



Golden Corridor Chapter

November 17, 2011

*"Digital Photography
Manipulation in Microsoft"*
Marie Herman, CIWD, ATM-S

6:00 P.M.

Location: Wingate by Wyndham
Schaumburg, IL

Board Members

President

JoEllen Pickett, CAP

JoEllen.Pickett@us.bosch.com

708-865-5689

Vice President

Linda Clark, CAP-OM

linda.2.clark@zurichna.com

847-605-6392

Treasurer

Ann Kuhlmann

ann.kuhlmann@kodak.com

847-758-9879

Recording Secretary

laurapolido@att.net

847-240-4558

Corresponding Secretary

Brigitte Morris

brigitte.morris.sepl@statefarm.com

630-782-3680

Membership Chairman

Donna Drapalik

donna.drapalik@motorola.com

847-523-0458

Please send newsletter information to,
Rita Baseleon at

Reetz73@gmail.com

The editor reserves the right to edit
submissions for length or content.

www.iaap-goldencorridor.org

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

October / November 2011
Issue 44

LETTER FROM THE PRESIDENT



GOLDEN OPPORTUNITIES NEWSLETTER – Presidential Message – October/November 2011

The fall is definitely my favorite season. When I think of the fall I automatically think of **change**. There are **changes** happening all around us—the weather is changing and getting colder, we **change** the clocks, the leaves are changing to beautiful colors, and then they **change** again and fall off the trees. As administrative professionals working in a fast-paced environment, there are always **changes** at our jobs and the companies where we work. The global economy we live in is changing constantly.

Are you prepared for **change**? One day everything is fine and the next minute someone walks up to you and says “do you have a minute. I’d like to see you in my office.” Your heart sinks.

Our focus at Golden Corridor is to do everything we can to make you prepared for **change**. Our chapter programs are focused on making your skills and training exceptional so you are prepared for **changes** you may encounter during your career.

Come to our chapter meeting on November 17th where we will have “our very own” Marie Herman CIWD, ATM-S speaking to us about digital photography. Yes, I can proudly claim her as “our very own.” Marie started her IAAP career as a charter member and first President of the Golden Corridor Chapter 15 years ago this coming April. Over the years, we have seen her grow and **change**. She is a wonderful speaker, a great resource for technical and non-technical information, a current Illinois Division officer but, most importantly, she is my **friend**. You won’t want to miss Marie’s presentation, *Digital Photography Manipulation in Microsoft*.

One reason we send out invitations to our chapter meetings is so that we can get to know our fellow members and to build a support network of administrative professionals, just like you and me, whom we can call upon when we have to face a **change** – such as a new job search. On November 17, we have another opportunity to get to know our fellow Golden Corridor and IAAP members. Additionally, on December 3rd we are going to have our 2nd Annual Golden Corridor Chapter Networking luncheon. You should have already received your invitation, but if not please go to the Golden Corridor Chapter website at www.goldencorridor.org for more details. You won't want to miss it.

See you there.

JoEllen Pickett CAP

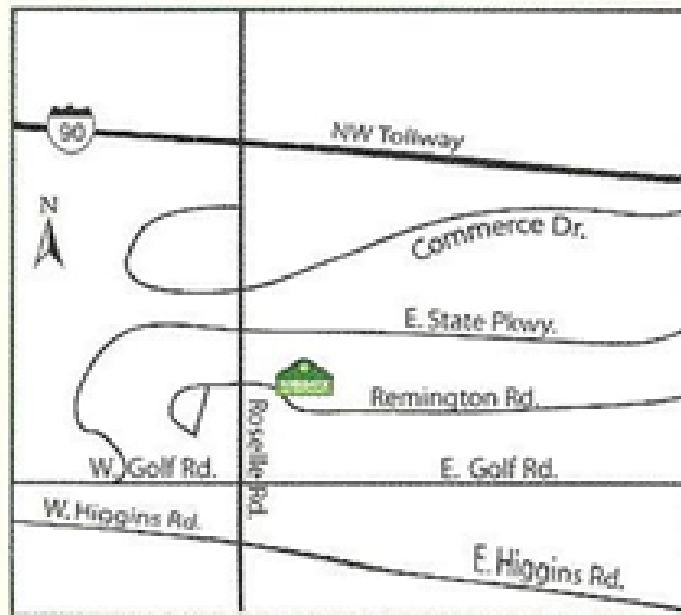
Regards,
JoEllen Pickett CAP
Golden Corridor Chapter
President 2011-2012



**WE ARE AT A
NEW LOCATION!**

Wingate by Wyndham
50 Remington Road
Schaumburg, IL 60173

*North of Golf Rd. on Roselle Rd.
to
Remington Drive. Go east on
Remington to Wingate*



COMMITTEE SERVICE APPLICATIONS

TO: All Members through Division and Chapter Officers
International Board of Directors
International Trustees, Retirement Trust Foundation
Chairmen, International Committees
Affiliate Association Presidents

FROM: Karlena Rannals, CPS/CAP, International President-Elect
Kelly Reggio, CAP, Retirement Trust Foundation Chairman

Applications to serve for one-year appointments to the 2012-2013 International Bylaws and Standing Rules Committee, Committee on Nominations or Retirement Trust Foundation Committee are now available. These positions become effective at the close of International Education Forum and Annual Meeting in Grapevine, TX July 2012.

There are two forms. They can be downloaded from this link [Committee Service Applications](#) in the IAAP web community document library.

One is the Application for Appointment to International Committees. This is for appointment to either the Bylaws and Standing Rules Committee or Committee on Nominations. The other form is the Application for Appointment to the Retirement Trust Foundation Committee. The forms each have the functions and responsibilities pertinent to the committees on page 2. **Please note the e-mail deadline of February 1, 2012 for all committee nominations.**

IAAP does not require chapter recommendations and signatures for those members wishing to volunteer for IAAP International Committees. No recommendations or signatures are required for the Retirement Trust Foundation Committee either. Once appointed, all committee members are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

Applicants applying for committees must e-mail the entire application no later than 4:00 p.m. CST February 1, 2012.
Applications for

International Committees are to be e-mailed to International President-Elect Karlena Rannals, CPS/CAP, krannals@iaap-hq.org, with a copy to Governance Coordinator, Carrie Frentz-Hartzler,

governancecoordinator@iaap-hq.org, Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, reggio@chartermi.net, also with a copy to Governance Coordinator, Carrie Frentz-Hartzler,

governancecoordinator@iaap-hq.org.

PREPARING FOR LIFE'S CHALLENGES

It is important to be as prepared as you can for life's challenges. Part of being prepared is increasing your capacity to be self-reliant, trusting the value of your thoughts and decisions. It is great to have friends and family to talk to, but ultimately any decision that you make is for you to decide. No one else can really know what is best for you. If you are not satisfied with your life, you need to make changes, not someone else. Participating in the actions and decisions that impact your life will lead to a healthier and happier you.

Letting others make important decisions for you leads to feeling inadequate and unimportant. Input is okay, but don't give away your power of self-determination. If you don't feel knowledgeable on a topic that is impacting your life, learn about it. Take the time to invest in yourself by reading up on topics you know less about or take a class.

Self-reliance does not mean you are an island unto yourself, or that you never take into account the thoughts and feelings of others. You can have a relationship with another person, but still retain your independence. Sharing your life with others helps give meaning to your life, but it does not mean that you cannot successfully accomplish a project without assistance. Also there are times that things need to be decided and accomplished when your co-workers, family, or friends are unavailable.

If you are not comfortable handling your finances, then you need to learn about how to handle your finances, which will lead to greater confidence in this area. It is time to get comfortable discussing money, budgets and saving money. It is very important for women to be financially savvy and be able to grow your money to help you have a financially secure life. Everyone should have

a rainy day fund in case of emergencies. Take the time to read about managing money or take a class through a local school or library

You may be so busy that you haven't thought for a long time about your own strengths and capabilities. Carve out some time to do things that have meaning to you, even if you do it by yourself. Through doing things on your own, you will find that as you value yourself more, so will the people around you. Remember that being physically healthy is part of being self-reliant. You need to maintain your health both in body and spirit. Take the time to exercise. Daily walks are a great way to get started. Getting healthy does not mean that you have to spend money. Small changes in diet and exercise will bring about good changes in your life, such as increased energy and better ability to make decisions.

Always know that you can be happy by yourself. If you are not happy with yourself, no one else will ultimately make you happy. Happiness comes from inside. Trust that you have the ability and courage to make correct decisions on your own without input from others not directly involved in the decision process.

Being self-reliant is a good thing. Having the ability to be comfortable making financial, housing and retirement decisions is a necessity as you move through life. Know that you are more than a worker, sister, mother, or wife. You are a whole person in your own right and you need to remember that when life throws a curveball such as a loss of a job or an illness that you have the ability to meet the challenges. Increasing your ability to make good, solid decisions will enrich your life. Taking the time to invest in yourself will result in a happier, healthier, and more self-reliant you.

*Submitted by Ann Kuhlmann
Treasurer*

COMMUNITY MATTERS PROGRAM

Dear Golden Corridor Chapter Supporter:

We each value the important role Golden Corridor plays in our community and workplace. The work we do on a daily basis is crucial in assisting administrative professionals continue their education and grow their networking skills.

We often struggle with finding new, fresh ways to maintain the funds that help support our chapter. This is an ongoing challenge for our organization. That is why we are pleased to announce that Golden Corridor Chapter is now registered with **Community Matters** at Fifth Third Bank.

What is Community Matters?

This program is offered exclusively by Fifth Third Bank right here in the Chicagoland and Northern Indiana area. Simply put, it provides our organization with cash donations when our members or supporters choose to bank at Fifth Third. In fact, for everyone who starts a qualifying relationship, Fifth Third Bank will donate up to \$200 to Golden Corridor Chapter. The amount of Fifth Third's donation depends upon the extent of your relationship. All personal information is held in strict confidence with Fifth Third and you.

Why Fifth Third Bank?

Your community is home to many respected financial institutions. However, Fifth Third Bank genuinely believes in building a stronger future for our community. One of their local personal bankers, Suhail Tariq brought this program to our attention as a means to help do just that. Fifth Third Bank has a rich 153-year history of helping secure brighter futures for the customers and the communities served. And it is because of their new membership outreach plan that we were able to share this exciting news with you and all of

our other supporters at no cost to our organization.

Getting started is easy. Golden Corridor is already registered in the program under **membership code 23949**. I encourage you to contact Suhail or the Fifth Third Bank nearest you to learn more. Together, we will build a stronger organization with their help.

Mr. Suhail Tariq
Personal Banker
1699 East Woodfield Road
Schaumburg, Illinois 60173
(847) 240-6256 • suhail.tariq@53.com

*Submitted by Ann Kuhlmann
Treasurer*



The
Trust
 Retirement Trust
 vFoundationv
**The Housing Subsidies Program for
 Admins in Need
 of the Retirement Trust Foundation**

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.

The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need). The Retirement Trust Foundation Housing Assistance and Vista Grande Grant policies were adopted March 20, 2010. To apply for HSAN one needs to download and fill out the Financial Assistance Application and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at www.iaap-rtf.org/programs/ain.html. If you feel you are qualified for program consideration (or know someone who is qualified), please complete the **Financial Assistance** Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011.

When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of

housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at www.iaap-rtf.org.

*Submitted by Linda A. Robinson, CAP-OM
RTF Chair*



6 PERSONALITY TRAITS TO ADMIRE AND ACQUIRE

by *Brett Blumenthal - Sheer Balance, on Thu Jan 28, 2010 6:49am PST*



I've written numerous articles and posts on difficult people, personalities and relationships: Everything from **Manipulative Marys** to **Bullies** in the workplace to people who break boundaries to **toxic personalities**. Let's face it: In life, we come across all kinds! As humans, we often focus on those who are negative or toxic leaving it difficult to appreciate those who are positive and healthy. Seeking out individuals with healthy, positive traits, however, may do a lot of good. The more we can surround ourselves with those who are positive and healthy, the more we may model those positive behaviors.

If you really think about it, once in awhile you come across a person who knocks you off your socks...legitimately. Maybe they have a fantastic outlook on life, even during difficult times. Maybe they are really humble, although they are extremely gifted. Maybe they make you feel special. All of these are good.

Below, I've listed some of the traits I admire most in people. Although I could probably list a dozen characteristics, I thought I'd list those that seem to be the rarest or most difficult to find.

1. **Selflessness:** In a world where many people don't have the time or the interest in others, selflessness is a quality that seems to be less and less common. People can be selfless in the time they give, the ability to listen, their level of patience and the love that they give. Those who are giving and generous in nature have the power to make others feel loved, appreciated and special. While those who are self-absorbed tend to do the exact opposite.

2. **Tolerance:** Those people who are tolerant make us feel comfortable with who we are and special as individuals. All of us are different, and many of us have quirks and idiosyncrasies. After all, these differences make the world go round. Having the ability to accept people for who they are and not expect them to be who we want them to be is important in life, happiness and in the health of our relationships.

3. **Genuineness:** Having the ability to be real, authentic and honest is unique in a world where we put so much emphasis on the superficial. Feeling comfortable in one's skin and being true to one's self is one of the most beautiful traits one can possess. To have a REAL relationship with someone requires honesty...it requires hearing and giving input or feedback that may not always be popular...it means having the strength to tell it like it is and to not be afraid to face the

consequences for doing so...it means loving people for who they really are...deep down...and not for what they appear to be.

Oh boy the list could go on! What characteristics do you admire in others? Are there any that you want to cultivate?

Originally published on Sheer Balance

4. **Sensitivity:** So often we are focused on what is important to ourselves that we can forget about those around us. Those who are sensitive are often thoughtful, appreciative and loving, in a way that makes you feel understood, valued and respected. Often, sensitive people are also self-aware, making them mindful of how they impact others with what they do and say. \

5. **Integrity:** Call me cynical, but I think this characteristic is especially difficult to find. In a time when people will do things that are underhanded to make an extra buck (Bernie Madoff...can you hear me?), expose their personal lives to the public so they can be famous (balloon boy's dad and any other reality TV mongers) and do what feels good in the moment without necessarily thinking of the consequences (Tiger Woods), integrity is a characteristic that is especially unique today.

6. **Humility:** Whether someone is super-smart, extremely talented or drop-dead gorgeous, there is something extra special about them if they don't come across as though they know it all the time. Humility in those that possess extraordinary traits make others feel special too.



A GOLDEN MOMENT

Do you have something interesting you want to share with your fellow members?

If you submit an article you will get points for the Member of Excellence.

Please send to Rita Baseleon, our newsletter editor, at reetz73@gmail.com.

OCTOBER / NOVEMBER ANNIVERSARIES

OCTOBER

Andrea D. Turner, CAP-OM

NOVEMBER

Wanda J. Besenhoffer
Linda J. Clark, CAP-OM
Bonnie J. Gibellina
Patricia J. Gonzalez
Martha A. Keyes
Karen Stagg
Barbara A. Turek, CAP-OM*

*Charter member

IMPORTANT DATES

June 8-10, 2012

Illinois Division Meeting (IDAM)
Two Rivers Chapter, Lisle, IL

Newsletter Schedule

Issue Number	Information due to Board/Newsletter Editor	Publication Date
3 – December / January	December 14, 2011	January 3, 2011
4 – February / March	February 16, 2012	February 24, 2012
5 – April / May	April 19, 2012	April 27, 2012
6 – June / July	July 15, 2012	July 29, 2012

On a sad note, I lost my nephew (29 years old), who was a Rosemont Public Safety Officer and Fireman. At the time I had meant to share my loss with my Golden Corridor Friends but it was a very difficult time.

Rita Baseleon