



INSIDE

IAAP Events	2
Nominated officers	2
President's message	3
Future program information	4

Membership Meeting: Tuesday, June 4, 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: Grilled Balsamic Chicken
Baked Potato w/toppings
Side Salad
Strawberry Shortcake
Ice Water, Assorted Sodas, Coffee,
Ice Tea, And Hot Tea
Cost of Meal: \$10.00

Program: Election of Officers

For newer members of IAAP, the many acronyms for events can be mind boggling. Here is one solved.

What does the acronym EFAM mean?!?!

It is for the "Education Forum and Annual Meeting." This year it is being held in Anaheim, CA this July 27-31.



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

Chapter of Excellence

Roll Call:
What is your Favorite Dessert?!?!



"Sometimes you can't see yourself clearly until you see yourself through the eyes of others."

Ellen DeGeneres

June Celebrations

Birthdays

Barb Schendel June 5th
Allis Peters June 14th
Jodi Hilleman June 21st
Mary Jo Tungesvik June 21st

Anniversaries

Sandra Dahlgren 1984
Janet Lovell 2007
Linda Plueger 2006



Why was grace originally a prayer said after a meal?

Today, we say grace before a meal in thanksgiving for an abundance of food, but in ancient times, food spoiled quickly, often causing illness and even death. Nomadic tribes experimenting with unfamiliar plants were very often poisoned. Before a meal, these people made a plea to the gods to deliver them from poisoning, but it wasn't until after the meal, if everyone was still standing, that they offered a prayer of thanksgiving, or "grace."

-From "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

Read The Latest OfficePro Digital Edition

The May/June digital edition is available online.
[Check it out here.](#)

As a reminder....don't forget to update your member information on your web community. Did you change positions, did your email change, did your address change? Keep you and your address up to date.

IAAP regularly posts timely information about career trends and training for office professionals on its [website blog](#).

Member of Excellence info:

<http://pathways.iaaphq.org/pathways/programs/memberofexcellence/memberofexcellenceinfo>

Brenda Pierce has been appointed as our Alternate Delegate to EFAM in Anaheim 2013. Brenda has served numerous times as an officer and attended EFAM previously. All members agreed she is an excellent choice as a delegate.

Fundraiser for IA-NE Division

Each year, chapter members donate an item to the Division Meeting for the silent auction as a fundraiser. Brenda Pierce has again volunteered to put the items together for us. It was decided by the membership at the May meeting to purchase a rolling zip top picnic basket from TJ Max spotted by Nancy Johnson.

We will be taking ideas and collecting money for the purchase of items to fill the basket at the June 4th meeting.

For those interested, you may contact Brenda prior to the meeting to learn of the colors or other items being suggested for the basket so you may be on the lookout for items.



“Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing; it's a day you've had everything to do and you've done it.”

~Margaret Thatcher

Election of Officers

We have had an excellent response this year in our members answering the call to serve our chapter as officers.

We will be electing and installing officers at the June 4th meeting and hope for excellent attendance to show our support to our new board.

President: Dee Drummer, CAP

President Elect: Lisa Sebring, CAP-OM

Vice-President: Janet Lovell, CAP-OM

Treasurer: Pam Owenson

Secretary: Nancy Johnson, CAP-OM

Certification Testing

Jean McMaken has tested for the CAP Certification
 We wish her best of luck.

It was announced by Nancy Johnson, CAP-OM, Certification Committee Chair, that the organization will not be establishing the American College Accreditation equivalency for the new test at this time.

To establish the equivalency is quite expensive and not deemed appropriate at this time. You may see discussion on this through many of the blogs on the community websites.

Before EFAM, review the 2013-14 Candidate Bios

Candidate biographies for 2013-14 IAAP Board of Directors and Foundation Board of Trustees

[View candidate bios](#)

Leadership Book Discussion

A new leadership book discussion group has been formed on the IAAP web community and has been generating a great deal of conversation. Go to the link to see a new selection each month:

<http://community.iaaphq.org/IAAPHQ/DigestViewer/?ListKey=d2594c64-f573-47a4-af4c-9f3cb2a884ec>

The title for May 2013 has been chosen: “Change Your Questions, Change Your Life”

Etiquette Tip of the Week

You print out your beautiful business letter, you proofread it -- it's perfect! It's the most stunning business letter ever -- *and it only took five printings*. Then you fold it and something goes terribly wrong.... It won't fit in the envelope.

A business letter on an 8 1/2 x 11-inch sheet is folded in thirds. Take the bottom edge of the stationery and fold it two-thirds of the way up (or one-third from the top). Then take the top edge of the stationery and fold it over, as if the bottom edge of the sheet is nestled in the top fold, and the top third is folded over and shielding it from harm. If you have trouble aiming for the two-thirds spot (I was fractionally challenged as a child) -- place the envelope next to the stationery as you are bringing up the bottom edge for the first fold.

Executives will sometimes have a smaller 7 1/2 x 10 1/2-inch personalized stationery called Monarch stationery. It too, is folded in thirds. (If you get a hand-written note from your chief executive on this, it's usually because you have done something right.)

Place a business letter in the envelope, with the open side facing the back of the envelope, so when the recipient slides it out, it opens up toward them.

When placing a note card in an envelope, place it fold side down, so the opening is at the top of the envelope. The front of the note card should face the back of the envelope.

Excerpt from: Tip of the Week. If you have a topic idea or a pressing etiquette question that would make a good Tip of the Week, please email Callista Gould at: cgould@cultureandmanners.com or send it by Tweet [@MannersThatMove](https://twitter.com/MannersThatMove).

Contributed by Teresa Davenport, CAP-OM

11th Annual Iowa-Nebraska Division Meeting Sheraton West Des Moines Hotel West Des Moines, Iowa June 14-16, 2013

Annual Meeting Binders

The board is making changes to the Annual Meeting Binder.

Fewer items will be printed for Delegates, Alternates and attendees. Some items not printed will be posted on the Division website or the SkyDrive, and others will be included in a PowerPoint presented during the meeting. Watch for details from the Board.

It is not too late to register....

Mail your completed registration form with payment to: 2013 IA-NE Division Annual Meeting, c/o The Great Plains Chapter, PO Box 540945, Omaha NE 68154-0945.

Micci Gillespie, CAP-OM, current division secretary; advised at our May chapter meeting that those in attendance are eligible for 2 recertification points.



President's Message

As I am writing this I can't believe that June is our last meeting of the year, and my last meeting as President. The time has gone by quickly and serving as your president has been a great experience.

I felt our May meeting with Pam Smith teaching us about Excel 2010 and Pivot Tables was most beneficial and by the comments, you did too. I know I am guilty of learning what I need to know and not really exploring all it can do. Maybe in my next life I will have more time for that. I do know the more we can learn and utilize technology the easier it makes things.

Our June meeting is a very important one with the election of officers and the installation. Our IA-NE Division President, Sherry Young, CAP-OM will be present at our meeting to do the installation ceremony. We have a great slate of officers so our Chapter will be in great hands as we look forward to the 2013-2014 year. I believe we will qualify for the Chapter of Excellence as we have had several people obtain the Member of Excellence status. I will continue to work toward that.

I want to thank you for allowing me to serve as your President this past year. You are a great group of ladies with much to offer. The best part is when you need something, all you have to do is ask, the response is always overwhelming. We have a great future. I want to wish the new officers the best!

Have a wonderful summer and enjoy all it has to offer. For those going to EFAM make it a great experience.

Thank you!
Mary Jo

Program and Education

At the May 7 meeting, I mentioned I would provide additional information for a program for the 2013-2014 year. The program comes highly recommended by Dee Drummer and sounds very interesting.

Do you have the opportunity to do what you do best *every day*? Chances are you do not. All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths.

To help people uncover their talents, Gallup introduced the first version of its online assessment, Strengths Finder; in the 2001 management book *Now, Discover Your Strengths*. The book spent more than five years on the bestseller lists and ignited a global conversation, while Strengths Finder helped millions to discover their top five talents.

Dee pointed out it is not a personality test – it is strengths, which there are 34 themes. The idea is then to build on your strengths, which are what you naturally do best. Dee felt it was very interesting and that hers were very accurate and proposed to have whoever wants to purchase the book and have their strengths identified at the meeting. Please review this information and see if this topic interests you. You can let me know if you are interested and the Program and Education committee will contact Amy Stark from Mary Greeley and ask her to present at one of our chapter meetings.

In Strengths Finder 2.0, Gallup unveiled the new and improved version of its popular assessment, language of 34 themes, and much more. If you would like, you can purchase Strengths Finder 2.0 by Tom Rath on Amazon for \$14.13 or a Kindle Version for \$13.42. There is a new and upgraded edition of the online test is available from Gallup's, current price is \$15.29. One of the reviews I read mentioned, "While you can read this book in one sitting, you'll use it as a reference for decades." Loaded with hundreds of strategies for applying your strengths, this *Wall Street Journal*, *Business Week*, and *USA Today* bestseller will change the way you look at yourself -- and the world around you -- forever.

Joanne Van Dyke, CAP-OM
Program and Education Committee

Are You A Nuisance To Yourself?

Susan Fenner, PhD
SusanFennerPhD@Yahoo.com

The other day, I invited two neighbors over for dinner. Nothing fancy, just a salad, chili, and a bottle of wine. I owed them for some nice things they had done for me, so this was a small payback. I started the morning off by going to the store for menu items. But wow! They were having some great sales, so I stocked up. When I got home, I chopped, browned, and mixed the chili concoction and put it on simmer. Then I noticed... I still had snowmen above the kitchen cabinets! And it's almost spring! So, I went down to the basement to get the ladder and a new motif, more suited to the season. Then, I noticed that there were still Xmas decorations in bins that I hadn't labeled for next year, so I stopped and

did that chore. When I came back upstairs to do my decorating, I saw a reflection in the hardwood floors and said to myself, "These could sure use a damp mop." So, I left the ladder in the hallway and went to get the mop and some shine-and-seal product. In the middle of that activity, I noticed that there were dog nose smears on the front windows. So, I abandoned my mopping and went for the Windex. Well, you can imagine how the rest of the day went. As I hurried to put away ladders, mops, and cleaners, I realized I was exhausted! The last thing I was ready to do was entertain. I was better fit for a long nap!

Then, "Ding dong", they were here.

The evening went well and as we were clearing off the table, I told my friend all I had done to prepare for their arrival – the top-of-the-cabinet decorations, the Xmas

organizing, the Swifting, the window washing, and so on. Her response was, "You are a nuisance to yourself!" What a perfect phrase! It's something all of us can use at one time or another. Because, how many times do we get in our own way and truly constitute a nuisance to ourselves? What do you think causes this malady and what prescription would cure it? Here are some ideas...

Have a goal. Know what you want to accomplish and in what time frame. Don't let other non-essentials distract you or the task will stretch on interminably.

Set up your work area to facilitate the process, not hinder it. Envision the task, gather everything you need, arrange

it according to what you'll be doing, and have a place in situ to "take five" when you need it.

Stop being a perfectionist. There are some things (most things) that don't need to be perfect...just done. In the long run, it's better to complete the job, than do, redo, do some more, and still feel some detail could be tweaked. Do it, be done with it, move on.

Avoid thinking you can multi-task and have it work for you. Focus on the task at hand and let everything else go. What you'll gain in project time and quality far outweighs trivial interruptions.

Don't inject more than what's called for. If you are assigned to create a PowerPoint presentation due Friday, now is not the time to learn how to embed videos or outline a second program you think may be needed in the future. Understand the heart and soul of



the chore and do that part well. If you have time, you can always put icing on the cake. If not, you've completed your delegated task.

Don't stress over undone non-vital aspects. People most likely won't know what you didn't do, but rather will see what you did do. Houseguests don't notice dusty book shelves or a bit of clutter on a counter top. In fact, it makes them feel more at home...it's just like their place. Consider long term. If you do too good a job, you'll be stuck doing it forever. My dear mother-in-law-once-removed always told a story about the time she worked as a secretary (so called in those days) for a school district. The "job" of making coffee every morning fell to "the secretary", even though she wasn't a coffee drinker or naturally domestic. Her solution to a task she felt was unfair and sexist was to make a bad pot of coffee for a couple of days. They quickly reassigned the task and she was free to do more important things. What a smart gal!

Simplify the process. If the task is for someone else, consider their deficiencies (think of your boss and a complicated, but beautiful graph). You and he would be better with something simple that he can explain and others understand. Don't be a show off.

Oftentimes we make jobs more difficult by erecting barriers and making things harder than they have to be. Recognize that being a "nuisance to yourself" is a facet of your personality and get out of the way of your own success.

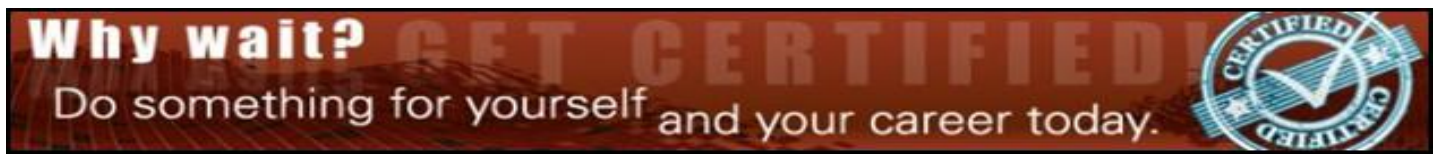
P.S. My friend Ginny taught me a wonderful lesson. Now that I am aware of being a "nuisance", I can acknowledge it, back away, and laugh at myself.

Author Ms. Susan Fenner is the Manager of Education and Events at the IAAP and has been an employee for more than 25 years at the IAAP.



"Our eggs are all in one basket, no milk has been spilt, and we have plenty of dough."





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

CAP Exam Guide
2013

DEADLINE TO REGISTER
August 15, 2013

EXAM DATE
November 2,

Org. Mgmt. Specialty Exam Guide

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

- 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 Leichliter
Editor, *The Updater*
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