



# The Analecta

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

A Monthly Newsletter for Administrative Professionals

## October 2010 Issue

### 2010-2011 Chapter Officers / Board Members

President:  
[Ceci Cook](#)

Vice President:  
[Patty Steck](#)

Secretary:

Treasurer:  
[Etta Karnaze](#)

Director:  
[Mary Miller, CPS](#)

Parliamentarian:  
[Bonnie Jameson, CPS/CAP](#)



### **EXECUTIVE NIGHT!**

**Tuesday, October 5, 2010**

5:30 pm – 8:30 pm

Bacchanalia  
 12450 Newton Street  
 Overland Park, KS 66213

### BUSINESS PROGRAM

"Using Assertive Messages and Feedback  
 in the Workplace"

Presented by Kevin Costello

The University of Kansas Hospital HR Department

Menu - Plated choice of:

Chicken Florentine, Petite Filet Beef or Vegetarian Pasta

with Salad, Vegetable, and Desserts

Iced Tea, Water and Coffee

Cost: \$20 Members & Guests

\$10 Students

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***Letter from the President***

I can't believe fall is right around the corner; the mums are blooming and I am sure I saw leaves falling. ☺

The chapter has completed our first fall fundraiser, and we are getting ready to begin our next one. We will sell Olde Westport Soups and Spices. Be thinking about all the friends, co-workers, and family members who would enjoy a holiday gift of soups/spices.

What a nice way to honor our executives for Bosses Day, October 16, as well as thank them for supporting us and our commitment to IAAP, by inviting them to our upcoming Executive Night event, October 5.

We have a quite a few events and deadlines coming up, make note:

**October**

- October 5 - Executive Night to be held at Bacchanalia from 5:30 – 8:30pm
- October 9 - Kansas Division Fall Workshop, hosted by KCK-Sunflower Chapter from 9:00 am - 4:00 pm at Cabela's Bear room, located at The Legends. (Qualifies for 3 recertification points and earn 10 points toward Member of Excellence)
- October 19 - Safe Home Luncheon from 11:45 – 1:00 pm at the Ritz Charles in Overland Park. Please contact Michele Bohnen CPS/CAP if you are interested in attending.
- October 19 - Chapter Board of Directors meeting at Ivy Funds in Overland Park; all chapter members are welcome
- October 23 - Mock Exam to be held at Sunlighten Spas located at Metcalf and I-435
- October 29 - Deadline to RSVP for the November 2 chapter meeting featuring Kimberly Roe speaking to us on "Diversity."

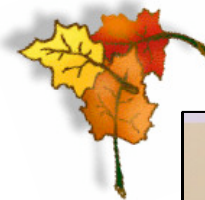
**November**

- November 2 - Chapter meeting; deadline for turning in fundraising forms – delivery will be at the December 7th meeting
- November 16 - Chapter Board of Directors meeting at Ivy Funds in Overland Park; all chapter members are welcome

Looking for ways to achieve more points for your Member of Excellence? Why not offer to fill the chapter Secretary position and help the Chapter obtain Chapter of Excellence as well. Please contact any of Board member for more information.

Enjoy the rest of the month and look forward to seeing everyone at all our upcoming events.

*Ceci Cook*  
*President*  
*Johnson County Chapter IAAP*



*Back in June, Donna DeGarmo, CPS/CAP shared this story about teamwork. As we work toward our goals this fall, remember we are not alone and together we can achieve our personal and IAAP objectives.*



## ***Lessons of the Geese***

By Robert. McNeish

In the fall when you see the Geese heading south for the winter, flying in the “V” formation, it might be interesting to know what science has discovered about why they fly that way.

It has been learned that as each bird flaps its wings it creates uplift for the bird immediately following. By flying in a “V” formation the whole flock adds at least 71% greater flying range than if each bird flew on its own. Quite similar to people who are part of a team and share a common direction get where they are going quicker and easier, because they are traveling on the trust of one another and lift each other up along the way.

Whenever a Goose falls out of formation, it suddenly feels the drag and resistance of trying to go it alone and quickly gets back into formation to take advantage of the power of the flock. If we have as much sense as a Goose we will stay in formation and share information with those who are headed in the same direction we are going.

When a Goose gets tired, he rotates back in the wings and another goose takes over. It pays to share leadership and take turns doing hard jobs.

The Geese honk from behind to encourage those up front to keep their speed. Words of support and inspiration help energize those on the front line, helping them keep pace in spite of the day-to-day pressures and fatigue. It is important that our honking be encouraging, otherwise, it’s just – well ... honking!

Finally, when a Goose gets sick or is wounded and falls out, two geese fall out of formation and follow the injured one down to help and protect him. They stay with him until she is either able to fly or until she is dead, then they launch out with another formation to catch up with their group. When one of us is down it is up to the others to stand by us in our time of trouble. If we have the sense of a Goose, we will stand by each other when things get rough. We will stay in formation with those headed where we want to go.

The next time you see a formation of Geese, remember their message that:  
“It is indeed a REWARD, a CHALLENGE and a PRIVILEGE to be a CONTRIBUTING member of a team.”



***Don't Forget to Register for the  
CPS/CAP Mock Exam***

**When:**

**Saturday, October 23, 2010  
Registration 8:00 AM  
Exams: 8:30 AM – 4:30 PM**

**Where:**

**Sunlighten Spas (at I-435 & Metcalf)  
7373 West 107<sup>th</sup> Street  
Overland Park, KS 66212**

**Cost:**

**\$15 Members (includes lunch)  
\$20 Non-members (includes lunch)  
\$5 / section (does not include lunch)**

**Contact Donna DeGarmo: [donna.r.degarmo@sprint.com](mailto:donna.r.degarmo@sprint.com)**

**Thank you for  
supporting the Fall  
Mum Fundraiser!**



**The Johnson County  
Chapter sold 230  
mums and earned  
\$722.50!**



### October Birthdays:

- Oct. 1 Erin Bolton, CAP
- Oct. 1 Mary Maxwell, CPS
- Oct. 8 Debbie Nash
- Oct. 16 Kathy Schmalz
- Oct. 24 Patty Steck

### October IAAP Anniversaries:

- 2004 Karen Herrington, CAP
- 2006 Shelli Mundziak, CPS
- 2007 Brenda Rinehart, CAP
- 2009 Melissa Moody

### Olde Westport Spice Fundraiser

Ways and Means Chair, Julie Lawrence, CPS/CAP is coordinating the 2010 Fall Soups & Spices fundraiser, again.

We are taking orders earlier this year for pre-Christmas delivery. Please turn in orders by the November 2 Chapter meeting. Delivery will be at the December 7 meeting.

Olde Westport Spice & Trading company is a local merchant and IAAP continues to support local KC businesses. Make sure to get yourself a spicy treat to warm up those Kansas winter nights to come.



***Come support our own Liese Vanatta, CPS and Patty Steck as they give a presentation on Social Media during the KS Division Fall Workshop, Saturday, October. 9, 2010. More details on the next page.***



**Kansas Division Fall Workshop**  
**Saturday, October 9, 2010**  
 9:00 am - 4:00 pm  
**Cabela's (at the Legends) "Bear" room**  
 10300 Cabela Drive, KCK  
**Hosted by: KCK Sunflower Chapter**



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

**DRESS** Business Casual

**CPS/CAP** Recertification Points: 3

**AGENDA** 9:00 am - 9:30 am Registration

9:30 am - 9:45 am Welcome and Introductions

9:45 am - 10:45 am Ben McClanahan / Web Community

- *Topics covered will include an overview of the web community home page and navigation, how to create and manage your IAAP login and profile information, subscribing and using discussion eGroups, and how to search the document library.*



Ben McClanahan is the Internet Communications Coordinator at IAAP headquarters. He joined IAAP in 2009 and is responsible for managing the IAAP Web Community and IAAP's overall web presence. He previously worked as an online content strategist at Penton Media and currently resides in Gladstone, MO

10:45 am - 11:00 am Break

11:00 am - 12:00 pm Liese Vanatta, CPS & Patty Steck / Social Media

- *Educate our division on the basic use of Facebook & Linked In & the benefits of IAAP members' involvement*



Liese Vanatta, CPS, joined the Johnson County Chapter of IAAP in September 2009. She immediately became involved by proposing the chapter consider a presence on Facebook. Once Liese created a Facebook page, members requested she put together a program on social media which she did in December 2009. She must have struck a chord, because we brought her here to give a similar presentation to our Kansas Division Fall Seminar © Liese is originally from Topeka, Kansas, has two children and has recently returned to school full time to earn her bachelor degree in Public Administration.



Patty Steck is the Executive Administrative Assistant to Sprint's Senior Vice President of Product Technology and Development. Patty's position requires her to associate with over 250 Sprint Partners both in the U.S. and internationally. Her main responsibilities include: meeting planning, device coordination, launch deliverables and planning events - both domestic and international. Patty is also accountable for ongoing product development communication, processes, product policies and customer event management. While at Sprint, Patty has chaired and served on numerous community relations projects, and presently co-leads the Sprint Administrative Professional Community of Practice (APCoP) Events team.

12:00 pm - 1:00 pm Networking Lunch

1:00 pm - 1:30 pm IAAP Squares

1:30 pm - 3:30 pm Susan Meyer / Project Management



An international speaker, business trainer, and published author, Susan Meyer has spoken to over half-million people in 8 countries. She is a member of the National Speakers' Association and is a favorite at companies, conferences and conventions across the country. Audiences love her humorous motivational style and applaud her ability to lead and inspire. She began her training career as a corporate trainer and continues to work with over 100 clients teaching business skills to help employees meet their challenges head on. Susan is no stranger to the Kansas City Kansas Sunflower Chapter, having been the speaker at their education seminar.

3:30 pm - 4:00 pm Announcements/Updates/Adjourn

**EARLY BIRD DISCOUNT**

**(\*\* must be postmarked by September 18 \*\*)**

**\$15 Discount for members \$5 Discount for non-members**



### Bad Break Room Behavior Can Leave a Lingering Impression

Bringing lunch to work has become an everyday occurrence for more and more workers because of the downturn. If you're among this group, mind your manners in the company kitchen. Workers polled in a recent survey by OfficeTeam said the most annoying break room behavior is leaving a mess for others to clean up. Taking a coworker's food without asking came in second, followed by leaving expired or spoiled items in the refrigerator.

You may think your actions in the break room go unnoticed, but subtle behaviors can send a message about your consideration for others — or lack thereof. Here are five additional tips for minding your manners in the break room:

1. **Remember mom's advice.** If you spill something in the microwave or on the counter, wipe it up. It's also common courtesy to refill anything you've emptied in the kitchen, such as the coffee pot, utensils or a napkin dispenser. Leaving empty food containers or coffee mugs in the sink also is inconsiderate because it limits the amount of room colleagues have to clean their dishes or wash their hands.
2. **Spare the air.** You may love the smell of your famous "seafood surprise," but your neighbors probably don't share your enthusiasm. Avoid bringing extremely pungent foods to the office that could offend your colleagues' olfactory senses.
3. **Stake your claim.** Label your food with your name and the date. This will let people know the items are not department leftovers up for grabs and make it clear when the item should be taken home or thrown away.
4. **Get the hint.** Schedule alerts on your calendar so you'll remember to take home or toss out leftovers or groceries you've stored in the office fridge. You'll also help free up space for coworkers.
5. **Do a little dirty work.** Clean up around the break room even if someone else created the mess. By simply picking up a piece of trash or wiping the table, you'll set an example for others to follow and create a more pleasant and potentially safer environment for your colleagues. If you see an ongoing issue with break room etiquette, consider asking management to implement a staff policy or reinforce the rules of conduct.

# Noodle Soup: October

*A little sampling of trivia to feed your noodle!  
Answers at the bottom of this page. No peeking...*

1. The Harvest Moon is:
  - a) the full moon which times closest to the autumnal equinox.
  - b) so named, as farmers may continue to bring in their crops by the moonlight.
  - c) also known as the Hunter's Moon.
  - d) all of the above.
  
2. According to the Guinness Book of World Records, the world's largest corn maze is located in:
  - a) Bloomington, Illinois
  - b) Dixon, California
  - c) Buhler, Kansas
  - d) Edwards New York
  
3. Dried leaves have many uses, including:
  - a) rabbit food
  - b) scarecrow stuffing
  - c) mulch/compost
  - d) all of the above
  
4. Trick-or-treating:
  - a) put U.S. candy grossing sales at the top of all holidays.
  - b) is a worldwide custom.
  - c) can be traced back to a Russian peasant practice.
  - d) is limited to Halloween night.
  
5. Which of the following constellations does not dominate the October night skies?
  - a) Aquarius
  - b) Draco
  - c) Libra
  - d) Pegasus



Sources: [wikipedia.com](http://wikipedia.com), [mywebgarden.com](http://mywebgarden.com), [answers.com](http://answers.com), [guinnessworldrecords.com](http://guinnessworldrecords.com), [seasky.org](http://seasky.org)

Answers: 1. d; 2. b 3. d; 4. a; 5. c

# Take this with you..

“Coming together is a beginning.  
Keeping together is a progress.  
Working together is success.”

-Henry Ford



*Images from Bing and 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>

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

***Happy October!*** Thanks for reading the e-newsletter.  
*Remember: Conserve our resources. Think before you print.*

Newsletter Chair: Erin Bolton, CAP ~ Co-chair: Liese Vanatta, CPS ~ Copy Editor: Donna DeGarmo, CPS/CAP