



# The Analecta

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

A Monthly Newsletter for Administrative Professionals

## February 2011 Issue

### February Chapter Meeting

Tuesday, February 8, 2011  
 5:30 pm – 8:30 pm

Bacchanalia  
 12450 Newton Street  
 Overland Park, KS 66213

### BUSINESS PROGRAM

“Where Does It Go? - Records Management”  
 Presented by Linda Barnes, CPS

Menu:

Three entrée Buffet that includes  
 a vegetarian option, Assorted desserts.  
 Iced Tea, Water and Coffee

Please RSVP to

[patty.steck@sprint.com](mailto:patty.steck@sprint.com)

Don't forget you get an extra  
 door prize ticket for each  
 charity you bring a gift for.

Remember to bring your  
 donations for:

- Support our Soldiers
- TLC
- Children's Mercy
- Clear Alternative Learning Center



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.

### 2010-2011 Chapter Officers / Board Members

President:  
**Ceci Cook**

Vice President:  
**Patty Steck**

Secretary:  
**Open**

Treasurer:  
**Etta Karnaze**

Director:  
**Mary Miller, CPS**

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

### In This Issue:

President's Letter	2
January Meeting Recap	3
KS Division Winter Workshop	4
Chapter News	5
Bounce Back: IAAP Spring Conference	6
Article: Temporary Employment Agency Resources	7
Noodle Soup	8
Take This With You	9

Can you believe we are already half way thru the chapter year – as the saying goes, “time flies by quickly when you’re having fun”. I have been having a “fun” time and hope you have too.

This month our charitable opportunities are:

- ♥ *Support our Soldiers / Troops* (personal hygiene items – see website for full list of items)
- ♥ *(Avery) Box Tops / Campbell Soup labels for Education*, benefiting Clear Alternative Learning Center
- ♥ *Boxed valentines for TLC*
- ♥ *Homemade generic valentines* for Children’s Mercy Hospital
  - 1.) Valentines should be handmade (not store bought)
  - 2.) Do not attach candy or balloons to your valentines
  - 3.) Do not put valentines in individual envelopes
  - 4.) Please remember these are Valentines (not “Get Well” cards)

Upcoming dates to remember are:

- ♥ February 8, 2011 – Chapter Meeting – our own Linda Barnes, CPS will be talking about record retention “Where Does It Go?” Hope to see you there.
- ♥ March 6-9, 2011 - Registration is now open for the “Bounce Back – Bounce Higher” 2011 IAAP Spring Conference to be held March 6-9 in Tampa, Florida. See your current issue of the Connections for further details.
- ♥ April 27, 2011 - we will be holding our APW/Educational seminar. The topic is “Committing to Your Career With Passion & Purpose”. The best part is it will be FREE to ALL Johnson County chapter members. So mark your calendars and plan to attend. More details to follow.

We are still looking for members to help with the APW/Education Seminar. If you can spare a few hours a month over the next four months to help, please contact Carol Zamaitis or me. We will be thrilled to have your help.

Looking forward to seeing you the February meeting.

*Ceci Cook, President*





**Our newest CPS and CAP attainees!**  
 From left to right : Carol Zamaitis, CPS;  
 Cindy DuMortier, CPS; Debbie Waring,  
 CAP; Liese Vanatta, CPS/CAP  
 (Not pictured: Pam Pereria, CPS)



**Perfect Attendance**  
 From left to right: Terry Torello, CPS, Julie  
 Lawrence, CPS/CAP, Kathy Schmalz,  
 Loretta Zuniga (Not pictured: Brenda  
 Rinehart, CAP)



**Members enjoy dinner and a visit from  
 mini member-in-training, Jason Bolton**

## *January Meeting Recap*

By Patty Steck, Photos by Liese Vanatta, CPS/CAP

Katie Linden presented “Time Management: How to balance career, fun and non-profit work” during our January meeting. Patty Steck shares some insights from her thought provoking presentation.

Life-work balance simply means finding a healthy balance between career life and personal life. People who have adequate work-life balance are happier, healthier, more productive, creative, and experience less stress. Therefore, having life-work balance is a win-win situation for employees, their employers and families as well.

The strategy to having life-work balance begins with realizing that life isn’t just all about work. It is confirming your need to be restored, having fun, and to mostly enjoy life. Balancing your professional and personal life can be a challenge in today's demanding workplace. With the recession pushing many professionals to work harder than ever and technology enabling work around the clock, achieving work-life balance is more important than ever.

The secret to work-life balance will differ depending on your field of work, family structure and finances. But some work-life balance principles are universal: saying no, prioritizing, and ejecting guilt. Understanding these work-life truths will help you find your own work-life balance.



## KS Division Winter Workshop Recap

By Ceci Cook, Photos by Patty Steck



The Kansas Division Winter Workshop was held on Saturday, Jan. 29 in Emporia KS. Twenty-nine members were in attendance with twelve from Johnson County.

Betty White, CPS conducted an one hour Leadership course, allowing the chapters that still needed this Chapter of Excellence criteria to be fulfilled. Donna DeGarmo, CPS/CAP gave a great presentation on "Goals and Affirmations". We are so lucky to have such great speakers in our chapter.

After that we had a pot luck which was wonderful. What a great idea Division had, as well as being inexpensive.

Next the Kansas Division Board distributed handouts and gave a detailed explanation of each Board position, the committees they are responsible for, and answered questions from the floor. It was very informative and each did a great job at decorating their respective information boards. Stay tuned for information on nominations for the 2011-2012 Board members.



KS Division President, Sharon Taylor, CPS presenting commendations to Chapters



Workshop participants during the Goals & Affirmations presentation.



Division Treasurer, Betty White, CPS giving a job description for her position..



Division President-Elect ,Sue Houser CPS/CAP and Division Secretary Carol Zamitais, CPS, prepare to give their respective job descriptions.

**February Birthdays:**

Feb. 5 Sara Davis  
 Feb. 15 Terry Stevenson

**February IAAP Anniversaries:**

2003 Mary Harp  
 2007 Sara Davis  
 2007 Pat Greener  
 2010 Erin Bolton, CAP  
 2010 Mary Maxwell, CPS



**Want to see your name  
 in lights? Become a  
 star Administrative  
 Professional!**

**The May CPS & CAP  
 Exam Deadline is  
 FEB. 15, 2011**

<http://www.iaap-hq.org/certification>

**From the Frontlines:**

I heard from our soldier.. He thanked us for our boxes and said, "they very much appreciated them." He also said what they could really use is hygiene "stuff" like razors, shaving cream, body wash, etc and candy is always good, they all get a sweet tooth every so often." I am sure they also give the candy to the children they meet as well. I would imagine the travel size containers would be best for the hygiene products. Next time you take a business trip save the toiletries. I know they also really like beef jerky. See our chapter website, under "Charity Organizations" for the full list of items we may send.. -Ceci



**Winter Fundraiser Recap: We had another successful fundraiser before the holidays. Our chapter sold 122 Olde Westport Soups & Spices for a profit of \$257.40. Way to go! Look for the next fundraiser in the spring timeframe.**



## Mark Your Calendar

### February

- 2 Groundhog Day
- 8 Chapter Meeting
- 14 Valentine's Day
- 15 May CPS/CAP Exam Deadline
- 21 President's Day

### March

- 1 Chapter Meeting
- 5 Spring Seminar in Olathe, KS. Hosted by the Kansas Division Board and Jo Co Govt. Chapter s
- 6-9 IAAP Spring Conference
- 13 Daylight's Savings Begins
- 17 St. Patrick's Day

#### Sunday, March 6

- 9:00a – 12:00p Microsoft Office Fast And Furious<sup>7</sup> Gini Courter
- 12:00p – 1:30p Lunch
- 1:30p – 4:30p Session Continued Gini Courter

\*The registration materials will be available at 8:30 a.m. for attendees of this session.

- 3:00p – 6:00p General Registration

#### Monday, March 7

- 7:00a – 8:15a Registration
- 8:00a – 4:15p Bounce Back Bounce Higher Book Nook
- 8:30a – 11:30a Bouncing Back: The Art Of Resiliency Lisa Prosser-Dodds
- 11:45a – 12:45p Complimentary Networking Lunch
- 1:00p – 4:00p Session Continued Lisa Prosser-Dodds

#### Tuesday, March 8

- 8:00a – 4:15p Bounce Back Bounce Higher Book Nook
- 8:30a – 11:30a SuperCompetent: The Six Keys To Perform At Your Productive Best Laura Stack, MBA, CSP
- 11:45a – 12:45p Complimentary Networking Lunch
- 1:00p – 4:00p Session Continued Laura Stack, MBA, CSP

#### Wednesday, March 9

- 8:00a – 10:30a Bounce Back Bounce Higher Book Nook
- 8:30a – 11:30a Success Tools And Strategies For Today's Top Assistants: Mind Your Own Business! Lisa Olsen
- 11:30a – 12:00p Farewell - IAAP International President Mary Ramsay-Drow, CPS/CAP

#### RECOMMENDED ATTIRE:

The recommended dress for the conference is business professional. Dressing in layers is highly recommended.

Receive 15 recertification points or 21 recertification points with the optional technology workshop.



Donna DeGarmo, CPS/CAP and Certification Chair accepts a Kansas Division certificate in recognition of the Johnson County chapter's efforts and success with Certification.

*Thank you Donna for your commitment to the education of all your colleagues at IAAP!*

## Temporary Employment Agency Resources

Text By Erin Bolton, CAP

With the economy still recovering from the economic downturn, many of us are looking for new opportunities. Kansas City has several temporary employment agencies. Often these agencies have multiple administrative positions available, including temp-to-hire and direct hire positions. One benefit of taking temporary work is getting to experience many different work environments and job functions. This gives you a wider knowledge of the different companies in the area and allows you to make new contacts and networks. You may even be surprised at the new skills and insights you discover when working in a different position, even for a short time.

Research and preparation is part of every job search, so look carefully when selecting an employment agency. Visit their websites, make an appointment to meet with a hiring recruiter, revamp your resume per the agency's preferences, and get ready to field questions about your experience and expertise. Be sure to ask about:

❖ **Positions:** What types of administrative positions does the company hire for? What is the average or frequency of positions?

❖ **Fees:** Do they charge a fee for services?

❖ **Structure:** How does the agency work? Are you an employee of the agency or the client with whom you'll be placed? Most agencies hire you as an employee, put you on their payroll, provide your workers compensation, send you tax information, etc.

❖ **Wages:** What is the average hourly wage? Is it negotiable for different assignments/contracts? Remember that you will be paid a portion of whatever the hiring agency has negotiated from their client. Some clients pay more, but that doesn't mean you would automatically be offered more per hour. Always be sure to always ask.

❖ **Benefits:** Does the company offer any benefits or other compensation? In many temp-to-hire positions, which last 60-90+ days, the employment agency may have to offer you benefits such as holiday pay or insurance options.

Check out the following agencies in Kansas City. Competition for even temporary work is very high. Remember, this is not an exhaustive list. The more companies you research the more opportunities are available. Good luck with your employment search!

### Adecco Staffing

7400 W 110th St., Suite 180  
Overland Park, KS 66210  
Phone: (913) 451-1095  
<http://www.adeccousa.com>

### Kelly Services

9200 Indian Creek Parkway, Suite 120  
Overland Park, KS 6610  
Phone: (913) -451-1400  
<http://www.kellyservices.us>

### Morgan Hunter Corporate Search

7600 W. 110th Street  
Overland Park, KS 66210  
Phone: (913) 491-3434  
<http://www.morganhunter.com>

### Staffmark

5360 College Boulevard, Suite 120  
Overland Park, KS 66211  
Phone: (913) 338-3400  
<http://www.staffmark.com>

### Apple One Employment Service

10851 Mastin St., Suite 250  
Overland Park, KS 66210  
Phone: (913) 383-1325  
<http://appleone.com>

### Manpower

9300 Metcalf Avenue, Suite 440  
Overland Park, KS 66212-6319  
Phone: (913) 649-6960  
<http://us.manpower.com/us>

### Spherion Staffing

7300 College Boulevard, Suite 160  
Overland Park, 66210  
Phone: (913) 491-0944  
<http://www.spherion.com>

### Stivers Staffing Services

9401 Indian Creek Parkway, Suite 210  
Overland Park, KS 66210  
Phone: (913) 491-4145  
<http://stivers.com>



# Noodle Soup: February

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

1. In a standard deck of cards, which feature differentiates the king of hearts?
  - a. he is facing to his left
  - b. he is facing to his right
  - c. he does not have a moustache
  - d. he wields an axe
  
2. Who coined the name "Super Bowl" for the annual NFL championship game?
  - a. Lamar Hunt, owner of the Kansas City Chiefs
  - b. Vince Lombardi, coach of the Green Bay Packers
  - c. Bart Starr, first Super Bowl MVP
  - d. Pat Summerall, announcer on CBS

BONUS: What inspired the name?
  
3. President's Day was originally what holiday?
  - a. Author Day
  - b. Founding Father's Day
  - c. Abraham Lincoln's birthday
  - d. George Washington's birthday
  
4. According to the Greeting Card Association, what percentage of valentine cards are purchased by women?
  - a. 35%
  - b. 60%
  - c. 70%
  - d. 85%
  
5. Pluto was discovered on February 18, 1930, by Kansas University Alumnus:
  - a. Christy Harrington
  - b. William Hershel
  - c. Percival Lowell
  - d. Clyde Tombaugh

*Sources: [superbowlhistory.net](http://superbowlhistory.net),  
[archives.gov](http://archives.gov), [history.com](http://history.com),  
[achievement.org](http://achievement.org)*



# Take this with you..

“In dreams and in love  
there are no impossibilities.”

-Janos Arnay



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. a; BONUS: His daughter's toy Super Ball; 3. d; 4. d; 5. d

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

**Happy February!** Thanks for reading the e-newsletter. 

Please conserve our resources. Print as necessary.