

**TRI-COUNTY CHAPTER IAAP
MEETING AGENDA**

September 4, 2012

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

*Location: The Rally Point
324 Liberty St
Peoria*



- I. Call to Order.
- II. Reflection - Rebecca Heisler
- III. Welcome Guests
- IV. Treasurer's Report- August - Deb Steveson
- V. Announcements/Recognitions
 - a. Dress for Success - community project
 - b. Box Tops -
 - c. 2011-2012 Chapter of Excellence Award
 - d. 2011-2012 Member of Excellence Award
 - e. Pathway to Excellence Program
 - Chapter of Excellence
 - Member of Excellence
 - f. Certification
- VI. Guest Speaker & Topic: Ami Dean "Creating Meetings That Inspire: Using Your Entire Brain"
- VII. Adjourn

The next Tri-County Board meeting will be held
Monday, September 17, 2012, 5:00 p.m.
SFMC, Administrative Conference Room

The next Tri-County Chapter meeting will be held
Tuesday, October 2, 2012.
Dewoun Hayes, "Be the One to Use OneNote"

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.



TRI-COUNTY CHAPTER

Elevating Admins to Excel in Today's Office

2012 - 2013 Tri-County Chapter Educational Programs

- September 4, 2012** ***Creating Meetings That Inspire: Using Your Entire Brain***
Ami Dean, The Rally Point CEO
Location: The Rally Point, 324 Liberty St., Peoria, IL (Excite Room)
- October 2, 2012** ***Be the One to Use OneNote (webinar)***
Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc.
Location: Midstate College, Peoria, IL
Membership Rally— "Connecting the Dots"
- November 6, 2012** ***The AP Odyssey into the Future***
Donna Greer, MA-MIS, Information Systems & Technology Program Director
Location: The Rally Point, 324 Liberty St., Peoria, IL
- December 4, 2013** ***Full Speed Ahead: Self-Success Tips for the Career-Minded (webinar)***
Dewoun Hayes, MAEA, CAP-OM, Elite Office Concepts, Inc.
Location: The Rally Point, 324 Liberty St., Peoria, IL
- January 8, 2013** **A Social Event To Be Remembered**
is being planned just for you! Details will be announced.
- February 5, 2013** ***Tech Trends***
Donna Greer, MA-MIS, Information Systems & Technology Program Director
Location: The Rally Point, 324 Liberty St., Peoria, IL
- March 5, 2013** ***WHAT! You Want ME to take minutes!***
Tina Schierer, OSF Quality Safety Project Specialist
Location: The Rally Point, 324 Liberty St., Peoria, IL
- April , 2013** ***Connecting, Syncing & Projecting—OMG!***
James Kelly, OSF Multimedia Services Supervisor
Location: The Rally Point, 324 Liberty St., Peoria, IL
- May 4, 2013** ***Will YOU Dance?***
Diana Hampton, CAP-OM, Admin Asst to Children's Hospital President
Location: The Rally Point, 324 Liberty St., Peoria, IL
- June 1, 2013** ***Juggling Multiple Priorities***
Lisa Plantamara, Professional Training Mgr, Workforce Learning & OD, AAIM
Location: The Rally Point, 324 Liberty St., Peoria, IL

~2012-2013 Illinois Division Educational Events~

- ◆ October 20, 2012 Professional Enrichment Program - Hoffman Estates, IL
- ◆ Nov. 3, 2012 – CAP & OM exams
- ◆ March 15-16, 2013 – IAAP Futures Conference
- ◆ March 17-20, 2013 – Technology Education Conference (TEC13)
- ◆ April 21-27, 2013 – Administrative Professionals Week
- ◆ July 27-31, 2013 – EFAM 2013

Still have questions?

Please contact us at: www.iaap-tricounty.org or find us on Facebook at: [Tri-County-Chapter-IAAP](https://www.facebook.com/Tri-County-Chapter-IAAP).



clip box tops and earn cash for our school!

Earn cash for your school every time you shop for groceries. Clip Box Tops from hundreds of your favorite products.* Each Box Tops coupon is worth 10¢ for our school—and that adds up fast!

BAKING

- Desserts:**
- Betty Crocker® Brownie Mixes
 - Betty Crocker Complete Desserts*
 - Betty Crocker® Cookie Pouches
 - Betty Crocker® Decadent Supreme*
 - Betty Crocker® Frosting
 - Betty Crocker® Gluten Free Brownie Mix
 - Betty Crocker® Gluten Free Cake Mix
 - Betty Crocker® Gluten Free Cookie Mix
 - Betty Crocker® Sunkist® Lemon Bars
 - Betty Crocker® SuperMoist® Cake Mix
 - Betty Crocker® Variety Dessert Mixes
 - Betty Crocker® Warm Delights® Desserts
 - Betty Crocker® Warm Delights® Minis
 - Fun da-Middles®
 - Reese's® Dessert Bar Mix
- Breads, Muffins and Rolls:**
- Betty Crocker® Boxed Muffin
 - Betty Crocker® Quick Breads
 - Betty Crocker® Complete Pancake Mix
 - Betty Crocker® Pizza Crust
 - Bisquick® Baking Mix Boxes
 - Bisquick® Gluten Free
 - Bisquick® Heart Smart® Mix
 - Fiber One® Complete Pancake Mix
 - Fiber One® Muffin Mix
 - Gold Medal® Flour

BEVERAGES

- Nestle® Juicy Juice® All Flavors
- Nestle® Juicy Juice® (8-pack) 4.23 & 6.75 oz
- Nestle® Juicy Juice® (32-pack) 4.23 & 6.75 oz
- Nestle® Juicy Juice® Bottles (6-pack) 10 oz
- Nestle® Juicy Juice® Bottles 48, 64 & 96 oz
- Nestle® Juicy Juice® FruitFlifs (8-pack) 6.75 oz

CEREAL

- Basic 4® Cereal
- Cheerios® Cereal:
- Apple Cinnamon Cheerios® Cereal
- Banana Nut Cheerios® Cereal
- Chocolate Cheerios® Cereal
- Cinnamon Burst Cheerios® Cereal
- Dulce de Leche Cheerios® Cereal
- Frosted Cheerios® Cereal
- Fruity Cheerios® Cereal
- Honey Nut Cheerios® Cereal
- Multi Grain Cheerios® Cereal
- Multi Grain Cheerios® Peanut Butter Cereal
- Oat Cluster Cheerios® Crunch® Cereal
- Original Cheerios® Cereal
- Yogurt Burst Cheerios® Cereal
- Cascadian Farm® Cereals
- Chex® Cereal:
- NEW Apple Cinnamon Chex®
- Chocolate Chex® Cereal
- Cinnamon Chex® Cereal
- Com Chex® Cereal
- Honey Nut Chex® Cereal
- Multi-Branch Chex® Cereal
- Rice Chex® Cereal
- Wheat Chex® Cereal
- Cocoa Puffs® Cereal:
- Cocoa Puffs Brownie Crunch® Cereal
- Cookie Crisp® Cereal
- Dora The Explorer® Cereal
- Fiber One® Cereal:
- Fiber One® Caramel Delights™ Cereal
- Fiber One® Honey Clusters® Cereal
- NEW Fiber One® Nutty Clusters and Almonds
- Fiber One® Raisin Bran Clusters® Cereal
- Golden Grahams® Cereal
- Honey Nut Clusters® Cereal
- Kix® Cereal:
- Berry Berry Kix® Cereal
- Honey Kix® Cereal
- Cinnamon Toast Crunch® Cereal
- Frosted Toast Crunch™ Cereal

Lucky Charms® Cereal:

- Chocolate Lucky Charms® Cereal
- Oatmeal Crisp® Cereal:
- Oatmeal Crisp® Almond Cereal
- Oatmeal Crisp® Raisin Cereal
- Raisin Nut Bran Cereal
- Reese's Puffs® Cereal
- Total® Cereal:
- Total® Raisin Bran Cereal
- Whole Grain Total® Cereal
- Trix® Cereal
- Wheaties® Cereal:
- Original Wheaties®
- Wheaties Fuel® Cereal

FRESH PRODUCE

- NEW Green Giant® Fresh: Bagged Asparagus
- NEW Green Giant® Fresh: Baby Cut Carrots
- Green Giant® Fresh: Broccoli
- Green Giant® Fresh: Cauliflower
- Green Giant® Fresh: Iceberg Lettuce
- NEW Green Giant® Fresh: Mushrooms
- NEW Green Giant® Fresh: Onions
- NEW Green Giant® Fresh: Potatoes
- NEW Green Giant® Fresh: Raisins
- Green Giant® Fresh: Romaine Hearts
- NEW Green Giant® Fresh: Mesh Bag Sweet Potatoes

FROZEN

- Green Giant® Vegetables:
- Green Giant® Bagged Vegetables with Sauce
- Green Giant® Just For One!® Vegetables
- Breakfast Sandwiches
- Pillsbury® Egg Scrambles™
- Pillsbury® Pancakes (full & mini size)
- Pillsbury® Toaster Strudel® Pastries
- Pillsbury® Toaster Scrambles® Pastries
- NEW Romano's Macaroni Grill®
- Totino's® Party Pizza®
- Totino's® Pizza Rolls® Snacks
- Totino's® Pizza Stuffers®
- NEW Wanchai Ferry®

MEALS & SIDES

- Betty Crocker® Specialty Potatoes
- Green Giant® Create a Meal®
- NEW Green Giant® Canned Vegetables
- Green Giant® Canned Veggie Multi Pack Helpers:
- Hamburger Helper® Mixes
- Chicken Helper® Mixes
- Tuna Helper® Mixes
- Hamburger Helper® Complete Meals
- Old El Paso®:
- Old El Paso® Dinner Kits
- Old El Paso® Original Seasoning
- Old El Paso® Reduced Sodium Seasoning
- Old El Paso® Re-fried Beans
- Old El Paso® Taco Shells
- Old El Paso® Tortillas
- Progresso® Soups
- Progresso® Broth
- Restaurant Favorites®
- Romano's Macaroni Grill®
- Wanchai Ferry®
- Suddenly Salad® Mixes

REFRIGERATED & DAIRY

- Cookies and Bars:
- Pillsbury® Big Deluxe® Cookies
- Pillsbury® Refrigerated Cookies
- Pillsbury® Ready to Bake™ Cookies
- NEW Pillsbury® Disney Cars Sugar Shape Cookie
- NEW Pillsbury® Disney Minnie Sugar Shape Cookie
- Breads and Rolls:
- Pillsbury® Crescent Rolls

- Pillsbury® Grands!® Biscuits
- Pillsbury® Grands! Jr.® Biscuits
- Pillsbury® Grands!® Sweet Rolls
- Pillsbury® Pizza Crust
- Pillsbury® Sweet Rolls
- Butter, Margarine and Spreads:
- LAND O LAKES® Butter (sticks)
- LAND O LAKES® Fresh Buttery Taste® Spread (sticks and tubs)
- LAND O LAKES® Margarine (sticks and tubs)
- LAND O LAKES® Spreadable Butter Products

Cheese:

- LAND O LAKES® Snack'N Cheese To-Go®
- NEW Green Giant® Chunk Cheese varieties in the Dairy Case
- LAND O LAKES® Pre-Sliced Deli Cheese (in the deli or dairy case)
- ALPINE LACE® Pre-Sliced Deli Cheese (in the deli or dairy case)
- LAND O LAKES® Eggs:
- LAND O LAKES® All-Natural Eggs
- LAND O LAKES® Omega 3 Eggs
- LAND O LAKES® Cage Free Eggs
- LAND O LAKES® Organic Eggs

Yogurt:

- Fiber One® Yogurt 4pk
- Simply... Go-GURT®
- Yoplait® Bites
- Yoplait® Delights® Parfait 4pk
- Yoplait® Go-GURT® Yogurt
- NEW Yoplait® Greek with Nature Valley® Granola
- NEW Yoplait® Greek Multipacks
- Yoplait® Kids Yogurt
- Yoplait® Light® 4pk
- Yoplait® Light Parfait with Granola
- Yoplait® Original 4pk
- Yoplait® Smoothie
- Yoplait® Splitz® Yogurt
- Yoplait® Trix® Multipack Yogurt

SNACKS

- Betty Crocker® Fruit-Flavored Shapes:
- Batman™ Fruit Flavored Shapes
- My Little Pony™ Fruit Flavored Shapes
- Scooby-Doo™ Fruit Flavored Shapes
- Shark Bites Fruit Flavored Snacks
- Teenage Mutant Ninja Turtles™ Fruit Flavored Shapes
- Transformers Fruit Shapes
- Betty Crocker® Fruit-Flavored Snacks:
- Betty Crocker® Fruit Gushers®
- Betty Crocker® Fruit by the Foot®
- Betty Crocker® Fruit Roll-Ups®
- Fruit by the Foot® Mini Feet
- Fruit Roll-Ups® Mini Rolls

Bugles®

- Cascadian Farm® Granola Bars
- Cheerios® Snack Mix
- Chex Mix® Gourmet Blends
- Chex Mix® Muddy Buddies®
- Chex Mix® Select
- Chex Mix® Snack Mix
- Chex Mix® Treat Bars
- Dunkaroos® Snacks
- Fiber One® 80 Calorie Honey Squares
- Fiber One® 90 Calorie Brownies
- Fiber One® Bars
- Fiber One® Squares
- Fiber One® Toaster Pastries
- Fruit Roll-Ups® Simply Fruit™ Fruit Rolls
- Garden of Eatin'®
- Golden Graham® Snack Bars
- Lärabar® Multipacks
- Milk 'n Cereal Bars
- Mott's® Medleys Fruit Flavored Snacks
- Nature Valley® Granola Bars:
- Nature Valley® Chewy Granola Bars with Yogurt

- Nature Valley® Chewy Trail Mix Bars
- Nature Valley® Crunchy Granola Bars
- Nature Valley® Healthy Heart Chewy Granola Bars
- Nature Valley® Nut Clusters
- Nature Valley® Roasted Nut Crunch Bars
- Nature Valley® Sweet & Salty Nut Granola Bars
- Nature Valley® Granola Thins
- NEW Nature Valley® Protein Chewy Bars
- Ocean Spray® Fruit Flavored Snacks
- Pillsbury® Baguette Chips
- Sunkist® Fruit Snacks

APPAREL: PRINTED SHIRTS FOR SCHOOLS

- Hanes® Printed T-shirts
- Hanes® Beefy-T™ T-Shirt
- Hanes® Comfortblend® EcoSmart™
- Hanes® ComfortSoft® Heavyweight
- Hanes® Cool DRI™ T-Shirt
- Hanes® nano-T™ T-Shirt
- Hanes® Tagless™ T-Shirt
- Hanes® Printed Polo Shirts
- Hanes® Printed Sweatshirts
- Hanes® Comfortblend® EcoSmart™
- Hanes® Premium Cotton
- Hanes® Ultimate Cotton®

SCHOOL & OFFICE SUPPLIES*

- Boise® X-9® Multipurpose Paper**
- Boise® X-9® Hi-Brite Multipurpose Paper**
- Boise® FIREWORX® Colored Paper**
- Boise® HD-P™ All-in-One Multipurpose Paper**
- Boise® HD P™ Premier Print Ink
- Jet/Laser Printer Paper**
- Avery® Dividers
- Avery® Durable Binders
- Avery® Glue Stic
- Avery® Heavy Duty Binders
- Avery® Labels
- Avery® Label Pads
- Avery® Name Badges
- Avery® Notelabs
- Avery® Office Cards
- Avery® Pocket Tabs
- Avery® Report Covers
- Avery® Sheet Protectors
- Avery® Sticky Notes
- Avery® T-Shirt Transfers
- Hi-Liter® Brand Highlighters
- Marks-A-Lot® Markers

STORAGE BAGS & CONTAINERS

- Storage Bags:
- Ziploc® Brand Big Bags
- Ziploc® Brand Slider Freezer Bags
- Ziploc® Brand Slider Storage Bags
- Ziploc® Brand evolve® Bags
- Ziploc® Brand Flexible Totes
- Ziploc® Brand Freezer Bags
- Ziploc® Brand Fresh Produce Bags
- NEW Ziploc® Brand Perfect Portions™™ Bags
- Ziploc® Brand Sandwich Bags
- Ziploc® Brand Snack Bags
- Ziploc® Brand Storage Bags
- Ziploc® Brand Vacuum Bags
- Ziploc® Brand Zip 'n Steam™™ Bags
- Containers:
- Ziploc® Brand Snap 'n Seal Containers
- Ziploc® Brand Twist 'n Lock™™ Containers

PAPER PRODUCTS

- Ready and Facial Tissue:
- KLEENEX® Anti-Viral Tissue (75 & 112 count)
- KLEENEX® Facial Tissue (184 Colors, 200, 240 & 260 count)
- SCOTT® 1000 Count Bath Tissue
- SCOTT® Extra Soft Bath Tissue

Towels & Napkins:

- KLEENEX® Dinner Napkins (50 count)
- SCOTT® Paper Towels
- SCOTT® Rags in a Box
- SCOTT® Shop Towels
- VIVA® Paper Towels
- Wipes:
- SCOTT® Pre-Moistened Wipes

DISPOSABLE TABLEWARE & COOKWARE

- Disposable Cookware
- Hefty® EZ Fold® Pans
- Disposable Cups:
- Hefty® Clear Colors Disposable Cups
- Hefty® Crystal Clear Disposable Cups
- Hefty® Easy Grip® Disposable Cups
- Hefty® Zoo Pals® Cups
- Disposable Plates and Serveware:
- NEW Hefty® Basics® Biodegradable Paper Plates
- Hefty® Crystal Clear Plates
- Hefty® Diamond Deluxe™ Paper Plates
- Hefty® Elegant™ Plates and Bowls
- Hefty® Everyday Foam Plates and Bowls
- Hefty® Hearty Meals™ Plates and Platters
- Hefty® Superweight™ Plates and Bowls
- Hefty® Supreme™ Plates and Bowls
- Hefty® Zoo Pals® Plates, Bowls, Cups and Lunch Sals

TRASH BAGS

- Hefty® OdorBlock® Trash Bags
- Hefty® BlackOut® Trash Bags
- Hefty® The Gripper® Trash Bags
- Hefty® CinchSak Trash Bags
- Hefty® Renew® Trash Bags
- Hefty® Ultra Flex® Trash Bags
- Hefty® Easy Flaps® Trash Bags

WATER FILTRATION SYSTEMS AND FILTERS

- Brita® Bottle
- Brita® Faucet Filtration Systems
- Brita® Faucet Replacement Filters
- Brita® Pitchers
- Brita® Pitcher Replacement Filters
- Brita® UltraMax Dispenser

PRODUCTS WITH LIMITED AVAILABILITY

- Cereals:
- Boo Berry® Cereal
- Count Chocula® Cereal
- Country® Corn Flakes Cereal
- Franken Berry® Cereal
- Desserts:
- Hershey's® Brownie Mix
- Disposable Plates and Serveware:
- Waverly™ Collection by Hefty® Plates and Cups
- Meals:
- Macaroni Grill® Multi-packs
- Refrigerated & Frozen:
- ALPINE LACE® Sliced Swiss Cheese (Club Stores)
- Fiber One® Frozen Muffins

visit boxtops4education.com for more great ideas to earn cash for our school!

MARCH 2012

*Box tops packaging appearing in stores starting in March 2012. **Only select weights and sizes of the products are available in states carrying the Box Tops for Education coupon. NEHLI and AUB® are registered trademarks of Scott's Paper Company. KLEENEX, SCOTT, and VIVA are registered trademarks of Kimberly-Clark Corporation. BOO BERRY, COUNT CHOCULA, COUNTRY, FRANKEN BERRY, and WEAVERLY are trademarks of Waverly Brands, Inc. HEFTY, EASY GRIP, and ZOO PALS are trademarks of Hefty Corporation. LAND O LAKES, ALPINE LACE, FIREWORX, HD-P, and HD are registered trademarks of Avery Dennison Corporation. LAND O LAKES, ALPINE LACE, and FIREWORX are registered trademarks of Land O Lakes, Inc. RITA and TRIX are registered trademarks of Post-It, Inc. and ZIPLOC are registered trademarks of Ziploc, Inc. ©2012 THE SCOTT & BOWLEN COMPANY. ALL RIGHTS RESERVED.

**IAAP Tri-County Chapter
Financial Statement
For the period ending August 31, 2012**

Description	Year-to-Date
Assets:	
Checking/Cash	\$ 656.46
Total Assets:	\$ 656.46
 Net Assets (Net Worth):	
Beginning Balance as of August 1, 2012	\$ 656.46
Net Change in Assets - Current Year	18.66
Total Net Assets:	\$ 675.12

Activities (Current Year):

Revenues:

Membership Rebate	34.00
Deposit-Bergners Days coupon books	70.00
Deposit-June meeting	180.00
IL Division Presidents Award	100.00
Total Revenues	384.00

Expenses:

Black Portfolios	365.34
Total Expenses	365.34

Net Change in Assets (Net Income): \$ 18.66

*Win this beautiful and whimsical quilt,
depicting last year's theme:*



Quilt made by Deanna Klein, Tri-County Member

Proceeds from the quilt raffle will benefit our IAAP Treasury.

For tickets, please contact:

Judy Zimmerman, Ways and Means Chair | Judy.L.Zimmerman@osfhealthcare.org

Amy Ciota, Committee Member | Ciota_Amy_G@cat.com

CONNECTING

the

DOTS

with

Elevating Admins to Excel in Today's Office

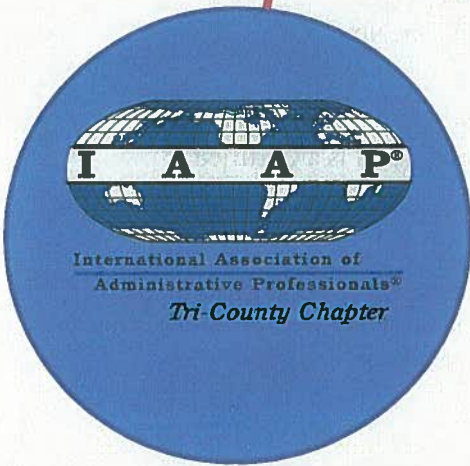
Connect the Dots

By...

Networking

Leading

Learning



Special IAAP 70th Anniversary Membership Fee!!

Join for a year for \$85!!!!

(\$70 + \$15 processing fee)

You save 35% off the regular fee!

- DATE: October 2, 2012
- WHAT: IAAP Tri-County Chapter Monthly Meeting
- WHEN: 5:15 p.m. Networking/Dinner
6:00 – 6:30 p.m. Membership Presentation
& Business Meeting
- WHERE: Midstate College, 411 W Northmoor, Peoria, IL –Rm 303
- TOPIC: Be the One to Use OneNote presented by Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc. (webinar)
- COST: Free to attend meeting (not necessary to be a member to attend)
- MEAL: Dinner cost \$8.00
- RSVP: Call or E-mail Mary Pyatt at 309-282-1614/
<mailto:mary.pyatt@osfhealthcare.org> by 9/28/12
- RECERT: One Recertification Point



Be the One to Use OneNote

Presented Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc.

Are you tired of searching for information saved in different folders on your computer? Need one place to store information electronically? Would you like to share files in “real time” with team members? This presentation is going to show you how to use the basic features of Microsoft Office OneNote. At the end of the presentation, attendees will be able to effectively navigate the program with confidence.

- Discuss the what, why, and how of MS OneNote
- Highlight features and layout of MS OneNote
- Give a demonstration of how to use MS OneNote

Dewoun M. Hayes MAEd, CAP-OM has worked as an office professional for over 15 years. She has a Master’s Degree in Adult Education and Training from the University of Phoenix and is a Certified Administrative Professional. She is the immediate past IAAP Illinois Division Secretary.

Dewoun is a Worklife Coach and is passionate about personal and professional development. She founded Elite Office Concepts, Inc., a company committed to training, educating, and consulting professionals with the necessary tools, tips, and techniques needed to implement the “pro” in professional. She is also the author of the blog, the *Office Professional’s Place* and just recently published her first book, *365 Ways to Better Days*.