

International Association of  
Administrative Professionals®  
Tri-County Chapter

# Tri County Connection

December 2012 ~ Volume 10 ~ Issue 74

## Message from the President

Rebecca Heisler  
Tri-County President  
2012-2013



*Elevating Admins  
to Excel in  
Today's Office*



Dear Members,

As we all reflect on what we have to be thankful for such as our health, family, friends and Tri-County, I wish everyone a wonderful Thanksgiving.

I am so thankful for the Board, Committee Chairs and all of the members for everything each of you do.

We had a wonderful November meeting at the Rally Point with our very own Donna Greer presenting. Also, Victoria Prestia, Illinois Division Secretary joined us and gave an Illinois Division Update.

Please make sure you have your calendars marked for the December meeting, the meeting will be a webinar plus a business meeting conducted from our very own homes. I look forward to this. Make sure you RSVP!!!!

Also, coming soon an announcement for a January Social, keep on the lookout!

### Reminders:

- Bring your "Box Tops" and "Dress for Success" donations!!
- **IAAP Tri-County Chapter On-line Meeting / Webinar**
- **December 4, 2012 • Meeting at 6:00 PM CST • Webinar at 6:30 PM CST • \$10.00 (Free to Tri-County Members!)**

### Dates:

December 4, 2012 – Tri-County Chapter Meeting: (Webinar) *Full Speed Ahead: Self-Success Tips for the Career-Minded*

December 5, 2012 - **Free Illinois Division Webinar!** 2012-2013 International President -Elect Judie Yannarelli, CAP-OM will co-host a presentation on *Increasing Member Involvement!* This one hour chapter success webinar will be held on December 5, 2012 at 7:00 PM CT.

December 13, 2012 - VIP December 13, 7:00 pm CT program will be *Tips and Tricks for Navigating the IAAP and VIP Websites.* Learn how to find what you want on the IAAP HQ website. And our very own Webmaster will talk to us about our VIP site! Cost is \$6 for all attendees.

See you soon,

Rebecca Heisler

### Inside this issue:

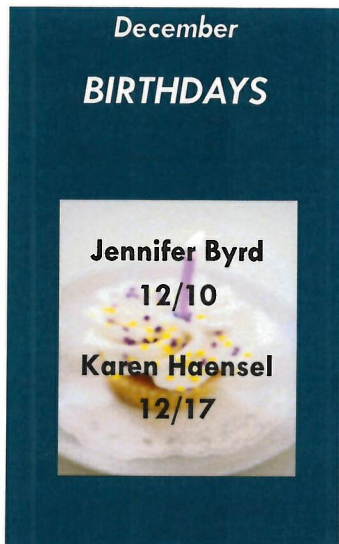
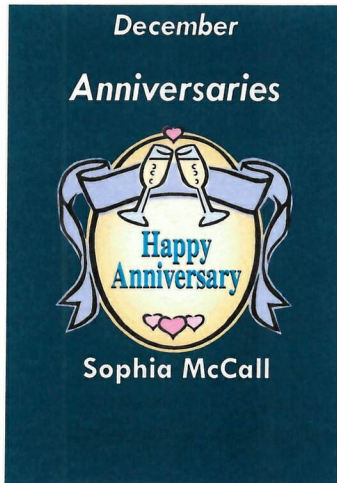
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Do you have some ideas you would like to share in the newsletter? Contact Public Relations & Marketing

Do you have ways to help on fund-raising for the Tri-County Chapter? Contact Ways & Means



**Tri-County News & Events**

**Winner of the beautiful quilt was Marge Repasz!!!**

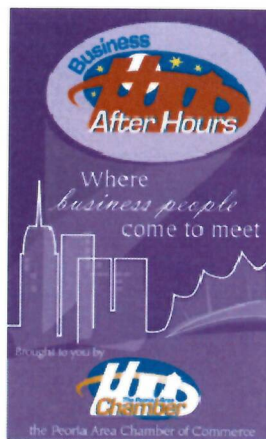
**Look for some great information to come regarding our gathering in January!!**

**February a new raffle for a Scentsy Warmer.**

**Have a warm and happy holiday!**



**Chamber "Business After Hours"**



December & January

There are no

"After Hours"

Will resume in February.

[Click here](#) for Peoria Area Chamber of Commerce website.

MEMBER SPOTLIGHT

Jennifer Byrd



Hi, I am Jenny Byrd and I am an Administrative Professional at OSF Saint Francis Medical Center in the Health Information Services.

I love nothing more than to spend time with my family and friends and my Cocker Spaniel, named Annie. I enjoy relaxing or unwinding with a good book or movie. Everyone has their weakness and mine is chocolate. My favorite food would be Italian. I don't mind all foods with the definite exception of seafood.

I joined IAAP, Tri-County Chapter with the idea of an organization as where people gather and are willing to share their experiences. The sharing is not limited to only work but life in general. I feel it helps us grow overall and not just within our professions. By joining this team, I hope to gain knowledge and skills to become a better Administrative Professional.

As for my own contribution, I can't think of any specific skills I can contribute, however, I have held various positions within this workforce that I have the advantage of taking each positions experience and tasks with me to help me succeed.

Growing up, our minds wonder and love to explore. As I can't narrow down what I exactly wanted to be growing up, I think there's a part of me still trying to figure that out but in the meantime I love what I do and I think I was born to do it. Let's face it...we probably all know someone who couldn't handle all that comes with being an Administrative Professional just as we couldn't handle all that their job entails. That's what makes each of us unique.

I've only been with OSF since May but so far I'd have to say my favorite moment was realizing that I "fit in". When you wake up and want to come to work...because you enjoy your job and your co-workers...you can't help but be positive.

My suggestion to others is to never lose faith or confidence in yourself even when you think others have. Hold your head high and move forward being the best you can be. Opportunities are around every corner.

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, members 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.



Celebrate!!!!!!

December

- December 01: World Aids Day
- December 07: Pearl Harbor Day
- December 10: Human Rights Day
- December 15: Bill of Rights Day
- December 20: Games Day
- December 21: Humbug Day
- December 24: Christmas Eve
- December 25: Christmas Day
- December 31: New Years Eve

Employer Recognition



Thank you for supporting your employees in





## Don't let Inertia Hold you Back

Ann Kuhlmann No-

vember 09, 2012

Time seems to be speeding by. The years roll by and you wonder where the time went. Is this my life? How did I get here? If something or someone is missing from your life, now is the time to figure out what is missing. If you are feeling left out or unhappy, now is the time to make a change. Change may be a little scary, but change can also be invigorating and fulfilling. Even small changes in your life may bring you happiness. Look for more to read:

<http://community.iaap-hq.org/IAAPHQ/Communities/Resources>

Be  
The **One**

## Our Team Building and Recognitions

### Welcome to Tri-County IAAP Chapter

As we welcome our new members:

Lori Mattiazza

Jennifer Byrd

Jessica Janowiak



Deana Klein had brought in some interesting and motivational trivia regarding our generations. For our ice breaker The information was both valuable and interesting to know. Hope you had a great time figuring out how compatible you are with fellow co-workers and if not, the generation gap could factor in.

What are you:



Traditionalist, Baby Boomer, X'ers,  
or Y/Millennial?



## Upcoming Dates:

December 05, 2012, 7:00 PM CST

Free Webinar from the Illinois Division of IAAP

Co-hosted with Judie Yannarelli, CAP-OM, 2012-2013 International President-Elect

Increasing Member Involvement: Join us for this very special presentation co-hosted with Judie Yannarelli, CAP-OM the 2012-2013 International President-Elect as we discuss things that chapters and divisions can do to increase member involvement.

Registration:

<https://secure.jotformpro.com/form/22915485154962>

### Pathways to Excellence Member of Excellence



During the course of the year, members will work towards success, completing criteria and retaining the documentation of achievement. Once eight (8) "points" have been earned—and by June 30 at the latest—members log onto the IAAP web site and submit an electronic application. For ease in completing the on-line form, it is recommended that members draft their entry using the Excel worksheet that has been prepared. Categories as follows:

- \* Certification
- \* Commitment
- \* Communication
- \* Education & Training (seminars)
- \* Education & Training (accredited school)
- \* Fiscal Responsibility
- \* Leadership Development and Roles
- \* Marketing, Research, and Community Outreach
- \* Program and Participation
- \* Recruitment and Retention
- \* Strategic Planning

### Pathways to Excellence Chapter of Excellence

During the course of the 2012-2013 year, chapters and divisions will work towards success, completing criteria and retaining the documentation of achievement. All eight (8) criteria are mandatory and there are specific deadlines for meeting each requirement. **IAAP headquarters will perform an ongoing audit as each deadline is reached.** Categories as follows:


- \* Leadership Development and Roles (attendance at International Annual Meeting)
- \* Education & Training (seminars)
- \* Fiscal Responsibility
- \* Marketing, Research, and Community Outreach
- \* Recruitment and Retention (Membership Drive)
- \* Recruitment and Retention (New Member Orientation)
- \* Leadership Development and Roles (attendance at Division Annual Meeting)
- \* Program and Participation

The forms are available on the website. Remember it's a great way to keep track of your progress and in result of an audit.



## Resource Websites for Admins

	<a href="http://administrativearts.com">administrativearts.com</a>
	<a href="http://adminsecret.monster.com">adminsecret.monster.com</a>
	<a href="http://adminadvisor.com">adminadvisor.com</a>
	<a href="http://asaporg.com">asaporg.com</a>
	<a href="http://officeteam.com">officeteam.com</a>
	<a href="http://officearrow.com">officearrow.com</a>
	<a href="http://planetadmin.net">planetadmin.net</a>
	<a href="http://proassisting.com">proassisting.com</a>
	<a href="http://savetheassistants.com">savetheassistants.com</a>
	<a href="http://theaep.com">theaep.com</a>
	<a href="http://us.deskdemon.com">us.deskdemon.com</a>



**Tri-County Connection**

The IAAP Tri-County Connection is published monthly Sept – June.

Deadline for submission of articles and photos is the 20th of each month.

Submit materials to  
Christi Brackney, Editor  
Brackney.Christi@iccc.com

## Tri-County Challenge



As in years past, Dress for Success has been our community services. This is a worthwhile organization with a mission to promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life. Learn more, click here: <http://www.dressforsuccess.org/affiliate.aspx?sisid=56&pageid=1>

**How can we help?** Each of you can "Be the One". Here is what you may donate:

- \* To suit our clients in style, Dress for Success currently accepts new or nearly-new and cleaned:

- \* Coordinated, contemporary, interview-appropriate skirt and pant suits

Beautiful, crisp blouses

Gorgeous blazers and jackets

Professional shoes

Practical and professional handbags and briefcases

Coats for all seasons, shapes and sizes

We are particularly in need of larger-size suits and apparel.

### When and How?

Every Chapter meeting – bring your donated items

Leave your item at Registration ( your item(s) will be delivered to Dress for Success).

**Challenge? Are you willing to accept?**

Tri-County to donate at least 20 items

## A Message from our International President

Team:

Red Cross volunteers are making a difference in the lives of those affected by the devastation Hurricane Sandy wrought last month along the East Coast. Volunteers make a difference all over the world. Not just in disasters but also in libraries, local community theaters, service clubs such as Rotary, Kiwanis and Girl Scouts and in so many other groups that make a difference.

The benefits of volunteering don't only affect the ones on the receiving end. Those who give their time and resources get paid in multiple ways. Volunteers learn new skills and receive payments into their emotional bank account. Our world—and our association—is better because of volunteers.

Volunteers are what make IAAP thrive. Not only do member-volunteers make us great, we would cease to exist as an association without them. Volunteering does something for the association but donating time and service as a volunteer also does something for you. Volunteering is an excellent way to gain life experiences. Volunteering brings together a diverse range of people from all backgrounds and walks of life. You will learn leadership skills, organization, public speaking, project management and so much more. And, volunteering also offers an incredible networking opportunity.

Interested? We've opened the [call for nominations](#) for international offices.

Any chapter may nominate one of its qualified members as a candidate for the IAAP Board of Directors and The Foundation of IAAP Board of Trustees. Also any division, by a vote of its board of directors, may nominate only one of its qualified division members-at-large as a candidate for the IAAP Board of Directors and The Foundation Board of Trustees. Applications must be received by e-mail no later than 5 p.m. CT March 1, 2013.

Will you Be The One to take on a leadership role in IAAP in the coming year? We need you and, I'm going to Be The One to say that you also need IAAP.

While those in Canada just celebrated Thanksgiving last month, many of our members will gather with family and friends at the end of this month for the American Thanksgiving. Even if you're not celebrating the American holiday, it's a good time to look around and celebrate what's right in your life. Be The One to make a mental list this month of what you're thankful for. Add to it each day so that by Thanksgiving, you'll know how wonderful this life is, even during challenging times.

Be thankful, and don't forget to volunteer!

Karlana Rannals, CAP-OM  
International President





**Join Us!**  
**Mark Your Calendar for these**  
**Upcoming IAAP**  
**Meetings & Events**

**Tri-County**



December 25, 2012

*Christmas Day*

Chapter Meeting

December 04, 2012

Full Speed Ahead: Self-Success Tips for the Career-Minded  
6:00 – 6:30 p.m. Business Meeting via webinar  
6:30 p.m. Webinar

See the [flyer](#) for more details.

**International**



Karlena Rannals, CAP-OM  
International President

[Message](#) from the President

**March 17-20, 2013**

Connect The Dots at  
TEC13

OfficePRO® [Magazine](#)  
OfficePRO® [Buyers Guide](#)



Marie Hermann  
IL Division President

**Illinois Division**

**2012-2013**  
**November Deadlines &**  
**Educational Events**

March 15-16, 2013  
IAAP Future Conference

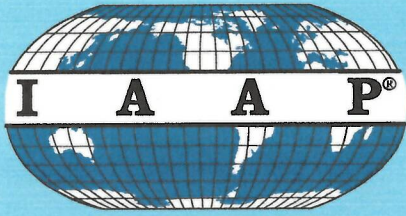
March 17-20, 2013  
Technology Education Confer-  
ence (TEC13)

April 21-27, 2013  
Administrative Professionals  
Week

July 27-31, 2012  
ARAM 2013

[Visit Illinois Division website](#)  
for more details.





International Association of  
Administrative Professionals®  
*Tri-County Chapter*  
[www.iaap-tricounty.org](http://www.iaap-tricounty.org)

**Power of Commitment to  
Excel in Today's Office**

**Tri-County Chapter  
Board**

**President**

*Rebecca Heisler, BS*

**Vice President**

*Jannise Bush, BS*

**Recording Secretary**

*Deanna Klein, BS*

**Treasurer**

*Deb Steveson*

**Correspondence Secretary**

*Cindy Johnson*

*IAAP Tri-County Chapter Members  
resolve to enrich us, our employers  
and our communities by...*

- Promoting professional and educational growth
- Encouraging camaraderie between Administrative Professionals
- Sharing career advancement opportunities
- Being an advocate for the IAAP Organization
- Developing Leadership Skills

**2012-2013 Committee Chairs**

**Professional Development**

Mary Pyatt  
[mary.j.pyatt@osfhealthcare.org](mailto:mary.j.pyatt@osfhealthcare.org)

**Leadership**

Open (need a chair)

**Membership**

Donna Greer  
[dgreer@midstate.edu](mailto:dgreer@midstate.edu)

**Ways & Means**

Judy Zimmerman  
[judy.l.zimmerman@osfhealthcare.org](mailto:judy.l.zimmerman@osfhealthcare.org)

**Public Relations & Marketing**

Christi Brackney  
[Brackney\\_Christi\\_M@cat.com](mailto:Brackney_Christi_M@cat.com)

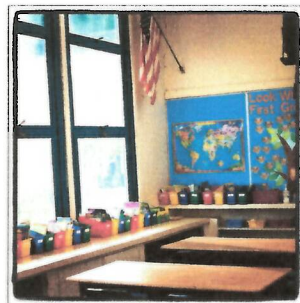
**Committee Tidbits**

Don't forget to save your Box Tops labels from various products. This will be one of our community projects this year. Ask your family, neighbors, co-workers, and friends to help collect them as well. Tonda Stewart will have a box at each meeting for you to drop them in. We will be collecting the labels Starting now until the beginning of April. We will be deciding on the school that will be the recipient of our labels.



The Board selected the following school as the recipient of our collected Box Tops.  
Pleasant Hill Elementary School  
3717 W. Malone  
Peoria, IL  
Pre-K – 8<sup>th</sup> – 228 children

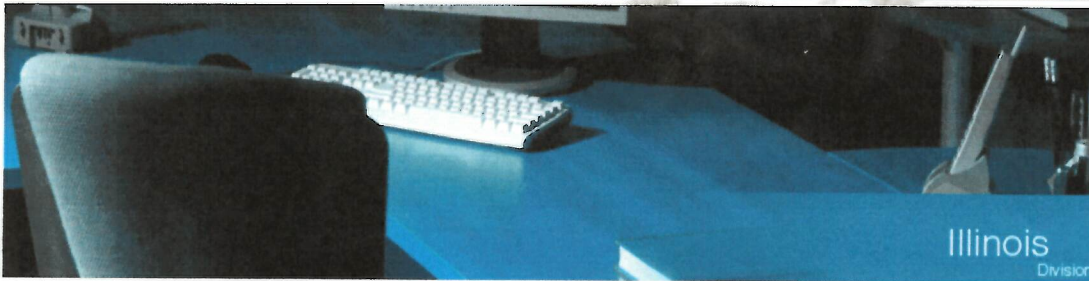
Last year's winner had 8,000-9,000 Box Tops points, which sounds like an awful lot....but if you break it down weekly and per person it would be roughly:



30 TCC members  
x 10 Box Tops/week  
for 30 remaining weeks (Sept. - Mar.)  
9,000 Box Tops points

Any questions about Box Tops, contact Tonda Stewart (309) 624-2356 [tonda.l.stewart@osfhealthcare.org](mailto:tonda.l.stewart@osfhealthcare.org)





## IAAP Tri-County Chapter On-line Meeting / Webinar

December 4, 2012 ● Meeting at 6:00 PM CST ● Webinar at 6:30 PM CST ● \$10.00

(Free to Tri-County Members!)



## Full Speed Ahead: Self-Success Tips for the Career-Minded

Presented by Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc. (<http://adminhotspot.blogspot.com/>)

Your life is your business; you are the CEO of your own company called SELF. This means you profit and prosper from the decisions you make and actions you take. As the CEO, you are responsible for planning, organizing, managing, and executing goals and objectives in order to grow.

Are you managing yourSELF effectively and efficiently? Is your business going according to plan? What is your vision of yourSELF? This workshop will provide the necessary tools needed to start your SELF Success Portfolio and identify the steps needed to put you on the right track to being successful in the workplace.

- Create task lists that motivate
- Understand the value of mentor partnerships
- Devise effective methods for problem solving
- Think critically about the next steps related to career choices
- Recognize and take advantage of hidden talents

Register online at: <http://form.jotformpro.com/form/22905527028958>

Log-in information will be emailed to you with confirmation of your registration!

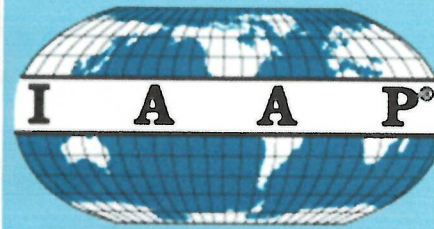
1 Recertification Point!



Illinois Division Newsletter

A link to the latest issue is on the ID homepage.

[Click Here](#)



International Association of  
Administrative Professionals®  
Illinois Division

### Illinois Division

2012-2013

### Board of Directors

#### President

Marie Hermann, ATM-S, CIWD  
Two-Rivers Chapter

#### Vice President

Elizabeth Dorgan, CAP-OM  
Greater O'Hare Chapter

#### President-Elect

Lisa Olson  
Two Rivers Chapter

#### Secretary

Open

#### Treasurer

Brenda Stefanowski  
Lake County Chapter

### Illinois Division

#### Committees

- Bylaws and Standing Rules
- Certification
- Division Member-at-Large
- Liaison
- Finance
- Membership
- PR & Marketing
- Nominations
- Parliamentary Advisor
- Retirement Trust Committee
- Webmaster

For more information about your ID Board/Committees, [click here](#).

# Tri-County Elevating Admins to Excel in Today's Office

## Options Technology

Each module comes with an easy-to-follow study guide, practice exercises and expert instruction on CD, video or downloadable databases.

Measure how much you've learned by taking pre-test and post-test assessments. If you start on a course at work and then get busy on the job don't worry. There's no time limit to finish.

With Options hands-on learning, you get Comprehensive technology training that will increase your productivity as you move from the basic to advanced levels.

Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams.

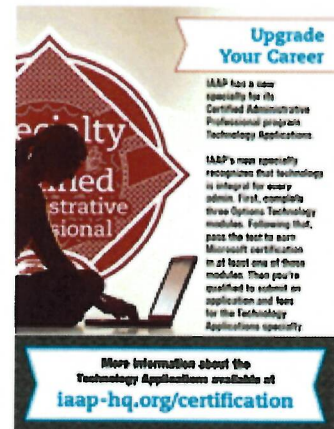
Each manual has been highly rated by ProCert Labs, which tests the percentage of correlation between the information in the materials and its relevancy to the exams. Options Technology has earned one of the highest scores of any instructional materials.

Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams. Use Options to join the ranks of those who have mastered technology and are certified.

The **Options Office Skills Training Program** provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

### Through Options:

- \* Develop confidence
- \* Learn to manage difficult customers/situations
- \* Become proficient at business writing
- \* Gain a variety of new skills without the expense and time of college
- \* Refine interpersonal skills
- \* Do more with less
- \* Adapt to the changing workplace



**Certification** - Visit the IAAP website for more information.

### CAP & Organization Management

Application Deadlines	Exam Dates
February 12, 2012	May 5, 2012
August 15, 2012	November 3, 2012

### Technology Applications Specialty

1. Complete 3 Options Technology modules (Microsoft Office Suite).
2. Pass the test for 1 Options module for a Microsoft certification.
3. Submit application and fees.

### Desktop Learning with IAAP

### Ways IAAP Membership Benefit You

- \* The opportunities for personal and professional growth can be used to set and achieve yearly evaluation goals that benefit you and your organization.
- \* You can advance beyond the opportunities offered in your current position.
- \* You can prepare to advance your career either with a current or future employer.
- \* You will have more options.

**Research/Trends:** Listen to recorded interviews.

**Bookstore:** Series of 50-minute books from \$13.95 to 16.95





**Start 2013 off Right!**  
***Receive the gift that keeps on giving – KNOWLEDGE!***

***Elite December Special:***

Receive FREE consultation services for the entire month of December.

Up to 3 hours per week. Each session is a maximum of 1 hour.

MONTHLY VALUE: \$900

*Refer a colleague and get an additional 3 hours in January FREE.*

**(There is no obligation to continue services after December & no contract to sign.)**

Topics of interest:

- ❖ Job/career change
  - ❖ Working with difficult people
  - ❖ Stress management
  - ❖ Problem solving/decision making
  - ❖ Increase productivity
  - ❖ Leadership skills
  - ❖ How to say 'No'
  - ❖ Dealing with procrastination
  - ❖ Organizational skills
  - ❖ Goal setting
  - ❖ Dealing with "constructive comments/performance reviews"
  - ❖ Positive thinking
  - ❖ Business writing techniques
  - ❖ Workplace etiquette
  - ❖ Host effective meetings (online/in-person)
  - ❖ Methods of persuasion
  - ❖ Microsoft Office tips
  - ❖ Self-success tips/motivation
- ...just to name a few.*

**Dewoun Hayes, MAED, CAP-OM**  
***"Your Professional Friend"***  
**Elite Office Concepts, Inc.**  
**The Office Professionals Place**  
**[www.adminhotspot.blogspot.com](http://www.adminhotspot.blogspot.com)**  
**[worklifecoach@excite.com](mailto:worklifecoach@excite.com)**  
**888-561-4480**



**BONUS: Sign-up for the *Elite December Special* and receive a FREE copy of my latest book (e-version), *365 Ways to Better Days*.**

**\*\*There is a one-time \$20 Consultation Setup Fee due at the time of the 1<sup>st</sup> session. No other charges apply.**