



Golden Corridor Chapter

January 19, 2012

***"Employee Morale in
Challenging Times"***
By Louise Cohen, MSW, LCSW
(Positive Attitude Coaching)

6:00 P.M.

**Location: Wingate by Wyndham
Schaumburg, IL**

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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.

December / January 2012
Issue 45

LETTER FROM THE PRESIDENT



GOLDEN OPPORTUNITIES NEWSLETTER - Presidential Message - December / January 2012

I can't believe it is January 2012. It seems like just yesterday we were all worried about Y2K--that was 12 years ago! Well, I hope that you and your family had a wonderful holiday season and that you enjoyed time with your family and away from the office.

We have had a good start to Golden Corridor's 2011-2012 IAAP year with three excellent speakers. We are looking forward to six more months of great activities. In January, we are going to celebrate Golden Corridor's 15th anniversary by only charging members and non-members \$15 for our dinner/program. Louise Cohen will be speaking about "Employee Morale in Challenging Times." We are planning to have another Saturday workshop in February at NIU (more details to follow) plus much much more.

I would like to thank you as the members of Golden Corridor for your support and participation in chapter activities. I would also like to thank our partners at NIU, Tasty Catering and the Wingate Hotel.

As a New Year's resolution, why don't you put Golden Corridor on your list of changes you are going to make in 2012. If you haven't been coming to our meetings----come. If you haven't been focused on getting more professional training----do it. And the list could go on. I think it is time for you to put **YOU** at the top of your to do list.

Please join us at on January 19, 2012 and start your New Year off right!!!



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*





To Division and Chapter Presidents, Presidents-elect and Vice Presidents:

I love the end-of-the-year holiday season. Gatherings with family and friends during December invigorate me. I enjoy connecting with those close to me and also meeting new friends. Things do get more hectic at work and with IAAP when I'm juggling extra commitments. When your January issue of OfficePro arrives in the mail, check out the new column "My Great Idea." It's a reader-generated feature and this month gives reader suggestions on time management. I can use the help—what about you?

This year's [Spring Conference](#) is in [Vegas at Harrah's](#) and, once again, we're offering you an optional workshop on March 4 with IAAP favorite Gini Courter. If you sign up for the optional workshop (only \$100) you won't only get cutting edge technology training but you'll be registered to win a one-year subscription to Lynda.com online training library and a one-year subscription to Presenter Media. You won't want to miss the entire conference and let the world of cinema show you how to shine in today's workplace. Join me March 4-7 to learn how [Admins Star in Support](#). See you there!

Please take a few minutes to read the most current board business in the latest [Action/Direction](#). This is from the Fall Board Meeting held last month.

As we're headed into the end of the year, I'd like to take a moment to thank our outgoing executive director, Don Bretthauer, CAE. Don will be leaving the association to become executive director of another association at the end of this month. I know he'll be excellent in his new role, and his new city. Before he goes, however, I'd be remiss to not thank him for his years of service at IAAP. Under Don's leadership, the association has moved to a new level of professionalism as we've worked to implement the Seven Measures and the IAAP Process Plan. I know I speak for past presidents when I say that Don is a pleasure to work with, always available and ready to help with excellent leadership. Don, thank you for your contribution to IAAP and I wish you much success in the coming years.

Shortly after the first of the year, I'll have an announcement about the new executive director that's taking over the position at headquarters in Kansas City. I am excited, as are the rest of the board of directors, about the future of the association as we quickly move into 2012.

To all of you reading this, please accept my heartfelt wishes for a beautiful holiday season. However you celebrate, I wish you peace and joy and prosperity this month and as we turn the corner into a new year.

Happy Holidays!
Tamra Goodall, CAP-OM
IAAP International President

Welcome to “The A-Z of Golden Corridor,” a new feature in our newsletter to celebrate some of the little unknowns of our fellow members – what they do and how they excel. In this installment, meet Linda Clark, VP and Program Director of the Golden Corridor Group, 2011-2012. At the bottom is a template. Go ahead fill it out, toot your own horn, and email it to linda.2.clark@zurichna.com. Maybe you will see your name next month.

The A to Z of Golden Corridor: (enter your name and title)

(Note to profiled member: When answering each question, feel free to provide some level of detail to explain your answer. For example, when answering "Entertainment: Would you choose a stage show, symphony, opera or rock concert" you might choose "stage show" and provide an answer similar to "I loved performing in musical theater as a kid and developed an appreciation. I go to every show I can!" If you don't want to answer a question, just delete it)

Achievement: What is your greatest success to date?

Book: What was your last good read?

Candy: What is your sweet treat of choice?

Daily Ritual: What is the one thing, without fail, you do every day?

Entertainment: Would you choose a stage show, symphony, opera or rock concert?

Fashion faux pas: What is the one fashion mistake you regret the most?

Games: Uno, Monopoly, Twister...or something else?

Hobbies: What is the one hobby or interest you most enjoy?

Indulgence: What can't you resist?

Joy: What brings you joy?

Kool Collectibles: What do you collect?

Laughter: What cartoon character always makes you laugh?

Movie: Who is your favorite movie and movie actor?

Name: What was your nickname growing up?

Order: What is your favorite meal?

Pet Peeve: What will guarantee to drive you up the wall?

Quirks: What would your family/friends say is your biggest quirk?

Reality Television: Which show is your "must watch" vice?

Sports: What is your favorite sport why?

Telepathy: If you could read someone's mind, whose would it be?

Unwind: How do you like to relax?

Vegetable: What is your favorite vegetable and why?

Worldly: What is your favorite vacation spot?

Xtreme: What is the most extreme activity you have always wanted to try but never have?

Youth: What is your favorite childhood memory?

What about IAAP are you most proud?

The A to Z of Golden Corridor: Linda Clark, CAP-OM

(Note to profiled employee: When answering each question, feel free to provide some level of detail to explain your answer. For example, when answering "Entertainment: Would you choose a stage show, symphony, opera or rock concert" you might choose "stage show" and provide an answer similar to "I loved performing in musical theater as a kid and developed an appreciation. I go to every show I can!")

Achievement: What is your greatest success to date?

Going for the CPS/CAP certification alone in 2007(except for my terrific on-line tutor), testing, waiting so long for the results, and feeling euphoric once completed. This to me was in lieu of the college degree I never did get.

Book: What was your last good read?

I like reading books by author, now it's the mysteries of Jeff Abbott.

Candy: What is your sweet treat of choice?

Has to be Baby Ruth candy bars ... an evil pleasure

Daily Ritual: What is the one thing, without fail, you do every day?

Brew a pot of coffee to get me going.

Entertainment: Would you choose a stage show, symphony, opera or rock concert?

Rock concert for sure. Still can get me jumping to listen to the music of the 70's.

Fashion faux pas: What is the one fashion mistake you regret the most?

Gosh, can't think of one. My fav is still the 70's with mini skirts and max coats.

Games: Uno, Monopoly, Twister...or something else?

Never have been much of a game person, board games or electronic ones.

Hobbies: What is the one hobby or interest you most enjoy?

Bike riding during the Fall season, seeing all the colors change as I ride my bike along the trails of the Fox Valley.

Indulgence: What can't you resist?

A great movie on a rainy Sunday afternoon in a theater with a large buttered popcorn.

Joy: What brings you joy?

Seeing my children and grandchild smile for no reason, or every reason

Kool Collectibles: What do you collect?

Music boxes

Laughter: What cartoon character always makes you laugh?

Yosemite Sam

Movie: Who is your favorite movie and movie actor?

Hands down, Julia Roberts in Pretty Woman. So many of the lines ring true in my life.

Name: What was your nickname growing up?

Linny Binny Bow Wow – my maiden name was Bauer

Order: What is your favorite meal?

Thick steak, baked potato, salad and broccoli.....don't forget the butter and roles on the side!

Pet Peeve: What will guarantee to drive you up the wall?

Our useless "help desk" at work.

Quirks: What would your family/friends say is your biggest quirk?

Quirk??? Me???

Reality Television: Which show is your "must watch" vice?

Really don't like any of them. Give me a good drama on TV

Sports: What is your favorite sport why?

Sunday football by the Chicago Bears. Always gives me something to cheer or holler about with a cold beer in hand on a snowy day.

Telepathy: If you could read someone's mind, whose would it be?

The thought scares me too much ... then I'd have to deal with the information

Unwind: How do you like to relax?

A cup of hot coffee on a Saturday and Sunday morning with a good book.

Vegetable: What is your favorite vegetable and why?

Broccoli – it's so healthy

Worldly: What is your favorite vacation spot?

A cruise ship that will take me to a different port over and over again.

Xtreme: What is the most extreme activity you have always wanted to try but never have?

Some kind of extra sensory perception

Youth: What is your favorite childhood memory?

Playing in the yard with friends at dusk. Running and laughing until bed time. That's when we were allowed to use an imagination and not worry about who might be lurking in the area.

What about IAAP are you most proud?

That no matter who is in charge, quality professionals are always there to continue to run the ball and make a great organization even better!

STRESS MANAGEMENT

WHAT HAPPENS WHEN YOU ARE STRESSED?

[Stress](#) is what you feel when you have to handle more than you are used to. When you are stressed, your body responds as though you are in danger. It makes hormones that speed up your [heart](#), make you breathe faster, and give you a burst of energy. This is called the fight-or-flight [stress response](#).

Some stress is normal and even useful. Stress can help if you need to work hard or react quickly. For example, it can help you win a race or finish an important job on time.

But if stress happens too often or lasts too long, it can have bad effects. It can be linked to [headaches](#), an upset [stomach](#), [back pain](#), and trouble sleeping. It can weaken your [immune system](#), making it harder to fight off disease. If you already have a health problem, stress may make it worse. It can make you moody, tense, or depressed. Your [relationships](#) may suffer, and you may not do well at work or school.

What can you do about stress?


The good news is that you can learn ways to [manage stress](#). To get stress under control:

- Find out what is causing stress in your life.
- Look for ways to reduce the amount of stress in your life.
- Learn healthy ways to relieve stress or reduce its harmful effects.

How do you measure your stress level?

Sometimes it is clear where stress is coming from. You can count on stress during a major life change such as the death of a loved one, getting married, or having a baby. But other times it may not be so clear why you feel stressed.

It's important to figure out what causes stress for you. Everyone feels and responds to stress differently. Keeping a stress journal may help. Get a notebook, and write down when something makes you feel stressed. Then write how you reacted and what you did to deal with the stress. Keeping a stress journal can help you find out what is causing your stress and how much stress you feel. Then you can take steps to reduce the stress or handle it better.

To find out how stressed you are right now, use this [Interactive Tool: What Is Your Stress Level?](#) 

How can you [avoid stress](#)?

Stress is a fact of life for most people. You may not be able to get rid of stress, but you can look for ways to lower it.

You might try some of these ideas:

- Learn better ways to manage your time. You may get more done with less stress if you make a schedule. Think about which things are most important, and do those first.
- Find better ways to cope. Look at how you have been dealing with stress. Be honest about what works and what does not. Think about other things that might work better.

Take good care of yourself. Get plenty of rest. Eat well. Don't smoke. Limit how much alcohol you drink.

- Try out new ways of thinking. When you find yourself starting to worry, try to stop the thoughts. Work on letting go of things you cannot change. Learn to say "no."

- Speak up. Not being able to talk about your needs and concerns creates stress and can make negative feelings worse. Assertive communication can help you express how you feel in a thoughtful, tactful way.
- Ask for help. People who have a strong network of family and friends manage stress better.
- Focus on the present. Try meditation, imagery exercises, or self-hypnosis. Listen to relaxing music. Try to look for the humor in life. Laughter really can be the best medicine.

Posted on WebMD Medical Reference from Healthwise

Submitted by Ann Kuhlmann

Sometimes stress is just too much to handle alone. Talking to a friend or family member may help, but you may also want to see a counselor.

How can you relieve stress?

You will feel better if you can find ways to get stress out of your system. The best ways to relieve stress are different for each person. Try some of these ideas to see which ones work for you:

- [Exercise](#). Regular exercise is one of the best ways to manage stress. Walking is a great way to get started.
- Write. It can help to write about the things that are bothering you.
- Let your feelings out. Talk, laugh, cry, and express anger when you need to with someone you trust.
- Do something you enjoy. A hobby can help you relax. Volunteer work or work that helps others can be a great stress reliever.
- Learn ways to relax your body. This can include [breathing exercises](#), muscle relaxation exercises, [massage](#), [aromatherapy](#), yoga, or relaxing exercises like [tai chi](#) and qi gong.

The plump, succulent treat beckoned me with its juices spilling over onto the plate to join my tablemates for an enticing and satisfying experience.

On Saturday, December 3rd, chapter members from the Golden Corridor were personally invited by Crowne Plaza's Executive Chef Michael Grove to enjoy the delicious pleasures provided by a plate of hand dipped fresh strawberries. This was followed by a salad of fresh greens with chick peas and stuffed chicken breast, grilled zucchini squash and a swirl of mashed sweet and white potatoes. Our meal was crowned with a trio of desserts – pecan tartlet, death by chocolate and a fresh berry tulip. It just doesn't get any better!

Our hostesses, Patra Cianciolo, Executive Meeting Manager, and Jasmine Bilbao, Business Travel Sales Manager, provided us a very thorough look behind the scenes of this luxurious hotel, which is conveniently located near O'Hare Airport and the Donald E. Stephens Convention Center. The hotel has 503 modern and comfortable guest rooms and a variety of meeting rooms to fit the needs of visitors. The "green" room design offers insulated, low-E glass windows and recent upgrades included the use of recycled construction materials. You'll never find a Styrofoam cup at this hotel.

The Crowne Plaza is your business traveler's needs. Contact Patra at assistance with your In addition to good food guest went home with a complimentary hotel stay Yankee Candle gift coffee and mug, Kay Cosmetics gift Poinsettias. Our afternoon at the us a perfect way to start



highly recommended for and any off-site meeting 847-928-3819 for reservations. and good company, each door prize. Gifts included at the Crowne Plaza, a certificate, Christmas motivational CD, Mary certificate and

Crowne Plaza provided our holiday festivities.



Submitted by Jane Holland



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.

DECEMBER / JANUARY ANNIVERSARIES

DECEMBER

JoLynn K. Altvatter*
Sharon C. Geyer
Jane A. Holland
Diane M. Kuczak
Kathleen E. Muldoon

JANUARY

Kristin Banks
Fay A. Schafernak

*Charter member

**Best Wishes to
Rita Baseleon
GCC Newsletter Editor
For a
Speedy Recovery!**

IMPORTANT DATES

February 16, 2012
Golden Corridor Chapter Meeting

March 15, 2012
Golden Corridor Chapter Meeting

April 19, 2012
Golden Corridor Chapter Meeting

June 8-10, 2012
Illinois Division Meeting (IDAM)
Two Rivers Chapter, Lisle, IL

CONGRATULATIONS

Congratulations to Golden Corridor Chapter Charter Member and Retirement Trust Foundation Chair, Linda A. Robinson, CAP-OM, on the successful completion of her recertification.

Newsletter Schedule

Issue Number	Information due to Board/Newsletter Editor	Publication Date
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

**OUR CONDOLENCES TO
BRIGITTE MORRIS ON THE LOSS
OF HER GRANDMOTHER**



Happy Holidays! Here we are at the hustle bustle time of year when we celebrate with family and friends, sharing gifts from the heart to those who mean so much to us.

Many of us also remember those who struggle for resources this time of year with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.

If you are planning your end-of-year giving, please consider a tax deductible donation to the RTF. Go to www.iaap-rtf.org for more information or to complete an online donation.

Your contribution will not only help to provide housing assistance for administrative professionals, age 55 and older, who are in need, but will also be used for the maintenance and upkeep of Vista Grande, the world's first – and only – retirement community for administrative professionals!