



# The Analecta

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

*A Monthly Newsletter for Administrative Professionals*

## September 2010 Issue

### 2010-2011 Chapter Officers / Board Members

President:  
[Ceci Cook](#)

Vice President:  
[Patty Steck](#)

Secretary:  
[Kathy Schmalz](#)

Treasurer:  
[Etta Karnaze](#)

Director:  
[Mary Miller, CPS](#)

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

## September CHAPTER MEETING

Tuesday, September 7, 2010  
 5:30 pm – 8:30 pm

Bacchanalia  
 12450 Newton Street  
 Overland Park, KS 66213

**BUSINESS PROGRAM**  
**IAAP Leadership and Management**  
 Sharon Taylor, CPS, Kansas Division President

**Menu:**  
**Buffet with three different entrees**  
**including a vegetarian option. Assorted desserts.**  
**Iced Tea, Water and Coffee**

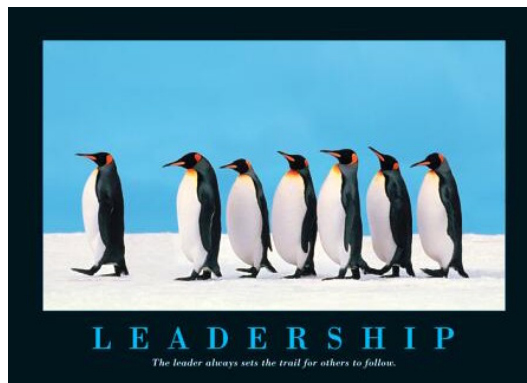
Please RSVP no later than  
 Tuesday, Aug. 31st at 5:00 PM CST to:  
[patty.steck@sprint.com](mailto:patty.steck@sprint.com)

The first ten non-board members to RSVP  
 will be put in a drawing for a special prize.

**NOTE: If you RSVP and cannot attend or get someone  
 to take your place, you will receive an invoice  
 for the \$20 meeting fee.**

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***Letter from the President***

I can't believe it is almost the end of the summer and we are two months into the new chapter year. Where has the time gone? I guess they are right when they say time goes by fast when you are having fun.

I hope those who attended the chapter meeting in August were as excited about the new venue as I was. I think Bacchanalia is a nice change.

Here are some key things coming up over the next couple of months:

**September**

- September 3rd - Mum fundraiser form to be turned into Julie Lawrence, CPS/CAP. Information regarding the fundraiser and form are located on the chapter web page.
- September 7th - Our Division President, Sharon Taylor, CPS will be presenting "IAAP Leadership and Management"
- September 9th - for 8 consecutive weeks the IAAP Professional Certification Exam Study Group will begin. They will meet from 6 – 8:30 p.m. at Creative Consumer Concepts, Creative Commons Building, 10955 Granada Lane, Overland Park, KS 66211
- September 10th - Your executive nominations are due into Etta Karnaze. The nomination form is located on the chapter web page. Don't forget to **invite your executive to Executive Night, Oct. 5th!**
- September 21st - Chapter Board of Directors meeting begins at 6pm and will now be held at Ivy Funds; all chapter members are welcome

**October**

- October 5th - Executive Night, our program will be "Using Assertive Messages & Feedback in the Workplace" and will be presented by Kevin Costello, Manager of University of Kansas Hospital – Employee Development Division of Human Resources
- Ways and Means Soup/Spices sale will begin, more information will be given at the chapter meeting
- Kansas Division Fall Workshop will be hosted by KCK-Sunflower Chapter - Oct. 9. Details forthcoming.
- October 19th - 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 19th - Chapter Board of Directors meeting; all chapter members are welcome
- October 28th final IAAP Professional Certification Exam Study Group

I am pleased to announce the position of RTF chair has been filled. Linda Barnes, CPS/CAP has displayed her passion and purpose by accepting the position. We are now able to mark off another Chapter of Excellence requirement, in our quest for a "three-peat". Also, since we won last year we were again awarded with a \$150 credit towards our website fees; so don't forget to set up your alerts so you don't miss anything.

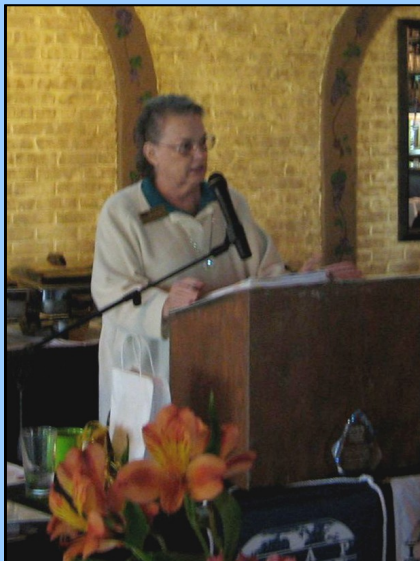
I look forward to seeing each of you at our next chapter meeting; have a safe and happy holiday.

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





Members mingle during dinner at Bacchanalia.



Barb Slagle, CPS presents "Parliamentary Procedure: Roberts Rule of Order".



Julie Lawrence, CPS/CAP announces fall fundraiser details.

## August Meeting Highlights

Text By Erin Bolton, CAP

Photos by Liese Vanatta, CPS

The August 3, 2010 meeting marked our first monthly gathering at Bacchanalia. The room was spacious and the food selection abundant, especially the delicious selection of desserts. Everyone seemed to enjoy the new space and atmosphere.

Barb Slagle, CPS familiarized us with Parliamentary Procedure. She made "Robert's Rules of Order" interesting and memorable. We definitely earned our recertification points that evening with her lively quiz.

Vice President Patty Steck shared an updated system of receiving recertification points for attending educational programs. Members who attended will be emailed a statement of participation based on the check-in roster. So be sure to check-in at the front table and register for the monthly meeting. It provides a record of attendance, eliminates the need for a verbal roll-call and creates the list for Patty to utilize when sending out recertification points.

Julie Lawrence, CPS/CAP announced the details for the fall mum fundraiser. Each two gallon mum will be \$6.50 and make the chapter a \$2 profit per sale. Orders are due Sept. 3 and the flowers will be available for pick-up Sunday, Sept. 12.

Donna DeGarmo, CPS/CAP and Erin Bolton, CAP announced a CPS/CAP Exam "Infomercial" to educate and encourage IAAP members to register for the November 2010 and May 2011 exams. Four people attended the session on Thursday, August 5. Study session will be available Sept. 9 through Oct. 28. A mock exam will be held on Saturday, Oct. 23 at Sunlighten Spa. The exam is Nov. 5-6, so please cheer on those taking the fall exam. Your interest and encouragement will be appreciated.

## Emporia Leadership Boot Camp

Text and Photos By Ceci Cook

The Kansas Division Fall Leadership seminar was held at the Flint Hills Technical College in Emporia on Saturday, August 14, 2010.

If you didn't attend the Leadership Boot Camp, you missed a really good time. Those who attended can now mark something else as being completed on their Member of Excellence form.

Saturday was a full day of fun, laughter, catching up with old friends, meeting new ones and lots of education. We learned about *Strategic Planning* from Tammy Mapes CPS/CAP, *Fiduciary Responsibility* from Betty White CPS, *Marketing like a Pro* from Carol Zamaitis, *Membership Recruitment & Retention* from Sue Houser CPS/CAP, and *Succession Planning* from Sharon Taylor CPS. They all had great presentations and we came away with a lot of ideas and thoughts for our chapter.

Hopefully more Johnson County Chapter members will participate in future educational opportunities. The Kansas Division Fall Workshop will be held by the KCC-Sunflower Chapter on October. 9. Stay tuned for more details.



KS Division President, Sharon Taylor CPS presents Succession Planning.



Students at Attention. Leaders in Training.



Debbie Nash and Etta Karnaze discuss strategic planning strategies.



Sharon Taylor, Ceci Cook, Mary Miller & Carol Zamaitis take a photo op during Boot Camp.

## CPS/CAP Study Group

Congratulations to the Passion & Purpose filled who are taking on the challenge of the CPS/CAP exam. Now, get ready for Study Boot Camp! Drill Sergeants Donna DeGarmo, CPS/CAP and Erin Bolton, CAP will lead 8 weeks of intensive CPS/CAP study sessions.

When:

Thursdays, 6:00 -8:30 PM  
September 9 – October 28

Where:

Creative Consumer Concepts  
Creative Commons Building  
10955 Granada Lane,  
Overland Park, KS 66211

Bring:

Your dinner or snacks  
Study Materials

For more information email  
Certification Chair, Donna  
DeGarmo:

[donna.r.degarmo@sprint.com](mailto:donna.r.degarmo@sprint.com)

Certification information can be found at:  
[www.iaap-hq.org/prodev/certification](http://www.iaap-hq.org/prodev/certification)

## Mark Your Calendars

### September:

- 3 Mum Orders Due  
(To Julie Lawrence)
- 6 Labor Day
- 7 Monthly Chapter Meeting
- 9 CPS/CAP Study Sessions  
Begin
- 10 Executive Night Nominations  
Due  
(To Etta Karnaze)
- 21 Chapter Board Meeting

### September Birthdays:

- 3 Bonnie Jameson, CPS/CAP
- 6 Brenda Rinehart, CAP
- 11 Pam Pereira
- 16 Karen Hoover

### September IAAP Anniversaries:

- 2000 Ceci Cook
- 2005 Celeste Kvetensky, CPS
- 2008 Tamara Long
- 2009 Ellen Cespedes
- 2009 Liese Vanatta, CPS

### October:

- 5 Executive Night  
(Remember to invite your Executive!)
- 9 KS Division Fall Workshop
- 17-20 IAAP Fall Conference: The  
Core Characteristics of a  
Champion
- 19 Safe Home Luncheon
- 20 Chapter Board Meeting
- 23 CPS/CAP Mock Exam  
(Held at Sunlighten Spa)
- 28 Final CPS/CAP Study Group



### Temporary Work: An Overlooked Option?

As companies bounce back from the downturn, they are adding new staff. But many aren't yet able to hire full-time workers, so they are turning to temporary professionals instead. Some job seekers overlook temporary work, largely because of persistent myths about what it does or does not entail. Here are four myths commonly associated with temporary work and the realities behind them. Don't let the following misconceptions stop you from considering a potentially beneficial interim opportunity.

**Myth #1: Temporary work doesn't look good on a resume.**

Reality: Temporary assignments can — and should — be assets on your resume. List the staffing firm as your employer and then describe the job duties you have performed for various companies. Experience gained through interim assignments can often boost your qualifications in the eyes of a potential employer.

**Myth #2: Temporary work will interfere with my search for a full-time position.**

Reality: Many businesses view interim engagements as a way to evaluate individuals for full-time roles and often hire temporary workers they've had an opportunity to observe firsthand. Project work also allows you to enhance your skill set, make new contacts and earn an income while continuing your search for a full-time job.

**Myth #3: Temporary assignments don't offer competitive compensation.**

Reality: Temporary and contract positions typically offer rates on par with salaried ones, and individuals with the most sought-after skills can often command a premium.

**Myth #4: Working with a staffing firm will cost me money.**

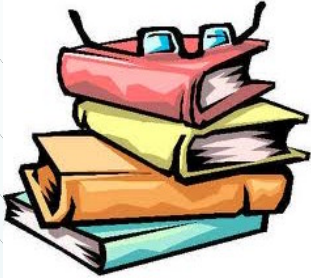
Reality: Respectable staffing firms never charge candidates for their services. All the fees are covered by the company that is hiring.

If you decide to pursue temporary work, register with a staffing firm that specializes in the administrative field. Representatives from these companies have deep networks within the local business community. They can truly understand your professional preferences and goals and can effectively market your qualifications to employers.

*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](http://www.officeteam.com).*

# Noodle Soup: September

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



1. In honor of Library Card sign-up Month, what TV character influenced the national rate of new library cards by 500%?

- a) Keith Partridge
- b) Lucille Ball
- c) Hannah Montana
- d) The Fonz

2. The word September is derived from the Latin word, *septem*, which translates to:

- a) separate
  - b) brother
  - c) seven
  - d) autumn
- BONUS: Why is this?

3. Labor Day is celebrated the first Monday of September and was first observed in:

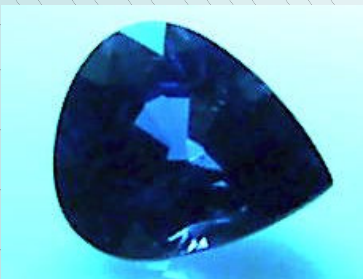
- a) 1804
- b) 1882
- c) 1912
- d) 1921

4. These are the President's directives on Patriot Day:

- a) moment of silence at 8:46am Eastern Time
- b) flags flown at half-mast
- c) wearing of red, white and blue
- d) all of the above
- e) both a and b

5. September's birthstone, sapphire, is made up of any color of corundum except:

- a) red
- b) blue
- c) green
- d) yellow



Sources: [brownielocks.com](http://brownielocks.com), [wikipedia.com](http://wikipedia.com), [sitcomsonline.com](http://sitcomsonline.com),

Answers: 1. d; 2. c – Sept. was the 7<sup>th</sup> month of the Roman calendar; 3. b; 4. e; 5. a

# Take this with you..

“Do not follow where the path may lead.  
Go instead where there is no path  
and leave a trail.”

~Ralph Waldo Emerson



*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 September 20 for our October newsletter to: [erin.bolton@yahoo.com](mailto:erin.bolton@yahoo.com) Your comments and feedback are always appreciated. Thanks from the editorial staff.*

***Happy September!***

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