

IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

April 2010
Issue 34

POWER *of* **Commitment** Golden Corridor Chapter

January Meeting Topic

"The Green World Around You"

Presented by Kevin Walter

April 15, 2010

6:00 P.M.

Zurich Cafe

Board Members

President

Evelyn Szalkowski

SzalkowskiE@aetna.com

312-928-3012

Vice President

Ann Kuhlmann

ann.kuhlmann@kodak.com

773-864-9510

Treasurer

OPEN BOARD POSITION

Recording Secretary

Laura J. Polido

laura.polido@zurichna.com

847-240-4558

Corresponding Secretary

Brigitte Morris

brigitte.morris.sepl@statefarm.com

630-782-3680

Membership Chairman

Linda Clark

linda.2.clark@zurichna.com

847-605-6392

Please send newsletter information to,
Rita Baseleon at
rita.baseleon@comcast.net
The editor reserves the right to edit
submissions for length or content.

www.goldencorridor.org

LETTER FROM THE PRESIDENT



Happy Administrative Professional Day to all! Over the years, Administrative Professionals Week has become one of the largest workplace observances outside of employee birthdays and major holidays. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

We all have come a long way from the times of the typewriter with ribbons, mimeographs with stencils, to a computer with Microsoft office and software graphics that you send in email within a couple of seconds. Makes you wonder what the next generation of Administrative Professionals will be doing as daily office tasks.

A very special thank you to all Administrative Professionals everywhere for everything they do everyday to help things run smoothly in the office, to make your manager and your team lives easier – while taking care of your home and family- as well as to celebrate our Golden Corridor successes!! You are golden stars!



"Secretary's Prayer"

HELP me to be a good administrative professional and help me to have the memory of an elephant, or one at least three years long. Help me by some miracle to be able to do six things at once, answer four telephones at the same time while typing a letter that must go out today. And, when that letter doesn't get signed until tomorrow, give me the strength to keep from going over the brink of hysteria. Never let me lose patience, even when the boss has me searching the files for hours for data that is later discovered in his desk.

HELP me to have the intelligence of a college professor; help me to understand and carry out all instructions without being given clear explanations. Let me know always just where the boss is, even though he left without telling me where he was going. And when the year ends, please let me have the foresight not to destroy records that will be asked for in a few weeks, even though I was told to destroy them all.

HELP me to keep a level head and my feet on the ground, so that my administrative secretarial performance will be a proper reflection of the pioneer women who made a place for me in the business world, and those who established me in a profession.

LETTER FROM THE PRESIDENT (CONT'D)

Kudos to Jane Holland, Ann Kuhlmann, and Laurie Wille for an informative and fun evening at our March/Membership meeting. We had an outstanding speaker, Joel Warady, and even Joel remarked how automation has replaced so many of the things we do daily. Joel gave us some good tips on how to "Social Network." It's amazing that we don't feel more comfortable using this social networking tool; it opens so many ways to network both professionally and personally. Whether you text or tweet; you know we all have to pick up speed on this amazing network.

The nominating committee is working on filling our vacancies on the 2010-2011 board. What a great way to be involved in your career planning and being on board works as a tool for accomplishments on your annual review. GCC needs good leaders; now is the time to step up and make a difference in your chapter.

IDAM is this month and hope you will try to make at least one day of this meeting to get insight to the Illinois Division. JoEllen Pickett and Andrea Turner are coordinating a table at IDAM representing GCC; make sure you stop by.

There are just a few more meetings to finish your passport to excellence. Take a few minutes to review your passport book and see if you earned your raffle ticket. Maybe you are just a few things away from earning a member of excellence?

Have a Golden Administrative Professional Day!

Evelyn Szalkowski, President
Golden Corridor IAAP 2009-2010

“The Green World Around You”

Guest Speaker: Kevin Walter, Co-Owner Tasty Catering



Recertification: One recertification point will be awarded in the Education category.

Brief Description: The program will discuss “Green” stats, facts, and definitions for “green” terms. Kevin Walter will discuss how to become more eco-responsible at the office and how to become more eco-responsible at home. He will let us know how the eco-responsible movement is actually “retro”. Kevin will help us find where to start “greening” your office and home. This program will provide you with ideas to take back to your company to help your office go green and save the business money.

About the Speaker: Kevin Walter has been in the catering industry since 1991. Tasty Catering is a family-owned and community involved business. Kevin is the youngest of three brothers that own and operate Tasty Catering. Tasty Catering rolled out a “green” philosophy and program in March of 2008 after six months of intense research. Kevin’s primary role at Tasty Catering is as the Chief Procurement Officer, but he also oversees HR, is the leader of their “Green Team”, and integrates their catering software that links the sales and culinary departments.

Kevin works with their staff on setting forth “green” initiatives both in Tasty Catering and in the community. Some of the community outreach events that Tasty Catering supports are “Friends of the Parks” (cutting down invasive buckthorn in Busse Woods twice annually), and Tasty Catering is a “friend” sponsor of the USGBC (United States Green Building Council).

Since March of 2008, Tasty Catering has reduced its’ waste sent to landfills by over 55%. This equates to a savings of 1,560 cubic yards of landfill space savings per year. Their recycling programs include aluminum, PET plastic bottles, office waste paper, 4 color/glossy paper, toner cartridges, cardboard, and pallets. On behalf of Tasty Catering, Kevin has presented to and worked with the Evangelical Lutheran Church of America in Chicago, helping them to “green” foodservice in their facility. He has also done work with the Green Meetings Industry Council, an organization dedicated to “greening” meetings.

GCC COMMITTEES

Membership Committee

Chair: Linda Clark CPS/CAP

Direct all activities of the chapter having to do with the recruitment and retention of members.

Educations & Certification Committee: Chair: Kathy Harper CPS/CAP

Stimulate interest and encourage participation in CPS/CAP program. This will include submitting documentation to headquarters to allow GCC monthly meeting attendees to receive recertification points or CEUs. On behalf of the Board, Kathy will monitor chapter's progress in completing the Pathways to Excellence criteria to attain Chapter of Excellence.

ByLaws and Standing Rules Committee

Chair: Andrea Turner CPS/CAP

Maintain conformity in the chapter bylaws with the International and Division bylaws by proposing amendments and resolutions to the GCC.

Program Committee -

Chair: Ann Kuhlmann

Plan and schedule GCC monthly speakers from September to June for GCC meetings.

Audit Committee

Chair: Susie Witwicki

Perform an audit within 45 days of the close of the fiscal year. This will include a written report covering the audit, which will be submitted to the Board/GCC. All records will then be transferred to the incoming Treasurer.

Fundraising Committee:

Chair: Jane Holland

Collect and review ideas for Golden Corridor Chapter fund raising and make recommendations to the Board/GCC.

Nominating Committee

Chair: Barbara Turek CPS/CAP /

Co-Chair: Susie Witwicki

Contact chapter members to inform them of open seats on the Board and solicit nominations.

Community Service Committee -

Chair: Jane Holland

Plan community service projects for the chapter to take part in from September to June.

Chapter Archivist Committee

Chair: Barbara Turek CPS/CAP

Keep all records pertaining to the history of the chapter.

Impact Meeting Planning Committee

Chair: Ann Kuhlmann

Plan a theme for October and April Impact meetings to draw new members to attend and see what our Chapter/Organization has to offer.

RTF Committee

Chair: Linda Robinson CPS/CAP

Provide awareness of the Retirement Trust Foundation (RTF) to chapter members, act as liaison between IMP Illinois Division RTF Chair and Golden Corridor Chapter regarding RTF activities and communication, and encourage participation in RTF Fundraising events.

Newsletter Committee

Chair: Rita Baseleon

Gather information pertaining to our profession and prepare the Chapter's monthly newsletter to distribute to all GCC members.

Website Committee

Webmaster: Ann Kuhlmann

Keep website current with chapter information and events.



GCC MARCH 18, 2010 OPEN HOUSE AT THE SHERATON SUITES IN ELK GROVE VILLAGE

I wanted to thank everyone who attended our March Open House at the Sheraton Suites. We had a wonderful speaker, Joel Warady, whose humor and style gave us a fantastic program on Social Media. Joel discussed Twitter, Facebook, LinkedIn and YouTube among other sites. He provided extremely relevant information on the subject of Social Media in both a knowledgeable and enjoyable manner. Kathy Harper, CPS/CAP presented her own version of "Tune in to WIIFM at IAAP". Kathy did a great job discussing the value joining IAAP and our chapter can give an Administrative Professional. The chapter received many positive comments on our programs for the evening. We had a number of outstanding vendors at the open house for the attendees to shop. The vendors were Creative Memories Scrapbooking, Institute of Bath and Body, Laurie's Candy Cakes, Meaningful Moments Jewelry, Miché Handbags, Pampered Chef and Tastefully Simple. I want to thank Jane Holland and Laurie Wille for all of their hard work to make this Open House such a success. Submitted by: Ann Kuhlmann, Vice President



HOW TO GUARANTEE A GREAT DAY, EVERY DAY

Every Monday morning I have a standing radio interview I enjoy very much. But you can imagine that it can become routine. To prevent this, the host doesn't tell me the topic before we go live on the air—now that puts some excitement into it!

This week, he asked me: How can a person guarantee that they will have a great day, every day? Some may find that hard to answer, but for me it was easy. You see, I believe we can control our destinies and create for ourselves the kind of lives we desire. People who live based on these principles achieve what they desire, while people who live reacting to circumstances do not. Here are the principles for having a GREAT day every day:

Focus on today only.

Yes, long-range goals are important. But our focus must be on today. My equation is that your short-term tasks, multiplied by time, equal your long-term accomplishments. With that in mind, it's imperative that we focus on short-term because, when multiplied by time, it will eventually equal our long-term goals. Don't worry about tomorrow. Make today the best day you have ever had. Realize that when you lay down to sleep tonight you will have just given up the only shot you will ever have at today. You only get one shot at your today, so focus intently on making it all that it possibly can be. Focus, focus, focus! When you focus on making today great, you are helping guarantee that you will make your day GREAT, every day!

Embrace your power to choose.

Dwight D. Eisenhower said, "The history of free men is never written by chance but by choice—their choice." When your today becomes your yesterday, you will look back and realize that day was a result of your choices. "But wait Chris, what if my boss controlled my day? That isn't my choice!" you might say. But it is your choice to work for someone else. You chose to let someone else tell you what to do. But you can control your own destiny. The moment we realize that we can exercise a powerful gift from God, namely the gift of free will and choice, is when we begin to create for ourselves a GREAT day each and every day! Take ownership of the direction of your life. Make your choices and carry them out!

Your attitude is up to you.

Yes, bad things may happen in your day. The pitcher for "Team Circumstances" may have a tremendous curveball waiting for you, and you

cannot control that. You cannot control what others may do or say. But you can control your attitude. Your attitude about whatever happens to you is up to you.

When something happens to you, you have the choice: Will you let it get you down and depressed, keeping you from forging ahead and making the day the best one ever? Or will you say to yourself that, no matter what happens, you are on the path to success and no obstacle will keep you from it? Will you say, "Sometimes you win and sometimes you lose—I guess this time I lost"? Will you say, "Sometimes you win and sometimes you learn—I can really learn something from this!"?

It is all in what attitude you choose. Your attitude is up to you, and when you choose to have a great attitude, you are choosing to guarantee to have a GREAT day, every day!

Live out and act on your priorities.

So far, we have dealt with internal perspectives, and that is indeed the place to start. But the practical place is in our priorities. If we want to make our days great, then we have to live out those things that will by definition make our days great. And those things are what are important to us. They are our priorities.

So each morning, start out by asking, "What things are important to me *today*? What are the things I need to accomplish in order for me to lay down tonight and know that I lived a GREAT day?" Then put those in order of most important to least important.

Don't do what is fun. Don't do what is easy. Do what is IMPORTANT! Live out your priorities. When you do, you will guarantee that you will make your day GREAT, every day!

Tomorrow, when you wake up, go through the four following points and see if you don't make tomorrow a GREAT day:

- Focus on today only.
- Understand that I get to choose how today will go.
- Remain in a positive attitude no matter what happens.
- Live out and act on my priorities.

Do this, and you will guarantee a GREAT day, every day.

Author: [Chris Widener](#), [great day](#), [mental affirmation](#), [positive thinking](#),

Interesting read....Day in the life of a Secretary

A secretary manages information. Responsibilities can run from scheduling staff appointments to office management to managing an entire database. Since the computer is central to any modern office, mastery of the latest office technology is essential. Secretaries are often the primary conduit of information from their employers to the rest of the world, so they must be comfortable communicating with others in person and on the telephone. Secretaries who work in specialized fields, such as law and accounting, have a working knowledge of that field. Executive secretaries often initiate and execute independent projects. One secretary we spoke to described her view of keeping busy after accomplishing a day's assignments well before deadline: "You can bury your nose in a magazine, or you can find something constructive to do. Good secretaries are self-starters." Few professions call for such careful execution of so many specialized tasks. Such professionalism combined with the almost constant changes in business technology has led secretaries to turn to one another for support, training, and solidarity. "You often don't know exactly what's expected of you," remarked one secretary. "It's easier if there are other secretaries there to help you clarify things, especially in a place like a law office." Because so much of the job depends on organization, secretaries' skills are really tested when they work for particularly disorganized bosses. "Your main task is making sure everything goes smoothly, anticipating as well as accomplishing particular tasks." And secretaries are still expected to handle their employers' moods and foibles in the course of everyday business. The best advice we heard: "Be prepared for anything."

Paying Your Dues

Some of the clerical skills expected of secretaries can be picked up on the job, but secretarial candidates should have already mastered typing and word processing in high school, college, or vocational school. Competition in the field allows employers to place greater demands on applicants: A college education is a valuable asset. In a global economy, being bilingual or even trilingual is often a plus. Stenography has become something of a lost art, but it may come in handy with an old-fashioned boss.

Being a member of the Golden Corridor Chapter of IAAP you are leveraging your career and taking the steps to enhance your skills in an ever changing business environment.

"Secretary" is an umbrella term for any number of administrative jobs, and the best-qualified secretaries have mastered them all. Many secretaries use their experience to enter a particular profession. Some secretaries get practice using editorial skills and move into editorial jobs. Many secretaries who are responsible for office management, including payrolls, bookkeeping, bill-paying and maintenance of the office's physical plant, find more specialized opportunities in these areas. Those interested in doing secretarial work on a temporary basis may seek assignments through a temporary agency. These agencies provide companies with administrative workers on a daily, weekly, or monthly basis. Temp work has the advantages of flexibility and variety--of bosses, office settings, and tasks. It also has the drawbacks of sameness--you will quite possibly be given one boring task to do for a week--and the possibility that the work may dry up at certain times of the year when you could really use a paycheck.

Submitted by Evelyn Szalkowski



Associated Careers



Become an Inner Circle Assistant Tour
 "Taking it to the Streets" a Select-city tour with
 Joan Burge

Joan Burge, a renowned author and administrative expert, has been a visionary for administrative training and development since 1990. One of the first to venture into the administrative training industry, she has become an international administrative expert, trainer, author, and consultant. With more than 36 years of experience in the administrative field, as well as in training, speaking, consulting, and entrepreneurship, Joan Burge equips executive assistants, administrative assistants, secretaries and office support professionals to move beyond task work to higher-level functions that meet the ever-changing demands of today's workplace.

Before starting Office Dynamics, Ltd., Joan was an administrative professional for 20 years in 12 different companies in 5 states. She worked her way up from receptionist to assisting CEOs, serving in a variety of industries ranging from small businesses to Fortune 500 companies.

A frequent speaker at EFAM and OfficePro contributor, Joan will show you "How to be a star in your profession and achieve Inner Circle status!" Joan is kicking off this 6-city tour on May 20, 2010 – First stop: the CHICAGO area at the Q Center in St. Charles, IL.

This workshop will not be just another boring lecture! High-energy learning is the focus of all of Joan's programs. This is a high impact, mind stretching workshop. You will walk away motivated, inspired, re-energized by her educational tools and recommitted to your profession.

The Golden Corridor Chapter of IAAP will have a table at IDAM on Friday, April 30, handing out brochures describing this tour. We invite you to stop by the Golden Corridor Chapter's table to view Joan's short video clip. Those who leave their business card will be entered into a raffle drawing (8 gift prizes total; 2 - Adminology Gift Set, 3 - "Become an Inner Circle Assistant", or 3 - "Underneath It All"). Business cards will also be passed directly on to Joan.

Early bird registration is due by April 15th. Five or more who register at one time from the same company (IAAP) will receive a discounted price. Call 800-782-7139 for quantity registrations. Further details are available at www.officedynamics.com.
 Joan Burge. . .

A Vision of Excellence
 A Vision of Change
 A Vision for the Next Generation Assistant

Submitted by JoEllen Pickett





APRIL ANNIVERSARIES

Sandra E. Conley	4/1
Linda A. Robinson, CPS/CAP*	4/1
Darice Ruiz	4/1
Carol Ann LeDoux	4/1
Dianne Debellis	4/1
Theresa E. Torres-Taylor	4/1

APRIL BIRTHDAYS

Sandra E. Conley	4/3
Martha Keyes	4/5
Donna M. Drapalik	4/7
Carol Ann LeDoux	4/8
Carol J. Anderson, CPS	4/12
Deborah D. Morris	4/23

IMPORTANT DATES

April 19-24
Admin Professional Week

April 21
Admin Professional Day

April 30 – May 2, 2010
2010 Illinois Division Annual Meeting (IDAM)
Elgin, IL. Elgin theme for 2010 IDAM is
Celebrate...Yesterday, Today, and Tomorrow!

A GOLDEN MOMENT

Do you have something interesting you want to share with your fellow members? This is the place to get it printed for no charge. We are always looking for human interest stories, and professional topics/tips besides of course, any open position within your company. We want to put the Golden Spotlight on our members. Please send to Rita Baseleon, our newsletter editor, at rita.baseleon@comcast.net.

GOLDEN CORRIDOR NEEDS YOU!!!!

We are in the process of contacting each member of the Golden Corridor Chapter of IAAP to be able to present a full slate of officers for the 2010-11 board. Currently we have a Treasurer, Corresponding Secretary and Recording Secretary; but, we are in need of someone to step forward to fill the President and Vice President positions. We have contacted approximately 1/2 of the membership and have successfully spoken to some members that have not been attending meetings regularly due to a variety of reasons. After speaking to these members, they appreciated our call and when circumstances allow are interested in returning to Golden Corridor as an active member in the near future. This, at least, will bring some long-standing, non-active members back to the fold.

We will continue our efforts to contact the balance of our membership in hopes of someone graciously stepping forward to take on a leadership role in our chapter. Golden Corridor can't hold the "Chapter of Excellence" designation without a full board for the coming year, so please consider a board position. Please remember that serving on the board can also enhance your leadership capabilities in your performance management discussion with your executive and help raise awareness and exposure of IAAP with your company. Members that hold their CPS/CAP designation can also earn recertification points for being a board member.

Our chapter has been in existence since 1997 led by strong and talented leadership and we know that this will continue with your help. You are welcome to contact either of us if you are interested in a leadership role.

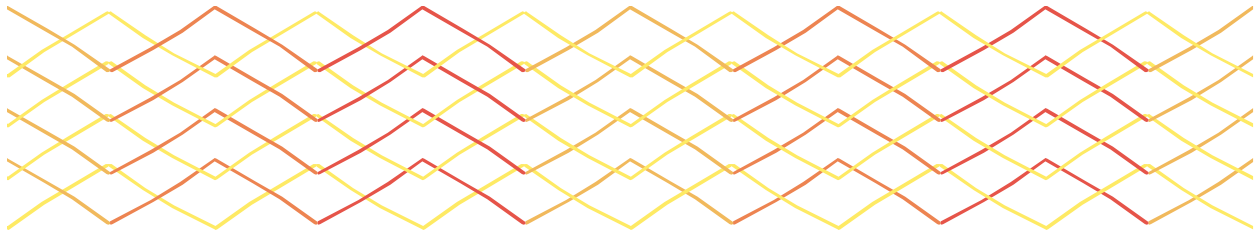
***Barbara Turek and Susie Witwicki –
Co-Chair GCC Nomination Committee***

COMMUNITY SERVICE

We continue to collect non-perishable food items for the Des Plaines Self-Help Food Pantry. The Golden Corridor Chapter members have been very generous in sharing canned and packaged goods to this pantry.

FUNDRAISING

All Terri Lynn products are sold with the exception of 1 bag of dried fruit. This will be available for purchase at our April chapter meeting. The cost is only \$5.

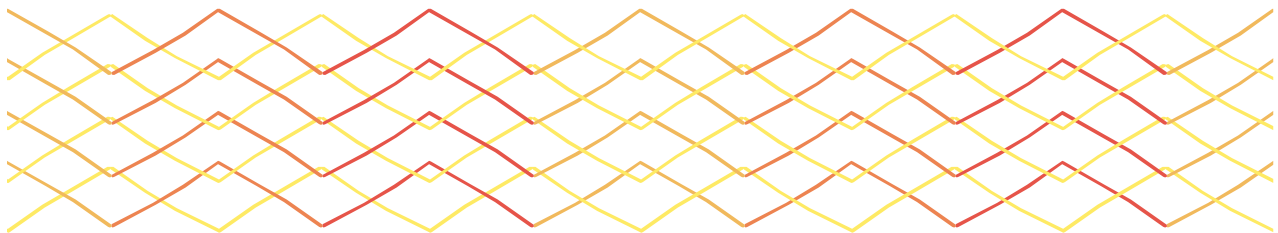


HELP NEEDED FOR OUR GOLDEN CORRIDOR WEBSITE

Looking for a new challenge? Interested in improving or learning new skills? Are you interested in helping out on our chapter's website?

The Golden Corridor Chapter will be moving our website to the web community over the late spring to summer time period. We are looking for volunteer(s) to create the new website. You will not need to become the Web Administrator if you do not wish to hold the position. Please contact Ann Kuhlmann at ann.kuhlmann@kodak.com if you are interested.

We are also looking for a member to become the new Web Administrator for our chapter website in the web community for the 2010–2011 year. If this is something that you would like to do, please contact anyone on the board - Evelyn Szalkowski, Laurie Wille, Laura Polido, Brigitte Morris or Ann Kuhlmann.



Retirement Trust Foundation (RTF)

GREAT LAKES DISTRICT CHALLENGE

The Great Lakes District issued a challenge to all chapters for fundraising for RTF during the month of March. The deadline for the challenge was March 31, but you may make a donation at any time by following the guidelines listed below:

- IAAP members can make donations online with a credit card. The link is <http://www.iaap-rtf.org/donate/form.html>; click on “Contribute online” and then sign in. It is a convenient and secure way of making a donation.
- All donations not made on line MUST be accompanied by the donation form. The link is the same: <http://www.iaap-rtf.org/donate/form.html>, then click on “Printable donation form” to download and complete the form.

All funds contributed will be used to:

- Provide housing assistance grants to administrative professionals in need.
- Maintain Vista Grande and provide for an affordable and comfortable environment for all residents.
- Maintain the Trust’s web site.

The results of the challenge will be published as soon as they are tabulated.

Submitted By Linda A. Robinson CPS/CAP, Golden Corridor Chapter RTF Chair