



The Analecta

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

A Monthly Newsletter for Administrative Professionals

May 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

May Chapter Meeting

Tuesday, May 3, 2011
 5:30 pm – 8:30 pm

Bacchanalia
 12450 Newton Street
 Overland Park, KS 66213

BUSINESS PROGRAM Election of Officers

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.

The chapter year is winding down but we still have a few things on our plates to finish up. If you still need a few more meetings/events to satisfy your Member of Excellence (MoE) criteria, there are several left to the year! So mark your calendars as you still have plenty of time!

- ❖ June 7th – *June chapter meeting* – installation of new officers – business session
- ❖ June 17-19th – *Kansas Division Annual Meeting (KDAM)* - hosted by the Minisa chapter, at the Hyatt Regency in downtown Wichita. I hope to see the great showing of Johnson County Chapter members as we have had at past division events. What a fun-filled way to spend a few days with chapter friends and get to know others within the Kansas Division. I once heard Nadine Yust, CPS/CAP, Heartland chapter president, say she could go just about anywhere in Kansas and find friends because of her involvement with IAAP. How nice is that!

If you are working on your MoE and could use another point, don't forget you can submit a short article (250 words minimum) to either the *Analecta* or to the Division's *Signals*. Write about something you have experienced this past year at a chapter meeting or a division event which has stayed with you; or write a review on a non-IAAP seminar you attended and thought was really good and would be beneficial to others. Once you get started you would be surprised how easy the words come. Please email me if you are working on your MoE, or if you have already submitted it, as I need that information for a report I have to complete. If you are still unsure if you have the all points please don't hesitate to contact me and we will work through it together.

Also, please let me know the names of any new members you have brought into the chapter this year. I need this information for the "Top Recruiter" entry form, I would hate for you not to get the recognition you deserve.

Has there been someone you have met this year you feel has inspired you to be a better administrative professional? Take a moment to think about who stands out from the crowd in having made exceptional contributions to a program, our association, or profession? Who has created success stories for the association or individual members? Who demonstrates purpose for our profession and does so with passion? If you come up with a name for any of these questions take a few moments to complete the KS Division Member of the Year nomination form to honor and thank them for what they have done. For form see website or contact me.

I know our May and June meetings are usually business packed sessions, but I am trying to add some fun things into the programs as well, so please don't give up on us at this point in the game, we miss you when you aren't there.

See you soon,

Ceci Cook, President



*Johnson County Chapter IAAP Administrative Professionals Week
Education Seminar & Reception Recap*

Text & Photos By Liese Vanatta, CPS/CAP

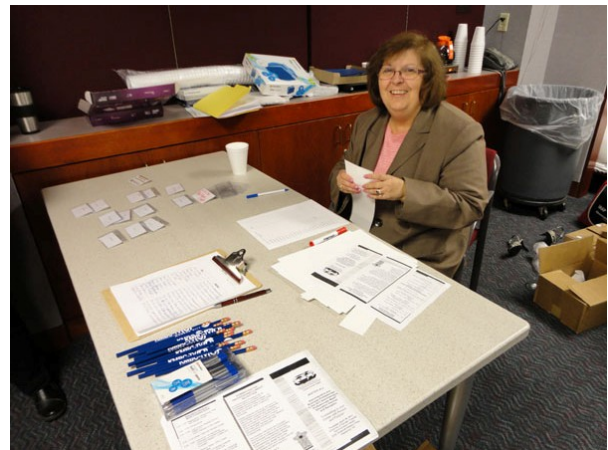
My Administrative Professionals Week was made extra-special because of the events our chapter sponsored. Not only did I get to see fellow chapter members and meet new people, but I also found some beautiful Mother's Day gifts at the vendor mart. My favorite part was what I learned during the education seminar:

- Joel Nichols' flexibility and humor opened doors of opportunity throughout his 25-year career in radio and television.
- Julie Amor greets the workweek by saying, "Thank God its Monday!" Passion fuels her healthy career focus.
- Sharon Taylor, CPS, revisited her 212° theme and charged us to add one more degree of effort and be more purposeful every day.

All three speakers inspired us to give our best in all aspects of life. I can say that my own passion and purpose were positively refreshed after this event!



Joel Nichols strikes a funny pose just for the camera!



Etta Karnaze greets participants at the registration table.



APW attendees enjoying the educational speakers.

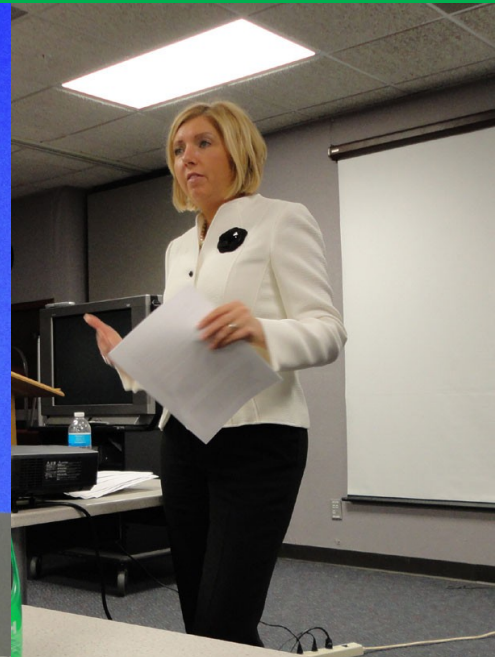


Representatives from our sponsor, Morgan Hunter Corporate Search: Adele Hoch, Wendy Hudson, Stephanie Smithmier.

Left: Emcee Michele Bohnen CPS/CAP, introduces our educational speakers.

Right: Julie Amor, VP of Marketing, KU Hospital, shares with us about what inspired her career path.

Below: Time to relax and celebrate. A view of the vendor mart and reception in the KU Hospital Administration building's atrium.



Above: Erin Bolton, CAP, proudly displays her lovely hand-made jewelry, the sale of which also benefitted the IAAP Retirement Trust Fund (RTF).

Left: Sharon Taylor, CPS, KS Division President, encourages us to add another degree of purpose to our lives.

Right: Mary Miller, CPS, arranges the delicious reception food.

Celebrating the Everyday Superhero

By Brenda Rinehart, CAP

The 23rd Annual Administrative Professionals Day™ held by JCCC's Center for Business and Technology on April 13 titled "Everyday Superhero: Adventures of an Admin" was an excellent program. Many days we do not feel like superheroes, but without our talents, many of the people we work with would not be able to accomplish their goals.

The day began with a continental breakfast and the ever popular vendor fair. Our very own Ceci Cook, Cindy DuMortier CPS, Erin Bolton CAP, and Loretta Zuniga manned the IAAP JOCO booth to get information out to those who were interested in the support of an IAAP chapter. Professionals came to the event from as far away as Boston, Massachusetts and were interested in our organization.

Our first speaker was the very dynamic and energetic Cindy Kubica from Nashville, Tennessee. In the first session, she spoke about our energy and where we are giving it. She focused on whole body health and getting out of bed with excitement, eating right, getting your body moving and be careful what you eat. We are to manage energy, not stress.

Next, Keith Kreiger, JCCC Technical Training Coordinator, gave us many good tips on cleaning out our inbox. Be brutal about deleting messages, especially those messages that are others people's priorities, not yours. He gives a merit badge for clean inboxes. If a message requires you to take action, turn it into a task within your email system. He was adamant about the inbox not being a to-do list or a filing cabinet. The four strategies to use are: Delete, Do, Defer, Delegate. This was very practical and informative. His presentation can be found at <http://scholarspace.jccc.edu/sidlit/41/>.



President Ceci Cook and Cindy DuMortier CPS, share information about IAAP and the Johnson County Chapter with Administrative Professionals Day attendees.

The day continued with a light lunch which afforded another opportunity to network and meet new people.

After lunch, Cindy Kubica spoke again, teaching us about how life is a zoo and how to tame the animals. She categorized personality types as: Lion, Owl, Peacock, and Lamb. She helped us understand positives and perceived negatives of each animal type and how to communicate with each, thus making us all more productive and better communicators. The handout for the presentation is located at <http://CindyKubica.com/JCCC>.

The finale was LOL Improv group from Kansas City. They acted out hilarious scenarios using ideas from the audience. I would definitely recommend them for any of your events. AND the prizes were fabulous! I can't wait until next year!

Kansas Division Annual Meeting

June 17-19, 2011

Hyatt Regency (downtown)

- \$85 Early Bird by May 25 and \$90 for members.
- Remember, the chapter will pay \$50 towards your registration fee. So it'll only be \$35 or \$40!



SCHEDULE OF EVENTS

FRIDAY – JUNE 17

11:00 - 12:45 p.m.	2 nd 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



Please accept our heartfelt thanks for all of your cards, your prayers, and your support during these past few weeks as we have had to deal with losing our son, Jim. We are continually amazed by all of the caring and compassionate calls and cards that we have received, and are still receiving. Please know that when some of my IAAP friends came to Jim's service in Kansas City that day, that helped us so very much. Richard turned to me and said, "Your IAAP family is here," and now he understands even more clearly what this organization means to me.

We are, unfortunately, on a familiar journey down this road of loss; and it is a long, dark and dreary trip. It really helps us immensely to know that we have such caring people in our lives who are willing to lend a kind ear on the days that are more than we can handle.

Thank you, thank you, thank you...

Colleen and Richard Neill

Mark Your Calendar

May

- 3 Chapter Meeting & Geranium delivery
- 8 Mother's Day
- 15 Individual Professional Development Deadline to Ceci Cook
- 20 Member of the Year Nomination Deadline
- 23 Early Bird Registration for EFAM ends
- 25 KDAM Early Bird Registration ends
- 30 Memorial Day

June

- 7 Chapter Meeting
- 17-19 KDAM, Wichita, KS
- 19 Father's Day
- 30 Member of Excellence Deadline



May Birthdays:

- May 15 Loretta Zuniga -Audley
- May 17 Ceci Cook
Mary Miller, CPS
- May 26 Cherie Kennedy

May IAAP Anniversaries:

- 1996 Linda Barnes, CPS
- 2008 Jennifer Foster
- 2009 Patricia Hawkinson



Clear the Clutter, Enhance Your Image

The desks of many administrative professionals seem to be magnets for clutter. Particularly if you're stationed in a central location, your desk can become the drop-off point for incoming mail, outgoing packages, office supplies and all manner of paperwork. On top of all that, there are your own stacks of work to be done, papers to file, invoices to process and documents to distribute.

But cleanliness should be a priority for administrative professionals who are concerned about their professional image. In a survey by OfficeTeam, 83 percent of respondents said the appearance of an employee's workspace at least somewhat affects their perception of that person's professionalism. In addition, a messy desk can become a time sink as you spend precious time looking for missing items.

If your desk has become a disaster area, now's the time to clear out the mess and get organized. Here are some tips for getting – and staying – clutter-free.

- ✓ **Get a fresh perspective.** Sit in your visitor chair for a view of what others see when entering your cubicle or office. This will help you develop a clean-up plan and prioritize what to do.
- ✓ **Pare down.** Keep only the materials needed for your current project on your desk, and clear these items after the assignment is completed. Store supplies you need in drawers or file cabinets close at hand, and move things that are used less frequently into storage.
- ✓ **Go paperless.** Print documents only when necessary. Electronic calendars, task lists or email alerts can help you remember deadlines, appointments and meetings.
- ✓ **Cut back on knickknacks.** If your desk is crowded with photos, promotional items and other objects, start with a clean slate. Choose just two or three framed photos to display, put staplers and similar equipment in desk drawers and get rid of all those stress balls and pen cups.
- ✓ **Practice daily maintenance.** Once you've cleaned and organized your desk, keep it that way with regular "spot cleanings." By spending just 10 minutes every day tidying your desk, you'll prevent clutter from accumulating and getting out of hand.

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 325 locations worldwide, and offers online job search services at www.officeteam.com.

Noodle Soup: May

A little sampling of trivia to feed your noodle!

Answers on the next page.

1. In what year was the first Certified Professional Secretary exam administered?

- a. 1942
- b. 1951
- c. 1962
- d. 1981

2. On May 20-21, 1932, Amelia Earhart was the first woman to fly an airplane solo nonstop across the Atlantic. What city was her original destination?

- a. Dublin
- b. Madrid
- c. London
- d. Paris

BONUS: Where did she land instead?

3. Why was the famous pilgrim ship named "*Mayflower*"?

- a. It was named after the month in which it first launched
- b. It was named in honor of the ship's owner's mother, Mabel
- c. It was named after the flower of the English Hawthorne tree
- d. It honored an English poem, "Lovely Flowers in May"

4. Elly May Clampett's character was portrayed by these two actresses:

- a. Doris Day and Jessica Simpson
- b. Jessica Simpson and Donna Douglas
- c. Donna Douglas and Erika Eleniak
- d. Erika Eleniak and Olivia Newton-John

5. Prior to becoming known as Mother's Day, the holiday was known as:

- a. Mothering Day
- b. Mother Mary Day
- c. Mother Nature Day
- d. all of the above

Sources: iaap-hq.org, ameliaearhart.com, mayflowerhistory.com,
imdb.com, mothersdaycentral.com

Take this with you..

"Unless you try to do something beyond what you have already mastered, you will never grow."

-Ronald E. Osborn



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. b; 2. d; BONUS: near Londonderry, Ireland; 3. c; 4. c; 5. a

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

Happy May! Thanks for reading the e-newsletter.

Please conserve our resources. Print as necessary.



Newsletter Chair: Erin Bolton, CAP ~ Co-chair: Liese Vanatta, CPS/CAP ~ Copy Editor: Donna DeGarmo, CPS/CAP