



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

In This Issue:

President's Letter	2
Kansas Division Fall Workshop	3-4
SafeHome Luncheon	5
Would you Endure a Bad Boss?	6
Take This With You	7

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

September/October 2011 Issue

September Chapter Meeting

Tuesday, September 6, 2011

Conducting Effective Meetings Using a Best Practice Framework", presented by Sharon Taylor, CPS

October Chapter Meeting

**** This meeting will be held at
Holiday Inn, 8787 Reeder Road, Overland
Park****

**Meeting
Fee
\$25**

Tuesday, October 4, 2011

The Three Characteristics of Success", presented by Dr. Dan Fecht

**This is our yearly "Executive Night" meeting.
Please invite your Executive to this event.**

RSVPs are due to Kathy Schmalz at kathy.schmalz@kansasgasservice.com by the Friday prior to each meeting.

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.

Our charitable opportunities are:

- ✓ [Support our Soldiers](#) (see website for full listing)
- ✓ [Avery Box Tops for Education](#) (see website for full listing of where to find box tops)

Remember, you get an extra door prize ticket for donations you make to each charity.



From the Desk of our Chapter President:

The beginning of my second term has started off with a bang! Busy, fun and HOT!! The Board has begun working as a team, learning about each other and discovering the experience and knowledge we each bring to the table. I have confidence in the Board this year and am definitely looking forward to working with, and knowing better, our two newer members, Kimberly Rudolph, CPS (Secretary) and Katy McCourt, CAP (Treasurer) as well as working with Kathy Schmalz (Vice President) and having the guidance of Sharon Taylor, CPS (Director). I believe we are a great team and hope you feel that way, too!

At our July Board meeting we focused on the schedule for the upcoming year, deciding who we can get as speakers for the topics you said you wanted in the surveys, and I believe we have some good ones lined up for you. Sharon Taylor, CPS and Bonnie Jameson, CPS/CAP have some fun ways to review Parliamentary Procedures with us in September; October is our Executive Night program, and Carol Zamaitis, CPS is working on the speaker. Morgan Hunter will be coming to our November (Membership Recruitment) meeting to speak with us about how to make our resumes fresh. In January, Carol Zamaitis, CPS, KS Division President Elect, will present, "Grace Under Pressure", ways to handle stress; Lisa Bedrique, Travel Agent from Garmin, will talk with us in February about handling travel for executives and provide us with travel planning tips; Sue Houser, CPS/CAP KS Division President, will visit in March and talk about Office Professionalism; Ruth Smith, CPS KS Division Treasurer, will visit and present a topic yet to be determined during our April (Membership Recruitment) meeting; in May we are going to do something different and interactive with Diversity training. We also have an Education Seminar and APW Event and we will be hosting the KS Division Spring Workshop; so I think you can see we have some fun and interesting meetings lined up for you this year.

I want to thank all the members who took the "Leap to Remarkable" and agreed to work on committees this year. Without your support and assistance it would be very hard for our chapter to continue at the same level we have in the past. I want to thank all of you: Brenda Rinehart, CAP; Loretta Zuniga; Michele Bohnen, CPS/CAP; Maat Manyatta, CPS; Monica Lemmons; Linda Barnes, COM; Donna DeGarmo, CPS/CAP; Carol Zamaitis, CPS; Erin Bolton, CAP; Janet Harp; Karen Herrington, CPS; Julie Lawrence, CPS/CAP and Debbie Nash, to know how much you are appreciated.

Sharon Taylor, CPS; Mary Miller, CPS; Patty Steck, and I had the privilege and pleasure of attending the Montreal International Education Forum and Annual Meeting (EFAM) to represent the Johnson County Chapter and Kansas Division. It was my first EFAN, and I was in awe. I met some wonderful people, heard fantastic Key Note speakers (visit Johnson County website for links to some of them) and received great training. I was thankful to have attended with so many others, in our chapter and division, who have experienced this event before and who took me under their wings. I highly recommend that you set a goal to attend EFAM, because you and your employer will definitely find it beneficial and rewarding. Next year's meeting will be closer to home in Grapevine, TX at the Gaylord Convention Center, which I hear is very nice.

We are going to try some new things this year by getting the chapter more involved in some of the decisions and planning of the chapter so we will be asking for your thoughts and feedback more frequently. We hope by doing this we will increase your understanding of what goes into making a chapter work and make some of our offices seem less 'scary'. When nomination time rolls around in March, we hope you will consider "Making the Leap to Remarkable" by running for an office or chairing a committee.

Have a great rest of the fall,

Ceci Cook, President



Kansas Division Fall Seminar
Saturday, October 1, 2011
8:00 am – 3:30 pm
Flint Hills Technical College
3301 West 18th Street
Emporia, KS 66801
Hosted by: Heartland Chapter



Please inform Ceci Cook (ceci.cook_iaap@yahoo.com) if you are attending either Friday or Saturday, and maybe we can coordinate car pools and roommates.

COST **\$40 IAAP Members**
\$45 Non-IAAP Members
(Includes lunch)

EARLY BIRD DISCOUNT!!!

(**must be postmarked by **September 20**)**

\$15 Discount for members = \$25

\$5 Discount for non-members = \$40

DRESS **Business Casual**

CPS/CAP **Recertification Points: 5 (Five)**

AGENDA

7:30 a.m. – 8:00 a.m.	Registration
8:00 a.m. – 8:15 a.m.	Welcome and Introductions
8:15 a.m. – 9:00 a.m.	Kim Dhority – “Using Graphics to Enhance Communication”
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 12:15 p.m.	Kevin Rabas – “Writing and Grammar... Think Creatively”
12:15 p.m. – 1:00 p.m.	Networking Lunch
1:00 p.m. – 3:00 p.m.	Jason Brinkman – “Graphic Design”
3:00 p.m. – 3:30 p.m.	Announcements/Updates/Adjourn



October 1, 2011 Fall Seminar
Registration Form



Reserve your seat for this day of education and networking! Return your completed registration with payment **by Sept. 20th to receive the EARLY BIRD DISCOUNT** to Ruth Smith (address below):

Name _____ CPS ___ CAP ___

Chapter _____ or Member at Large _____

Non-Member _____ E-mail _____

Employer _____ Phone Number _____

Mailing Address _____

Street

City

Zip

First Kansas Division event? _____

Special dietary restrictions: _____

Lunch will be provided; breakfast at hotel; few snacks provided

___ \$40 IAAP member

___ \$45 Non-IAAP
member

EARLY BIRD DISCOUNT!!!

(must be postmarked by September 20**)**

\$15 Discount for members

\$5 Discount for non-members

___ \$25 IAAP

___ \$40 Non-IAAP

!!!ADDITIONAL DISCOUNT!!!

**Johnson County Chapter Members will receive an
additional \$10 discount!**

Make Check Payable to: **Kansas Division IAAP**

No refunds or credit. Substitutions will be allowed.

Return registration with payment **by September 22** to: Ruth Smith, CPS/CAP -
Kansas Division Treasurer

Ruth Smith, CPS/CAP
7903 E. Gilbert
Wichita, KS 67207



Is someone hurting you?

Call **913-262-2868**

24 hours a day, 7 days a week

www.safehome-ks.org

SUPPORT FOR SURVIVORS OF DOMESTIC VIOLENCE

**SafeHome 7th Annual Luncheon
October 18, 2011, 11:15 a.m. to 1:30 p.m.
(includes travel time)
Ritz Charles, Overland Park, KS**

This event is designed to educate our community about domestic violence and the services that are available to victims and their children. In addition to the informational program, a low-key "ask" will give guests, who wish, the opportunity to support SafeHome's mission.

If interested in attending contact our Table Chair, Michele Bohnen, CPS/CAP, by email: michele.a.bohnen@sprint.com

Would You Endure a Bad Boss?

It's often said that the people you work with can make or break a job, but could you tolerate a bad manager? In a [survey](#) by OfficeTeam, 46 percent of employees said they've worked for an unreasonable boss. Of those individuals, 59 percent said they stayed put and either tried to deal with the issue or suffered through the torment.

What can you do if you have a difficult boss? Following are different types of challenging bosses and how you might handle each one:

- **The micromanager** has trouble delegating tasks. This boss looks over your shoulder to make sure you complete a project *exactly* as told.

Coping strategy: Trust is usually the issue here, so make sure you build it. Meet all deadlines, pay attention to details and keep your supervisor apprised of all the steps you've taken to ensure quality work.
- **The poor communicator** provides little or no direction. Your assignments often have to be completed at the last minute or redone because goals and deadlines weren't clearly explained.

Coping strategy: At the outset of a project, ask for any information your boss has not yet provided. Diplomatically point out that it's critical to have these details up front to ensure you meet his or her expectations. Seek clarification when confused and arrange regular check-ins.
- **The bully** wants to do things his or her way, or no way at all. Bosses like this also tend to be gruff with others and easily frustrated.

Coping strategy: Stand up for yourself. The next time your supervisor shoots down your proposal, for example, calmly explain your rationale. Often, this type of manager will relent when presented with a voice of reason.
- **The saboteur** undermines the efforts of others and rarely recognizes individuals for a job well done. This supervisor takes credit for employees' ideas but places blame on others when projects go awry.

Coping strategy: Your job is to make your manager look good, but not at the expense of your own career advancement. Ensure your contributions are visible to others, including those above your boss in the organization, if possible. Keep track of your past projects and all communication with your supervisor, in case you ever need to defend your work ethic to senior management.
- **The mixed bag** is always a surprise. This manager's moods are unpredictable: He or she may confide in you one day and turn a cold shoulder the next.

Coping strategy: Try not to take this kind of disposition personally. Stay calm and composed. When this supervisor is on edge, try to limit communication to urgent matters.

You're likely to encounter various [work styles](#) during your career. By making an effort to understand each other, even people with different work styles can coexist in a productive and peaceful workplace.

Take this with you..

Autumn is a second spring when every leaf
is a flower.”

– Albert Camus (1913 - 1960)

September Birthdays:

Sept 3 Bonnie Jameson, CPS/CAP
Sept 6 Brenda Rinehart, CAP

October Birthdays:

Oct 1 Erin Bolton, CAP
Oct 8 Debbie Nash
Oct 16 Kathy Schmalz

September IAAP Anniversaries:

2000 Ceci Cook
2005 Celeste Kvetensky, CPS
2009 Liese Vanatta, CPS/CAP
2009 Ellen Cespedes
2010 Lisa Lamme

October IAAP Anniversaries:

2004 Karen Herrington, CAP
2006 Shelli Mundziak, CPS
2007 Brenda Rinehart, CAP

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 September 20th
for our September/October newsletter to: 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.*

