



Flower City
Chapter/
International
Association of
Administrative
Professionals

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May 2011

President's Message

Pam Johnson, CPS/CAP

May is one of the most beautiful months of the year. Usually the snow and ice are gone and the hot temperatures haven't arrived (this is Rochester!). The first garden begins to sprout in May. The wild flowers are blooming and the trees and grasses have turned green.

Wild flowers that bloom in different parts of America are the forsythia, dogwood, violets, and jack-in-the-box. Many birds have built their nests, and mother birds are sitting on the eggs, which will soon hatch. Why not "Spring" into action and join a committee or attend more monthly chapter meetings!

I hope you all had a great Administrative Professionals Week and received the recognition you so deserve!

Don't forget to take advantage of our website or IAAP's website for educational opportunities, networking and much more all at your finger tips.

Our board and officers are here for you if you have questions or concerns about the Chapter or International, please let us know. We want **you** all to reap the benefits of your membership.

Pam



Flower City Chapter News

Members having a May birthday are:

Laurie Kenyon	May 9
Judith Ann Russell	May 9
Kiesha Everett, CPS	May 14
Nancy Shairer, CPS	May 26
Marilyn H. Nickerson	May 29



Congratulations to **Judy Beh-Conrose** who has just been promoted at Bausch + Lomb from Administrative Assistant II to Sr. Tax Administrator.

Barbara Snaith received The Staff Community Service Award from the University of Rochester Medical Center. The Staff Community Service Award honors a University non-management staff member "whose commitment best exemplifies service to the University and the Greater Rochester community."

The **Nominations Committee** is looking for two FCC members willing to receive FREE leadership training for two years. Contact Marilyn H. Nickerson, Anna Senko or Marcia Opperman, CPS/CAP ASAP about a board position!

New York State Division News

"Attitude is a little thing that makes a big difference."

Winston Churchill



Syracuse,
New York

The 59th IAAP New York State Division's Annual Meeting will be held from Friday, May 20 through Sunday, May 22, 2011 in Syracuse, New York and is themed **"Positive Attitudes: Endless Possibilities."**

May 19

A tour of the Matilda Joslyn Gage House in Fayetteville followed by dinner at Kirby's.

May 20

Leadership Workshop by International Treasurer, Judith A, Yannarelli, CPS/CAP

"Healthy Assertiveness" Seminar by Leslie Rose McDonald, Pathfinders CTS, Inc.

Keynote Presentation—Cathleen Hamel, MS, RN, CNAA-BC, CNO and VP of Patient Care, Baxter Regional Medical Center

Evening of Welcome with music by Jammin' Beats DJ's

May 21 — "Ready! Fire! Aim! Workshop by Dr. Kevin L. Hoehn, Pharmacy Clinical Coordinator, Faxton St. Luke's Healthcare.

For more details contact **Linda Yates** at Yates.linda39@yahoo.com.

Renewal of FCC Certification Review Seminars



There are current plans to schedule five review seminars for candidates for the May 2012 new CAP examination. "Although the first sitting of the new CAP exam is November 2011, that might be too soon for the Flower City Chapter's clients to be prepared" said **Nancy Shairer, CPS, chair of the Certification Program**. "One reason is that August 15, 2011 is the deadline for candidates to send in their applications. Further, we won't be able to advertise the Flower City Chapter review classes until the first of May following the April 30 APW event. And finally, this will be the first of the new exam format and there might be

some "bugs" for IAAP-HQ to work out." said Nancy Shairer.

All seminars will be held in the clubhouse at the Georgetown Commons Condominium located in Perinton on Saturdays from 9:00 AM to 12:00 Noon. Attendees will be able to bring their personal food items. Costs to the candidates include seminars, textbooks, and exam fees with a total estimate for IAAP members (exclusive of textbooks) of \$325. For more details 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

Decade of the African Woman

By Lendsey Achudi

In October 2010, in Nairobi Kenya, the Decade of the African Woman was launched and recognized by the African Union (AU) and the United Nations (UN), and supported by the Maputo Protocol Manifesto. The decade theme is a “grassroots approach to gender equality and women’s empowerment.” The Maputo Protocol manifesto emphasizes 10 matters of concern: 1. Fighting poverty and promoting economic empowerment of women and entrepreneurship 2. Agriculture and food security 3. Health, maternal mortality and HIV/AIDS 4. Education, science and technology 5. Environment, climate change and sustainable development 6. Peace and security and fighting violence against women 7. Governance and legal protection 8. Finance and gender budgeting 9. Women in decision making 10. Young women’s movement.

Despite the obstacles they face in the developing continent, women in Africa have made commendable progress in most areas of life, and especially in political leadership. Liberia, for example, inaugurated Africa’s first female president in 2006. Her Excellency Ellen Johnson Sirleaf was a leader in her country’s peace movement. She defeated a soccer star with nearly 60 percent of the vote in a highly patriarchic society. In other African nations, women make up a significant part of their governments. Rwanda leads all nations in this regard with about 48.8 percent of its parliament consisting of women. Other African nations with high percentages of women in government include Mozambique at 34.8 percent, South Africa at 32.8 percent and Tanzania at 30.4 percent. Kenya also produced the first women Nobel Peace prize laureate, the Honorable Wangari Maathai. This, in part, is due to national mechanisms that have been designed to help include women’s issues in the policies, plans and programs of government.

Nonetheless, these mechanisms for the full integration of women into government and na-

tional economic decision-making processes have been stalled due to a lack of funding, as well as continued resistance by male-dominated state structures which are reinforced by the world imperialist system. The current global economic crisis has disproportionately affected Africa and consequently the status of women.

However, does the African woman know that a whole decade has been dedicated to her? As shocking as it might seem, many African women both in Africa and in the Diaspora are not aware of the existence of the decade, let alone what opportunities they could take advantage of as a result of the decade or how they could contribute to it.

It is also interesting to note that the mainstream media, such as CNN, BBC and the like, has decided to ignore such a remarkable event, maybe because it does not sound as captivating as Muamar Qaddafi’s defiance speeches, economic sanctions on Zimbabwe, Somali pirates in the Indian Ocean or Sudan’s session. On the other hand, local media in Africa, rather than emphasizing the importance of the decade, have become vessels of communication for politicians selling their propaganda.

Therefore, it is up to the African woman, whose cage has been opened like a bird, to spread out her wings, fly high and realize her full potential. She has been the backbone of the African society, and now is her time to go international, showing the world what she can contribute. And what if someone tries capturing her and putting her back in the cage? Well, some bird poop would be more than appropriate! Happy Decade of the African Woman!

Achudi is a member of the UR class of 2014.

Source: <http://news.yourolivebranch.org/2011/04/22/decade-of-the-african-woman/4/28/11>



12 Greek Words You Should Know



Along with Latin, Greek is probably the language that most influenced other languages around the world. Many English words derive directly from Greek ones, and knowing their origin and meaning is important. Below you will find 12 Greek words that are commonly used in our society. The next time you hear someone saying “Kudos to you,” you will know where it comes from.

1. **Acme** — The highest point of a structure. The peak or zenith of something. One could say that Rome reached the acme of its power in 117AD, under the rule of Trajan.
2. **Acropolis** — *Acro* means edge or extremity, while *polis* means city. Acropolis, therefore, refers to cities that were built with security purposes in mind. The word Acropolis is commonly associated with Greece’s capital Athens, although it can refer to any citadel, including Rome and Jerusalem.
3. **Agora** — The Agora was an open

market place, present in most cities of ancient Greece. Today the term can be used to express any type of open assembly or congregation.

4. **Anathema** — *Anathema* is a noun and it means a formal ban, curse or excommunication. It can also refer to someone or something extremely negative, disliked or damned. Curiously enough, the original Greek meaning for this word was “something offered to the gods.”
5. **Anemia** — Anemia refers to a condition characterized by a qualitative or quantitative deficiency of the red blood cells (or of the hemoglobin). Over the years, however, the term started to appear in other contexts, referring to any deficiency that lies at the core of a system or organization.
6. **Ethos** — Translated literally from the Greek, *ethos* means “accustomed place.” It refers to a disposition or characteristics peculiar to a specific

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Upcoming Events—2011

May

20-22 **NYS Division Annual Meeting**
Liverpool, NY (near Syracuse)

June

1 **Chapter Dinner/Annual Meeting; Election/ Installation — Marriott**

15 **Board of Directors Meeting**
Rochester Airport Marriott

July

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

2011-2012

August

TBD **Board Meeting**

September

TBD **Chapter Dinner/Meeting**



How To Become Invaluable, Find Your Distinct Skill and Stand Out

By Lauren D. Russell

Copy machine expert. For Maria Eitel, now president of the Nike Foundation, this was her ticket up.

It was during her first job. Looking to stand apart from her post-grad entry-level peers, Maria chose the copier. Why? Everyone used the copy machine—from assistants to C-level execs. She calculated that she could easily become the best at the copier. As the go-to-girl, she would gain entrée to everyone in her company. So she studied. Became familiar with the intricacies and solutions. A reputation grew.

Every copy problem became an opportunity. She built bridges within the ranks. And, just as planned, she used these introductions to parlay her formal skill set.

In my first job fresh out of college, I too was at the bottom. No industry knowledge. No connections. But armed with Maria's advice, I was set to find my copy machine.

The first day was a blur of conference calls. Three to five was custom. I was in survival mode. Like chewing gum and walking, I could type lecture notes in my sleep. Reverting to college instincts, I banged out notes for each call. At the end of the day, I circulated them among my colleagues. They were thrilled. Each was an undergrad pre-PC. None could participate on a call and type. Digital notes were a valuable tool.

For the next three months, I was put on every call. Group calls. C-level to C-level. They needed me. I gained full access to every level of the company. Every client. Every aspect of our business. My entrée came during post-call discussions. Gaining a firm grasp on the field, I promoted my opinion. Slowly, I cultivated value as a participant, not a secretary. It was not long until I was put on every call for my strategic mind, not my ability to type.

So how do you find your distinct skill to stand out?

It's not about finding a secretarial job and becoming good at it. It's about finding that ticket to provide access. Get your name to the right people in your company. Build relationships. This might be secretarial, it might not. It's about being creative. Being the best. Using that position as the platform to showcase your professional prowess.

Here's four steps to help guide your way:

1. **It's all about entrée:** Who holds the ticket to your next move? Where is the knowledge that you want, but don't have? The copy machine was a tool to gain access. Note typing was a tool to learn the job. Be strategic and target individuals or groups. Know where you want to go. Know who is the person or people that can get you there.
2. **What can you do—not that nobody else can—but that nobody else does?** Look at your team, your company — not at the formal hierarchy, but the informal structures. Find a need that gets you in contact with the people you identified in step 1.
3. **Be the best:** Many people in Maria's firm were capable of fixing the copy machine. But no one chose to become the best at it. Maria saw this opportunity and ran. Choose something you know you can be the best. Put in the work to get you there.
4. **Build a reputation:** Once you have the skill, make sure people know about it. Be helpful. Be proactive. Use your ability to build your reputation.

Lauren D. Russell helps people doing good, do good better. She is a philanthropic consultant in Santa Monica, CA and a recent graduate of Yale University. Follow Lauren on Twitter @laurendrussell.

Source: <http://blogs.forbes.com/85birads/2011/03/29/how-to-become-invaluable-find-your-distinct-skill-and...4/4/2011>



Most Workers Have Saved Just \$25,000 for Retirement

By Blake Ellis, Staff Reporter



NEW YORK (CNN Money) - - Most Americans have less than \$25,000 saved up for retirement. And surprise!: Retirement confidence is at record lows.

More than a quarter, or 27%, of workers say they are “not at all confident” about retirement, according to an annual survey from the Employee Benefit Research Institute and Mathew Greenwald & Associates Inc. That’s up from 22% last year, which was the lowest level recorded in the two decades the survey has been conducted.

Meanwhile, only 13% of workers are “very confident” about having enough money to retire, which is unchanged from 2009. While this sounds dismal, EBRI says it’s about time people started waking up to reality. And this drop in confidence may simply be a sign that people are finally realizing how much they must save, instead of being overly confident as they have been in previous years.

For example, confidence among the worst savers slipped sharply this year. The number of workers with savings of less than \$25,000 and who reported being “not at all” confident about their retirement savings surged to 43% this year, from only 19% in 2007.

“People are increasingly recognizing the level of savings realistically needed for a comfortable retirement,” said Jack VanDerhei, EBRI research director and co-author of the report. “We know from previous surveys that far too many people had false confidence in the past.”

About 56% of workers report having less than \$25,000 in savings and investments (not including the value of their primary home and benefit plans) and 29% of workers have less than \$1,000 saved.

Plus, while 59% of workers say they are currently saving for retirement, about a

third of all Americans — 34% of workers and 33% of retirees — were forced to tap into their savings last year just to cover basic expenses.

“People’s expectations need to come closer to reality so they will save more and delay retirement until it is financially feasible,” said VanDerhei.

About 20% of workers said they now plan to retire later than they had desired, with the number of people expecting to retire after age 65 rising to 36%, compared with 25% in 2006.

The poor economy is the top reason people are delaying retirement this year, followed by “a lack of faith in Social Security or the government,” a change in their employment situation, or simply because they can’t afford it.

About 74% of workers now plan to hold paying jobs in retirement, which is up from 70% in 2010 and triple the percentage of current retirees who say they worked for pay in retirement.

Nearly half of current retirees say they retired earlier than they had intended due mainly to health problems or disability.

Source: http://money.cnn.com/2011/03/15/retirement/retirement_confidence/index.htm
4/4/2011

12 Greek Words You Should Know

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- person, culture, or movement. Synonyms include mentality, mindset and values.
7. **Dogma** — Dogma refers to the established belief or set of principles held by a religion, ideology or by any organization. Dogmas are also authoritative and undisputed. Outside of the religious context, therefore, the term tends to carry a negative connotation. Notice that the plural is either dogmata or dogmas.
 8. **Eureka** — The exclamation Eureka is used to celebrate a discovery, and it can be translated to “I have found!”. It is attributed to the famous Greek mathematician Archimedes.
 9. **Genesis** — Genesis means birth or origin. There are many synonyms for this word, including beginning, onset, start, spring, dawn and commencement. Genesis is also the name of the first book of the Bible.
 10. **Phobia** — Many people wrongly think that a phobia is a fear. In reality it is more than that. Phobia is an irrational and exaggerated fear of something. The fear can be associated with certain activities, situations, things or people.
 11. **Plethora** — You have a plethora when you go beyond what is needed or appropriate. It represents an excess or undesired abundance.
 12. **Kudos** — Kudos means fame or glory, usually resulting from an important act or achievement.
- Source:** <http://www.dailywritingtips.com/greek-words/> 12/17/2010



Memorial Day

Memorial Day, originally called Decoration Day, is a day of remembrance for those who have died in our nation's service. There are many stories as to its actual beginnings, with over two dozen cities and towns laying claim to being the birthplace of Memorial Day. There is also evidence that organized women's groups in the South were decorating graves before the end of the Civil War.

While Waterloo, NY was officially declared the birthplace of Memorial Day by President Lyndon Johnson in May 1966, it's difficult to prove conclusively the origins of the day. It is more likely that it had many separate beginnings; each of those towns and every planned or spontaneous gathering of people to honor the war dead in the 1860's tapped into the general human need to honor our dead, each contributed honorably to the growing movement that culminated in General Logan giving his official proclamation in 1868.

Memorial Day was first observed on 30

May 1868, when flowers were placed on the graves of Union and Confederate soldiers at Arlington National Cemetery. The first state to officially recognize the holiday was New York in 1873. By 1890 it was recognized by all of the northern states.

The South refused to acknowledge the day, honoring their dead on separate days until after World War I (when the holiday changed from honoring just those who died fighting in the Civil War to honoring Americans who died fighting in any war). It is now celebrated in almost every state on the last Monday in May (passed by Congress with the National Holiday Act of 1971 [P.L. 90-363] to ensure a three day weekend for Federal holidays), though several southern states have an additional separate day for honoring the Confederate war dead.

Source: Excerpts from <http://www.usmemorialday.org/backgrnd.html>





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



OFFICERS

President: Pam Johnson, CPS/CAP	760-8554 (w)
Vice President: Rhonda Ackley, CPS/CAP	546-7220 X7260 (w)
Secretary: Kyra Sheehan	271-5256 (w)
Treasurer: Donette Loehr, CPS	275-5167 (w)

BOARD MEMBERS

Tarie Vinci (2009-2011)	678-3225 (w)
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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Flower City Chapter Meeting

Wednesday, June 1, 2011

Airport Marriott, 1890 W. Ridge Rd. (Just off 390N at W. Ridge Rd.)

“Managing Change with a Smile”

The only limits are those of vision. Step up and claim your greatness.

Presenter: Cindy Ames
Author, speaker & personal coach
Destiny Coaching



Recertification Point Awarded

Election of Officers and Board Members

Installation of Officers and Board Members

AGENDA

5:15 – 5:45pm **Networking** 5:45 – 6:45pm **Dinner**
6:45 – 7:45pm **Program** 7:45 – 8:30pm **Election/Installation**

For information, please call Tarie Vinci (585) 678-3225 (h) or (585) 261-0603 (w)

P.O. Box 92512, Rochester, NY 14692-05412 - <http://www.iaap-flowercity.org>

REGISTRATION FORM

Detach and return with check made payable to **Flower City Chapter, IAAP**

****Cost: \$15 Members & Students Only (usually \$25!!) \$17.00 Guests – Dinner & Program (usually \$27!!)**

Reservation Deadline: May 27, 2011**

Mail registration form along with payment to: Tarie Vinci, 72 Wyndham, Rd., Rochester, NY 14609

Name: _____ Phone: _____

Company: _____ Email: _____

Member: CPS CAP Guest Student: Program Only

Meal Notes: Vegetarian Entrée Fruit Cup Dessert

*** NO SHOWS WILL BE CHARGED unless cancelled by the reservation date.**



Flower City
Chapter/
International
Association of
Administrative
Professionals
P. O. Box 92512
Rochester, NY
14692
E-mail:
flowercityiap@yahoo.com
Website:
www.IAAP-flowercity.org

Editor:
Marilyn H. Nickerson
Marilyn_nickerson@urmc.rochester.edu
585-276-3205 (w)

Proofreader:
Cheryl Mart

Other Contributors:
Sue Case, CPS/CAP
Marcia Zeller
Opperman, CPS/CAP

Submit items for next
newsletter by:
May 15



IAAP Headquarters
E-mail: service@iaap-hq.org
Voice: 816-891-6600
Fax: 816-891-9118
10502 NW Ambassador Dr.
P. O. Box 20404
Kansas City, MO 64195-0404

International President
Mary Ramsey-Drow, CPS/CAP

Northeast District Director
Bianca M. Constance

New York State Division
President
Jennie E. Barchet, CPS/CAP

PASSION & PURPOSE

FLOWER CITY CHAPTER

“Prepare for the new world order. The order is ‘Quit your whining.’”

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

Orange Juice and Apple Juice Affect Medicines

Grapefruit juice often increases drugs' potency, but orange and apple juices have the opposite effect — drinking them within two hours of taking certain medications can weaken the drugs' effectiveness. These medications include beta-blockers for blood pressure, the allergy treatment *fexofenadine*, the antibiotic *ciprofloxacin* and the anticancer drug *etoposide*. **Best:** Avoid fruit juices for four hours before and after taking medicines. Drink a glass of water with medicines.

David G. Bailey, PhD, professor clinical pharmacology, The University of Western Ontario, London, Canada, and leader of a study reported in Tufts University Health & Nutrition Letter.

Source: *BottomLine Personal*, HealthierYou, 32:7, p. 11 4/1/11

The Best Time to Take Aspirin for Heart Health...

...is bedtime says David Sherer, MD. Aspirin counters the clot-promoting effects of *cortisol*, a hormone whose levels are highest in the morning. It takes aspirin time to reach peak clot-fighting effectiveness, so take aspirin at a typical bedtime — 10 pm — means that it will reach its peak effectiveness when cortisol production peaks. Also: Aspirin may be less likely to cause stomach irritation when taken at night, after dinner.

David Sherer, MD, is an anesthesiologist near Washington, DC, and coauthor of Dr. David Sherer's Hospital Survival Guide (Claren).

Source: *BottomLine Personal*, bottomline on the news, 32:7, p.9 4/1/11