



Flower City
Chapter/
International
Association of
Administrative
Professionals

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June 2011

President's Message

Pam Johnson, CPS/CAP

Did you know...the JUNE BUG, also known as June beetle, is the name for several large beetles seen in the United States during May and June? They are usually seen at night, when the light attracts them.

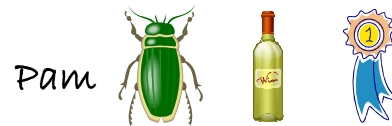
I can hardly believe my first term as President is coming to a close. It has been a great year and learning experience. Like a good wine I can only improve as I age!! Thanks to all of you for your support.

News from IAAP Headquarters: As promised, they are continuing to keep members apprised of IAAP's financial situation with quarterly reports. In spite of the economy still being in a recovery mode and things not rebounding as fast as previously predicted, IAAP has stabilized its financial position.

They have brought on some new IAAP sponsors and advertising for **OfficePro** is increasing.

The NYSD Annual Meeting was a great success. Our chapter won three awards: First Place for our Newsletter (great job Marilyn), an award for our program on "Building Confidence and Presence" and an award for an increase to our membership (five new members)! More information in my delegate's report on page 8.

Our board and officers are here for you. If you have questions or concerns please let us know; we want you all to reap the benefits of your membership.



Flower City Chapter News

Members having a June birthday are:

Dolores Hofmann	June 5
Phyllis Schirano	June 11
Jennie Barchet, CPS/CAP	June 24
Maria Karras	June 25



Photos from APW 2011



Members having a July birthday are:

Maria Ester Sanchez, CPS	July 1
Mary Lou Basile (RIT)	July 3
Pam Johnson, CPS/CAP	July 3
Ruth Barone, CPS	July 5
Sue Case, CPS/CAP	July 5
Judy Beh-Conrose	July 14
Nora Plumeri, CPS	July 22



This is the second time in three years that our newsletter has taken first place in the NYSD Newsletter competition. KUDOS to **The Blossom Times** team of Sue Case, Cheryl Mart and Marilyn H. Nickerson.

New York State Division News

Members of Excellence for NYSD



Jennie E. Barchet, CPS/CAP, New York State Division IAAP President 2010-2011, reports the following are Members of Excellence for 2010-2011 in their respective chapter and in NYS:

Joann Liddy Pierce, CPS
Elmira-Corning
Maria Nieves
Brooklyn
Elizabeth Armfield
Brooklyn

Debra E. Frederiksen, CPS/CAP
Buffalo
Jami L. Blackchief, CAP
Buffalo
Bianca M. Constance
New York City
Pamela A. Johnson, CPS/CAP
Flower City
Jennie E. Barchet, CPS/CAP
Flower City
Barbara Russo, CPS/CAP
Syracuse

These nine women represent six out of nine chapters. CONGRATULATIONS!!

Renewal of FCC Certification Review Seminars



There are current plans to schedule five review seminars for all candidates who wish to sit for the May 2012 new CAP examination.

All seminars will be held in the Georgetown Commons Condominium clubhouse located in Perinton, NY on Saturdays (dates TBD) from 9:00 AM to 12:00 Noon. Attendees will be able to bring their personal food items as none are available for sale on site.

Costs to the candidates include review seminars, textbooks and exam fees.

Since textbook costs vary, a total estimate for IAAP members, exclusive of textbooks, is \$325. Non-IAAP members pricing is slightly higher.

For more details on required textbooks and review seminar dates, contact Nancy Shairer, Certification Chair at: NShairer@rochester.rr.com.

IAAP International News

EFAM 2011 Be There!



Hotel reservations are filling up quickly for the 2011 Education Forum and Annual Meeting (EFAM) in Montreal.

Montreal, Quebec is an elegant city full of life. It's a vibrant place full of memories, dreams and festivals. Montreal is made up of two parts: the Old City and the modern Montreal.

The Old City is a maze of narrow streets, restored buildings and old houses while the modern Montreal is home to skyscrapers, theatres, museums, and nearly 7,600 restaurants and a glittering nightlife.

Don't miss being part of the education – and the fun – at EFAM 2011. Make your hotel reservations today! Visit www.iaap-hq.org/events.

Civic, Public and World Affairs

Strange Bedfellows: War and Minority Rights

By Robert Saldin

War: What is it good for? Well, minority rights for one thing. Regardless of what you think of America's overseas military adventures during the last century, they've all had positive domestic outcomes: Minority groups that have contributed to war efforts have been rewarded with expanded rights. The repeal of "Don't Ask, Don't Tell" — the policy prohibiting gays from serving openly in the US armed forces — is only the latest discriminatory policy to be discarded in the crucible of war.

On the surface, a connection between wars and progress on civil rights and civil liberties may seem counterintuitive. In fact, we tend to connect wars with miscarriages of justice like Japanese internment during World War II or, more recently, prisoner abuse at Abu Ghraib. But without minimizing these (and many other) notable travesties, it's worth recognizing that there is also a long history of wars offering new and compelling rationales for expanding minority rights in the United States and beyond.

Although frequently overlooked in the recent debate over "Don't Ask," the wartime context was crucial because it introduced a new element of practical and moral urgency. Practical because "Don't Ask" deprived our military of needed personnel. Moral, because serving and possibly dying for one's country calls rationales for less than full citizenship into question. As former Marine Eric Alva, America's first casualty in Iraq and a man who later came out as gay, told me, the wartime context "allowed an opening" for making new arguments against "Don't Ask" that would have carried the same moral imperative in peacetime. It was also right in line with an overlooked American tradition.

Nobody recognized it in May 1915, but when German submarines sank the *Lusitania*, thereby drawing the United States into World War I, the days of gender-restricted voting went down with the ship. While feminists had been

pushing for suffrage rights for some time, three attempts to get a constitutional amendment through Congress had failed to achieve bare majorities, let alone the requisite two-thirds margin.

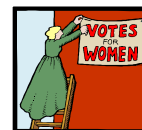
Early in World War II, African American soldiers were kept away from combat situations because they were regarded as likely to flee during battle. But the luxury of holding such prejudices collapsed amidst manpower shortages. Black platoons were hastily formed, and the men in them came to fight side by side with white units. More than a million blacks served—albeit in segregated units—and for the first time, a substantial number were placed in combat roles.

During Vietnam another group was granted new rights. As "old enough to die, old enough to vote" became a mantra, proponents of allowing Americans ages eighteen to twenty the franchise found new ammunition for their cause...the youth vote.

Beyond military policy, the repeal of "Don't Ask" is important for the larger gay rights agenda, just as African American service in World War II and Korea helped shape the evolving civil rights movement. For blacks in the 1950s, Army integration was only one area of interest. Similarly, military service is just one of many rights-based concerns for today's gay community, which probably places equal marriage rights higher on its agenda. But history indicates that progress in one area can spur broader advances in others. In this way, the repeal of "Don't Ask, Don't Tell" proves once again that even though war is hell, it also has the unintended consequences of expanding minority rights.

Robert P. Saldin is a Robert Wood Johnson Scholar at Harvard U and an author.

Source: Excerpts from <http://www.worldaffairsjournal.org/articles/2011-Mar-Apr/full-Saldin-MA-2011.html> 4/28/11



You Are NOT an Expert at Everything!



You are not an expert at everything. There, I said it!

You may have reached illustrious milestones in your career and life; perhaps you are so respected in your area of proficiency that you are sought out for your opinions and advice; it is even likely that you are widely-recognized as **the** expert in a certain subject; but, you are not, I repeat, you are not an expert at **everything**. Which further means that it's okay to ask others for help!

In fact, successful leaders appreciate and acknowledge this reality and usually go to great lengths to surround themselves with people with a variety of skills and capabilities who can assist them as needed.

Think of it this way. If you were asked to solve a Rubik's Cube puzzle with a blindfold on, you would probably balk at the task. But then, you'd quickly realize that the easiest way to accomplish this seemingly gargantuan undertaking would be to have someone at your side guiding you through the process. Suddenly the blindfold is no longer an obstacle!

Asking for counsel and guidance from a trusted advisor on questions and issues

outside your area of primary expertise is much the same.

However, for this to happen, you must do two things.

First, you must be willing to admit that you are not an expert in everything.

Second, you must take proactive steps to find and build relationships with professionals who you can call upon for guidance and directions when the need arises.

Are you doing both of these things?

Source: *Merge's Monthly Mega-Minute* — May 2011

Merge Gupta-Sunderji turns managers into leaders. Through engaging keynotes and facilitated workshops, she gives people specific and practical tools to achieve leadership and communication success. Contact her at www.mergespeaks.com or 403-605-4756.

Upcoming Events—2011



June

22 Board of Directors Meeting
Rochester Airport Marriott

July

24-27 IAAP Education Forum and
Annual Meeting (EFAM),
Montreal, Quebec/Canada

August

TBD Board Meeting

September

14 Chapter Dinner/Meeting
Rochester Airport Marriott

Delegate's Report from the 59th New York State Division's Annual Meeting

2011 IAAP® NYS Division 59th Annual Meeting

May 20-22, 2011

I'm proud to say that this year's NYSD Annual meeting was attended by all of our Flower City Chapter Officers. Our day began early on Friday morning with a Professional Leadership Workshop with two great presentations by Judith A. Yannarelli, CPS/CAP IAAP International Treasurer. Immediately following the leadership workshop the ribbon cutting took place for our exhibits and vendors. Friday afternoon consisted of a Professional Seminar on "Healthy Assertiveness" by Leslie Rose McDonald. The NYSD Board and Members at Large met after the seminar. A few of us also attend the CPS/CAP Society seminar with another great speaker. The day ended with the Evening of Welcome, introduction of the 2010-2011 NYSD Officers and our very own Rhonda L. Ackley CPS/CAP as Nominations Chairman. The Retirement Trust Fund held a very fun fundraiser using the Wii (computer gaming system) to bowl! Lots of cheering went on at that end of the banquet room and it was a great success.

Saturday started very early with a members briefing breakfast which was for the upcoming day's events. The First Assembly Meeting started at 9:00 a.m. The American Legion Post 1832 did the presentation of colors (gets me every time). We said the Pledge of Allegiance and the National Anthem was sung by member Mary Ann Kaszubowski, CPS. The head table was then announced and then our Keynote Speaker, Cathleen Hamel, MS, RN, NEA, BC presented.

The Report of Credentials was presented, 10 Delegates and 8 Alternates. The Report of Registration was given by our very own Kiesha Everett, CPS: I International Officer, 4 Division Officers, 10 Delegates, 8 Alternates, 36 Members and 2 Guests. The meeting minutes from last year's Annual meeting were reviewed and approved. The Treasurer's Report was not accepted during this meeting; a separate meeting took place with the delegates/alternates and any members who were interested. Further clarification was needed on the actual report set up to better understand how the figures were reached. At the second meeting the report was approved. For the future the NYSD Treasurer's report will go to all chapter delegates

for review and approval ahead of the NYSD meeting.

The State of the Association was given by Judith A. Yannarelli, CPS/CAP International Treasurer. She told us various teams were formed to look at marketing Certification, and reviewing the Website, Pathways to Excellence Program and many others. The economy is still lagging and membership has continued to decline. International is providing more educational seminars at EFAM. International is working on building back reserves.

Jennie E. Barchet, CPS/CAP spoke on the State of the Division.

Next year's Annual meeting invitation was extended by New York City chapters for the 2012 Division Annual meeting. More information to come at a later date.

Judith A. Yannarelli, CPS/CAP International Treasurer discussed the proposed International Bylaws and Standing Rules Amendments.

At the Recognition Luncheon there was the Omega Memorial Service. Each chapter President came up and lit a candle for those who passed away in the past year.

The day ended with the Awards Gala! We were entertained by a Comedian, Dave Celestian. Membership growth awards were given out, Flower City received one for 5 new members. I'm proud to say that Flower City Chapter came in First Place for our Newsletter! Kudos to Marilyn Nickerson and her team for a great job! Syracuse Chapter was second place and Buffalo was third.

NYSD new officers were installed followed by outgoing and incoming remarks.

Sunday brought us a Breakfast Workshop with a presentation on Ready! Fire! Aim! – Negotiation Skills for Administrative Assistants. Door prizes, raffles were given out and final announcements concluded the 59th Annual Meeting.

The new board met after the workshop and transferred files.

In-Home Care Provides Companionship

By Carol Bradley Bursack



When we first see our aging parents needing help that we can't offer, we often encourage home maintenance help. But quality of life issues matter, too.

How can you help your loved one find stimulating company and keep them involved in the world around them, and give a well parent time away from caregiving for their ill spouse? For many, the answer is in-home care.

For many years, my uncle enjoyed visits from three rotating caregivers. They offered companionship, helped stave off his loneliness, and enabled me to take occasional breaks from caregiving. They even drove him to the store and to monthly meetings with his former military friend.

Because they can provide transportation, in-home caregivers give your loved one the freedom to go play bingo, attend

church, or visit friends without having to work around your schedule.

Professional in-home caregivers value their relationship with family members. They work hard to build your trust so you feel confident your loved one will be safe under their care.

Another option that provides social opportunities are adult day care centers, which can be located in private homes, commercial buildings, or attached to nursing homes. If you feel that your loved one may need a nursing home in the future, an adult day care center attached to a nursing home may be the best choice: it will help ease their transition when the time comes.

Whether you choose in-home care or adult day care, it's easy to keep your loved one active and interested in life.

Source: ElderCarelink.com, 5/11/11 11AM

Home Care, Assisted Living or a Nursing Home?

By Shannon Dauphin



If your loved one is determined to maintain their independence, and they have only minor issues of aging to contend with, homecare or an assisted living facility might be your best option. However, if your elderly loved one has significant medical problems that require regular monitoring or mental or emotional issues that need constant attention, a skilled nursing facility could be a good fit.

5 Tips to Make your Decision Easier

Choosing a homecare, an assisted living center or a nursing home is not a decision to be taken lightly. Here are a few practical ways you can make the transition easier for everyone.

1. **Start Slow.** Begin with hiring help

for basic chores, such as mowing the lawn or running errands. As the need for care progresses, add in-home care until you need to address a different approach.

2. **Start a Conversation.** Talk to your loved one about their medical issues and what their options are for long-term care. Making a decision may not happen overnight, so be patient with them as they sort through their emotions.
3. **Offer Choices.** When staying at home is no longer realistic, sit down to talk about assisted living centers or nursing homes. Allow them to make many of the decision on their own, within reason. Bring their doctor into the discussion and ask for their opinion as well.

Continued on page 7...

Home Care, Assisted Living or a Nursing Home?

Continued from page 6...

4. **Make Legal Preparations.** Long before a long-term care decision must be made, consider the legal roadblocks that might hinder any eldercare choices. Talk to your loved one about finances, durable power of attorney, and other legal factors.
5. **Show Them You Care.** When you do place your senior loved one in an assisted living center or nursing home, visit them often and talk with them daily if at all possible. Pay attention to their care, follow up on any complaints, and become an advocate for them. Most of all, remind them how much you care about

them, and show them that their comfort and health is your utmost concern.

Choosing between an assisted living center and a skilled nursing facility can be difficult, but with open lines of communication between you and your loved ones, that rocky road can be made much smoother.

Source: *ElderCarelink.com*, 5/13/11 11AM



June

According to the Georgian calendar, which is used over most of the world today, June is the sixth month. On the Roman calendar, it was considered the fourth month and had only 29 days. Julius Ceasar gave the month 30 days in 46 B.C., when he reformed the Roman calendar.

The Roman poet Ovid provides two etymologies for June's name in his poem concerning the months entitled the *Fasti*. The first is that the month is named after the Roman goddess Juno, wife of Jupiter and equivalent to the Greek goddess Hera, whilst the second is that the name comes from the Latin word *iuniores*, meaning "younger ones," as opposed to *maiores* ("elders") for which the preceding month May is named (*Fasti* VI.1-88).

June is known for the largest number of marriages that occur over the course of the month. According to one etymology, June is named after June (Hera). Juno was the goddess of marriage and a married couple's household, so some consider it good

luck to be married in this month.

In Iceland, folklore says that if you bathe naked in the morning dew on the morning of June 24, you are supposed to keep aging at bay for a long time.

In both common and leap years, no other month begins on the same day of the week as June. This month [June] and May are the only two months that have this property. June ends on the same day of the week as March every year.

Flag Day is observed in the United States on June 14. It commemorates the day in 1777 when the Continental Congress adopted the Stars and Stripes as our flag. It then had only 13 stars to match its 13 stripes.

Sources: <http://en.wikipedia.org/wiki/June> 5/10/11 and www.entourages.com/barbs/june.htm





IAAP Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Flower City Chapter Leadership 2010-2011



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Vice President: [Rhonda Ackley, CPS/CAP](#) 546-7220 X7260 (w)
Secretary: [Kyra Sheehan](#) 271-5256 (w)
Treasurer: [Donette Loehr, CPS](#) 275-5167 (w)

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[Sue Case, CPS/CAP](#) (2010-2011) 272-2611 (W)
[Kiesha Everett, CPS](#) (2010-2012) 546-7220 X5501 (w)
[Rebecca Wight](#) (2010-2012) 338-5536 (w)

Marilyn H. Nickerson & Cheryl Mart

Ex-Officio

Committee Chairs 2010-2011



Administrative Professionals Week (APW) – [Rebecca Wight](#) & [Donette Loehr, CPS](#)
Arrangements – [Tarie Vinci](#)
Blossom Times – [Marilyn H. Nickerson](#)
Bylaws & Standing Rules – [Cheryl Mart](#)
Certifications (CPS/CAP) – Nancy Shairer, CPS
Community Service – [Keisha Everett, CPS](#) & [Barbara Snaith](#)
Historical – **Available**
Member of the Year (MOTY) – **Available**
Membership – [Sandy Warren](#)
Nominations – [Marilyn H. Nickerson](#)
Programs & Workshops – [Barbara Snaith](#)
Scholarship – [Sue Case, CPS/CAP](#) & [Keisha Everett, CPS](#)
Ways and Means (“Fun”raising) – [Rebecca Wight](#)
Website – [Sue Case, CPS/CAP](#)

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Speak Out—Your Opinion Matters!

We want to know what you think about **The Blossom Times** so we can better communicate with you.

The Blossom Times Survey

- How many of the last 9 issues have you read or looked through?
 - All 9
 - 8 of 9
 - 7 of 9
 - 6 of 9
 - 5 of 9
 - 4 of 9
 - 3 of 9
 - 2 of 9
 - 1 of 9
 - None
- Is **The Blossom Times** newsletter useful to you?
 - Always
 - Frequently
 - Usually
 - Seldom
 - Never
- How much time do you typically spend reading **The Blossom Times**?
 - I never read it
 - I flip through it quickly
 - Less than 15 minutes
 - Less than 30 minutes
 - 30-59 minutes
 - Over 1 hour
- What is your favorite part of **The Blossom Times**?
 - Flower City Chapter News
 - NYS Division News
 - NE District News
 - International News
 - Civic, Public and World Affairs
 - Featured articles
 - Monthly Meeting notice
 - Health Corner
- What would you like to see that is not in **The Blossom Times**?
 - More on CPS/CAP
 - More on our profession
 - More on life articles
 - More on RTF
 - Articles on other chapters
 - Other _____
- Rate the amount of information you receive about all levels of IAAP?
 - Not enough
 - Just right
 - Too much
- Would you visit the FCC website to read **The Blossom Times**?
 - Yes
 - No
- How often do you visit our website?
 - Once a week or more
 - A couple of times a month
 - A couple of times a year
 - About once a year
 - Less than once a year
 - Never
- What is your membership level?
 - Student
 - Professional
 - Merited member
 - Associate Member
 - Member at Large (MAL)



If you have additional comments, please share them with us on a separate piece of paper. **Please mail completed survey to:** Marilyn H. Nickerson, Editor, 35 Elmcroft Rd., Rochester, NY 14609 **by July 29, 2010.**

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PASSION & PURPOSE

FLOWER CITY CHAPTER

*“Take every birthday
with a grain of salt. This
works much better if the
salt accompanies a large
margarita.”*

Maxine

*Yelling It Like It Is—a Fine Whine
With the Queen of Attitude,
(2001), Hallmark Books, Working
Noon Till Five, pg 90*

Health Corner

Healthiest Choices at the Mall Food Court

PF Chang’s Asian grilled salmon with brown rice and asparagus, 460 calories. Starbucks’ chicken on flatbread with hummus artisan snack plate, 250 calories. Subway’s six-inch veggie delight with Swiss cheese on nine-grain wheat bread with one tablespoon of light mayo, 330 calories. Au Bon Pain’s Mayan Chicken Harvest rice bowl with brown rice, 510 calories.

Recommendations by editors of **Health** magazine. www.Health.com

Source: *BottomLine PERSONAL*, 32:7, April 1, 2011, p. 16



Foods with Fiber Added may NOT be as Healthful...

...as naturally fiber-rich foods. Added fiber does not have the same effect in the body. *Self-defense:* Read food labels to find out how much total dietary fiber is listed – then look at the ingredients list to see where the fiber comes from. Avoid foods that include fiber additives, such as inulin, maltodextrin and other unnatural-sounding ingredients. *Better:* Choose fresh fruits and vegetables, whole grains, and legumes, which are naturally high in fiber. If you are too busy to eat properly, consider a fiber supplement derived from natural psyllium husk.

Arthur Agatston, MD, cardiologist, associate professor medicine, U of Miami Miller School of Medicine, Miami Beach, and author of ***The South Beach Diet Supercharged***

Source: *BottomLine PERSONAL*, 32:7, April 1, 2011, p. 16