



International Association of  
Administrative Professionals®  
Johnson County Chapter

# The Analecta

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

A Monthly Newsletter for Administrative Professionals

## 2011-2012 Chapter Officers / Board Members

President:  
Ceci Cook

Vice President:  
Kathy Schmalz

Secretary:  
Kimberly Rudolph, CPS

Treasurer:  
Katy McCourt, CAP

Director:  
Sharon Taylor, CPS

Parliamentarian:  
Bonnie Jameson, CPS/CAP

## July/August 2011 Issue

July Chapter Meeting

Tuesday, July 5, 2011

### *BUSINESS PROGRAM*

*New Business and Beginning the  
Making the LEAP to Remarkable Year*

August Chapter Meeting

Tuesday, August 2, 2011

*Mystery Theater "Who Killed The Chapter"/Business Session*

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Our charitable opportunities 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)

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

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.

### Meeting Location:

Bacchanalia  
12450 Newton Street  
Overland Park, KS 66213  
5:30 pm – 8:30 pm



## From the Desk of our Chapter President:

I want to begin by thanking everyone for their vote of confidence in electing me for a second term as Chapter President. I feel we have accomplished a great deal as a chapter this past year. I can honestly say the things we did as a chapter exceeded any dreams or chapter goals I had set. The validation of those dreams and goals came to fruition at the 69<sup>th</sup> Kansas Division Annual Meeting. I believe the **Power of Commitment**, as well as the **Passion and Purpose**, were demonstrated by all attendees.

The new Board is eager to start their new year. We held our first “retreat” and began working on scheduling the programs for this upcoming year. We plan to include the chapter in more business items this year, like the Strategic Plan and the Marketing Plan. We will work on these, in small bites, as a group at our chapter meetings. We look forward to working with you and getting your feedback, thoughts and ideas.

In reviewing the goals we set out to achieve this past year we fell short on a couple of them: growing the chapter and retaining our current membership. As I stated last year, “If we do not share the benefits of IAAP, our chapter will not grow. We need new members, new ways of thinking and communicating as well as new ways to share our knowledge to enhance our own skills and keep the passion alive”, I still feel that way. *We need your help, we need your input, we need to know what we, as a chapter, need to do to keep you as members and to bring in new members.* I truly believe we are a friendly and caring chapter and have many benefits to offer all our members, whether they are new, seasoned or MAL’s Members at Large. We encourage you to stretch out of your comfort zones and get more involved in our chapter so you can *feel the purpose* of the chapter and will want to *embrace the passion*.

The chapter met the *increase membership certification* goal. Our Certification & Mock Exam committees have done a fantastic job this year by holding 17 study sessions with 14 attendees, holding 2 mock exams and having 10 attain their designations. We currently have over 50% of our members with certifications.

The chapter met the next goal of *providing financial assistance*, by either paying the full amount, or nearly 60%, of the registration fees for all members who attended the chapter and/or division educational programs.

Lastly, the chapter achieved *Chapter of Excellence* for the *third year in a row!* As great as that is, I am most excited that we had 17 members (36%) participate in the *Member of Excellence* program. I am so impressed, thankful and proud of all the members who participated. It would be fantastic if next year we could increase the participation even further. How nice would that look on your resume or when speaking with your boss during your performance review, when you can say “Oh yes, I also achieved Member of Excellence” and show them the criteria you had to complete to get it.

Last year I said the first step toward achieving the chapter, as well your personal, goals was for everyone to have FUN, because having fun is just another way of displaying your *passion*. I feel we met that expectation this past year. I know I had a great time and am definitely looking forward to another *remarkable* year of FUN and growth!

Once again, ask everyone to show your *passion*, challenge yourself by stepping outside your comfort zone and make a *commitment* to the Johnson County Chapter. The Board is ready – are you?

Ceci Cook, President  
Johnson County Chapter IAAP



## *Meet our 2011-2012 Board Members*

### ***Ceci Cook, President***

I originally hail from the St. Louis area and most recently from Southern Florida. As an “administrative professional” I have worked for small companies, large companies, doctors, lawyers, insurance agents, accountants, hospitality and health/medical-related companies. Besides providing administrative support at most of those companies, I was also a full charge bookkeeper and office manager. Currently I am an Executive Assistant at Garmin.

I joined IAAP in 2000 and became a member of several chapters but, unfortunately, the closest chapters were still too far for me to attend meetings, so I just paid the dues and didn't receive many of the benefits. When we moved to Kansas from Florida, I knew I was going to need to find a job, so my first thought was IAAP. From my very first meeting in June 2007 I have felt the warmth and caring of this chapter. Since I had no family or friends in Kansas City, the chapter became my “family”, and, to this day, the members are still my family. Here is where I go for friendship, emotional support and, most importantly, professional encouragement. Here is where I can learn new skills, be surrounded by others who truly understand and appreciate what I do, and where I can teach, share, and mentor others in the knowledge I have. I have served on many of the committees during my four years including, Chapter Treasurer, and am now beginning my second term as Chapter President.

I so enjoy watching the chapter grow and am able to meet and befriend many wonderful people who have made impacts on my life. I encourage you to get involved, even in a small way, because the benefits you receive from doing outweigh any “fears” you may have. You will be surprised what a difference it will make in your life, both personally and professionally, and you will always treasure your experience, I know I have.

### ***Kathy Schmalz, Vice President***

I became a member of the Johnson County Chapter IAAP in 2005. The director of Business Development at the company I worked for, Kansas Gas Service, suggested I join the organization and gave me the information packet he'd gotten from a friend he golfed with. I didn't do anything with the packet for several months. At the next quarterly review the director, Mick Urban, let me know he was disappointed that I hadn't followed up on his suggestion to join IAAP. The first meeting I attended was a picnic at a hotel in the summer. I went to several meetings before I joined.

Mick Urban came with me to the executive night meeting and really enjoyed it. I wish now that I had taken the time to fill out the paperwork for Executive of the Year. Mick moved on to become a Kansas Gas Service Public Relations Manager and spends a lot of time at the Capital in Topeka, for the company. Dennis Okenfuss then became my Executive and supported my involvement in IAAP as well. Now Dennis has been assigned as the new Vice-President of Kansas Gas Service. I will not be his Administrative Assistant, but will be left to introduce a new manager of Business Development to the benefits of IAAP.

I graduated from Southeast Missouri State University with a Bachelor's degree in General Studies and an Associate degree in Child Care and Guidance. My passion is still to open a chain of Child Care Centers with Adults Being Caregivers, or ABC Day Care. And I recently learned I am to become a Grandma in October of this year!

Although I have a degree and a dream, I thoroughly support the IAAP Certification Program and hope to become certified myself one day. (I've come close, but no cigar!) I'll be working on achieving my CAP next year.

Thank you, all for electing me Vice-President of your chapter. I have had some experience with this position in another business support organization, Beta Sigma Phi, also based in Kansas City, where I held the position of President, Vice-President, and Secretary. I'm fortunate to have married a man who has a Master's Degree in Business Administration, my wonderful husband David Schmalz. (Sometimes Dave and I entertain, playing the guitar and singing).

*Meet our 2011-2012 Board Members (Continued)***Kimberly Rudolph, CPS, Secretary**

I started in the administration field almost 20 years ago. I have held admin jobs in an office of five people up to companies with over 200 employees. I have worked for Birch Telecom, Pepsi and am now at NBRC/AMP, just to name a few.

In August, I will have been happily married for ten years. We have a five and a half year old son. I love playing with him and watching him at Tae Kwon Do. I love to read True Crime and really have enjoyed the Bachelor / Bachelorette series on ABC. I must admit my favorite show is Grey's Anatomy, though. My family and I really love the NHRA Drag Races. We also like to restore cars and enjoy smoking meats and having friends over to swim and BBQ. Our friends are like an extended family to us.

I just gained my CPS, and it feels awesome. I am a very motivated and organized individual. My family, friends, and co-workers often ask me to help get them organized and then tease me when they see just how organized I am. I am very passionate in everything that I do, as most of you are well aware, and look forward to the new chapter year.

**Katy McCourt, CPS, Treasurer**

I joined IAAP in February 2011 and took the CAP exam in May – anxiously awaiting the results. I have fifteen years of administrative experience which have included roles as clerical supervisor, sales administrator, office manager, and responsibility for opening an off-site office for Sprint PCS. I have also been a certified travel agent which was a lifelong dream of mine and enjoyed the travel perks that came with that career. On my own, I have travelled to Europe and beyond several times. My favorite destinations include Egypt, Paris, Budapest, and Ireland. I live in Shawnee with my dog, Fred, and enjoy many singles activities in the KC Metro.

**Sharon Taylor, CPS, Director**

I joined IAAP about ten years ago at the urging of my boss who encouraged me to find a professional organization. I never dreamt of the places my IAAP membership would take me!

I have a loving, busy family who support my involvement in IAAP and are willing to share me with the Johnson County Chapter and the Kansas Division. My husband, Dallas, and I have five daughters. Jessica is married to Scott, and they have two daughters, Addison and Abigail; Jennifer is married to Darrin, and they have three sons, Brian, Braden and Brodie; Hillary is engaged to Trent, and they will be married in September; Heather is mom to Morgan and Ethan; and finally Miranda, who will be a sophomore at Shawnee Mission North in the fall.

I've been at the University of Kansas Hospital for seventeen years and have worked in the areas of academia, patient care, and information technology. I treasure the friendships that I have made during my time in IAAP. Get involved, and you will too!



Johnson County Chapter IAAP  
Board Members for 2011-2012:  
Left to Right

President – Ceci Cook,  
Secretary – Kimberly Rudolph, CPS  
Treasurer – Katy McCourt, CAP  
(not pictured)  
Bonnie Jameson, CPS/CAP  
Director – Sharon Taylor, CPS  
Vice President – Kathy Schmalz

## *Mystery Board Member Match Up*

Test your knowledge and get to know our 2011-2012 Board Members.  
Read the descriptions below and see if you can guess who it is! (Answers on the last page)

### Mystery Board Member #1:

Favorite Color - Red  
Favorite Beverage – Caffeine free Diet Coke  
Favorite Movie – Under the Tuscan Sun  
Year I Joined IAAP - 2005  
High School Mascot – Warrior  
Birthstone –Opal  
If I had a Superhero Power – Flight



Sharon Taylor, CPS

### Mystery Board Member #2:

Favorite Color - Green  
Favorite Beverage – Iced Coffee  
Favorite Movie – City of Angels  
Year I Joined IAAP - 2009  
High School Mascot – Tiger  
Birthstone –Aquamarine  
If I had a Superhero Power – Super Hearing



Katy McCourt, CAP

### Mystery Board Member #3:

Favorite Color - Purple  
Favorite Beverage –Diet Coke or an Amaretto Sour  
Favorite Movie – Home for the Holidays  
Year I Joined IAAP - 2001  
High School Mascot – Bulldog  
Birthstone – Aquamarine  
If I had a Superhero Power – To Heal the Hurt of Others



Ceci Cook

### Mystery Board Member #4:

Favorite Color - Green  
Favorite Beverage – Dirty Martini  
Favorite Movie – The Big Lebowski  
Year I Joined IAAP - 2011  
High School Mascot – Blue Darter  
Birthstone – Emerald  
If I had a Superhero Power – Invisibility



Kathy Schmalz

### Mystery Board Member #5:

Favorite Color - Red  
Favorite Beverage – Sweet Tea  
Favorite Movie – The Sound of Music  
Year I Joined IAAP - 2000  
High School Mascot – Husky  
Birthstone – Emerald  
If I had a Superhero Power – Ability to Make Others Happy



Kimberly Rudolph, CPS

As a new feature, we will be sharing with you blogs and websites that may be of interest to you for professional development. This is not an endorsement of these specific sites, but are being shared because other members have found them useful and informative. Please feel free to share your own favorite sites and recommendations. Send suggestions to [erin.bolton@yahoo.com](mailto:erin.bolton@yahoo.com) for inclusion in future issues of the *Analecta*.

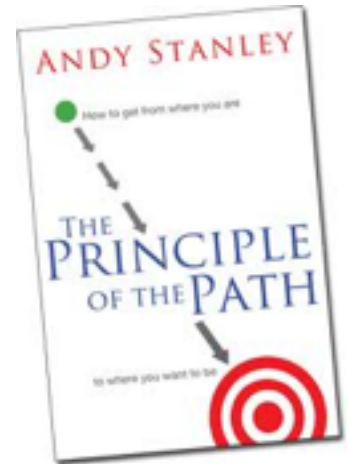
## BLOG of the Month:

Joan Burge and Office Dynamics

[Principle of the Path](#) (excerpt)

There is a book you might want to read.

I had a long flight from Vegas to Chicago and back the next day last week. I read a thought-provoking and enriching book recommended to me. It is called [The Principle of the Path: How to Get from Where You Are to Where You Want to Be](#). I am working on this in my personal and work life. Here are some teachings I highlighted and hope that they might help you.



- Direction—not intention—determines our destination.
- You and I will win or lose in life by the paths we choose.
- When you get lost in life, you don't waste minutes or hours. You can waste an entire season of your life.
- Emotions cloud our ability to see things as they actually are.
- Position does not equal ability.
- Wise people listen and prosper. Fools don't, and don't.
- Lean hard into the counsel and advice of those who are farther down the road.
- We never outgrow the need for the objectivity an outsider can bring.
- What gets our attention determines our direction, and ultimately our destination.
- NOT A DAY TO WASTE.

Joan Burge

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Sometimes, I feel the fear of uncertainty stinging clear  
 And I can't help but ask myself how much  
 I'll let the fear take the wheel and steer.  
 It's driven me before, and it seems to have a vague,  
 Haunting mass appeal.  
 But lately I'm beginning to find that I  
 Should be the one behind the wheel.

-Lyrics from "Drive" by Incubus

## Back in the Saddle

Many employees prepare for taking a vacation by completing as much work as possible ahead of time and preparing colleagues and clients for their absence, but few think about what's needed to get back in the swing of things when they return.

Here are some tips that can help you return to work re-energized and ready to go:

- **Use out-of-office features.** Before you leave, change your voice-mail and email greetings so that anyone who contacts you will know you're out and when you'll be back. Offer the contact information of a colleague who can assist with urgent issues. This will help cut down on projects you have to handle right away when you return.
- **Plan your first day back.** Make a schedule for the day you return. Plan to meet with key team members and schedule time to get up to speed on current projects. The added structure will help you readjust.
- **Minimize chitchat.** Colleagues will likely stop by and ask about your holiday. Give a quick synopsis and offer to provide more detail after work or during a lunch break.
- **Take an extra day.** If your vacation includes plane travel, resist the urge to fly home Sunday night and return to work Monday morning. Give yourself a day to recuperate, especially if you're changing time zones. This will help you be better focused when you get back to the office.

By getting organized before a vacation, you'll reduce the time necessary to catch up on projects once you return. The more you plan ahead for a post-vacation slump, the better equipped you will be to quickly jump back into work.

*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 315 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

# Take this with you..

“Go confidently in the direction of your dreams! Live the life you’ve imagined.”

–Henry Thoreau

## July Birthdays:

July 8 Gloria Bowman  
 July 15 Susan Williamson  
 July 18 Mary Harp  
 July 20 Julie Lawrence, CPS/CAP  
 July 20 Carol Zamaitis, CPS

## August Birthdays:

August 1 Karen Herrington, CAP  
 August 3 Celeste Kvetensky, CPS  
 August 17 Terry Torello, CAP  
 August 19 Deborah Waring, CAP  
 August 22 Michele Bohnen, CPS/CAP

## July IAAP Anniversaries:

1982 Barb Slagle, CPS  
 2005 Bonnie Jameson, CPS/CAP  
 2005 Kathy Schmalz  
 2010 Deborah Waring, CAP

## August IAAP Anniversaries:

1997 Julie Lawrence, CPS/CAP  
 2001 Carol Zamaitis, CPS  
 2008 Maat Manyatta, CPS

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>

Mystery Board Member Answers:

- #1: Kathy Schmalz, Vice President
- #2: Kimberly Rudolph, CPS, Secretary
- #3: Sharon Taylor, CPS, Director
- #4: Katy McCourt, CAP, Treasurer
- #5: Ceci Cook, President

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

Thanks for reading the e-newsletter.  
 Please conserve our resources. Print as necessary.

