

TRI-COUNTY CHAPTER IAAP
MEETING AGENDA
March 6, 2012

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

Midstate College
411 West Northmoore Road
Peoria, IL 61614



- I. Call to Order
- II. Reflection
- III. Welcome Guests
- IV. Acknowledge Members Who have Renewed Membership - Cindy Johnson/Donna Greer
- V. Approval of February 7, 2012 Meeting Minutes
- VI. Treasurer's Report - Tammy McBride
- VII. Call for Tri-County Board Nominations
- VIII. Administrative Professional Day Celebration - April 3, 2012 - Mary Pyatt
- IX. Announcements/Recognitions
 - Illinois Division Update - Diana Hampton
 - Virtual Chapter Offering Dual Membership Opportunities
 - International Update
 - Webinar - April 5, 2012 - EFAM Preview, 1-2p CST
 - Webinar, April 11, 2012 - "What's the Difference Between Delegates, Alternates, & Proxies?", 2-3p CST
 - Webinar, April 12, 2012 - "File Organization Webinar", 6:30-7:30p, CST
 - Pathway to Excellence
 - Chapter of Excellence
 - Member of Excellence
 - Star/Stellar Forms
- X. Break
- XI. Guest Speaker & Topic: "Changes in the New Version of Microsoft Office 2010", presented by Jacob Adams, Sora Technologies, LLC
- XII. Adjourn

The next Tri-County **Board** meeting will be held
Thursday, March 22, 2012, 4:30 pm

The next Tri-County **Chapter** meeting will be held
Tuesday, April 3 2012
Administrative Professional Day Celebration

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.

Members Present

Atkins, Barbara	Haensel, Karen	Repasz, Marge
Brackney, Christi	Hampton, Diana	Schunk, Debra
Brown, Ciara	Heisler, Rebecca	Smith, Danna R
Bush, Jannise	Hoppe, Becky	Steveson, Deborah A
Christowski, Lisa	Johnson, Cindy	Stewart, Tonda
Dyer, Sharon	King, Debbie	Vallianatos, Janet
Gloria, Esmeralda	Klein, Deanna	Zimmerman, Judy
Greer, Donna M	Pyatt, Mary	

The meeting of the Tri-County Chapter of the International Association of Administrative Professionals was called to order by President Karen Haensel at 6:00 p.m. at Two25.

- I. The reflection was given by Karen Haensel, a quote from Steve Jobs.
- II. Members introduced their guests:
 - A. Esmeralda Gloria's guests were all from Caterpillar; Sheila Saletzki, Teresa Clark, Amy Ciota, and Christi Brackney.
 - B. Tonda Stewart's guest was Barb Lawrence from OSF Healthcare System.
- III. NEW MEMBERS INDUCTION
Two new members were welcomed and inducted into the IAAP Tri-County Chapter by Cindy Johnson and Donna Greer of the Membership Committee.
 - A. Debbie King
 - B. Christine Brackney
- IV. ACKNOWLEDGEMENT OF MEMBERSHIP RENEWAL
January 2012: Congratulations to Sharon Dyer, Susan Fulton, Donna Greer, Deb Schunk, and Deb Steveson, all who renewed membership
December 2011: (get list from Cindy)
- V. MEETING MINUTES
 - A motion was made by Danna Smith to approve the November 2011 meeting minutes. The motion was 2nd by Judy Zimmerman.
 - The January 2012 meeting was a webinar only (no business meeting/minutes).
- VI. TREASURER'S REPORT
Karen Haensel reviewed the Treasurer's Report, which was received and to be filed.

Condolences were expressed for Tammy McBride and family for their loss. We also want to keep Paula Vallianatos in our thoughts and prayers for her illness.
- VII. BYLAWS UPDATE
Karen Haensel reviewed changes made to the Tri-County Chapter Bylaws. A motion was made by Rebecca Heisler to approve the Bylaws with changes. Motion was second by Janet Vallianatos. Bylaws will be updated, filed, and sent to Illinois Division.

VIII. ANNOUNCEMENTS / RECOMMENDATIONS

- A. Diana Hampton, President of the Illinois Division, provided an update.
1. The new virtual chapter (the second virtual chapter for IAAP, first in Illinois) will be installed Thursday, February 9, 2012. IAAP-HQ Board will be on the call. Dual membership will be available with VIP being subordinate to home chapters. This is an opportunity to participate in additional educational sessions.
 2. ID webinars are being given free of charge to members. The next one will be on March 1, 2012. Two additional webinars are available in March. One is Saturday, March 10, 2012, in Bloomington with 5 recertification points for attendance. The other is March 24, 2012 in the Chicagoland area. See ID website for more details.
 3. In recognition of IAAP's 70th Anniversary, they are offering a 70/70 new member opportunity for 2012. The Illinois Division will be participating in this program and it will be up to each chapter whether they will participate. Tri-County will be participating in this opportunity. New members can join at a reduced rate of \$70 (plus a \$15 processing fee) retroactive to January 1, 2012.
 4. IDAM is scheduled June 8-10, 2012 in Lisle Illinois.
 5. PEP (Professional Enrichment Program) is scheduled on October 20, 2012, at NIU Hoffman Estates.
 6. The Illinois President's Award is due to Illinois Division by May 28, 2012.
- B. Updates – Karen Haensel
1. New technology certification available. CAP certification is a pre-requisite for the technology certification. Certification testing is available twice per year. Midstate College is working with Tri-County to provide study materials.
 2. IAAP Benchmarking Survey: Copies of the survey were provided for those who wanted a copy.
 3. Pathways to Excellence: Tri-County achieved Chapter of Excellence last year, and we are on our way to achieving this recognition again this year. At present, Tri-County has achieved 5 of the required 8 criteria; 7% of members must achieve Member of Excellence before we are eligible for Chapter of Excellence.
- C. Star/Stellar Award - Janet Vallianatos
1. Tonda Stewart was awarded Star of the month for January 2012.
 2. Janet Vallianatos won Star of the month for February 2012.
 3. Tonda Stewart won Star of the quarter and was presented with an award.
- D. Ways & Means - Deanna Klein reviewed an opportunity for the chapter to earn money with the Bergner's Community Day Sale. The coupon packets are \$5 each and all proceeds go to the chapter. The fundraiser will run until April 28, 2012. We can also sell the coupons at Bergner's.
- E. Mary Pyatt gave an update for Admin Day, which we will celebrate April 3, 2012, as part of our regular meeting. The committee is meeting and more detail will follow.
- IX. GUEST SPEAKER: Steve Grant from Dale Carnegie provided the educational program for the evening. His topic was "Maximizing the 1440." Mr. Grant provided the newest



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book from Dale Carnegie to be given as a door prize. The books is entitled "How to Win Friends and Influence People in the Digital Age" and was won by Debbie King.

Meeting adjourned 7:30 p.m.

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: TBD

DRAFT

IAAP Tri-County Chapter
Survey Monkey Results
January 2012
13 Responses to Survey

1. I am familiar with the chapter's strategic plan?

Yes: 92.3% (12) No: 7.7% (1)

2. What topics/programs would you be interested in seeing presented at a chapter meeting?

- Project Management
- IAAP Headquarters information updates. New Certification info – didn't realize it was an actual test to take. Bookkeeping for dummies – so ladies would not be afraid of being the treasurer (I know I am awful and have no idea how to do it). All ages are value added to the office, young and older (what was old becomes new again – the peace sign is now popular, unfortunately it was popular when I was in high school, now it is when my grandchildren are in high school.) Positive attitude is a big part of success. Identifying personality types and how to work with them.
- Technology processes/procedures pertaining to our field.
- Anything to do with the ever changing technology
- Soft skills and technical skills.
- Identifying personality types and how to work with them.
- Some of the programs being offered in Las Vegas, Drama Free Office, etc.
- How to stay current in technology, i.e., iPads, iPhones, whiteboards, setting up Live Meetings, etc.
- More about the organization and why it is important to get involved and I would like a presentation on the history of IAAP.
- More technology and future trends

3. The chapter provided a webinar in January. Would you like to have the chapter provide more webinars in the future?

Yes: 92.3% No: 7.7%

4. How can the Tri-County Chapter better serve you as a professional?

- Don't know
- Encouragement/resource
- Educational opportunities – hands-on workshops
- Keep meeting physically on a monthly basis. Webinars are great, but I truly miss the social aspect of seeing one another each month. I get home, I get involved, I forget to sign in for the webinar.
- Keep offering informative and innovative programs.

5. As our chapter can only succeed with everyone's involvement, how can we get more members involved in committees and board positions?

- Don't know
- The ICE exercises or Q & A time each time – enjoyment, commitment sounds simple, seemed to work when I was president. Everyone stayed involved, we need to play a little, laugh a little, get to know each other. Then we can build relationships and want to get involved and stay involved.
- Not sure
- IDK – has to be their passion – discounted membership?
- Approach specifically targeted businesses to offer a year's free membership to TC IAAP for one of their OPs. This would increase business leaders awareness of us as well as enhance a career of a fellow professional – who would then reciprocate by expanding our knowledge in areas we hadn't thought of.
- The \$64,000 question. Perhaps offer recognition for participation. A drawing for a big prize. Although we're all very busy, we must get the buy-in from all members in order to keep the chapter afloat.
- I think this will be easier with larger membership numbers (not sure how to building membership). When the membership is small, it's a burden on active members to try to do it all. Also, need to appreciate that some members come for education but don't wish to participate on committees at this time. If they feel pressured, may not feel welcome to attend.
- The 'walk in my shoes' sounds like a good idea. I thought the best practice was good. Maybe try that again and ask a different member to do that each month.

6. As we grow personally and professionally, would you be interested in 'walking in my shoes' with a board member and/or committee chair to gain more knowledge about leadership of your chapter?

Yes: 30.8% (4) No: 69.2% (9)

7. Are you adequately informed about chapter news and activities?

Yes: 100%

8. Is the Tri-County Connection newsletter informative?

Yes: 100%

9. Do you go to the IAAP Tri-County website to view the newsletter and board packet?

Yes: 53.8% (7) No: 46.2% (6)

10. Will you renew your membership when it expires?

Yes: 100%