

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

June 2010  
Issue 36

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

June Meeting Topic

**“Meeting Well”**

**Presented by  
Charlene Padovani MA, CHES**

**June 17, 2010**

**6:00 P.M.**

**Zurich Cafe**

### ***Board Members***

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The editor reserves the right to edit  
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[www.iaap-goldencorridor.org](http://www.iaap-goldencorridor.org)

## LETTER FROM THE PRESIDENT



Well, here we are in June! Where did the time go? Time passes so fast and I am so thankful for the opportunity to have worked with an exciting group of professionals. Thank you all for your support and ideas throughout the year. This past year was an exciting year to build upon my career development and add to my leadership skills. It was a real pleasure to meet all of you and get a chance to know you better. As I look back; it was an awesome year to be president! Thank you.

This has also been a great year for Golden Corridor:

- Offered Educational Workshops at NIU for our memberships;
- Tips & Tricks Microsoft, Word and Publishing
- Implemented a Job Network/Support Group for unemployed members/guests
- Introduced Social Media to our members/guests
- Established a rewarding partnership with our Sponsor Members NIU and Tasty Catering
- GCC actively participated in the IL Division meetings – PEP and IDAM
- GCC Promoted the Joan Burge Seminar in St. Charles, IL – open to all IL Division Members
- Implemented a Passport for our members to track their Member of Excellence and membership goals
- Martha Keyes, our sponsor member, received her Meeting Planner certification
- Don Humphrey obtained his certification of CAP in 2009
- Laura Polido, our recording secretary is preparing for her certification in 2010
- We have members attending EFAM in Boston this year
- We have a new look on the IAAP Web – [www.iaap-goldencorridor.org](http://www.iaap-goldencorridor.org)
- We look forward to retaining our Chapter of Excellence.

Looking forward to all the great things the new Golden Corridor Board has planned. Congratulations to the new Golden Corridor Board for 2010-2011!

JoEllen Pickett, President CPS  
Andrea Turner, Vice President CAP, CPS  
Ann Kuhlmann, Treasurer  
Laura Polido, Recording Secretary  
Brigitte Morris, Corresponding Secretary

Have a wonderful summer.

*Evelyn*

**The Golden Corridor Chapter of  
The International Association of Administrative Professionals®**

You are invited to join us on June 17, 2010 as we finish our 2009-2010 program schedule with

**”Meeting Well™ ”**

**GUEST SPEAKER: Charlene Padovani MA, CHES**

Health Initiatives Manager  
American Cancer Society



**Recertification:** None

**Brief Description:**

Say good-bye to the old standby meeting routine of trays filled with high-fat pastries, bowls full of chips and candy bars at each place mat. Say hello to Meeting Well! This program is designed to help your organization plan meetings and events with good health in mind. From small lunch meetings to major company functions, Meeting Well™ offers options that will energize meeting participants and show them how easy it can be to live a healthy life.

**About the Speaker:**

Char Padovani is the Health Initiatives Manager for the Northwest Suburban Region, Illinois Division of the American Cancer Society. She oversees a staff of three that is responsible for providing cancer prevention and early detection programming to corporations and community groups in the Northwest suburbs. Ms. Padovani is a master's prepared certified health education specialist. She has over 25 years of experience in planning, organizing and implementing health promotion programs in a variety of settings including public health, managed care, hospitals and academia.

The American Cancer Society is the nationwide, community based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering through research, education, advocacy and service.

## 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.



## IDAM 2010

Here's the basket that our chapter donated for the RTF raffle



2010 - 2011 ILLINOIS  
DIVISION BOARD OF  
DIRECTORS.

VENDOR AND CHAPTER ICE  
CREAM SOCIAL - WESTERN  
THEME



## JOAN BURGE ADMINISTRATIVE SEMINAR

On May 20, a number of IAAP members, as well as members of Golden Corridor Chapter, attended the Joan Burge Administrative seminar. **Become an Inner Circle Assistant Tour "Taking it to the Streets"** a select-city tour with Joan Burge, was held at the Q Center in St. Charles. This was a rare opportunity for assistants to take advantage of her training so close to home. Joan has been a frequent speaker at past International Annual Meetings and Education Forums. A visionary for administrative training and development since 1990, Joan Burge founder of Office Dynamics <http://www.officedynamics.com/>, is an international administrative expert, trainer, author, and consultant.

An on-stage thank-you from Joan to her local 'assistants', JoEllen and Andrea



Golden Corridor Chapter members from top: Linda Robinson CAP/CPS, Jackie Chaney, JoEllen Pickett CPS, Laura Polido, Linda Clark CPS/CAP; bottom row: Andrea Turner CPS/CAP and Deeann Ilenfeld



## JUNE is National Safety Month

### Workplace Safety Week – June 4-10

- There were 3.7 million disabling workplace injuries in 2008
- Motor vehicle crashes account for around 20% of workplace related fatalities
- Workplace injuries cost society \$125.1 billion– that's equivalent to nearly triple the combined profits reported by the top 5 fortune 500 companies
- Everyone can contribute to making the workplace safe
- At work, there is a fatal injury every 103 minutes and a disabling injury every 8 seconds

### Home Safety Week – June 11-17

- In 2002, 20,000 people were killed by unintentional home injuries
- 7 million people suffered a disabling home injury in 2002
- One person in 39 in the U.S. was disabled one full day or more by unintentional injuries received in the home
- Disabling injuries are more numerous in the home than in the workplace and in motor vehicle crashes combined
- The leading causes of home deaths as the result of injury are falls and poisonings
- Almost 32% of home drowning victims were children 4 years of age or younger
- Smoke inhalation accounts for the majority of deaths in home fires

### Community Safety Awareness Week – June 18-24

- Every year, one out of four people sustains injuries serious enough to require medical attention
- Injuries are the leading cause of death for children age 1 and older
- Immediate first aid may mean the difference between life and death, so everyone should be trained in first aid and CPR
- Most sudden illnesses and injuries require no more medical attention than proper first aid care
- Wearing the proper safety equipment, including helmets, can prevent many sport-related injuries and deaths
- There were an estimated 5,900 pedestrian deaths in 1998 and 84,000 injuries. In close to 30% of these deaths and injuries pedestrians crossed or entered the roadway between intersections

### Driving Safety Week – June 25-July 4

- Motor vehicle fatalities are the leading cause of death for people ages 1 to 29
- The safest seat for children under age 12 is properly restrained in the back seat, especially in vehicles with air bags
- Wearing your lap/shoulder safety belt reduces your risk of fatal injury by 45%
- 1 pedestrian is injured by a vehicle every 8 minutes and 1 pedestrian dies as a result of injuries from a vehicle accident every 111 minutes
- About 3 in every 10 Americans will be involved in an alcohol-related traffic crash at some time in their lives.
- Driver negligence is the leading cause of pedestrian injury or death (failure to yield right of way to pedestrians, runs a stoplight/sign, speeding or not paying attention due to cell phone, passenger, radio, etc. distractions)

*Submitted by Jane Holland*

## TEN TIPS FOR BETTER BUSINESS WRITING

- Never use a long word when a short one will do ("use" rather than "utilize")
- Never use a foreign phrase, a scientific word or any kind of jargon if you can think of an English equivalent
- When composing an email, say what you need to say and move on. If your big idea isn't in the first paragraph, move it there. Start by asking yourself what you want the person to do as a result of the email
- Use plain English and be specific
- Avoid overusing exclamation points
- Choose professional sign-offs like 'Best' or 'Regards' not "xoxo"
- Use active verbs instead of passive verbs ("Tom led the meeting", rather than "The meeting was lead by Tom")
- Don't be afraid to use "me"
- Beware of common grammatical mistakes like subject-verb agreement (nobody, someone, everybody, neither, everyone, each and either are all singular)
- Know when to use "that" and "which"
- Know the difference between "affect" and "effect"

*Submitted by Evelyn Szalkowski*

## AVOID THE POST-VACATION SLAM: EIGHT TIPS FOR TAKING TIME OFF

By: Deborah S. Hildebrand



There is a purpose behind a vacation. It is meant to take you away from your everyday world of work and give you an opportunity to relax and unwind. However, even knowing this, too many people feel it is their obligation to make themselves available while they are lying on a beach in the tropics or snowboarding in the snowy peaks of some winter resort. If this sounds like you, it's time to rethink how you view yourself and your job. Or maybe it's time to reprioritize your priorities.

Your career should be important to you; however, not so important that you can't take a break. Yes, leaving behind an emergency contact number with your boss might be a good idea. But, e-mail and voicemail will still be waiting for you when you return, so you shouldn't automatically feel obligated to check either while you're away. It will defeat the purpose of taking a vacation. And if you think you're so irreplaceable that your company can't survive without you, you probably suffer from an overinflated view of your importance.

Speaking of importance, realize the importance that relaxation has on your mental and physical health, and go have a good time.

### Before You Go on Vacation

Make sure that you have tied up all the loose ends of projects and responsibilities. Here are four things to consider:

*Get Your Work Done.* Don't leave things behind for others to do if it is possible for you to get the work done before you go. The only assignments that you

should leave to coworkers are those things (such as weekly reports) that are time sensitive and will have to be done in your absence.

*Leave Instructions with Others.* Make sure you have a backup plan and that coworkers are aware you will be unavailable. That means they will either have to pitch in (be sure to instruct them properly before you leave) and handle the work themselves or it can just wait until your return.

*Plan Ahead.* Knowing what you will face when you return, plan now how you will handle things when you come back. If there are projects you can complete or simply get a jump start on before you leave, consider tackling them now. You might even want to leave yourself a to-do list for when you return.

*Set Up Email and Voicemail.* Tell who you can that you won't be around and then make sure to set up your outgoing messages to let others know. For [voicemail](#), politely suggest that instead of leaving a message, they call you when you return. You may also want to designate an alternate contact person for those people who don't feel they can wait. For email, set up an automated message using the [Out of Office tool](#).

### Once You Return from Vacation

You've been gone just ten days, but it seems like so much longer because you took the time to relax and forget about work. Now it's time to put your nose to the grindstone and get back to reality. If you want to make slipping back into the old ball and chain an easier transition, consider these four tips:

*Come Home Early.* As much as you would like to spend that extra day enjoying the sunshine and relaxation, you might want to do yourself a favor and return a day early. That means instead of flying in on Sunday and rushing to the office Monday morning, arrive home on Saturday so you have an extra day to relax at home before you get back to work.

*Sort Out Your Inbox.* You're likely to have a big stack of items that collected here while you were gone. Take some time at the beginning of your day to sort everything into four stacks: (1) do today, (2) do sometime this week, (3) do whenever and (4) throw out.

*Review Your To-Do List.* If you took the time to create a list before you left, you'll be well on your way to productivity when you return. Once you've sorted out your inbox, you'll know what else needs to be added to your list.

**Check in With Coworkers.** Check in with those who covered your workload while you were gone to see if there were any issues in your absence or what things you need to know and follow up on. Get some face time with your boss to check in and to make sure you're on the same page with regard to your work assignments.

Keep in mind that vacations are meant as a break away from work. Take full advantage of the opportunity, and you'll return better able to handle all that you have to do.

**Submitted by Jane Holland**

## PART-TIME WORK: A POSSIBLE TICKET TO A FULL-TIME POSITION

In today's still-unstable employment environment, temporary work is one bright spot. Many companies cut staff too deeply during the downturn and need additional personnel to meet growing demand. But they're not yet ready to recruit for full-time staff. As a result, these organizations are turning to temporary professionals to maintain productivity and keep initiatives on track as business conditions — and the ability to hire full-time workers — slowly improve.

Companies also typically look to temporary workers first when filling full-time positions. That's because employers are familiar with these individuals' capabilities, work ethic and fit with the team.

Here are some tips for turning a temporary assignment into a full-time role:

**Partner with a staffing firm.** Reach out to your professional contacts for recommendations about staffing firms that specialize in your particular field. Recruiters are well connected in their local business communities and can serve as advocates for you when speaking with hiring managers. Many staffing firms also offer free training opportunities to help you build your skills and increase your marketability.

**Clearly state your goal.** Be upfront with staffing firms and potential employers that you're ultimately looking for a full-time job. If they know that from the beginning, they may be able to place you in a role that has a better chance of leading to a full-time position.

**Treat it the same.** Once you have started an interim assignment, bring the same intensity to the job as you would a full-time position. Try to assimilate quickly to the organization's corporate culture and contribute immediately. Be sure to maintain a positive attitude. Employers will assess how well you handle constructive criticism, setbacks and other job-related challenges as part of your overall performance evaluation.

**Be yourself.** Managers want to see how well you'll fit in with the existing team. Be proactive in your participation. Use meetings as an opportunity to contribute and join coworkers in off-site events whenever possible. By expanding your connections within the company, you build rapport with others who may be in position to recommend you for a full-time role in the future.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*





## 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](mailto:rita.baseleon@comcast.net).

## JUNE/JULY/AUGUST ANNIVERSARIES

Carol J. Anderson, CPS	6/1
Rita Baseleon	6/1
Edwina C. Mroz, CPS	7/1
Christine Cain, CPS/CAP	8/1
Deborah L. Barsch, CPS/CAP	8/1
Deborah P. Lee	8/1
Cindy Serrano	8/1
Brigitte V. Morris	8/1
Carol Konishi	8/1

## JUNE/JULY/AUGUST BIRTHDAYS

Laura J. Polido	06/05
Sherry K. LaCerra	06/15
Diane M. Kuczak	06/30
Rita Baseleon	07/03
Jane A. Holland	07/11
Edwina C. Mroz, CPS	07/12
Noreen Bucaro	08/02
Carol A. Kotlarz	08/03
Karen Stagg	08/15
Deborah L. Barsch, CPS/CAP	08/19
Barbara A. Turek, CPS/CAP*	08/23
JoEllen Pickett, CPS*	08/28
Cindy Serrano	08/31

\* Founding Members

## IMPORTANT DATES

<b>June 12</b>	ID Leadership Conference, NIU-Hoffman Estates
<b>July 18-21</b>	International Education Forum and Annual Meeting in Boston, MA-Hynes Convention Center
<b>September 10-11</b>	ID PEP, Holiday Inn City Centre, Peoria, IL
<b>October 17-20</b>	Certification Conference, Hilton Seelbach Hotel, Louisville, KY
<b>November 5-6</b>	CPS & CAP Exams

## COMMUNITY SERVICE:

A coalition of food banks reports more than 1.4 million people in Illinois sought help in putting food on the table last year. That's roughly one of every 10 people in Illinois. They received help from food pantries, soup kitchens and homeless shelters. These numbers are based on a national study of food banks and the people they serve. Many of these people had to choose between food and paying rent or electricity bills. 42% of the people helped were children.

From September 2009 to June 2010, members of the Golden Corridor Chapter of IAAP have been very generous in support of our local food pantries. With the assistance of Ann Kuhlmann, we have specifically given our donations to the Des Plaines Self-Help Food Pantry this year.

Thank you for your past and continuing support.

Have a safe and enjoyable summer. See you in September.

***Submitted by Jane Holland  
Community Service Committee***

## GOLDEN CORRIDOR'S CERTIFICATION STUDY GROUP

Now is the time to advance your career by earning your CPS or CAP certification. What has started out as a goal on a wish list is finally (hopefully) becoming a reality. Just in time to sit for the November 5-6, 2010 CPS and CAP exam, Golden Corridor Chapter is starting a CPS/CAP Summer Study Group. The group will meet at NIU - Hoffman Estates (5555 Trillium Boulevard, Hoffman Estates), on the 2nd and 4th Tuesdays of the month beginning June 29 and ending on October 25 in room 214 beginning at 6pm - 7:30 pm. Group size is limited to 10 and is free to Golden Corridor Chapter members, \$25 other participants (non-chapter and non-IAAP members).

This bi-weekly (tentatively) group will be led by Kathy Harper, CPS/CAP Certification and Education Chair; and Andrea Turner, CPS/CAP. The mission is to provide group support, a study schedule, study resources, practice exams and discussion relating to test materials to this interest group consisting of chapter and non-chapter members. A minimum of four participants (maximum 10), will be necessary to make this a reality. Talk to other certified members of IAAP about their experiences and benefits from attaining certification. There are no more excuses if you hesitated because you thought you could not do this alone!

Anyone interested in joining this group, please contact Andrea Turner CPS/CAP ([andrea.turner@motorola.com](mailto:andrea.turner@motorola.com)) and **plan on attending the June 29 meeting**. Group decisions regarding length of time for meetings, groups' expectations, weekly breakdown of reading assignments, etc., will be made on this date. For questions regarding this group, contact Andrea at 847-538-3609.

*Note: the deadline to register for the November exam is by August 15, 2010. Exam sites are in Peoria at Midstate College, Decatur at Richland Community College and at Joliet Junior College.*

**Submitted by Kathy Harper, CPS/CAP**