

The Analecta

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

A Monthly Newsletter for Administrative Professionals

March 2011 Issue

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

March Chapter Meeting

**Tuesday, March 1, 2011
 5:30 pm – 8:30 pm**

Bacchanalia
 12450 Newton Street
 Overland Park, KS 66213

BUSINESS PROGRAM

**“How Effective are Your Communication Skills?”
 Presented by Donna DeGarmo, CPS/CAP**

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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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.

We are still collecting donations for:

- ❖ Support our Soldiers
- ❖ Avery Box Tops / Campbell Soup Labels for Clear Alternative Learning
- ❖ Support our Chapter members who are participating in the MS Walk in April

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

For those who missed our February meeting, you missed the great time we had decorating valentines for Children's Mercy Hospital. It was fun seeing everyone be so creative. I can't wait to do something like it again sometime. I also wanted to thank all the members who brought items for the soldiers (we had a lot and I know they will be appreciated), boxed valentines for TLC and those who brought homemade valentines as well. You also missed a great speaker in Linda Barnes, CPS; her knowledge of records management is amazing. If you ever get the chance to hear her again, please don't miss it.

For March our charitable opportunities will be:

- ❖ 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
- ❖ Go to the MS website and show your support for the Johnson County chapter members who be representing our chapter in the April 16th MS walk. Here's the link again
http://main.nationalmssociety.org/site/TR/Walk/KSGWalkEvents/325059623?px=6067304&pg=personal&fr_id=16233

We have a busy next couple of months, some upcoming dates you want to mark on your calendar are:

- ❖ March 3, 2011 - Study Group for the Spring May 6 and May 7 exams will begin and run for nine consecutive weeks, concluding on April 28. The group will meet from 6pm – 8:30 pm at the Sprint Campus, Building 6360; the huddle room will be on your left as you enter building.
- ❖ March 5, 2011 – KS Division Spring Seminar being hosted by JoCo Government Chapter at 111 S. Cherry Street, Olathe KS from 9am to 4pm. Don't forget the chapter will pay the registration fee for Johnson County Chapter members who attend, so get your registration form in right away and show your support for one of our sister chapters
- ❖ April 5, 2011 – Chapter meeting at Bacchanalia; Avery will be our speaker that evening and it should be a great meeting; it will also be a Membership Drive meeting, so be thinking about who you can invite to the meeting that evening.
- ❖ April 16, 2011 – Certification Mock Exam being proctored by Erin Bolton, CAP from 8am to 4:30pm (lunch included) at Santarus, Inc 4747 W 135th Street, Suite 300, Leadwood KS 66224. Cost is \$15 for the whole day for members; \$20 for non-members or \$5 for individual sections
- ❖ April 16, 2011 – MS Walk at Black & Veatch, 11401 Lamar Avenue Check-in at 8 am; Walk at 10 am
- ❖ April 28, 2011 - Educational seminar and APW Reception at University of Kansas Hospital Administrative Center, 2330 Shawnee Mission Parkway, Westwood KS. The topic is "Committing to your career with Passion & Purpose". The APW reception will be FREE to ALL attendees. More details to follow.

Look forward to seeing you at the March chapter meeting and the KS Division Spring Workshop.

Ceci Cook, President





Above: Carol Zamaitis, CPS and Liese Vanatta, CPS/CAP make hand made valentines to send to Children's Mercy.

Right: Linda Barnes, CPS warms up before giving her presentation on records management.



February Meeting Recap

By Erin Bolton, CAP Photos by Liese Vanatta, CPS/CAP

A blizzard blew in this winter forcing our regular meeting from the first Tuesday of February to the second Tuesday of that month. Weather hearty members braved the cold to listen to Linda Barnes, CPS present "Records Management." Another delicious meal was served with lots of hot coffee and members decorated valentines to be donated to Children's Mercy. Many other members brought store-bought valentines to be given to TLC for distribution and items to send to Support our Troops. Charitable opportunities will continue throughout the year and it heart-warming to know we to have such generous members in our chapter.

President Cook then asked for a replacement to fill the vacant Secretary position. No volunteers stepped forward, so Mary Miller, CPS volunteered to act as Secretary until the remainder of the year. A Nomination Committee was created comprising Kimberly Rudolph (Chair), Erin Bolton CAP, Carol Zamaitis, CPS and Maat Manyatta. They will be contacting chapter members in the next few weeks to solicit nominations for the 2011-2012 board, and Susan Williamson (Chair) and Michele Bohnen CPS/CAP will spear-head the Venue Committee. Carol Zamaitis, CPS announced her intention to run for KS Division President Elect and a motion was made and passed to support her.

Several announcements were made for upcoming events. April will be a big month for our chapter. Our Educational Seminar and Administrative Professionals Week event will be held Thursday, April 28, 2011 and promises to be a wonderful evening of education, networking and celebrating Administrative Professional everywhere.

23rd Annual Administrative Professionals Day™

Everyday Superhero – The Adventures of an Admin

April 13, 2011
8 a.m. - 4 p.m.
The Ritz Charles
Overland Park, KS



Featured Speakers:

- **Cindy Kubica – *The Energized Admin* & *The Energized Zoo Keeper***
- **Keith Krieger: *Empty Inbox***
- **LOL Improve Troupe**



For more information visit:
<http://www.jccc.edu/home/depts.php/001410/site/admin-day>



Johnson County Chapter will have a display booth about our chapter and IAAP. Contact Ceci Cook to volunteer.

IAAP NAME BADGES AVAILABLE!

Place your order with Etta Karnaze:
ekarnaze@kumc.edu

1"x3" Engraveable



Style D13
 Logo & Name: \$3.75
 Logo, Name & Title: \$4.50

1.375"x2.75" Engraveable



Style D153
 Logo & Name: \$4.00
 Logo, Name & Title: \$4.75

1.5"x2.4" Printed



Style DOVAL
 Logo & Name: \$4.25
 Logo, Name & Title: \$4.95

2"x2.75" Printed with Frame



Optional
 Chapter Name add: \$0.80
 Additional Line add: \$0.50
 Gold or Silver Frame: \$1.50
 Magnetic Holder: \$1.50

*Badges come with clear overlay and locking pin unless optional holders are specified.

STEPPING FORWARD

By Michele Bohnen, CPS/CAP



It's that time of year again time to decide if you want to run for a chapter officer position. Many of you have already held positions, yet many are still wondering if it is something that you want to pursue.

Having served on the board for two years; one year as Vice-President, the other as President, I can say it was a very rewarding and challenging experience. I learned so much, and took away so many leadership qualities that everyone could benefit from. The first was that "It's not all about me!" As an officer you must learn how to play well in the sandbox with others. Many of you know me; my passion in my own convictions doesn't always allow me to do that. I had to learn that although rules sometime impede progress, diplomacy would be the tool to help me survive. The second was learning to look at what would be best for the chapter. How could we reach greatness, but with the buy-in from each of you?

I have had other opportunities to learn leadership skills throughout my career. I served on our subdivision's homes association board for two years; co-lead our administrative organization at Sprint with Donna DeGarmo, CPS/CAP, which probably assisted me in the decision to be a board member for the chapter. It's usually that inner voice saying to you, "I know I can make a difference" or "What can I do to make a difference."

I joined IAAP for educational and leadership opportunities, as well as to become certified in my field. I quickly moved toward those goals and I believe I have achieved a large portion of my quest. So you too need to ask yourself, "Why did I join?" Was it only to place it on my resume or was it to truly get the entire experience from joining?

You will not get the full experience of your journey without stepping forward, without reaching outside your comfort zone and take on new challenges. For those of you who attended the winter seminar, you heard Donna talk about honing in on your skills "inside" your box, as opposed to "outside" your box. Leadership qualities are very important to how you will grow both inside and outside of this organization. Without them, it's hard to make advancements in your career. If you have chaired or participated in a committee, you are halfway there. Now it's time to complete your box and hone in on the leadership skill sets it takes to be a board member.

I hope that each one of you will think about starting a new journey of your own. Volunteer to be an officer or if you are new and are not quite ready for that, when you're President asks you to be a committee chair, say yes. You will not be sorry, as you will get far more out of the experience than you will ever imagine.

I will close with a quote, something for you to think about from someone you will recognize. *"I don't think I can play any other way but all out. I enjoy the game so much because I'm putting so much into it."* –George Brett

George had so much passion for the game. Are you putting everything into your game ~ are you attending all the educational opportunities available to you, are you grasping onto the leadership opportunities that will help you to succeed, and if not, how can you play any other way and be successful?

March Birthdays:

Mar. 2 Kimberly Rudolph
 Mar. 15 Linda Barnes, CPS
 Sharon Taylor, CPS
 Mar. 21 Pat Greener
 Mar. 29 Donna DeGarmo, CPS/CAP

March IAAP Anniversaries:

1998 Terry Torello, CPS
 2006 Terry Stevenson

A New Zealand Maori Proverb

*Ko taku rourou
 Ko tau rou rou
 Ka ora te tangata*

**With my resources
 And your resources
 Everyone will benefit**

Mark Your Calendar**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
- 15 NCAA March Madness Begins
- 17 St. Patrick's Day

April

- 5 Chapter Meeting
- 13 JCCC Administrative Day Seminar
- 16 Mock Exam
 MS Walk
- 24 Easter
- 27 Administrative Professionals Day
- 28 Educational Seminar & APW Event

Are you ready to Step Forward?

The Nomination Committee will be contacting members in March for nominations for the 2011-2012 Johnson County Chapter Board Positions.



It's still not too late to register for the Spring Educational Workshop on March 5 and it's FREE! Let Etta Karnaze know and she'll forward your registration fee from the chapter! Details on the next page.



Kansas Division Spring Workshop
Saturday, March 5, 2011
9:00 a.m. – 4:00 p.m.
Johnson County Administration Building
111 S. Cherry St.
Olathe, Kansas



Hosted by: JoCo Government Chapter

COST **\$20** Early bird before February 25
\$25 Regular price after February
(Includes lunch)

DRESS **Business Casual**

CPS/CAP **Recertification Points: 3**

AGENDA **8:30 a.m. - 9:15 a.m. Registration**
9:15 a.m. - 9:30 a.m. Welcome and Introductions
9:30 a.m. - 10:30 a.m. Derek Lundberg

\$5 of each registration
 will be donated to the
 RTF.

- ☛ Derek will present *“Public Speaking Principles...Captivate Your Audiences and Deliver Your Message”* Are you deathly afraid of public speaking? Learn proven presentation principles that will bolster your speaking ability immediately. Gain the confidence and skills to deliver a more effective message to your organization.

10:30 a.m. – 10:45 a.m. Break

10:45 a.m. – 11:45 a.m. Sharon Taylor, CPS

12:00 p.m. - 1:00 p.m. Judy Rix

- ☛ Judy will present *“How to Build Relationships with Persons of Influence (Opinion Leaders)”*. Personal relationships are the key to success for your organization. Learn how to cultivate positive trusting relationships with opinion leaders who affect the reputation of your organization and whose actions and influence can help or hinder its mission.

1:00 p.m. - 3:00 p.m. Chief Dan Field

- ☛ Chief Field will discuss *“Dealing with Difficult Customers.”* Seven step process in dealing effectively with difficult and/or irate customers.

3:30 p.m. - 4:00 p.m. Announcements/Updates

4:00 p.m. Adjourn

Driving directions to Johnson County
 Administrative Offices

From I-35, exit at Santa Fe; go west to
 Cherry Street, left on Cherry - 111 S. Cherry
 will be on your left.

Questions? Sharon Taylor, CPS
 Kansas Division President
sharon.taylor.cps@gmail.com

Judy Paulsen, CPS
 JoCo Government Chapter
judy.paulsen@jocogov.org

Visit the website: <http://www.iaap-kansas.org>

Bouncing Back from an Interview Mistake

You're sitting in front of a hiring manager, interviewing for a job you would love to have. So far, the discussion has gone smoothly. The initial nervousness you felt at the outset has been replaced with growing confidence.



Then the interviewer asks, "How do you see yourself contributing to our company's goals?"

You freeze and realize that you somehow failed to conduct sufficient research about the company. Of course you know in general what kind of products the firm makes. But you have no idea what the interviewer might mean by "goals," much less how the position you're interviewing for relates to them.

If misery loves company, you can take some comfort in the fact that you're not alone. According to a survey of executives we conducted recently, nearly one-third (32 percent) said candidates are more likely to *slip up during the interview* than at any other time in the application process. Moreover, one of the most common mistakes interviewees make is failing to display knowledge about the company or position.

Interview mistakes, while uncomfortable, are not necessarily fatal. The following tips may help you recover from an interview faux pas and regain your stride.

- ❖ **Take a few seconds to compose yourself.** Don't allow panic to overwhelm you. Your ability to keep your composure might impress the interviewer.
- ❖ **Buy some time.** It's all right to ask the interviewer to clarify a question, provide a little more detail or give an example that illustrates the point.
- ❖ **Be concise.** If you're asked a question you're unsure about, your first instinct may be to talk a lot to cover your lack of knowledge. It's better to be brief and convey just one well-stated idea than to ramble on without focus.
- ❖ **Let it go.** Once you've gotten past the mistake, don't dwell on it. Concentrate on putting your best self forward for the remainder of the interview.
- ❖ **Follow up.** Send a thank-you note after the interview. It's another opportunity to clarify your responses and make your case to be hired.

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: March

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

1. The term "March Madness" originated from:
 - a. an old English saying, "mad as a March hare"
 - b. 1930's Illinois annual high school basketball tournament
 - c. both a and b
 - d. a mental disease resulting from cathode radiation exposure in winter months
2. According to legend, how do leprechauns prefer to pass their time?
 - a. performing Celtic dance moves
 - b. making shoes for other fairies
 - c. stealing gold from unsuspecting victims
 - d. hanging out with other leprechauns
3. When viewing a primary rainbow, what is the last color on the inner part of the arc?
 - a. violet
 - b. blue
 - c. red
 - d. yellow
4. The U.S. first instituted Daylight Savings during:
 - a. The Great Depression
 - b. World War I
 - c. World War II
 - d. the Disco era
5. The 2011 theme for National Women's History Month (March) is:
 - a. Women's Art: Women's Vision
 - b. Women Taking the Lead to Save Our Planet
 - c. Writing Women Back into History
 - d. Our History is Our Strength

Sources: basketball.org, irelandnow.com, weatherwizkids.com, about.com, womenshistorymonth.gov

Take this with you..

“Whoever renders service to many puts himself in line for greatness – great wealth, great return, great satisfaction, great reputation, and great joy.” -Jim Rohn



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. A; 4. B; 5. D

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

Happy March! Thanks for reading the e-newsletter.

Please conserve our resources. Print as necessary.

