

2011-2012 KANSAS DIVISION OFFICERS:

Kansas Division President
Sue Houser, CAP-OM
412 Walnut Creek Drive
Derby, KS 67037
W – 316-526-6220
C – 316-992-8884
H – 316-788-3648
sue.houser@spiritaero.com

Kansas Division President-elect
Carol Zamaitis, CAP
PO BOX 619
1310 Winchester
Eudora, KS 66025
W – 785-690-708
C – 913-850-3666
Carol.zamaitis@greenbush.org

Kansas Division Secretary
Mary Miller, CAP
12565 W, 105 ST.
Overland Park, KS 66215
W – 913-236-1408
C – 913-205-5682
mmiller@ivyfunds.com

Kansas Division Treasurer
Ruth Smith, CAP-OM
7903 E. Gilbert
Wichita, KS 667207
W – 316-526-3568
C - 316-314-7369
ruth.smith@spiritaer.com

A Winter Message

A flake of snow in flurry thro' the air
Had landed as a kiss upon my cheek:
A secret message, just for me to share;
To take to heart but never dare to speak
About or presuppose to other eyes
Your open feelings – distant though they are.
And so, upon your lips, my OWN surprise:
A flake of snow returned from me afar.

Copyright © Mark R Slaughter 2010

CONTENT:

Photos.....Page 1
President Houser, CAP-OM.....Page 2
Board Article.....Page 3,4
Chapter History.....Page 5
Chapter New.....Page 6, 7
Articles of Interest.....Page 8-11
News at a Glance.....Page 11
Fall Seminar Photos.....Page 12, 13
President's Leap Award Form.....Page 14, 15
How to Make a Good Impression.Page 16
Winter Workshop.....Page 17

President Houser, CAP-OM 2011-2012



Can you believe it? Christmas is almost here and 2012 is just around the corner. I love Christmas and the special feelings I get during this time. The Christmas lights, the snow, family togetherness, and lots of food all contribute to a warm and festive holiday. I hope each of you find time to partake of all these things. We all have so much to be grateful for.

Our IAAP year is already half over and I feel we have just gotten started. I am going to touch on some upcoming items for you to be aware of. I want to repeat the Kansas Division goals for this year. They are: **recruitment/retention of members, mentoring, marketing IAAP throughout Kansas, increased certification focus**, and last, but not least, **have fun** while we do all this. The “leap to remarkable” is a proud leap and one that we all can make.

Designations: Please remember that our new designations are currently effective. Please update your designation to reflect this change. All CPS holders will now be CAP and CPS/CAP holders will now be CAP-OM. Please note there is still a comma between your name and your designation.

P2E: Kansas Division is on track. **Criterion 1** - Sharon Taylor, CAP, Kansas Division P2E chair, submitted our data to complete Criterion 1. **Criterion 2** - Chapter presidents, please remember to submit budget and annual financial reviews/audit reports to your membership with a copy to the division by **December 31**. Kansas Division will submit the chapter Financial Evaluation form to HQ by **January 15, 2012**. Kansas Division has already submitted the division’s budget and annual division financial review/audit report to the International Treasurer. Please contact Sharon or any board member for questions.

Fall Seminar: The Fall Seminar held in Emporia on October 1 was a big success. We had 21 attend the Friday night potluck dinner at Newman’s School of Nursing and 41 attendees at the seminar on Saturday. Thanks to Heartland Chapter and all attendees who contributed food. We had a lot of scrumptious food and enjoyed networking. The Saturday seminar was great. The presentations were very informative and we had a lot of positive feedback. We received 38 evaluations back which is a new record thanks to Treasurer Smith and her frog bookmarks. Way to go Ruth!

Winter Workshop: The Winter Workshop will be held on **January 21** in Topeka. We will have a succession planning session in the morning and our afternoon topic will be

“Getting Things Done.” We will have a Friday evening dinner for those who wish to attend. Hotel and registration information will be sent out before Christmas break.

Avery Great Results Division & Chapter Achievement Awards: The Avery Great Results & Chapter Achievement Awards information was sent on November 7. I want to encourage all chapters to enter because each chapter that doesn’t get a cash prize will have a donation made on its behalf to the IAAP Research & Education (R&E) Foundation. Deadline submission for the application is **February 1, 2012**. **Kansas Division Board Nominations: March 15** is the deadline for the 2012-2013 Kansas Division officer nominations. I encourage all members to at least *consider* serving sometime in the future. We have so many qualified members who have so much to offer.

2012 EFAM: The 2012 EFAM format will be changing. The delegates briefing will be held on Saturday at 2:30 p.m. and the district caucuses will be held from 4:30 p.m. to 6:00 p.m. This will mean that our delegates will have to arrive and be ready to meet at 2:30 p.m. on Saturday. In some cases, depending on where EFAM is held, this will mean another night’s lodging for the delegate. Hotel reservations are now open for the 2012 EFAM July 22-25 at the Gaylord Texan Hotel Convention Center in Grapevine, Texas. *Reminder: If you will be a first-time attendee, or if you are currently unemployed, you may apply for funding assistance from the IAAP R&E Foundation (Research & Education). Follow this link to the R&E webpage to read all about it:* <http://www.iaap-hq.org/news/re-offering-new-scholarship>.

APW Theme: IAAP is excited to announce the theme of the 2012 Administrative Professionals Week and Day: **“Admins, the pulse of the office.”**

Award for Excellence: The Award for Excellence program is being re-evaluated and has been put on hold for 2012. Nominations are not being taken.

President’s “LEAP” Award: Don’t forget to recognize those that are “making the leap to remarkable.” The President’s “LEAP” Award is meant to recognize any member that is “leaping” above and beyond for the good of the chapter and/or division. The award nomination packet is on the Kansas Division website or available from any board member. All nominees will be recognized. I have had three nominations so far and would like to see many more. I love recognizing members for being “remarkable.”

President-elect Zamaitis, CAP 2011-2012



This time of the year always passes so quickly. There are so many activities and festivities. We all have so much to be thankful for.

We had very successful Leadership and Fall workshops and your Kansas Division board is now putting the final touches on the Winter Workshop.

This will be held January 21, 2012 in Topeka. You should have received a "save the date" earlier in the month. I hope to see many of you there.

Membership: We started the year at 198 members and dipped as low as 192 but as of November 30 we have 195 members! Recruiting efforts are working and we are moving in the right direction, so keep up the good work! Don't forget President Houser's Recruitment Award; for every recruit, your name goes in the "hat" and 2 names will be drawn for a Visa gift card at KDAM. Recruit, Recruit, Recruit!

Recruitment: I know several chapters had successful recruitment drives this fall while others are waiting until April. Just be sure you hold one and complete your membership drive evaluation form before the June 1 deadline to qualify for Chapter of Excellence. Also keep in mind, retention is just as important so make sure your recruit feels welcome in the chapter.

Orientation: Once again Judy Wilson, CAP-OM has gone above and beyond in developing an orientation CD. This is another tool to achieve a required Pathway to Excellence criteria. Hold an orientation event, have at least 1 new member in attendance, complete and turn in the orientation evaluation form and you have achieved the criteria.

I am so proud and impressed with all that each of you are doing for your chapters and for your communities. Remember, it is in giving that we receive...

NEW MEMBERS - please welcome:

- Katie Calvanuzo – Kaw Chapter
- Lisa Borchardt – Johnson County Chapter
- Kala Niccum – Johnson County Chapter
- Jenna MacMartin – Minisa Chapter

Secretary Miller, CAP 2011-2012



As we "Leap to Remarkable," we have completed two successful events: the August leadership and the October Fall Seminar. By your attendance and participation it shows that each of you wishes to "Leap to Remarkable."

Fall came and left, now it is winter. It is the time of year to enjoy Thanksgiving and Christmas (all holidays you celebrate). As we think of Christmas – the time of giving, this is when each one's inter-Santa comes out to help others. IAAP is unique this way - Kansas Division has members who give of themselves. Whether you ask them to send a "thinking of you, sympathy, or an anniversary card," each member is eager to contact their fellow member. What a family – IAAP. I am glad that I am a part of the Kansas Division. Each one of you is so caring and eager to attend your chapter and division events.

As we turn the corner to prepare for the Winter Workshop - another exciting educational time, watch your emails for details on how to make another 'Leap to Remarkable.' Wouldn't it be great to break last year's attendance! Plan to attend the Friday evening dinner and networking as well. Mark your calendars for January 20-21, 2012! The next event is the Spring Seminar in Johnson County. This is another fantastic time to leap towards educational opportunities.

Don't forget to invite a prospective member to your chapter meetings so they may see what IAAP has to offer, and this will give you a chance towards winning the Recruitment award for 2012.

Wishing you all a very Merry Christmas and a Happy New Year!



Ruth Smith, CAP-OM 2011-2012



Treasurer's Report

Mercy! Where has the time gone? We're half-way through the year already and division finances are still in good shape.

- Our checking account balance as of October 31 was \$4,230.08. Our Capital Federal CD renewed in the amount of \$644.05.
- We had 41 attendees at the October 1 Fall Seminar and made a profit of \$196.54.
- Our January 21 Winter Workshop qualifies for 3 recertification points.

We netted \$34.03 from the R&E drawing at the Fall Seminar. As a reminder, RTF fundraising activities are suspended this year. Efforts will be directed towards the Research and Education fund. Among other things, R&E will provide "scholarships" for new members and first-time attendees at future EFAMs. If you qualify, NOW is the time to apply, while scholarships are still available.

Our next division event is the January 21 Winter Workshop. I've had the pleasure of working with and taking classes from our speaker, Carolyn van der Veen. Carolyn is a Six Sigma Black Belt at Spirit AeroSystems, but can explain statistics in terms that even I can understand. In this session, "Getting Things Done," we'll learn how to organize our business and personal lives to increase productivity and reduce stress, and we'll have fun doing it. You're in for a treat!

Kansas Division was one of two divisions that had 100% of its chapters submit their IRS form N-990 by the November 15 deadline. Kudos to all of our chapters for showing the Southwest District what we already know – that we're a remarkable division.

Reminder to all chapter presidents and treasurers: Submit 2011-2012 budget and 2010-2011 annual

financial review/audit report to membership with a copy to the division by December 31.

Have a safe, happy, and blessed Christmas and holiday season.

Parliamentarian Mapes, CAP-OM 2011-2012



Essential Skills for Survival

Over the years, I have seen several job changes – some due to restructuring, some due to choice, some due to positions being eliminated, and some due to promotions. As I think back over those years, I realize that there are several things that have helped me to survive.

First and foremost, is maintaining a positive attitude. No matter what the circumstances, I have maintained a positive attitude and approached my job responsibilities with a positive outlook. Another thing which I feel is very important is continual learning. IAAP and personal studies have helped me to keep up with the many changes that have happened in the workplace. I have taken advantage of every opportunity to learn and to improve my skills. Each position I have held has required me to learn new things and to improve my problem-solving skills. Problem-solving shows that we have initiative and that we are able and willing to go beyond just putting in our time to get the job done. Being a team player has also been a valuable skill to have.

In summary, stop and look at your skills. What are they? How can you improve your skills? To summarize:

- Be positive
- Be a continual learner
- Be a problem-solver
- Be a team player

But most of all, never give up. Remember you are a survivor.

Chapter History –
Did you know ...?



Johnson County Chapter History

January 1975 was the first meeting to organize the formation of Johnson County Chapter of Professional Secretaries International, formerly National Secretaries Association. Chrystal Taylor, CPS, the Kansas Division President met with Betty Fritsch, Janice Day, Wilma Bilyeu and Margaret Reisdorph as they determined that they would like to have a chapter and would try to get enough interested women to charter a new chapter. The Johnson County chapter was officially chartered on April 21, 1975. At that meeting, 30 members were installed and initiated; 28 regular members, 2 associate members, 1 provisional member, and 1 merited member. This occurred event during Secretaries Week. The first official business meeting was held on May 5, 1975. Many things started taking shape that night – new officers – new rules and by-laws and a new newsletter, the “Analecta” (Greek word meaning selected miscellaneous written items). The name and publication has continued since the chapter began. By February of 1976 the membership had increased to 50. At the first “Bosses Night” John Records, of Yellow Freight Transit Company, was honored as “Boss of the Year.” The Ways and Means project earned the chapter \$847 their first year.

Kaw Chapter History

Kaw Chapter was organized on February 11, 1942 at the Hotel Kansan in Topeka,



Kansas, with 50 charter members and annual dues of \$3.65 (one penny for every day of the year). The members discussed the name and Kaw was selected as the chapter name because of the beautiful Kaw River bordering the north of the City of Topeka, Kansas. Kaw is the charter chapter of National Secretaries Association (NSA) (1942), which changed the name to Professionals Secretary International (PSI) (1981) and to International Association of Administrative Professionals (IAAP) (1998).



KCK Sunflower Chapter

The KCK Sunflower Chapter was chartered November 10, 1988. The sponsor of the chapter was the Johnson County Chapter and the installation was conducted by Kansas Division President Janet L. Parker (member of the Johnson County Chapter). The first president of the chapter was Carol Irish CPS. How did the chapter arrive at its name? I spoke with Carol and she stated that she does not remember, but she believes that it was Kansas Division President Parker’s idea. (What can I say?)



However, before the KCK Sunflower Chapter was chartered in Kansas City, Kansas there was the Wyandot Chapter, which was chartered on Sunday, April 22, 1956 by the Westport Chapter NSA of Kansas City, Missouri. There were 32 secretaries designated as charter members.

The chapter selected Wyandot as the name of the chapter for the Wyandot Indians which were in the area when the city was formed. The chapter chose the name “Tom-Tom” for their monthly publication. The word Wyandot means Traders of the West. The first President was Dorothy McKillop.

..more Chapter News...

Chapter News...



Heartland Chapter



Happy Holidays from the Heartland Chapter. Heartland Chapter has been busy with the following events.

- Eleven members attended the Kansas Division Fall Seminar at Flint Hills Technical College (FHTC) in Emporia. Our newest member, Kim Dhority, presented *Using Graphics to Enhance Communication*.
- Sixteen people came to Executive night in October. Karen Skillman, CAP-OM, gave a presentation on *Office Synergy*. Cyndi Mullins, CAP-OM, and Monique Richardson, CAP-OM, presented Heartland's Business of the Year Award to Spirit AeroSystems, Inc.
- Fifteen people took part in our November 9 presentation on Google Docs. Julie Cooper was our speaker. This presentation was open to the public.
- Heartland continues to collect for our two service projects: FHTC Career Closet and Military Service.
- New member orientation will take place during our February meeting.
- Work is beginning on our APW membership drive in April.

We wish everyone a safe and happy holiday.

Taime Pitchford
Heartland Chapter President



Johnson County Chapter

Happy Holidays to everyone from the Johnson County chapter. I hope everyone has had a enjoyable fall so far, it seems like winter is coming way too quickly, for me anyway. For the next three months we will be meeting at a new location and we invite all our Kansas Division friends to come and visit us at our new location, the first Tuesday of each month starting at 5:30pm and going to 8:30pm at the Meadowbrook Golf & Country Club 9101 Nall Road, Prairie Village, KS 66207. We would love to see you there.

Our chapter has been very busy these past three months with chapter and division events:

- Fifteen members attended the KS Division Fall Workshop in Emporia – what a great event and venue. The pot luck dinner Friday night was fantastic and really enjoyed the networking time we had.
- Our Charitable Opportunities committee has begun collecting Avery Box Tops / Campbell Soup Labels for Education for the Prairie Creek Elementary School in Olathe KS; we sent off six boxes of items we collected for our Support our Soldiers. .
- Ways and Means Committee launched our second fundraiser – we sold Olde Westport Soups and Spices. They make great holidays gifts for teachers, co-workers and dear Aunt Martha ☺
- Executive Night Committee did a fantastic job for our Executive Night held October 4th at the Holiday Inn, on Reeder Road in Overland Park, KS. Our guest speaker was Dr. David Fecht Ph.D., who spoke to us on “The Three Characteristics of Success”. We 12 executives attend and we did something different this year by honoring all the attending executives instead of just one. They all received a glass ruler with the Johnson County Chapter logo on it.
- We held our first new Member Recruitment meeting on November 1st at Bacchanalia in Overland Park, KS. We had two fantastic speakers from Morgan Hunter presenting us with many tips and ideas on how to freshen our resumes for today’s job market. It was quite informative.
- **MARK YOUR CALENDAR AND SAVE THE DATE:** Our Education Committee has been finalizing the details on our upcoming Education Seminar to be held February 14 at the Homestead Country Club 6510 Mission Road, Shawnee Mission, KS 66208. Our keynote speaker will be Dr. Bowen White along with these featured speakers: Chris Miller, John Klein and Susan Fenner, Ph.D. Stay tuned for more details.

(Continued...)

We look forward to seeing many of you at the Kansas Division Winter Workshop, January 21 in Topeka. We hope each of you have a very safe, joyful and Merry Holiday Season.

Ceci Cook
Johnson County President



Kaw Chapter

I can't believe we're heading into December – halfway through our 2011-2012 IAAP year. We've had a very busy fall in Topeka!



President Houser presented our September program on *Giving an Important Speech*. We all learned a lot from her; and we were happy to welcome Carol Zamaitis, Cyndi Mullins, and Char Davenport as our guests.



In October we learned about *Special Event Planning* from the sales manager at the Capitol Plaza Hotel and had the opportunity to tour their sleeping and meeting rooms. Also in October, we padded our pockets just a bit with proceeds from our Great Sertoma Duck Race sales and a fun garage sale in Tammy Mapes' driveway.



Our November program was the brainchild of our Vice President and Program Chair, Joyce Hladky. She arranged for panel of four local executives who provided a discussion entitled, "Why IAAP?" Donna DeGarmo joined this group to emphasize the importance of certification. This was a smashing success, to say the least. Additionally, a warm welcome to our newest member, Katie Calvaruzo. She will be installed in January.



We won't hold a business meeting in December, but we do have a Christmas party on the calendar for December 12 ~ dinner by the fireplace in the cozy Safe Streets conference room. Thanks to our hostess, Judy Wilson.

We're looking forward to the Kansas Division Winter Workshop in January and sure hope many of you will make the trip to Topeka. I know I'm always eager to see my friends from other chapters at these events. A safe and happy holiday to all of you ~ from all of us!

Rhonda Lassiter, CAP-OM
Kaw Chapter President



Speakers Bureau

The Kansas Division Speakers' Bureau brochure and forms have been updated and uploaded to the website. We currently have eleven speakers listed on the Bureau, and 54 presentation titles listed. These presentations include information on communication skills, health/wellness issues, IAAP, leadership skills, life balance issues, how to use the Internet to its fullest, strategic planning, teambuilding, prioritizing and organizations skills, coaching, professional development to increase professional value, and other miscellaneous topics. We also have several speakers on the Bureau this year who are willing to create customized presentations.

So, if you are as chapter president or program chair looking for a program; the Kansas Division Speakers Bureau might be the answer for your needs. Please check out the information on the website, and contact me if you have any questions....or if you would like to schedule a speaker from the Bureau for your event(s).

Colleen Neill CAP-OM
2011/2012 Chair
KS Division Speakers Bureau



ARTICLES OF INTEREST

Something Wonderful

Debbie Nash
Johnson County Web-Master

Attending The Heartland Chapters November 9, 2011, educational presentation “Google Docs,” given by Julie Cooper made me stop and think about all the wonderful learning opportunities that members within IAAP share with each other. Each chapter is made up of members who possess expertise in a number of subjects, abilities, and talents and when shared help others to grow. Members who share their “something wonderful” give us knowledge and insight to assist in keeping a competitive edge in today’s employment market and our personal lives.

Some examples of sharing “Something Wonderful:”

Julie Cooper shared her expertise with computer software. I was aware that Goggle docs were available, but had not taken the time to explore them. She presented the types of documents available, how to set up a Google account, the collaboration benefit utilizing these types of documents afforded to groups, and much more.

Donna DeGarmo, CPA-OM, Certification Chair, Johnson County Chapter, repeatedly helps members within IAAP to prepare for the Certification exams. She gives her time and expertise by facilitating study groups and mock exams. Many of our chapter members, as well as, members of other chapters have earned their designations by participating in these activities.

All those involved in knowledge sharing can benefit from such an effective sharing process. We gather our knowledge on various subjects from experience and studying and sometimes from our mistakes. When that

knowledge is shared, it builds better understanding, assumes an important role in social connections, makes it faster for others to get information, and gives all involved an opportunity to stretch themselves. What is your “Something Wonderful”? Give it some thought. For example, if your strength is utilizing Microsoft Products, English Grammar, Research, Business Mathematics, Travel, History of English High Tea, or you majored in Art History and are willing to share, please consider sharing what you know.

“Knowledge is not simply another commodity. On the contrary, Knowledge is never used up. It increases by diffusion and grows by dispersion.”
– Daniel J. Boors



Event/Meeting Planning 101 – Part II - Strategy

- 1) **Objectives of the meeting**
 - ✓ Match the number of attendees for the objectives of the meeting. For decision-making meetings, a maximum of 15. For think tanks, a maximum of 30, unless attendees are broken up into smaller groups. For skill building, a maximum of 20.
 - ✓ Give clear guidance about what you want from the speaker and limit the time allowed (15- to 30-minute maximum for the main speaker). Rehearse or review the draft presentation. Limit speakers to six slides per (continued)...
- 15 to 20 minutes. This forces the speaker to be succinct and write the presentation before the meeting.
- ✓ For large meetings, give speakers examples of slides in the form of templates.

(Continued...)

- ✓ Prepare speakers by providing guidelines for making their presentations accessible to everyone.
- ✓ To stay on schedule, time individual presentations. Make sure speakers know in advance that someone will time each presentation and signal them when their time runs out.
- ✓ Using co-chairs to run a conference can have both benefits and liabilities. More than one perspective on the issue can be captured if several experts work out an agenda for the conference. If each co-chair is running a separate panel, it may be hard to manage both the length of time it takes to confirm speakers and the effectiveness of steering that panel.

2) Put together a realistic agenda.

- ✓ Don't overload the agenda. Meeting length should be geared to the activity. Draft an agenda. Then go back to the agenda; double the time for each session and cut back the items on the agenda.
- ✓ Indicate that the maximum amount of time people can focus is about five to six hours. List times on the final agenda and try to keep to them.
- ✓ Allow enough time for questions. One rule of thumb is one minute of questions for each minute of presentation. Prepare discussion questions in case the group needs a kick-start.
- ✓ Make breaks as long as possible—20 to 30 minutes. This is where important networking takes place. Longer breaks after small group sessions let people either follow up on discussions that arose during those sessions or check in with their offices.

3) Timing Guidelines:

- ✓ Brainstorming: one to two hours per topic.
- ✓ Progress reports: 16 minutes per speaker.
- ✓ Small group breakouts: 45 to 90 minutes, depending on tasks and numbers.
- ✓ Breaks: 20 minutes for small groups, 30 minutes for large groups.
- ✓ Begin think tank meetings with an evening meal or a social event so introductions take

place before meetings. Meeting time is gained the next day for the real work.

- ✓ If facilitators are hired to answer questions or move discussions along, allow adequate time for them to organize breakout sessions and the information that is presented, in the smaller groups.
- ✓ Avoid a large room lecture format for an entire day. Breakout sessions are very welcome, particularly in the afternoons. Assign the audience to breakout sessions in advance (post assignments in conference handouts) to avoid confusion.
- ✓ Start and end on time (and end early, if possible).
- ✓ Where appropriate, try different room setups each day, especially if the group is in the same room every day
- ✓ Ensure that each new setup provides accessibility such as room, lighting and dark backdrop for interpreters to be seen, tables (if there are tables) etc.
- ✓ To increase interaction, set up seating in round or cluster shapes. Put 'Reserved' signs on the back rows of seats to encourage attendees to sit up front

Evaluate the meeting.

- ✓ Evaluation is especially helpful in planning future meetings. Ask for suggestions for future topics and speaker ideas. Also ask for suggestions regarding the meeting format and for feedback and recommendations related to accessibility issues of the conference.
- ✓ Allow time to fill out the evaluation forms before the end of the meeting, otherwise people leave without completing them. If your meeting lasts for several days and/or has different components you want to evaluate, use a separate evaluation form for each day or component.
- ✓ Make sure that these forms are available in alternative formats and provide options for participants who may have difficulty filling out

a standard paper form, such as an electronic version and scribes.
(Continued...)

Edition is available at this link:
<http://www.robertsrules.com/changes11.html>.

4) Audiovisual Tips

- ✓ Consider using a wireless microphone with no lectern. Not only are wireless microphones essential for individuals who use mobility devices and cannot reach the microphone, but moving targets are much more interesting than talking heads.
- ✓ Use an adjustable lectern (if you use a lectern). Adjustable lecterns are essential for individuals who cannot reach the microphone. If an adjustable lectern is not available, it is recommended that you do not use a lectern at all.
- ✓ Set lecterns and projection screens at different angles so that speakers can check their slides without turning their backs to the audience.
- ✓ Make sure a technician is assigned to the meeting—technical difficulties can occur even if the equipment is checked in advance using the speakers’ presentation materials.
- ✓ Make sure that presentations immediately following meals don’t call for lowered lights.
- ✓ With larger groups, make sure you have one or more remote microphones for audience questions.

If you have any questions, Suzanne can be reached at work: (832) 813-4348 or cell: (832) 724-6667. Her e-mail is sdunbarcap@yahoo.com.



9 Ways to Start That Meeting On Time

Are your meetings guilty of starting late? Want to get started on time?

Here are 9 tips to help you start that meeting on time:

1. **Start Regardless of Who is There** - Start the meeting on time. It doesn’t matter if the senior most person isn’t present. I have seen an 11 person meeting begin with 2 people in attendance. **Hint:** It is very easy to make decisions with 2 people.
2. **Make It Clear When the Meeting Starts** - Set expectations with your team. Make it clear that you expect to start the meeting at the appointed time. If you implement #1, it will very quickly become apparent to attendees that the 9AM meeting is **not** the 910 meeting.
3. **Don’t Give “Just a Couple More Minutes”** – Ever heard that one? “We’ll give just a few more minutes for those that are running late.” Don’t. (See #1 and #2)
4. **Pick a Good Meeting Time** – If you meeting is always starting late, maybe you need to pick a better time. Be aware of your team’s schedule and other obligations. If you have them running from one meeting to the next, they **will** be late. Also, be cognizant of their work schedule. If your crew is arriving at 9AM, then don’t set a meeting at 9 sharp. Make it 930. The same goes for after lunch.

Patty Steck
Johnson County Chapter

DID YOU KNOW:

ROBERT’S RULES...

The 11th Edition of Robert’s Rules of Order Newly Revised was published the week of September 30. According to Article XVII of IAAP’s International Bylaws, the “current edition” is the one that will govern IAAP in all matters of procedure not otherwise covered in the International, Division, or Chapter Bylaws and Standing Rules.

Depending on the established practices and policies, each unit may want to obtain a copy of the most current edition. A summary of the changes contained in the 11th

(Continued...)

5. **Make It a Short Meeting** – Most meetings are allocated too much time. Very few topics need an hour-long meeting. Instead, schedule it for 30 (or 15) minutes. It is easy to be 5 (or 10) minutes late to an hour-long event. People will be less likely to miss 10 minutes of a 15 minute meeting.
6. **Reward Those That Are On Time** – Let the **early bird gets the worm**. It can be as simple as bringing refreshments. Or perhaps, those that are on time get first dibs on new projects.
7. **Don't Let Latecomers Join** - This one is tough. However, have you ever been to a meeting that restarts 3 times to "catch up" those who are late? Don't let this happen. Instead, do not let people join who are late. They can "catch up" on their own time. Some may think this is harsh, but it is about respecting those who were on time and ready to work.
8. **Set a Consequence For Last to Arrive** - One company had a rule that the last to arrive was responsible for taking meeting notes. Another required that last person to clean up the meeting room when all was said and done.
9. **Invite Only Those Who Need to Be There** – Want to set yourself up for success? Don't invite extra cast members. It is much easier to get 3-4 people to a meeting on time than 8-10.

Meet on Time

When meetings start on time, they are more likely to finish on time.

They are also usually more productive. Defend your meeting time and respect your attendees' time, as well.

Make sure the 9AM meeting actually starts at 9AM. (Copied from Office Pro link)...

NEWS at a GLANCE...

Kaw Chapter – February 13, 2012: their Special speaker will be Susan Myer.



Tammy Mapes is "Leaping for Remarkable!"

Tammy is going for the gold: she is studying to join the NAP (National Association of Parliamentarians) – Way to go Tammy!



EFAM 2012

The EFAM format will be changing. The **delegates briefing will be held on Saturday at 2:30 p.m.** and the **district caucuses will be held from 4:30 p.m. to 6:00 p.m.** This will mean that our delegates will have to arrive and be ready to meet at 2:30 on Saturday.

QUOTE

"Stay committed to your decisions, but stay flexible in your approach." – Tom Robbins

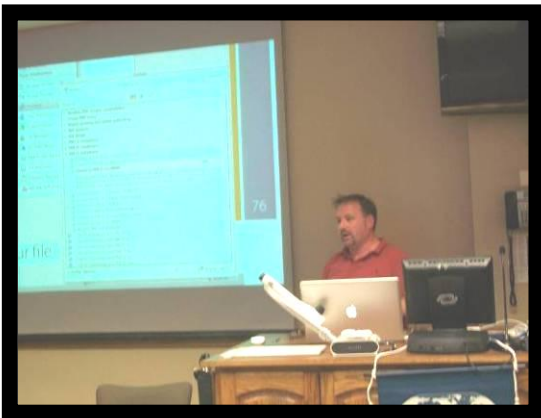
Highlights from the Fall Seminar

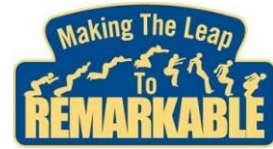
Friday night's networking:



Highlights from the Fall Seminar

Saturday's Seminar:





President's "LEAP" Award

This is an on-going award that recognizes those Kansas Division members who make a real commitment to IAAP. They may volunteer to chair or serve on committees, mentor another member or student, promote awareness of IAAP in the workplace or community, or exhibit qualities that exemplify good leadership. They may not necessarily be a highly visible member, but they make things happen!

Do you know of a member who consistently "leaps" to serve the Kansas Division and its chapters?



Someone in your chapter who "leaps" above and beyond every time you have a special project?

Someone who "leaps" outside their comfort zone to benefit IAAP.

Someone who may take a "leap of faith" to present a new/unique idea or process.

Someone who "leaps" at every advantage to share the benefits of IAAP.

Someone who "leaps" to assist and never asks why.

Someone who "leaps" to encourage others and promote self-confidence.

If so, your Kansas Division Board wants to know about them. What a great accomplishment to be recognized by your peers with a "LEAP" award.

Any member may recognize another member in Kansas Division. It doesn't have to be an officer of your chapter and it doesn't even have to be someone in your chapter---it is just a great way to say thanks for all you do and a job well done. You may nominate as many people as you like. The nominee must be a Kansas Division member. They have to have made a difference within your chapter and/or the division. Kansas Division Board members are not eligible to be nominated.

Nominations may be submitted at any time. This is an on-going recognition and awards will be presented throughout the year.

NOTE: This IS NOT the Member of the Year award presented at the Kansas Division Annual Meeting in June. This is an award given by the Division President.

Send your completed nomination form (on the next page) to:

Sue Houser, CAP-OM, Kansas Division President (sue.houser@spiritaero.com)
412 Walnut Creek Drive
Derby, KS 67037



*Nomination Form
President's
"LEAP" Award*



We have members who consistently and unselfishly give of their time, energy, and talents for the enhancement of our association. As a recognition for these members, the President's "LEAP" award will be presented to members who "leap" above and beyond what is expected of them for the benefit of the chapter and the division. Any member or chapter may nominate a fellow member for this award.

Name of person being nominated: _____

Chapter affiliation: _____

Kansas Division Member-at-Large – city of residence: _____

Please indicate why this member deserves this award: _____

Signature: _____

Please print your name: _____

Date: _____ Your chapter or DMAL: _____

Nominations may be submitted at any time during the year. This is an on-going recognition and awards will be presented throughout the year.

Send completed nomination forms to:

Sue Houser, CAP-OM, Kansas Division President
Sue.houser@spiritaero.com
412 Walnut Creek Drive
Derby, KS 67037

How to Make a Great First Impression:

It is a funny thing about first Impressions – they’re lasting. If the impression you leave is a good one, it will cast a positive light on every following encounter. This “halo effect” sets the tone for your relationship. Conversely, if the impression you make is less than favorable, that works against you. It means you have to work extra hard to switch negative feelings to positive ones.

Who wants that? You sure don’t. Here’s a few things to be aware of next time you’re meeting someone for the first time.

Beware of how you:

Think
Look
Sound

1. **HOW YOU THINK:** It all begins with how you think your state of mind. Getting the right mindset is critical to what type of impression you make. It’s more than just “thinking positively” – it’s using proof and logic to prepare yourself **BEFORE** you meet with someone. Recall all the times you made wonderful impressions – those are proof that you can do it, because you’ve done it before. What’s one thing about meeting people that you know you do well? Hang on to that thought. How you think lays the groundwork for the interaction.
2. **HOW YOU LOOK:** You have a certain body type. We all do. The secret is knowing how to use your body posture, gestures, and dressing to make the type of impression you desire. How you look may be very different from another person, and that’s the beauty of it! You are blessedly unique. It will serve you to learn how to use your posture and gestures that reflect the “real you” that you are and want to be. Knowing how to use those features to your benefit, to project the image you know authentically

reflects **YOU** is the process of making a great – and honest – impression. (So is

knowing how to give a good handshake. Do you know how?)

3. **HOW YOU SOUND:** Your voice is one of the most effective tools you have at your disposal for projecting a confident and self-assured impression. The tone, the pace, the volume all give different messages. Again, there is no “right” or “wrong” way, just different ways. The one that’s right **YOU** depends on the type of impression you want to leave. How you use your voice has huge impact on the image and degree of confidence that you portray. Talk too fast and you appear nervous. Talk too slow, you may be judged as hesitant and indecisive. Knowing how to use your voice properly gives you control.

There are key ways to think that will increase your chances of connecting with new people. It begins with mindset and it builds from there. How you think affects the way you look and sound. It’s so simple once you believe in yourself and know what to do. You have every reason to feel confident and make a great impression, and with the tips above, you’ll be able to do so even more easily. Now that’s impressive.



January 21, 2012

WINTER WORKSHOP

KNEA

Topeka, KS 66801

Speaker Bio:



Carolyn van der Veen is currently employed by SpiritAero Systems as a Statistician and Six Sigma Black Belt. Carolyn holds a Bachelor of Science in Animal Science, Master of Science in Industrial Engineering, is a Certified Six Sigma Black Belt and a Certified Theory of Constraints Jonah

See you at the Winter Workshop!

