings. I always looked forward to working on a committee or being an officer for our IAAP chapter organization. After about a year someone asked if I would consider working on a committee with them and I finally felt like I belonged. This past year I worked on committees and as a board officer (treasurer) for our chapter.



It has been the most rewarding and enjoyable year since I joined IAAP a few years ago. By working on various committees and as an officer you become much closer to the members and learn how to better manage and organize your time, both at work and home.

Being a seasoned member in the Johnson County Chapter and attending all of the workshops and seminars has helped me immensely in my job as an administrative assistant. It has given me a sense of personal accomplishment and self-confidence as a person. By participating more fully in IAAP I truly feel the energy and dynamics of the chapter members. I have developed a passion and zeal for giving of myself to the chapter. I love going to other chapter workshops, leadership sessions and meeting their members. Helping with the fundraisers or giving to charitable organizations, soldiers in the military, Safe Home or Children's Mercy Hospital has been wonderful and rewarding.

Please encourage your co-workers and friends to join an IAAP Chapter and participate fully by either working on a committee, as a board member or working on a fundraiser. Hopefully, they too will get to know the members better, experience the camaraderie, friendships and hard work of committee groups or perhaps become mentors to assist newer members. Belonging to an IAAP Chapter may help nourish and broaden their personal life, offer a rewarding boost to their career and allow them to fully experience the passion and purpose of an excellent IAAP Chapter group.

**Congratulations to the newly elected Johnson County
Chapter IAAP Board of Directors for 2011-2012:**

**President – Ceci Cook
Vice President – Kathy Schmaltz
Secretary – Kimberly Rudolph
Treasurer – Katy McCourt
Director – Sharon Taylor, CPS**

Kansas Division Annual Meeting

June 17-19, 2011

Hyatt Regency (downtown)

- \$90 for members.
- **The chapter will pay \$50 toward s your registration fee so it will only cost \$40!**



SCHEDULE OF EVENTS

FRIDAY – JUNE 17

11:00 - 12:45 p.m.	2nd Floor Foyer
12:15 - 5:00 p.m.	Trips and Tours (Host Chapter Event)
6:00 - 6:30 p.m.	First Timers' Orientation
7:00 - 10:00 p.m.	Opening Event (Host Chapter Event)
	Silent Auction Begins

***** Take your Silent Auction items to Opening Event**

SATURDAY – JUNE 18

8:00 - 9:00 a.m.	Registration
8:15 - 8:45 a.m.	Delegates' Briefing
9:00 - 11:50 a.m.	Business Session
12:00 - 1:30 p.m.	Certification Luncheon
1:30 - 3:30 p.m.	Workshop
2:00 - 6:00 p.m.	Vendor Mart
6:30 - 7:00 p.m.	Networking
7:00 - 10:00 p.m.	Awards Banquet

****Silent Auction ends at 7:00 p.m.**

10:00 – 11:00 pm	President Houser's Reception
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SUNDAY – JUNE 19

7:30 - 8:30 a.m.	Incoming Presidents' Breakfast
9:00 - 11:00 a.m.	Workshop
11:00 – 11:30 a.m.	Passing of the Gavel and Wrap-up

Trips and Tours – June 17

Additional costs for the trips and tours

Tour A: Trolley/Museum of World



Take a nostalgic trolley ride to the historic Old Town area of Wichita, stopping on the way to visit the Keeper of the Plains Statue. In the heart of Old Town, we will visit the Museum of World Treasures. Discover treasures from around the world and through the ages. The Museum of World Treasures boasts more than 3,000 certified finds on three floors. Discover your *inner* explorer!

Tour B: Aviation/Spirit AeroSystems



Come see the manufacturing process of our latest addition, the 787 Dreamliner. Tour the Spirit AeroSystems campus and see more than 40 complete, restored and partial aircraft of many different types and all eras of modern aviation. A number of the aircraft are rare or one-of-a-kind and represent important aviation milestone

What I Learned as RTF Committee

Chairman

Linda W. Barnes, CPS



I joined IAAP in 1996. For the past fifteen years I have heard about the Retirement Trust Fund (RTF). I have donated to the cause, applauded prize winners, and even knew members who visited the facility, Vista Grande, in New Mexico. What I didn't know was the history; I did not know the who, what, when, where, why or how. This year as RTF Committee Chair of the Johnson County Chapter I learned much about the foundation.

Back in 1947, Della Herring asked at a meeting of the Secretaries International (IAAP history is another story) why there was no retirement home for secretaries. On that day, her dream started to materialize as she contributed the first dollar to the cause. Funding for the only retirement facility for secretaries, to be known as Vista Grande, was established, and, at some point, the location was determined to be Rio Rancho, New Mexico.

As the years progressed, in 2000, the Retirement Trust Foundation was created. This 501(c)3, tax exempt organization was formed and operates exclusively for charitable purposes. What I find exciting about the foundation, as opposed to the fund, is that the foundation provides housing assistance to

administrative professionals, age 55 and older, in need, who qualify for HUD, whether they live at Vista Grande or in their own homes – where ever that may be.

Let's face facts, not everyone wants to retire in New Mexico and not everyone can afford to stay in their own homes after retirement. With the Retirement Trust Foundation available, IAAP members may be able to stay in their own home with assistance.

Find complete answers to the questions, who, what, when, where, why, and how and learn more about the non-profit organization by visiting the RTF web site.

<http://www.iaap-rtf.org/about/index.html>

Get Excited! It is one thing to contribute to help keep Vista Grande in operation; however, it is another to contribute to help your fellow members stay in their own communities and in their own homes. You can help the cause, as Della Herring did in 1947, by donating just one dollar to your local chapter or division RTF Fund. Think of what a precious gift you are giving to your fellow members throughout the IAAP family.



Exterior of a Vista Grande unit.

Recapping 2010-2011 Certification Committee

By Donna DeGarmo, CPS/CAP

This past year has been busy and successful for the Certification Committee. What follows is a summary of our activities. Erin Bolton received her CAP certification in June 2010 and was eager to encourage and help others do the same. She joined the Certification Committee and immediately took on an active role in committee events.

Erin co-presented a 90-minute Certification “Infomercial” with me the first of August for anyone interested in learning about what is involved in the certification exams. We provided information about the certification process, tips about taking the exams, support we offer and benefits of becoming certified. Several attendees decided the exams weren’t as intimidating as they thought and committed to begin preparations to take the exams and get their certification.

The fall study group began the later part of August and met through the first Thursday in November. There were seven ladies in the study group, five of whom sat for the CPS and/or CAP exams in November. All five ladies passed the exams and achieved their certification.

Cindy DuMortier, CPS
Pam Piera, CPS
Liese Vanatta, CPS/CAP

Debby Waring, CAP
Carol Zamaitis, CPS

Erin hosted and proctored a Mock Exam on October 24, two weeks prior to the November 2010 exams. She proctored another Mock Exam on April 16 for the May 2011 exams. At the conclusion of each test portion the participants score their tests and discuss results with Erin. Erin also provides valuable tips for taking the tests, which helps to calm some of their “test anxiety”.

The spring study group began meeting on March 3 and concluded on May 5. There were seven ladies in this group with five of them were scheduled to take the May 6 and 7 exams. They worked very hard and are eager to hear their results. We’ll announce their results in the July edition of Analecta.

Our certification designations will change in November as will the exams and recertification requirements. I am reading and studying everything I can find on the changes so Erin and I will be able to communicate effectively about the future exams and study materials. We will do our best to be “up to speed” on the changes so we can help exam candidates prepare for the new exams.

Farewell Johnson County Chapter Membership

Johnson County IAAP Members,

I want to take a moment to let you know ~~that~~ I have honestly treasured the last year as vice president of IAAP Johnson County Chapter and have appreciated the opportunity to plan with each of you. Your support, guidance, and encouragement this past year has provided me with a boost of confidence, renewed enthusiasm and zest for life. Those of you who know me didn't think I could have any more enthusiasm...but it's true!

I honestly appreciate the time you have spent with me; teaching me about reviewing career goals, recommending business strategies, budgeting each dollar and, most of all, planning for future IAAP events. The advice was always supportive and gave me a new perspective on what serving on the board is all about and what it takes to be a great leader today.

I especially appreciated the energy I received from the connections I made with other IAAP chapters at meetings and events throughout the year. I look forward to continuing to develop and sustain those relationships and networking resources going forward. I have a continued sincerity and dedication to all IAAP members, as it promises to continue to serve the community of members to the best of its abilities.

I hope you will keep the faith and confidence in the upcoming year for the 2011/2012 board of directors and their assignments. For me, deciding not to continue a second term as vice president for the Johnson County chapter was not an easy one; moving forward I plan to continue attending classes and devote time to achieving my BA in Organizational-Hospitality Management. Meeting/Event planning is my passion; achieving my BA is my purpose.

Again, thank you for your kindness and support. I appreciate it immensely, ~~both~~ for me personally and for the continued education of the Johnson County chapter.

Best Regards,

Patty Steck

IAAP Johnson County Chapter, Vice President
2010/2011 IAAP Mantra: Passion & Purpose





Montreal, Quebec, July 24-27, Montreal Convention Center

What is EFAM?

The International Education Forum & Annual Meeting is IAAP's premier event taking place during the summer with an average of over 1,800 attendees. This event offers more than 50 education workshops focusing on topics from management skills to leadership development. Attendees will have the opportunity to see the inner workings of the association by attending the business sessions that highlight the association leadership. And, don't forget, the numerous networking events that provide social gatherings with your peers

<http://www.iaap-hq.org/events/conferences/efam>

EFAM Keynote Speakers:

Mark Your Calendar

June

- 7 Chapter Meeting
- 17-19 KDAM, Wichita, KS
- 19 Father's Day
- 21 Summer Solstice
- 27 Regular EFAM
- Registration Deadline
- 30 Member of Excellence Deadline

July

- 4 Independence Day
- 5 Chapter Meeting
- 24-27 EFAM – Montreal, Quebec

June Birthdays:

June 1 Kathryn Verlin

June IAAP Anniversaries:

1987 Gloria Bowman



Leadership Luncheon: Lead, Follow Or Get Out Of The Canoe *Bob Abrames*

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.



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.



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.

Noodle Soup: June

*A little sampling of trivia to feed your noodle!
Answers on the next page.*

1. What time does the Summer Solstice begin on June 21 this year?
 - a. 12:16am CDT
 - b. 6:21am CDT
 - c. 12:16pm CDT
 - d. 6:21pm CDT

2. June Cash, wife of Johnny Cash, was a famous child performer with the:
 - a. Carter Family at Carnegie Hall
 - b. Grand Ole Opry
 - c. Glen Miller Band
 - d. TV show, Hee Haw

3. A June Bug's total life span (egg through adult) can be how long?
 - a. not quite one year
 - b. one to two years
 - c. up to four years
 - d. as many as seven years

BONUS: how long can the June Bug live underground as a larvae?

4. What is the current Guinness World Record for watermelon seed spitting?
 - a. 52 feet, 3 and 1/2 inches
 - b. 68 feet, 9 and 1/8 inches
 - c. 71 feet, 11 and 1/4 inches
 - d. 94 feet, 2 and 3/4 inches

5. Take your Dog to Work Day is recognized on:
 - a. the Dog Days of Summer
 - b. the Summer Solstice
 - c. the first Monday of June
 - d. the Friday after Father's Day

Sources: www.almanac.com, www.cmt.com, www.bugfacts.net, www.watermelonthumb.com, www.takeyourdog.com

Take this with you..

“We will always remember. We will always be proud. We will always be prepared, so we will always be free.”

–Ronald Reagan



Images from Google

Visit our Chapter's website for the latest updates:

<http://www.iaap-johnsoncounty.org/IAAPHQ/JohnsonCounty/Home>

Check out our Chapter's Fan Page on Facebook:

<http://www.facebook.com/pages/IAAP-Johnson-County-Kansas-Chapter/229015876623?ref=sgm>

Noodle Soup Answers:

1. c; 2. b; 3. c; BONUS: two to three years; 4. b; 5. d

Submit newsletter photos, articles, events or suggestions by June 20th for our June newsletter to: erin.bolton@yahoo.com Your comments and feedback are always appreciated. Thanks from the editorial staff.

Happy June! Thanks for reading the e-newsletter.

Please conserve our resources. Print as necessary.

