



The Analecta

an·a·lec·ta [an-l-ek-tuh] *orig. Greek. def: selected miscellaneous written passages*
A Monthly Newsletter for Administrative Professionals

Hello to all,

How is everyone doing? Are you getting ready to clear your closets of your summer wardrobes and get out your warm sweaters and boots? Do you have tailgating parties in your future? Or are you like me and watch the games from the warmth of your living room?

For those of you who were unable to make the Division Fall Workshop, you missed a very interesting day. We learned a lot about being mindful of our personal finances and how important it is to be aware of what personal information we place on the internet. Both speakers were excellent.

Congratulations to Julie Lawrence CPS/CAP for a successful mums drive. Great Job Julie! We can't wait to hear what you have in store for us next.

Our chapter was well represented with a full table at the SAFEHOME luncheon on Wednesday, October 14. SAFEHOME helps many domestic violence victims pick up the pieces and move on and is a great asset to the Johnson County area. We missed those of you who were unable to attend, but I am sure that Mary Ryan will have other opportunities for us to serve our community in the coming months.

Pat Greener CPS/CAP completed the first of two mock exams on Saturday, October 24. Assisting that day were Mary Miller CPS and Tamara Long. Good luck to all who are preparing for the November exams. For those planning to take the exam in May, continue to study and, remember, you can always ask for help.

As Thanksgiving approaches, we need to remember how blessed we are, but most importantly, we should take time to spend this holiday cherishing the family and friends we have in our lives.

Michele Bohnen CPS/CAP

Michele Bohnen CPS/CAP
President
Johnson County Chapter IAAP



Our November Issue:

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***We look forward to seeing you
at our next chapter meeting:***



Business Solutions for Greater Productivity Seminar

Guest Speaker: Steve Price, Avery-Dennison Account Manager

Location: Holiday Inn, 8787 Reeder Road, Overland Park, KS 66212

Date: Tuesday, November 3

Evening Schedule

5:30 pm—Networking

6:00 pm—Dinner

6:50 pm—Break

7:00 pm—Welcome & Introductions

7:10 pm—Educational Program

8:10 pm—Business Meeting

8:25 pm—Door Prizes

8:30 pm—Adjournment

MENU to gobble-gobble

Caesar Salad with dressing on the side

Chicken Parmesan

breaded chicken breast sautéed and topped with rich marinara sauce and mozzarella cheese served over Penne Pasta

Freshly baked bread with herbed butter

Chef's Choice Dessert

Coffee, Iced Tea and Water

***Presented By Johnson County Chapter of the International Association of
Administrative Professionals***

***NOTE: If you RSVPed and are not able to attend, or cannot find a substitution,
you will be invoiced for the \$20 meeting fee.***

Executive Night 2009

Using the Power of your Executive Assistant and Who Needs to Delegate

A brief recap of our November Chapter Meeting Program

Becky Oliver, CRP, GM, CEO of Nexus Relocation Group, highlighted the importance of sharing responsibility in one's organization. After sustaining a brain injury, Ms. Oliver was forced to rely on her team to keep her company running smoothly. She was surprised at how her injury taught the value of delegation and trust in the competence of her employees. Ms. Oliver brought two of her employees to our executive night.



Tamara Long
Executive Night Co-
chair

Becky Oliver
Guest Speaker

2009 Award of Excellence Executive Support Award

...AND... the
award goes
to...
Ann Rose!



Executives left to right: Ann Rose, Director, University of Kansas Hospital receiving award from June award recipient Brad Ross, Ivy Funds.

Assistants left to right: Etta Karnaze, University of Kansas Hospital and Mary Miller CPS, Ivy Funds

Noodle Soup: Autumn

*A little sampling of trivia to feed your noodle!
Answers at the bottom of this page. No peeking...*

1. Which of the following were considered acceptable table manners at the First Thanksgiving?
 - a) To spit on the ground
 - b) To throw bones into the hearth
 - c) To eat with your hands
 - d) All of the above
2. "Whoa! Take 'er easy there, Pilgrim," was uttered by whom?
 - a) John Wayne
 - b) Ronald Reagan
 - c) Mae West
 - d) Chief Burnett
3. In 1863, this person encouraged Abraham Lincoln to set aside the last Thursday in November as a "day for national thanksgiving and prayer."
 - a) Mrs. Abraham Lincoln
 - b) Betsy Ross
 - c) Sarah Josepha Hale
 - d) Martha Hale
4. Approximately how many leaves does an average mature oak tree have?
 - a) 20,000
 - b) 100,000
 - c) 200,000
 - d) 1,000,000
5. How fast can wild turkeys run?
 - a) 15 mph
 - b) 55 mph
 - c) 5 mph
 - d) 25 mph

Sources: IMDb.com, whowhatwherewhenwhy.com, answers.google.com

Answers: 1. d; 2. a; 3. c; 4. c; 5. d

photo taken by Liese Vanatta

November 2009

Home SAFEHOME Luncheon - Johnson County Chapter IAAP Table



Left to right: Tamara Long; Kathy Schmalz; Debbie Nash; Joy Davis; Ginger Kelliher; Michele Bohnen CPS/CAP, Table Captain; Ceci Cook (behind Michele); Patty Steck; Mary Miller CPS; Pat Greener CPS/CAP

Home SAFEHOME Luncheon

In recognition of Domestic Violence Awareness Month, several members of our chapter attended one of the largest fundraisers for SAFEHOME.

We gathered on October 14 at the Ritz Charles in Overland Park for the 6th Annual Home SAFEHOME Luncheon. This free event was designed to educate the community about domestic violence and the services that are available.

Two high school theatre troops from Olathe Northwest and Blue Valley Northwest performed parts of a presentation entitled "The Outrage," which educates their peers about teen dating violence. A survivor's story was also featured.

Submitted by Mary Ryan

November 2009

Loves me...

- Makes me feel safe
- Makes me feel comfortable
- Listens to me
- Values my opinions
- Supports what I want to do in life
- Is truthful with me
- Admits to being wrong
- Respects me
- Always tries to understand how I feel
- Likes that I have other friends
- Makes me laugh
- Trusts me
- Treats me as an equal
- Respects my family
- Understands my need for time alone or with family
- Accepts me as I am

These are the qualities of a healthy relationship.

Everyone deserves to be loved!



Adapted from Sonoprint International of Winfield, KS

Loves me NOT...

- Is jealous
- Is possessive
- Tries to control me
- Gets violent, loses temper
- Always blames me
- Is sexually demanding
- Keeps me from seeing my friends and family
- Makes all the decisions
- Embarrasses me in front of others
- Hits me, makes me cry
- Makes me feel afraid
- Is always "checking up" on me
- Controls money
- Threatens to leave me if I don't do what I'm told
- Teases, bullies, and puts me down

If you recognize any one of these warning signs, you or someone you know may be a victim of abuse.

YOU ARE NOT ALONE!

**SAFEHOME's
24 Hour Crisis Hotline**

913-262-2868

The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You may either mail or fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You may access the sign-up forms at the following URL:

<http://www.iaap-hq.org/join/gift.html>

Don't let another day go by.

Give the perfect gift, the Gift of Membership.



TIPS AND TRICKS

Click this handy link for:

- oProofreader's Marks
- oStandard Business Forms for Business Documents

http://highered.mcgraw-hill.com/sites/dl/free/0073519197/482071/proofreaders_marks.pdf

Submitted by Michele Bohnen CPS/CAP

For your calendar



American Beech



American Hornbeam



American Mountain Ash



American Sycamore



Bitternut Hickory



Black Cherry



Black Walnut



Black Willow



Common Hoptree



Common Horse Chestnut



Flowering Dogwood



Northern Red Oak



Quaking Aspen



Red Maple



Red Mulberry



Sassafras



Slippery Elm



Sugar Maple



Sweet Birch



Tulip Tree



White Ash



White Poplar



Yellow Birch

November:

- 1: Daylight Savings Ends: Fall Back!
- 3: Monthly Chapter Meeting
- 6-7: CPS/CAP Certification Exams
- 7: Etta Karnaze's Birthday
- 11: Veteran's Day
- 26: Thanksgiving Day

IAAP Anniversaries in November:

- Kristen Bowen – 2005
- Donna DeGarmo CPS – 2008
- Karen Hoover – 2005
- Etta Karnaze - 2007
- Debbie Nash – 2008
- Patty Steck – 2004

December:

- 1: Monthly Chapter Meeting & White Elephant Gift Exchange
- 25: Christmas Day

January:

- 1: Happy New Year!
- 5: Monthly Chapter Meeting

Chapter Representatives

Chapter Officers

President Michele Bohnen CPS/CAP
Vice President Donna DeGarmo CPS
Secretary Pat Greener CPS/CAP
Treasurer Ceci Cook
Board Director Mary Miller CPS
Parliamentarian Bonnie Jameson CPS/CAP



Interested in joining a committee?

Committee	Chair	Co-Chair
Advertising/Marketing	Debbie Nash	Liese Vanatta
APW Event	Susan Williamson	
By-Laws	Bonnie Jameson CPS/CAP	Barb Slagle CPS
Certification Workshop	Donna DeGarmo CPS	Karen Herrington CAP
Charitable Opportunities	Mary Ryan	Patty Steck
Educational Seminar	Tamara Long	Ceci Cook
Executive Night	Mary Miller CPS	Tamara Long
KDAM 2010	Ceci Cook	Pat Greener CPS/CAP
Membership	Patty Steck	Brenda Rinehart
Mock Exam Workshops	Pat Greener CPS/CAP	Tamara Long
Nomination	TBD – May 2010	
RTF	Etta Karnaze	
Resource & Gift	Janet Harp	
Venue Relocation 2010-11	OPEN	
Ways & Means	Julie Lawrence CPS/CAP	

Submit newsletter articles or **photos** – via e-mail in Microsoft Word or PowerPoint:
by November 15 for our December Analecta: Ivanatta@us.ibm.com Thanks!

Take this with you..

*"I awoke this morning with devout thanksgiving
for my friends, the old and the new."*

-Ralph Waldo Emerson, US essayist & poet (1803 - 1882)



Photos from Google & Bing image searches

Visit our Chapter's website for the latest updates:

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

Check out our Chapter's group page on Facebook:

<http://www.facebook.com/group.php?gid=145333606584>

Happy Thanksgiving to one and all!

November 2009