



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, CAP

Treasurer:  
Katy McCourt, CAP-OM

Director:  
Sharon Taylor, CAP

Parliamentarian:  
Barb Slagle, CAP

## January/February 2012 Issue

### January Chapter Meeting

Tuesday, January 3, 2012

"Diversity" presented by Erin Bolton, CAP-OM, and  
Business Session

### February Chapter Meeting

Tuesday, February 7, 2012

"Executive Travel Management & Preparation,"  
presented by Lisa Bedrique, Garmin/Business  
Session

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RSVPs are due by the Friday prior to each meeting. Email  
Kathy Schmalz, Vice President, at [dnkschmalz@gmail.com](mailto:dnkschmalz@gmail.com)

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.

### Meeting Location:

Meadowbrook Golf and Country Club  
9101 Nall Avenue, Prairie Village, KS 66207  
Phone: (913) 642-3161

Directions from I-35: I-35 to 95th Street, Exit 224, travel East on 95th  
Street, approximately 4.6 miles to Nall Avenue, turn left (North) onto Nall  
Avenue, proceed 0.1 mile, the club is on the right.



## From the Desk of our Chapter President:

What a wonderful presentation Erin Bolton gave on the topic of diversity at the January meeting. She presented the topic in a new way, and if you missed it, you missed a fun and interesting presentation. Our speaker next month is Lisa Bedrique, a travel agent from Garmin, who will speak on business/executive travel planning. Her topic will include business travel forecast, online booking tools, travel applications, and more. The February meeting will be held at the Meadowbrook Golf and Country Club, which leads me to the next topic of discussion - venues.

Chapter members at the January meeting narrowed the choices for our new meeting location to Crowne Plaza and Meadowbrook Country Club. We will vote on the new venue during the February meeting, and we will begin using that venue in March. The new location will be announced on our website and via email.

The Strategic/Business Planning meeting on January 14 was well attended and productive. The fourteen members who attended came up with great ideas and suggestions for "revitalizing" the chapter. We decided our main goal will be retention. We felt this was the biggest threat to the chapter at this time and believe that focusing on retaining members the chapter will benefit in two ways: retain current membership and provide growth. If the current members are happy and feel they benefit by being a member they will be more likely to recommend and encourage others to join us. The group devised various ways to do this and will implement these plans in the near future. We decided to meet several more times over the next several months and invite any members who want to help in our effort to revitalize the chapter to join us. What we are doing is for everyone, and we want everyone to feel they are a part of the plans and that their ideas and feelings are being heard and represented.

I will be asking for several members to serve on the ad hoc Nominating Committee at the February meeting. This is a very important committee with the continuation of the chapter as its main goal and to find members who are willing to commit to serving on the next Board of Directors. The committee will last until April, when a slate of Officers is presented to the chapter. Serving on a committee qualifies as part of your Member of Excellence criteria. Please check your schedules and see if you have some free time over the next couple of months that you would be willing to give to this committee, and raise your hand when I ask for volunteers.

For those who are not sure if serving on the Board is for you and are a bit intimidated, (or downright scared) by the thought, please read the full quote on page 16 by Neil Gaiman, which says, "I hope that in this year to come, you make mistakes...Whatever it is you're scared of doing, Do it!! Make your mistakes, next year and forever..." At the January meeting, I announced that *I will not be running* for a Board position next year. This means that to keep the chapter active we *must have* a previous Board member willing to run as President for the 2012-2013 term; if not, the chapter will fold on June 30, 2012. I sincerely hope someone will make that commitment and the chapter will continue on.

On another note...I will be bringing valentine decorating items to the February meeting to make valentines to donate to Children's Mercy Hospital, as we did last year. It's a fun way to network and bring out the "kid" in us.

The following events are scheduled in the next several months. Please mark them on your calendar, and check our website for other KS Division events as well. (<http://www.iaap-johnsoncounty.org/JohnsonCounty/Events/>).

- **February 14, 2012** – "Making the Leap to Remarkable through Successful Leadership" – Homestead Country Club, 6510 Mission Road, Prairie Village, KS. Special pricing and payment plan offered to Johnson County members. See website for more details and the registration form (2012 Ed Seminar - JohnsonCounty)
- **March 10, 2012** – KS Division Spring Workshop, hosted by Johnson County Chapter - to be held at the Johnson County Administrative Offices on Cherry Street, Olathe KS – check the website for more details as they become available ([www.iaap-johnsoncounty.org/JohnsonCounty/Home/](http://www.iaap-johnsoncounty.org/JohnsonCounty/Home/))
- **April 28, 2012** – Johnson County Chapter Administrative Professional Week celebration - to be held at KU Med West on Renner Road, Shawnee Mission KS – check the website for more details as they become available ([www.iaap-johnsoncounty.org/JohnsonCounty/Home/](http://www.iaap-johnsoncounty.org/JohnsonCounty/Home/))

I hope you have a great month and hope to see you at all the upcoming chapter and division events.

*Ceci Cook*  
President, Johnson County Chapter

## STEPPING FORWARD

By Michele Bohnen, CAP-OM

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, "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, CAP-OM, 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 profession. 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 taking 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 skillsets it takes to be a board member.

I hope 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 succeed, and if not, how can you play any other way and be successful?

## Officer Responsibilities

*In preparation for the upcoming officer elections, please read the following responsibilities for each position and consider being an IAAP leader!*

**IAAP Chapter President** -- Job Responsibilities: Serve as Chief Executive Officer of the chapter; coordinate and oversee all chapter affairs according to the bylaws; act as a spokesperson for and promote the mission and programs of IAAP; motivate and provide leadership and guidance to all members in the chapter; help fulfill the purpose of the organization through membership growth including the retention of existing members, the recruitment of new members and the development of new chapters. This position is mandatory.

**Requirement:** Must have previously served as a member of the board.

Specific, but not limited to, Job Tasks:

1. Prepares the agenda and meeting decks for the chapter and the board of directors meetings.
2. Preside at all chapter and division meetings and official activities.
3. Work with the treasurer and the board of directors to prepare a proposed budget and oversee the finances of the chapter.
4. Communicate effectively with the division president.
5. Communicate necessary information from the international board of directors, headquarters and the division to chapter members.
6. Stimulate member interest in membership growth through the development of chapter incentive and recognition programs.
7. Ensure and encourage the regular use of IAAP leadership resource materials within the chapter.
8. Represent the chapter at the International Convention, the District Conference and the Division Meeting.
9. Maintain awareness of membership benefits/association programs/activities, and participate when possible.

**IAAP Chapter Vice President** -- Job Responsibilities: Serve as next in command to the chapter president, as Program Chair and as an ex-officio member of the Membership Committee.

**Requirement:** Must have served as a member of the chapter for one year.

Specific, but not limited to, Job Tasks:

1. Assist the chapter president as needed.
2. Assume the duty of president in their absence.
3. Seek input for specific presenters to contact that the audience may have seen/heard before and would recommend.
4. Balance the needs of all members to meet educational expectations.
5. Become familiar with local personalities, speakers, trainers, educators, vendors, businesspersons, and community leaders who might be potential presenters at chapter functions.
6. Contact possible presenters, provide them with current information on the IAAP audience, agree upon the most convenient date, and help them to establish objectives for the session.
7. Prepare a Request for Proposal (RFP) with all the necessary information provided to the presenter: date, time, location (with map), description of audience and anticipated audience numbers, etc.
8. Get the speaker a small token gift if the chapter is not paying an honorarium.
9. Vary the format of presentations to keep interest: lecture, workshop, panel, video, debate, hands-on workshop, demonstration, audio-conference, PowerPoint slide show, etc.
10. Represent the chapter at the International Convention, the District Conference and the Division Meeting.

## **Officer Responsibilities, cont'd**

**IAAP Chapter Secretary** -- Job Responsibilities: Maintain all pertinent information of the chapter both internally and externally.

**Requirement:** Must have served as a member of the chapter for one year.

Specific, but not limited to, Job Tasks:

1. Responsible for the minutes at chapter and chapter board of directors meetings.
2. Responsible for distributing minutes for member approval.
3. Maintains chapter charter, official documents such as bylaws, previous minutes, and division bylaws.
4. Take roll at chapter and board meetings.
5. Communicate correspondence including meeting notices to chapter members and division.
6. Writes correspondence on behalf of the chapter.

**IAAP Chapter Treasurer** -- Job Responsibilities: Serves as Chief Financial Officer of the chapter; coordinates and oversees all chapter financial affairs. This position is mandatory

**Requirement:** Must have served as a member of the chapter for one year.

Specific, but not limited to, Job Tasks:

1. Responsible for depositing and disbursing monies in accordance with the chapters approved budget.
2. Maintains an accurate accounting of all chapter funds and presents a monthly report to the chapter membership.
3. Prepares semi and annual budget for chapter board review and membership approval.
4. Prepares 'financial books' for semi and annual audits.
5. Issues receipts when funds are received.
6. Notifies members of their membership status should they become delinquent in paying their dues.
7. Orders chapter supplies.

**IAAP Chapter Director** -- Job Responsibilities: Serve one-year term. Will be a voting member of the Board of Directors.

**Requirement:** Must have served as a member of the board previously; shall be elected by the membership from a list of those eligible to serve at time of election of officers.

Specific, but not limited to, Job Tasks:

1. Must attend the July Board meeting and at least one Board meeting per quarter.
2. Perform such other duties which may be assigned by the Chapter or Board of Directors.

# !!! Certification !!!

**Exam Date:**

**May 5, 2012**

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**Deadline Date:**

**Feb. 15, 2012**



If you're looking for ways to help you get ahead in the workplace, stop here. IAAP offers a rating of Certified Administrative Professional, or CAP for office professionals. The Certified Administrative Professional rating is the industry recognized standard of proficiency. In addition we also offer specialties, starting with Organizational Management, which will be followed by others in the future.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according to the latest survey from OfficeTeam, get up to a seven percent increase in salary.

The Institute for Certification believes that a top-level administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Why wait? Do something for yourself and your career today. **Get certified!** Visit **[www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)** for registration and exam details.

Study Group/Mock Exams/Certification Workshop(s) - sponsored by Johnson County Chapter. If you are interested in participating in a study group, mock exam, or attend Certification Workshop(s), **please contact Donna DeGarmo, CAP-OM at [donna.r.degarmo@sprint.com](mailto:donna.r.degarmo@sprint.com).**

## **Technology Applications specialty now available**

Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed. Then, submit the application and the fees for your TA specialty.

## Changes to the IAAP Certification Program

### One Rating

IAAP has moved from a two rating system to a one rating system, with areas of specialty. The one rating is our Certified Administrative Professional, or CAP. We are also offering specialties, starting with Organizational Management, which will be followed by others in the future.

Effective November 7, 2011, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP with the Organizational Management specialty, CAP-OM. You don't need to do anything to your IAAP record; we will be making the changes automatically.

Active ratings include individuals who have recertified as required every five years. In the case of CPS holders who certified prior to January 1988, your rating is considered active and will be changed. Your certification status has nothing to do with your status as an active member of IAAP.

For candidates who tested in November 2011, any appropriate changes to your records will be made automatically after exam results are available in December.

### Recertification

All CAP holders are required to recertify. This is based on the date of your initial rating, or when you last recertified. Passing the Organizational Management exam does not change your recertification date, as this is a specialty exam and not a certification.

These changes do not impact your recertification deadline.

Those who previously held a CPS rating will need to recertify five years after they either attained their rating or last recertified. Those who had both the CPS and CAP rating will be expected to recertify five years after they attained or recertified their CAP.

### Proper Usage

Examples of the only proper usage of the CAP rating and Organizational Management specialty are:

- Pat Masters, CAP
- Susan Jones, CAP-OM

*continued on next page...*



**IAAP's certification program is changing effective November 2011. First announced in July 2010, these are exciting changes for IAAP and for our certification program. Our goal, as always, is to maintain a valid and current professional certification program that is marketable to the business community.**

## Changes to the IAAP Certification Program, cont'd.

Replacement certificates are available, if you choose to purchase one. The cost is \$15 per certificate. CAP plaques are also available. The cost is \$40 if mailed to a US address, or \$45 if mailed to a Canadian address. For those living outside the U.S. and Canada, add an additional \$25 for air mail, or an additional \$80 for courier service.

To order a replacement certificate or plaque if you are within the U.S. or Canada, please complete and submit this form with payment. For those outside the U.S. or Canada, please complete and submit this form with payment. Please allow 4-6 weeks for processing for replacement certificates, and 6-8 weeks for plaques. If you already have a CAP certificate or plaque, you do not need to order a new one.

If you have questions about the change to your personal certification record, you can contact us at [certification@iaap-hq.org](mailto:certification@iaap-hq.org).

Thank you,

IAAP Certification Department



...and speaking of certification, **CONGRATULATIONS** goes out to Yelonda Jones, CAP, for passing the November 2011 certification exam.

Also in certification news, Linda Barnes, CAP recently recertified for the third time since passing the certification exam in 1995. Linda had three times the number of required education hours of 270 over the past sixteen years. **GO LINDA!**

## Making the Leap to Remarkable Through Successful Leadership February 14, 2012

Sponsored by Johnson County Chapter IAAP

**Location:** Homestead County Club, 6510 Mission Road, Prairie Village, KS 66208

**Start time:** 7:30 a.m. - 8:15 a.m. - Registration

**Adjourn:** 4:00 p.m.

**Contact:** Sharon Taylor, CAP, email:sharon.taylor.cps@gmail.com,  
cell: (913) 907-4827

We have a full-day planned. Four exceptional speakers covering topics on leadership and mentoring: **Bowen F. White, M.D.**, "*Why Normal Isn't Healthy*" and how it impacts your leadership role; **Chris Miller**, "*Three Simple Keys to Successful Leadership*", Chris discusses the development and implementation of communication, accountability, and discipline and how they are essential elements of successful group dynamics; **John Klein**, "*Making a Leap of Faith*," why you should consider a leap to remarkable; and **Susan Fenner, Ph.D.**, "*Mentoring and Career Development: Could I? Should I? Would I?*", learn about the pros of mentorship.

In addition to the opportunity to learn from the day's speakers, you can enjoy a continental breakfast, lunch, networking opportunity, and a vendor mart. Forget your sweetie? Our vendors will have plenty of items from which to choose.

Johnson County Chapter Members:

\$75

IAAP Members:

\$85

Non-Members:

\$95

Our Speakers:

- Bowen F. White, M.D.
- Chris Miller
- John Klein
- Susan Fenner, Ph.D.

Our Sponsors:

- Ivy Funds
- MMC Corp
- Morgan Hunter Corporate Search

IAAP recertification points (pending approval)

**Registration form on  
the next page**



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS



**2012 Johnson County Chapter IAAP Education Seminar**

***“Making the Leap to Remarkable Through Successful Leadership”***

**Tuesday February 14, 2012 · 7:30AM to 4PM**

**Homestead Country Club, 6510 Mission Road, Prairie Village, KS 66208**

**Payment Information: Only complete top two lines for check payment - all other fields are for credit cards. All fill in Attendee Name and IAAP Chapter or Business Name – Thank you!**

|                      |          |  |                   |
|----------------------|----------|--|-------------------|
| Check Payment        | Check #: | <b>Make check payable to Johnson County Chapter IAAP Mail</b>                                    |                   |
| Check Amount         | Amount:  | <b>Payment to: Johnson County Chapter of IAAP</b>  |                   |
| -----                |          | <b>P.O. Box 19401 Lenexa, KS 66285-9401</b>  |                   |
| Business Name        |          | Card Type  | AMEX DISC MC VISA |
| Card Holders Name    |          | Card Number  |                   |
| Card Billing Address |          | 4 digit verification AMEX number   |                   |
| City                 |          | 3 digit security # DISC,MC,VISA  |                   |
| State                |          | Expiration Date  |                   |
| Zip Code             |          | <b>Email Address*</b>  |                   |
| <b>Attendee Name</b> |          | <b>IAAP Chapter or Business Name</b>   |                   |
| Card Phone Number    |          | *Your email address will allow a receipt to be emailed with the confirmation of the transaction. |                   |

IAAP for Education Seminar Registration Fee:

*Johnson County Members \$ 75 IAAP Members \$ 85 Non-Members \$95*

Event Name: *Making the Leap to Remarkable Through Successful Leadership*

Event Location: Homestead Country Club, 6510 Mission Road, Prairie Village, KS 66208

Event Date: *February 14, 2012*

Event Time: *7:30am to 4pm*

IAAP Value: *IAAP Recertification Points Pending Approval*

*For IAAP use only Please do not write in this space. Reserved for Chapter Treasurer Use only*

Transaction Number: \_\_\_\_\_ Approval Code: \_\_\_\_\_

**Member Spotlight:****Donna DeGarmo, CAP-OM**

Born and raised in Tyler County, West Virginia, Donna moved to Cumberland, Maryland in 1969 with her husband and in 1985 they moved to Lenexa, Kansas when Goodyear Tire Company transferred her husband to a new role in the company.



Donna entered the workforce after raising her two children and has focused on her own professional growth as well as that of others. She enjoys mentoring and teaching and her love of reading and continuing education help her do these things well.

Donna has a son who lives in Liberty, Missouri and gave her five grandchildren, ages 14 – 6, to spoil. Her daughter lives in Charlottesville, Virginia and has a 21-month old son. Being Nonna to her grandchildren is her favorite job and pass-time.

Donna is Executive Assistant to the Chief Services & Information Technology Officer at Sprint Telecommunications. Donna has supported a variety of Sprint's senior officers during her 12-year tenure.

In addition to her normal duties, Donna was instrumental in the development of a community of practice for Sprint's Administrative Professionals and serves as leader for the group. This organization was founded in 2002 by a small group of Administrative Professionals and is responsible for the achievement of many enterprise-wide initiatives that have improved the productivity of Sprint Administrative Professionals and the enterprise as a whole.

In 2007 Donna was named first runner up for the National Administrative Professional of the year for Administrative Excellence. She is also the recipient of three Sprint Achievement of Excellence awards.

Donna participated in a Dale Carnegie twelve-week course on "Human Relationship Principals and Public Speaking", graduating with the "Highest Award for Achievement". She also served as Graduate Assistant for two other twelve-week courses in 2002, which helped her sharpen and apply the learnings from her original class.

Donna serves as Certification Chair of the Johnson County Chapter. Her tireless efforts, enthusiasm, and support have been instrumental in many IAAP members passing the certification exam. Donna received her CAP and OM designations in 2009.

## Member of Excellence

Following is criteria for achieving the Member of Excellence designation. Please take a look; you may find that you're closer than you thought!

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. **This criterion is a mandatory requirement.** This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Go to <http://pathways.iaap-hq.org/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/> for the Member of Excellence commitment form and the online submission form.

## About The Research and Education Foundation Scholarship Program

From its earliest days during World War II, IAAP has been dedicated to helping admins reach and remain on the professional cutting edge by increasing their skills with the best techniques and technology. That mission is even more important today.

During this uncertain economy, jobs have been slashed and companies are spending less to train employees. At the same time, administrative professionals are taking on more work and having to learn an ever evolving array of new office tools and techniques. Professional development is essential if admins are going to stay viable in the workplace.

IAAP wants to ensure that every admin has the opportunity to get the professional training they need. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, this is a great chance to jump start your career and take advantage of all that IAAP has to offer over the course of several days during the association's premier annual event.

If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

Finally, IAAP needs help getting the word out about this new scholarship program. Consider making it the subject of a monthly chapter meeting, order and distribute R&E brochures or write about the scholarship in your newsletter. If you need materials or ideas, headquarters staff will be happy to assist. And if you know any new or unemployed members who you think would benefit from this scholarship, don't hesitate to refer them to our Web page.

Please take the time to learn more and apply for an EFAM scholarship. It'll pay off in the long run.

## 1/2 boy 1/2 man

The average age of the military man is 19 years. He is a short haired, tight-muscled kid who, under normal circumstances is considered by society as half man, half boy. Not yet dry behind the ears, not old enough to buy a beer, but old enough to die for his country. He never really cared much for work and he would rather wax his own car than wash his father's, but he has never collected unemployment either. He's a recent high school graduate; he was probably an average student, pursued some form of sport activities, drives a ten year old jalopy, and has a steady girlfriend that either broke up with him when he left, or swears to be waiting when he returns from half a world away. He listens to rock and roll or hip-hop or rap or jazz or swing and a 155mm howitzer.

He is 10 or 15 pounds lighter now than when he was at home because he is working or fighting from before dawn to well after dusk. He has trouble spelling, thus letter writing is a pain for him, but he can field strip a rifle in 30 seconds and reassemble it in less time in the dark. He can recite to you the nomenclature of a machine gun or grenade launcher and use either one effectively if he must.

He digs foxholes and latrines and can apply first aid like a professional.

He can march until he is told to stop, or stop until he is told to march.

He obeys orders instantly and without hesitation, but he is not without spirit or individual dignity. He is self-sufficient.

He has two sets of fatigues: he washes one and wears the other. He keeps his canteens full and his feet dry.

He sometimes forgets to brush his teeth, but never to clean his rifle. He can cook his own meals, mend his own clothes, and fix his own hurts.

If you're thirsty, he'll share his water with you; if you are hungry, his food. He'll even split his ammunition with you in the midst of battle when you run low.

He has learned to use his hands like weapons and weapons like they were his hands.

He can save your life - or take it, because that is his job.

He will often do twice the work of a civilian, draw half the pay, and still find ironic humor in it all.

He has seen more suffering and death than he should have in his short lifetime.

He has wept in public and in private, for friends who have fallen in combat and is unashamed.

He feels every note of the National Anthem vibrate through his body while at rigid attention, while tempering the burning desire to 'square-away' those around him who haven't bothered to stand, remove their hat, or even stop talking. In an odd twist, day in and day out, far from home, he defends their right to be disrespectful.

Just as did his Father, Grandfather, and Great-grandfather, he is paying the price for our freedom. Beardless or not, he is not a boy. He is the American Fighting Man that has kept this country free for over 200 years.

He has asked nothing in return, except our friendship and understanding. Remember him, always, for he has earned our respect and admiration with his blood.

And now we even have women over there in danger, doing their part in this tradition of going to War when our nation calls us to do so.

## 1/2 boy 1/2 man, cont'd

As you go to bed tonight, remember this shot.....

A short lull, a little shade and a picture of loved ones in their helmets.

Prayer wheel for our military.... please don't break it! Please send this on after a short prayer.

Prayer Wheel

'Lord, hold our troops in your loving hands..

Protect them as they protect us.

Bless them and their families for the selfless acts they perform for us in our time of need. In the Name of our Lord and Savior

Jesus Christ, Amen.'

When you receive this, please stop for a moment and say a prayer for our ground troops in Afghanistan, sailors on ships, and airmen in the air, and for those in Iraq , Afghanistan and all foreign countries.

There is nothing attached.... This can be very powerful.

Of all the gifts you could give a US Soldier, Sailor, Coastguardsman, Marine, or Airman, prayer is the very best one.



*"I hope that in this year to come, you make mistakes.*

*Because if you are making mistakes, then you are making new things, trying new things, learning, living, pushing yourself, changing yourself, changing your world. You're doing things you've never done before, and more importantly, you're Doing Something.*

*So that's my wish for you, and all of us, and my wish for myself. Make New Mistakes. Make glorious, amazing mistakes. Make mistakes nobody's ever made before. Don't freeze, don't stop, don't worry that it isn't good enough, or it isn't perfect, whatever it is: art, or love, or work or family or life.*

*Whatever it is you're scared of doing, Do it. Make your mistakes, next year and forever."*

- Neil Gaiman

### January Birthdays:

|                     |        |
|---------------------|--------|
| Kathryn Verlin, CAP | Jan-14 |
| Patricia Hawkinson  | Jan-19 |
| Liese Vanatta, CAP  | Jan-23 |

### January IAAP Anniversaries:

|      |                    |
|------|--------------------|
| 2002 | Sharon Taylor, CAP |
| 2005 | Mary Miller, CAP   |
| 2007 | Susan Williamson   |

### February Birthdays:

|                 |        |
|-----------------|--------|
| Sarah Davis     | Feb-5  |
| Terry Stevenson | Feb 15 |

### February IAAP Anniversaries:

|      |                      |
|------|----------------------|
| 2003 | Mary Harp            |
| 2007 | Sara Davis           |
| 2010 | Erin Bolton, CAP-OM  |
| 2010 | Mary Maxwell, CAP    |
| 2011 | Carol Love, CAP-OM   |
| 2011 | Katy McCourt, CAP-OM |

### Upcoming Events!

- ☞ 2012 Spring Conference, March 4 in Las Vegas. Early bird registration by January 31.
- ☞ Kansas Division Spring Workshop, March 10, 2012, Hosted by Johnson County Chapter.
- ☞ 2012 APW Event, April 28, Johnson County Chapter and Sunflower Chapter joint event. Contact Michele Bohnen, CAP-OM, email: michele.a.bohnen@sprint.com.
- ☞ 69th Annual KDAM, June 1-3 at the Capital Plaza Hotel, 1717 SW Topeka Blvd., Topeka, KS. Sponsored by KAW Chapter.
- ☞ EFAM: July 22-25, Gaylord Texas Resort & Convention Center, Grapevine, TX.

\*For details about these and other IAAP events, go to [www.iaap-johnsoncounty.org/JohnsonCounty/MeetingsEvents/OtherEvents](http://www.iaap-johnsoncounty.org/JohnsonCounty/MeetingsEvents/OtherEvents)

Visit our Chapter's website for the latest updates:  
<http://www.iaap-johnsoncounty.org/IAAPHQ/JohnsonCounty/Home>

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<http://www.facebook.com/pages/IAAP-Johnson-County-Kansas-Chapter/229015876623?ref=sgm>

Submit newsletter photos, articles, events, or suggestions for the 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.  
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