



## INSIDE

From the President	2
IAAP Events	2
May Program	2
Chapter Officers	4

**Membership Meeting:** Tuesday, May 7, 2013

**Where:** Mary Greeley Medical Center  
**South Auditorium Conference Room**,  
by main entrance of the Hospital  
1111 Duff Avenue, Ames

**When:** 5:30 p.m. meal/social  
6:00 p.m. program/business meeting

**Meal:** Taco Salad Bar (Seasoned Beef/Chicken)  
Tortilla Chips, Taco toppings  
Cheddar Cheese, Salsa, Ranch Dressing  
Assorted Dessert Bars  
Ice Water, Assorted Sodas, Coffee,  
Ice Tea, And Hot Tea  
Cost of Meal: \$10.00

**Program:** Excel 2010 Database and Pivot Tables

**Speaker:** Pam Smith, Microsoft Office Specialist

### Have you heard....

Dee received word that she has won a scholarship to attend EFAM. The scholarship covers the registration which is equivalent to \$545. This is excellent news for Dee. She will be informed representing our chapter as the voting delegate which will also benefit her as she becomes our incoming President.



**Congratulations Dee!**

**MEETING RSVP:** Notify Brenda Pierce, CAP-OM prior to noon on Friday, May 3, 2013 at: [bpierce275@gmail.com](mailto:bpierce275@gmail.com) or 515-491-8584.

## Chapter of Excellence

**Roll Call:** What famous person would you most like to meet ?



I don't judge people based on race, creed, colour or gender.

I judge people based on spelling, grammar, punctuation and sentence structure.



someecards  
user card

## May Celebrations

### Birthdays

Lisa Sebring May 12th  
Sandy Dahlgren May 14<sup>th</sup>

### Anniversaries

Lisa Sebring 2008



### Where did the coffee habit come from?

Muslims were the first to develop coffee. As early as 1524 they were using it as a replacement for the wine they were forbidden to drink. According to legend, an astute Arab herder noticed that his goats became skittish after chewing on the berries of a certain bush, so he sampled a few himself and found them to be invigorating. The region of Abyssinia where this took place is named Kaffa, which gave us the name for the drink we call coffee.

**The Little Book of Answers**  
by Doug Lennox



**REMINDER:** Chapter Members and Meeting Guests. Please remember to park in the MGMC parking ramp—do NOT use the parking area just north of the MGMC north entrance because that area is McFarland Clinic parking

## President's Message

I want to start by thanking Micci Gillespie, CAP-OM and Sally Hauser, CAP-OM for being Co-Chairs of the APW Seminar and the entire committee for putting together a great Seminar and wonderful day. Rebecca Pace was an entertaining speaker and just the opportunity to spend the day with other Administrative Professionals is enlightening.

The year is winding down quickly but there is still work to be done. Our May meeting will bring back Pam Smith, Microsoft Office Specialist, to talk about Excel 2010 and Pivot Tables. The June meeting is always very important with the election of officers and then the Division Meeting is June 14-16. Now is the time to get registered for Division. The deadline to register is May 14, after that time the price goes up.

It appears we will be getting some more enjoyable weather, so very anxious to get outside and get some things done, plant my garden and flowers and then wait for the beauty of it all. It is also time to do some spring cleaning, may it be your home, your office space, or your yard and landscaping. It always makes me feel good to have a fresh start.

I hope each of you had a great Administrative Professionals Day! The work you do truly does make the office run. Many of us work for a public agency and there is not a lot of flexibility when it comes to salary, etc., but hopefully there are other benefits that compensate for that. May it be a flexible schedule, a great boss and co-workers, the benefit package, the freedom you have to be creative and get the job done, or the opportunity to learn. I know sometimes we don't always think of those things but they truly make a difference and make it all worthwhile.

See you at the May meeting.

Mary Jo

***This may be knowledge that some of our more seasoned members may have, but possibly not our newer members.***

The question has been raised in another newsletter as to if the five years of Member of Excellence have to be consecutive in order to receive a five year pin.

Headquarters has confirmed that they do not have to be consecutive years. A Member of Excellence will receive a certificate for their first four years and on the fifth year; they will receive a Member of Excellence pin.

### POWERPOINT Tip

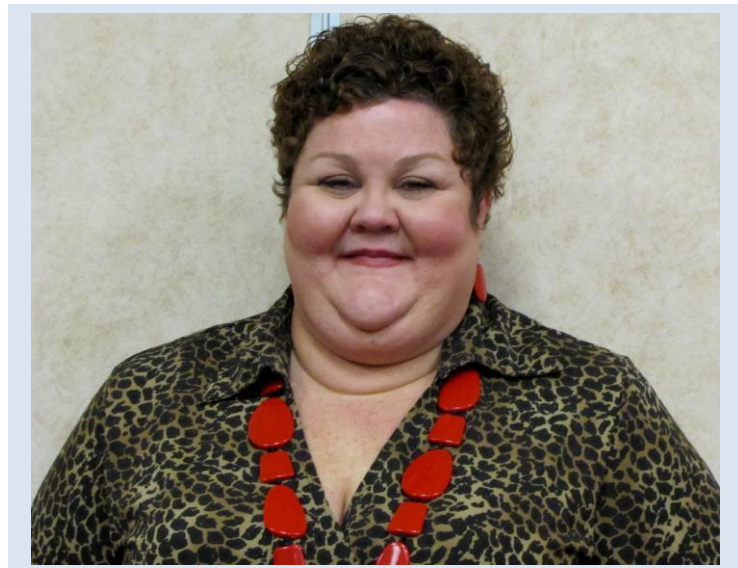
#### KISS

- **Keep It Straight and Simple.**
- Keywords only.
- No sentences!
- Never read your slides, talk freely.

Remember that your slides are only there to support, not to replace your talk! You'll want to tell a story, describe your data or explain circumstances, and only provide keywords through your slides. If you read your slides and if you do it slow and badly, the audience will get bored and stop listening.

<http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/>

The Futures Conference identified several issues that IAAP must address to stay relevant. Please visit the Futures Conference eGroup to learn more about the discussion. And, please volunteer to help build the IAAP of the future. These issues are vitally important to all of us.



***Rebecca Pace gave us all quite a day of good advice, and entertaining conversation at our Annual Seminar. (more pictures on Page 5)***

### ***Why is a Blue Ribbon a Symbol of Champions?***

Blue was the favorite color of England's King Edward III, who in 1348 created the highest Royal Order of the Knights of the Garter. Its membership was and is limited to the king and princes of England as well as a very few knights of distinguished service. The insignia of the Royal Order is a blue garter, and because of this, blue ribbons have come to be a reward for any supreme achievement.

*The Little Book of Answers by Doug Lennox*



## Administrative Professional Development and Training Is it Your Responsibility or Your Employer's?

Who is responsible for your professional development and training? Is it the individual responsibility and accountability of an administrative assistant or executive assistant or that of your employer?

Many administrative professionals take responsibility for their own professional development and training. Others rely on the employer to some extent. Where is the dividing line for individual responsibility and accountability and employer's responsibility for your professional development and training?

Example: You're already employed with a company. The employer installs a new clients' record management system. It's clearly the employer's responsibility to train you on this system at the company's expense.

Example: You're already employed with a company. You want to improve your business writing skills. You've found the perfect course. Who's paying? The company doesn't have to fund your skills development. However, a lot of employers will and want to do so when they see the benefit to them (and if they have a development and training budget).

But what if they won't fund your development and training plan? Then you have to take a larger role and enter the realm of personal responsibility and individual accountability. You're now "the company" — as in "Jane Doe Company" (insert your real name).

How badly do you want to learn (or refresh) these skills? How will they benefit Jane Doe Company (i.e. you)? For instance, will this skills development save your job? Will it give you more confidence in your abilities?

What are the risks and consequences of doing this training? Of not doing it? For example, will it cause you to lose consideration for advancement? Will not knowing it keep you off of committees useful or interesting to you? Will it put your job in jeopardy because you can't perform it to quality standards? Have you been made aware of mistakes in your work and told to improve the quality of your work? What are the consequences of not improving, through training on your own time and dollar?

What are the obstacles (such as your budget, schedule, boss approval, etc.)? How will you manage or eliminate these obstacles? There are ways you can minimize or eliminate obstacles with creative thinking and opening up your options for development and training opportunities.

Make a decision based on your analysis using those questions and others you consider relevant. When you do this, it will be clear to you whether or not you have chosen valuable and realistic continuous development and training.

*The article above was an excerpt from the Special Report: Administrative Professionals Investing in Professional Development and Training. It's from the final section of the report in the conclusion.*

### May Program for the Ames Chapter Meeting: Excel 2010 – Database Shortcuts and Pivot Tables By Pamela Smith, Computer Training Consultant Microsoft Office Specialist

*This program is worth 1 recertification point*

Learn the powerful aspects of working with a list in Excel by using the database features and creating Pivot Tables.

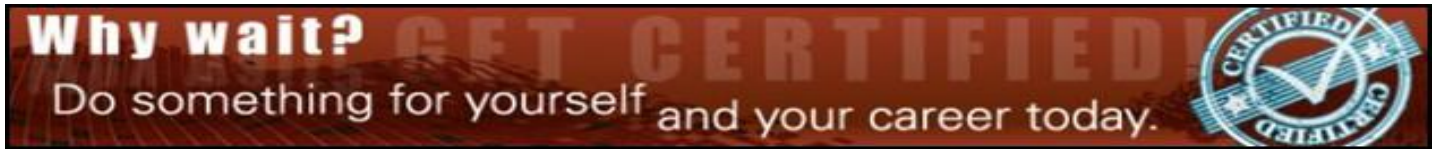
Topics include:

- building, sorting and filtering lists of information
- subtotaling a list of items
- using the Tables Feature to save time with a list
- creating a PivotTable report to manipulate data
- resetting the summary function in a PivotTable report
- creating a PivotChart report

Pamela Smith – Computer Training Consultant - Microsoft Office Specialist, has been educating individuals and corporations for over 17 years on the features of Microsoft Word, Excel, PowerPoint and Outlook.

"At first my training was about teaching employees and individuals how to use the computer and the Microsoft Office programs. As employees have become more proficient with the programs, my training focus has changed. My training is now about educating employees on the features of the programs that can save them time and streamline their workflow."

"I have traveled all over the United States and in Canada training employees on Microsoft Office and custom software. One of the things I love about my job is having the opportunity to teach people how to be more productive through tips and tricks in the various programs."



Click [here](#) for the IAAP web page to access the documents below you need for registration.

CAP Exam Guide	<u>DEADLINE TO REGISTER</u>	<u>EXAM DATE</u>
Org. Mgmt. Specialty Exam Guide	August 15, 2013	November 2, 2013

Date	Program Topic	Presenter
April 2	Getting the Right Things Done!	Rick Brimeyer, Brimeyer LLC
May 7	Excel 2010 Database and Pivot Tables	Pam Smith, Microsoft Office Specialist
June 4	Annual Meeting – Election & Installation of Officers	
July & August	No Meeting	



**IAAP Dues/Re-instatement Notice**

If a member does not renew their membership prior to their anniversary date, a \$15 processing fee must be included with the member's dues. The IAAP guidelines indicate that a member who has forfeited membership for any reason and wishes to re-instate within the next two years may do so by paying the appropriate amount,

which includes the current year's dues and the \$15 processing fee. Be sure to submit your dues renewal prior to the due date in order to avoid incurring the additional \$15 fee. **Ames Chapter Members**—Note that your chapter membership roster includes your anniversary date in the column entitled "Joined."

2012-13 Ames Chapter Officers				
President	President-Elect	Vice President	Secretary	Treasurer
Mary Jo Tungesvik 515-268-6613 maryjo.tungesvik@ames.k12.ia.us	Dee Drummer, CAP 515-239-2136 drummer@mgmc.com	Brenda Pierce, CAP-OM 515-491-8584 bpierce275@gmail.com	Jean McMaken 515-294-0298 jmcmaken@iastate.edu	Pam Owenson 515-294-1106 powenson@iastate.edu

**Chapter Members are Encouraged to Contact IAAP Leaders Whenever Needed**

2012-13 Iowa-Nebraska Division Officers			
President	President-Elect	Secretary	Treasurer
Sherry M. Young, CAP-OM 515-213-3505 sherry.m.young@wellsfargo.com	Vacant	Micci Gillespie, CAP-OM 515-239-5150 mgillespie@city.ames.ia.us	Diane Hanel, CAP 402-637-6933 dianeh@northeast.edu

**International Northwest District Director**  
Lisa Hogan, CAP-OM, [lisa.hogan@iaap-hq.org](mailto:lisa.hogan@iaap-hq.org)

- May 4 – CAP and OM exams
- May 7 – Ames Chapter Meeting
- May 14 – Early registration for IA-NE Division Meeting
- June 14-16 – Iowa-Nebraska Division Meeting; Sheraton, West Des Moines
- July 27-31 – EFAM 2013

Kelly Leichter  
Editor, *The Updater*  
414 W 9<sup>th</sup> Street  
Boone, IA 50036





Photos courtesy of Barbi Greenlaw



*With a little coaching from Rebecca, I believe fun was had by all!!*

*Who are these people?!? Oh-they are the Ames IAAP members and Rebecca*



*Registration and packet pick-up was a smooth operation!*



*We had a full house with 145 registrants in attendance.*