

TRI-COUNTY CHAPTER IAAP
MEETING AGENDA
February 7, 2012

5:15-6:00 p.m. Dinner and Networking
6:00 p.m. Business Meeting
6:30 p.m. Speaker

Two25 at Mark Twain
225 Northeast Adams Street
Peoria, IL 61602



- I. Call to Order
- II. Reflection
- III. Welcome Guests
- IV. Welcome New Members - Cindy Johnson/Donna Greer
 - Stacy Walker
 - Debbie King
 - Christine Brackney
- V. Acknowledge Members Who have Renewed Membership - Cindy Johnson/Donna Greer
 - Sharon Dyer
 - Susan Fulton
 - Donna Greer
 - Deb Schunk
 - Deb Steveson
- VI. Approval of November, 2011 Meeting Minutes
 - January 2012 - webinar presented - no minutes were taken
- VII. Treasurer's Report - Tammy McBride
- VIII. Bylaws Update
- IX. Announcements/Recognitions
 - Illinois Division Update - Diana Hampton/Tonda Stewart
 - International Update
 - Offering a new certification specialty - Technology Applications
 1. Attached application/FAQ
 2. Exam application deadline is February 15th - testing May 2012
 - Administrative Professional Skills Benchmarking Survey
 - Pathway to Excellence
 - Chapter of Excellence
 - Member of Excellence
 - Star/Stellar - February Award Presentation - Janet Vallianatos
- X. Break

XI. Guest Speaker & Topic: **"Maximizing the 1440"** presented by **Steve Grant**

XII. Adjourn

The next Tri-County **Board** meeting will be held
Thursday, February 23, 2012, 4:30 pm

The next Tri-County **Chapter** meeting will be held
Tuesday, March 6, 2012

Topic: Microsoft 2010

Presented by: Tammy Finch, MiniTech Conference

Location: Two 25 at Mark Twain

IAAP Code of Ethics: Recognizing that apposition of trust imposes ethical obligations upon administrative assistants, office coordinators, executive secretaries, and other types of administrative professionals to act for benefit of employers, clients, and the public, member of the International Association of Administrative Professionals established a promulgated four standards of professional conduct and resolve to be guided by them as embodying the ethical ideals of their profession.



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November 1, 2011

Members Present

Atkins, Barbara	Hampton, Diana	Schunk, Debra
Bush, Jannise	Heisler, Rebecca	Stewart, Tonda
Christowski, Lisa	Johnson, Cindy	Vallianatos, Janet
Dyer, Sharon	Klein, Deanna	Walker, Stacy
Fulton, Susan	McBride, Tammy	Zimmerman, Judy
Gloria, Esmeralda	Pyatt, Mary	
Greer, Donna M	Repasz, Marge	

NOTE: Members in attendance who did not sign the attendance record: Jannise Bush, Tammy McBride.

- I. The meeting of the Tri-County Chapter of the International Association of Administrative Professionals was called to order by Vice President Rebecca Heisler at 6 p.m. at Midstate College, 411 W. Northmoor Road, Peoria, Illinois.
- II. The reflection was given by Rebecca Heisler, Vice President, called *Thanksgiving Reflection.*
- III. Rebecca Heisler welcomed our guests.
 - A. Sarah Caunter, Administrative Secretary, Methodist Food Services Department; guest of Cindy Johnson.
 - B. Coleen Eagan, Managed Care at OSF; guest of Esmeralda Gloria.
 - C. Erin Swearingen, guest of Donna Greer
 - D. Rebecca Baker and Kim Stanley (second visit for both); guests of Donna Greer
 - E. Luann Morelock, guest of Karen Haensel.
- IV. ILLINOIS UPDAT00E
Lisa Olson, Illinois Division Board Treasurer and Board Liaison for Tri-County. Lisa attended the meeting via Skype and gave a presentation via PowerPoint on Illinois Division activities.
 - A. A brief overview of Skype was provided. ID often uses Skype to conduct their meetings.
 - B. First quarter completed.
 - Webinar series started with a technology seminar by Marie Hermann. A link is on the ID website.
 - Next seminar by Lisa on meeting planning. A link for registration is also on the ID website.
 - The new ID virtual Chapter, Virtual Illinois Professionals (VIP). Planning has begun. Close to achieving required 15 members to charter.
 - ID Leadership Conference completed.
 - Meeting with committee chairs and representative chapters.
 - Encouraging members to communicate via eGroups.
 - Pathways to Excellence reviewed. Encouraging members and chapters to participate.
 - C. Second (current) quarter.
 - PEP completed.
 - Webinar series continuing with Dewoun Hayes in January on communication.



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- IDAM planning will begin in a couple weeks.
 - VIP planning with charter work being completed.
 - Marketing blitz program with HQ members to participate in presentations to large groups.
 - APW planning will begin in a few months with work on ID contribution.
 - Fall conference in San Diego.
 - ID webinar November 3 @ 7 p.m. on meeting planning.
- D. Third and Fourth Quarters
- IDAM will be hosted by Three Rivers Chapter, Naperville area. VIP installation planned.
 - PEP 2012 planning to begin soon. Chicago Lakeshore Chapter.
 - What can we do to help with the marketing blitz.
 - ID free education sessions to bring downstate in spring.
 - Headquarters: 10/1/11 eligible to register for EFAM scholarship from R&E Foundation, which will cover the cost of registration. Forms are on HQ site.
 - February 15 registration deadline for May exams.
 - eGroup participation/blogging helps meet MOE requirements.
 - Spring Conference is in Las Vegas in March 2012.
 - Dewoun Hayes is doing a webinar in January 5, 2012, Rules of Engagement: Methods of Effective Communication.

V. MEETING MINUTES

A motion was made by Judy Zimmerman to approve the October 2011 meeting minutes with correction--removing Sara Caunter as guest as she did not attend. The motion was 2nd by Barb Atkins.

VI. TREASURER'S REPORT

Tammy McBride reviewed the Treasurer's Report, which was received and to be filed. As of October 25, 2011, total \$1716.29. IRS 990 form filed and IRS accepted our nonexempt status. A copy of this report is needed for fundraising.

VII. MEMBER RENEWALS

Information is not currently available, Cindy Johnson will provide an update once that information is received.

VIII. ANNOUNCEMENTS

- HQ will be providing \$20,000 for EFAM for first-time attendees and the unemployed.
- Pathways to Excellence: Forms are attached to meeting packet. We have received our banner.
- Star and Stellar form attached to packets. Winner this month is Tonda Stewart.
- Money from candle fund raiser is due tonight.

Guest Speaker & Topic: Lisa Plantamura, Business Ethics II

Meeting adjourned 7:30 p.m.



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The next Tri-County **Chapter** meeting will be held
Tuesday, January 3, 2012. Webinar

The next Tri-County Board meeting was held
Thursday, December 29, 2011. Location: OSF

Minutes by Jannise Bush

