



# The Analecta

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

*A Monthly Newsletter for Administrative Professionals*

## August 2010 Issue

### 2010-2011 Chapter Officers / Board Members

President:  
[Ceci Cook](#)

Vice President:  
[Patty Steck](#)

Secretary:  
[Kathy Schmalz](#)

Treasurer:  
[Etta Karnaze](#)

Director:  
[Mary Miller, CPS](#)

Parliamentarian:  
[Bonnie Jameson, CPS/CAP](#)

## AUGUST CHAPTER MEETING

Tuesday, August 3, 2010  
 5:30 pm – 8:30 pm

**NEW VENUE! ~ Bacchanalia**  
 12450 Newton Street  
 Overland Park, KS 66213

**BUSINESS PROGRAM**  
 ‘Robert’s Rules of Order –  
 Parliamentary Procedure’  
 Presented by Barb Slagle, CPS

**Menu:**  
**Buffet with three different entrees**  
**including a vegetarian option.**  
**Iced Tea, Water and Coffee**

**Please RSVP no later than**  
**Friday, July 30th at 12:00 PM CST to:**  
[patty.steck@sprint.com](mailto:patty.steck@sprint.com)

**The first ten non-board members to RSVP**  
**will be put in a drawing for a special prize.**

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

### In This Issue:

President’s Letter	2
July Meeting Recap	3
EFAM Recap	4-5
Meet our 2010 – 2011 Board Members: Part II	6-7
SafeHome Back to School Supplies Wish List	8
Mark Your Calendars	9
Office Team Article: A Good Reference: Worth Its Weight in Gold	10
Noodle Soup	11
Take This With You	12



***From the Desk of our Chapter President***

I hope everyone is enjoying their summer and what a summer we have had so far! If we are not being deluged with rain, the sun is scorching us and that sometimes happens on the same day ☺ .

Currently, some of our chapter members are at EFAM learning, networking and having a great time, I am sure. I cannot wait to hear about it at the August 3 chapter meeting.

We have many things coming up over the next several months that will be fun, educational and beneficial so make note:

**August**

- Barb Slagle will introduce us to Robert and his Rules of Order. Barb is so knowledgeable about this topic I can't wait to glean a better understanding of these rules. I know by the time she is finished "Bob" and I will have a good foundation for our new friendship and I hope you will feel the same way.
- SafeHome "Back to School" – I hope everyone will find it in their hearts to help those less fortunate by bringing items to our "Back to School" drive at our August meeting. A list of the items needed is located on our website. Besides the back to school supplies, they also need clothing, backpacks or gift cards. Each member who brings a contribution will get an additional ticket placed in the drawings at the end of the night. This incentive is not just for August but every month this year. I would like to see us bring contributions to our charitable opportunities each month. We will update the list of needed items on the website each month, so please check it frequently, bring 1-2 items to the Chapter meetings and double your chances in the drawings each month.
- Kansas Division Leadership Boot Camp in Emporia on August 14. This will be the fourth "Boot Camp" I have attended and I still find them very educational and a lot of fun. It is a great way to catch up with old and new friends you have made from other chapters. Remember this is a free workshop and something you can use on your Member of Excellence form, so get your registration in right away.
- Ways and Means Mum sale – get ready we are going to begin selling them shortly

**September**

- Think about nominating your executive. Get your form turned in and invite your executive to the October meeting

**October**

- Executive Night
- Kansas Division Fall Workshop – TBD
- Ways and Means Soup/Spices sale - TBD

WOW, what a busy next couple of months!

Reminder, we are still in need of a chair for the RTF committee. This is a very important committee for the chapter and I ask you to, please think about this and see if it is something you would be willing to do this year.

I hope your summer continues to be filled with passion, purpose and most importantly FUN! See you August 3 at our new location – Bacchanalia.

*Ceci Cook  
President  
Johnson County Chapter IAAP*





Michele Bohnen, CPS/CAP inducts Kathy Schmalz as the new Chapter secretary.



Patty Steck accepts the Chapter Member of the Year award from Michele Bohnen, CPS/CAP.



Loretta Audley-Zuniga welcomes new Chapter members Mary Maxwell, CPS & Mary Oxley, CPS.

## July Meeting Recap

Text & Photos By Erin Bolton, CAP

Our July 6, 2010 meeting marked our last monthly gathering at the Overland Park Holiday Inn. The business meeting started with directions for our EFAM delegate, Michele Bohnen, CPS/CAP and alternate, Patty Steck to vote “informed but not instructed” on the proposed IAAP by-laws. (Read on in the newsletter for Michele’s reflections on EFAM.)

Next, Kathy Schmalz was inducted as the Johnson County Chapter IAAP secretary by Michele Bohnen. Kathy seemed thrilled and enthusiastic while receiving her pin of official office.

President Cook also awarded Patty Steck the Chapter Member of the Year award for 2009-2010. Patty received a full membership to IAAP for next year.

Two of our other chapter members were also acknowledged for their contributions in the past year: Debbie Nash for her work with the website and Pat Greener for her mock exam and KDAM vendor coordination.

We also inducted two new chapter members: Mary Maxwell, CPS and returning member, Mary Oxley, CPS. Each was given a live plant as symbols of their professional and personal growth with IAAP. Mary Oxley earned her CPS designation in the November 2009 exam and Mary Maxwell earned her this June during the May 2010 exam dates. Congratulations to them!



**OUR RECENT  
Johnson County  
Chapter  
CPS ATTAINÉES!**

**Mary Maxwell, CPS  
Mary Oxley, CPS**

## EFAM Fabulous!

By Michele Bohnen, CPS/CAP

Photos by Michele Bohnen & Patty Steck

EFAM, what an exciting adventure! We started our journey Saturday with a tour of the gorgeous New England coast. It's hard to believe you can travel through three states in four hours, but we did. We started in Massachusetts and ended at Kennebunkport, Maine.

While most of you were enjoying a refreshing Sunday morning, we were up and ready to go by 7 a.m. The business session started at 9 a.m. with the presentation of the flags from each country, with flags from Canada and the United States presented last.

Nothing major to discuss regarding the bylaws, all amendments passed. Voting for the officer and director candidates were easy, except for our Southwest District. That took two votes, I'll follow up with more information during my report at the chapter meeting in August. Great news/changes on the certification front. Please be sure to come to the chapter meeting to get all the details. For those of you on LinkedIn or Facebook, you may already know the new developments, as many were blogging about them last week.

Monday night we all plopped into taxi's and headed to Cheers for the Kansas Division dinner. Yep! It's just like the show, mural's still adorn the building and the bar looks as it did on TV. I had been there in the 80's and it hasn't changed one bit. After dinner we all headed over to the evening of welcome. Well, knowing us, you would expect nothing less than the "Johnson County girls" hitting the dance floor and making new friends. Patty and I met folks from Brazil, Mexico and Idaho and the list goes on. What a great networking opportunity.

Tuesday and Wednesday were packed full of training. I must say we racked up the recertification points - 11 to be exact. It really does pay to attend these conferences; where else can you get so much education in only two and half days?

Wednesday evening's banquet was spectacular, as you can see from the pictures we have posted. President Shamali was a great hostess and I am looking forward to Mary Ramsey-Drow's reign as our new president. She brings so much energy and passion to this organization, I expect great things from her.

Patty and I closed out the week heading out on a duck tour. For those of you who have not had this experience, all I can say is try it - you can see a lot. Seeing Boston by land and by sea (so to speak), was great. This town is so inviting. The best part of the trip was seeing the fantastic architecture throughout the city. The brownstones, the churches and the modern Prudential building fit so well together. Many walk, ride bikes or skateboards; something I miss in Kansas. I want to go back, but this time, I want to really enjoy the city.



Welcome to Boston - EFAM 2010 !



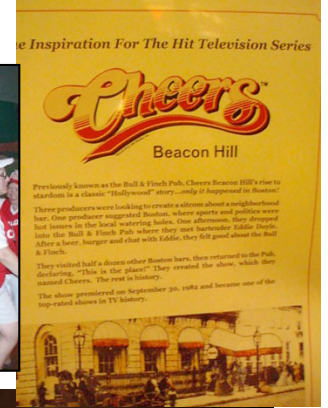
Patty Steck, Michele Bohnen and Mary Miller tour Boston and see the sights.



Look, we're official!



Keynote Speaker Erin Brockovich addresses the EFAM attendees.



## Introducing Our 2010 – 2011 Chapter Officers & Board Members! Part two

### **Secretary Kathy Schmalz**

Kathy Schmalz was born during a hurricane in Virginia and has lived in Las Vegas, on a Missouri farm and in Topeka, Kansas. She completed her degree at South East Missouri State University, in Cape Girardeau, with a Bachelor's in General Studies and an Associate's Degree in Child Care and Guidance. Early in her career she taught for Head Start in Chillicothe, MO and various pre-schools in the Kansas City area.

Although Kathy's dream was to someday start and own a pre-school chain she decided to start a career in business. Since that time she has worked for Hallmark Cards, the United Way, and a Savings and Loan until the last recession, (in the '80's). Four weeks after adding "pink slip" to her vocabulary, she found a job with KPL, and has been employed by Kansas Gas Service for the past 23.5 yrs.

Her jobs have varied from clerical to customer service. Kathy worked at the KPL Service Center as a receptionist, filing service cards that came in from the field, a CR (Customer Representative), and was a Customer Advisor for several years. As a Customer Advisor, she worked with the elderly doing budget counseling during home visits, acting as a liaison between the gas company and the social agencies providing Energy- assistance to elderly customers.

Kathy has volunteered two years for the Kansas City Sr. Olympics committee, and has always loved music. She plays the piano, the organ at church and the guitar. She has written more than 25 songs and would like to see them published some day. She has one daughter, Carla Yannayon.

### **Director Mary Miller, CPS**

Mary joined the Johnson County Chapter IAAP in January 2005. She immediately became involved with the chapter's committees and became a committee chair. Over the years she served as the Educational Seminar chair, which proved to be a very successful year for the chapter; assisted with the KDAM that same year and continued to serve on other event chairs and committees. Over the next few years, Mary served as vice president under Carol Zamaitis in 2007; President in 2008 and as the chapter's director to the present year.

Mary was married for more than forty years until the death of her husband in February 2008. This left her with a son, daughter and mother (until December 5, 2009 when she passed). Now she remains very close with her daughter and very active with IAAP and work events.

Mary is the Executive Assistant to Brad Ross, EVP-National Sales Director and Kirsten Pickens, SRVP-Head of National Accounts at Ivy Funds Distributors Inc. (an affiliate of Waddell & Reed Financial). She has worked at Ivy Funds for seven and half years and enjoys each day. Brad and Kirsten are supporters and sponsors of the different chapter's events. It is with pride that she has watched our chapter grow and help others.

## Introducing Our 2010 – 2011 Chapter Officers & Board Members! (continued)

### Parliamentarian **Bonnie Jameson, CPS/CAP**

Bonnie began her administrative career while a high school senior where she was a member of the Office Education Association, attending administrative classes for four hours along with work experience received at JCPenney in their Regional Credit Office.

Upon graduation, Bonnie continued with JCPenney for the next thirty-two years, staying through the sale of the division and creation of a new company known as Alliance Data Systems. Before leaving Alliance Data in December 2006, she worked in both Customer Service and Collections as a Statistical Specialist and an Administrative Assistant. Currently, Bonnie is Finance & Administrative Coordinator with the National Multiple Sclerosis Society Mid America Chapter.

Bonnie has been a member of IAAP since July 2005 and received her CPS (Certified Professional Secretary) in May 2006 and her CAP (Certified Administrative Professional) in November 2006. She has served the Johnson County Chapter as Membership Chair, RTF chair, and is currently Parliamentarian. In 2007, she was honored to be named Member of the Year for the Johnson County Chapter.

Bonnie is single and lives in Kansas City, Kansas with her Papillon, Jazzie. When not involved with IAAP, Bonnie likes to spend time with her three godchildren and their families attending soccer games, t-ball games and dance recitals. In June 2009, she was the Bridal Assistant for her youngest goddaughter.

## Kansas City Race for the Cure - Sunday, August 8, 2010

I recently accepted the challenge to raise funds to support Susan G. Komen for the Cure Greater KC in its efforts to END BREAST CANCER FOREVER!

I will join friends, IAAP Johnson County Chapter associates and thousands of others playing a part in the annual Komen Kansas City Race for the Cure; Sunday, August 8. I am looking for my friends and family to join me in supporting this very worthwhile cause. Becoming a team member is easy! All you need to do is click on the link below and register for the Race for the Cure and "Join a Team".

Remember, one person can make a difference in the fight against breast cancer. Susan G. Komen for the Cure was founded by one sister making a promise to another sister. You can be a part of this worthwhile effort! Our promise of a world without breast cancer does not just rest in the hands of Susan G. Komen for the Cure. It is up to you, our community of survivors and co-survivors, to stand united with us until the promise is fulfilled and the cures are found.

I look forward to seeing you on race day!

Sincerely,  
Patty Steck, Vice President

[www:kansascity.info-komen.org/goto/IAAP\\_Johnson\\_County](http://www:kansascity.info-komen.org/goto/IAAP_Johnson_County)



# SafeHome Back to School Supplies

Please remember we need school supplies for children in grades K-12.

- Calculators & Scientific Calculators
- Highlighters
- Ball-point Pens (*Blue, Black, & Red ink*)
- Felt Tip Markers (*Water Soluble*)
- Mechanical Pencils
- Erasers
- Colored Pencils & Oval 8 Water Colors
- Elmer's Glue Sticks & Glue (*8 - 12 oz.*)
- Scissors (*4 to 5 inches*)
- School Supply Boxes & Pencil Bags
- Pocket Folders
- Three-Ring Binders (*1 inch*) & Divider Tabs
- Spiral Notebooks & Loose Leaf Paper (*Wide-Line, 3-Hole Punched*)
- Lined Index Cards & Metal Rings
- Note Card Boxes & Dividers
- Post-it Notes
- Hole Punched Reinforcement Labels
- Flash Drives (*1 or 2GB*)
- Hand Sanitizer
- Baby Wipes (*Non-alcohol*)
- Clorox Wipes
- Kleenex (*Large box*)
- Ziploc Bags (*Quart & Gallon Sized*)
- School Bags and Back Packs (*For Children & Teens*)
- Lunch Bags
- Black Shorts & White T-shirts (*For Teenage Boys & Girls*)
- Paint Shirts
- Target, Wal-Mart, & Office Supply Store Gift Cards

**Donations are needed by August 3rd**

**Each Person bringing items to the August meeting  
will receive an extra ticket to be placed in the drawings.**

**Don't Forget to Register for  
the FREE Leadership  
Workshop in Emporia**



**Saturday, August 14, 2010  
8 a.m. – 4 p.m.  
Flint Hills Technical College  
3301 West 18th Avenue  
Emporia, KS 66801**

[http://community.iaap-hq.org/IAAPHQ/JohnsonCounty/UploadedImages/2010AugLeaderDevProg/KS%20Div\\_Flyer\\_KSDiv\\_LsrshpDevSemFlyer.doc](http://community.iaap-hq.org/IAAPHQ/JohnsonCounty/UploadedImages/2010AugLeaderDevProg/KS%20Div_Flyer_KSDiv_LsrshpDevSemFlyer.doc)

### **CPS/CAP Exam Informational Session Thursday, August 5**

Get an overview of the exam, tips on how to prepare and a list of study resources. Learn about the different sections of the CPS/CAP exam: Office Systems and Technology; Office Administration; Management; and Advanced Organizational Management.

***Start on the path to success with us!***

**WHEN: Thursday, August 5, 2010**

**TIME: 6:00 – 7:30 p.m.**

**WHERE: Johnson County Central  
Resource Library –  
Carmack Community Room  
9875 W. 87th Street  
Overland Park, KS 66212  
(913) 495-2474**

**Cost: FREE**

Information Session will be facilitated by Donna DeGarmo, CPS/CAP and Erin Bolton, CAP

**More information:**

[www.iaap-hq.org/prodev/certification](http://www.iaap-hq.org/prodev/certification)

## **Mark Your Calendars**

### **August:**

- 3 Monthly Chapter Meeting**  
New venue: Bacchanalia
- 4 Lunch and Learn:  
"Social Software for  
Business Development"**  
JCCC Center for Business and  
Technology
- 5 CPS/CAP Info Session**
- 8 Susan G. Komen Kansas  
City Race for the Cure**
- 14 Leadership Workshop in  
Emporia, KS**  
Optional Networking Dinner Friday 8/13
- 15 Deadline for the November  
CPS/CAP Exam**

### **Birthdays**

- 1 Karen Herrington
- 3 Celeste Kvetensky
- 17 Terry Torello
- 22 Michele Bohnen, CPS/CAP

### **IAAP Anniversaries**

- 1997 Julie Lawrence
- 2001 Carol Zamaitis
- 2008 Maat Manyatta

### **September:**

- 7 Monthly Chapter Meeting**



### **A Good Reference: Worth Its Weight in Gold**

A good resume and in-person interview may put you in the running for that long-awaited position, but a new survey suggests that your references could be the real deal maker — or breaker — when it comes to landing the job. Hiring managers we polled said they remove more than one-fifth of candidates from consideration after speaking to their professional contacts.

To set yourself apart from the competition, assemble a solid group of references who can persuasively communicate your qualifications and professional attributes. Here are some additional tips for creating a reference list that works in your favor:

**Select carefully.** Choose people who can discuss your abilities and experience that directly relate to the position you're vying for. Offer a variety of individuals who can speak about different aspects of your professional life. For example, a peer may be able to talk about your collaboration skills, while a past direct report can address your management style.

**Alert your contacts.** Always ask potential contacts for permission to include them as references. Be sure to provide them with a copy of your most up-to-date resume and the job description of the position you seek, as well as the name of the person who will likely reach out to them.

**Think ahead.** Gather contact information for all your references before you start interviewing with potential employers. Be sure you have their full names, titles, daytime phone numbers and e-mail addresses. Also, a short description of your relationship with each individual can help the person making the reference calls. Consider supplying more references than are requested in case the hiring manager can't get in touch with one of your contacts and needs to move on.

**Think creatively.** It is not uncommon for employers to seek out additional contacts by going online or tapping their own networks. Since you never know who a hiring manager might reach out to, you should remain on good terms with your past supervisors and colleagues, if possible. Also be selective about who's in your online network on sites such as LinkedIn.

**Have an attitude of gratitude.** Thank those who agree to serve as references, even if they aren't contacted by employers. Keep them updated on your job search and offer to return the favor by providing a recommendation should they need one.

*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](http://www.officeteam.com).*

# Noodle Soup: August

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

1. August has the only Friday the 13th of 2010. Considering superstition, which of the following is believed to bring 13 years of bad luck?

- a) Stepping on a crack
- b) Breaking a mirror
- c) When a black cat crosses your path
- d) Walking under a ladder

2. Smore treats first appeared in a 1927 publication for:

- a) The Girl Scouts
- b) *Good Housekeeping*
- c) The Hershey Kitchen
- d) First Lady Grace Coolidge

3. This sports prize was awarded for the first time on August 22, 1851:

- a) Ryder Cup
- b) Stanley Cup
- c) America's Cup
- d) World Cup

BONUS: What sport is recognized with this award?

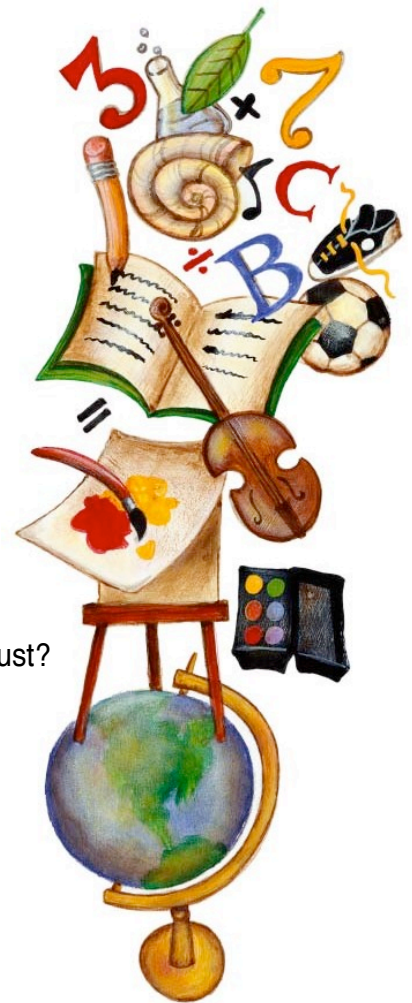
4. Which one of the following people was not born on the same day in August?

- a) Mother Theresa
- b) President Barack Obama
- c) Billy Bob Thornton
- d) Louis Armstrong

BONUS: On what day were these people born?

5. The Dog Days of Summer are named after:

- a) Frankfurters
- b) The star, Sirius
- c) The doggone heat!
- d) Wolves howling at the moon



Sources: [brownielocks.com](http://brownielocks.com), [wikipedia.com](http://wikipedia.com), [funtrivia.com](http://funtrivia.com), [famousbirthdays.com](http://famousbirthdays.com)

Answers: 1. b; 2. a; 3. c + sailing; 4. a + August; 5. b

# Take this with you..

"Education is the key to unlock the golden door of freedom."

- George Washington Carver



*Images from Bing and 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>

*Submit newsletter photos, articles, events or suggestions by August 15 for our September newsletter to: [erin.bolton@yahoo.com](mailto:erin.bolton@yahoo.com) Your comments and feedback are always appreciated. Thanks from the editorial staff.*

***Happy August!***

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