



International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

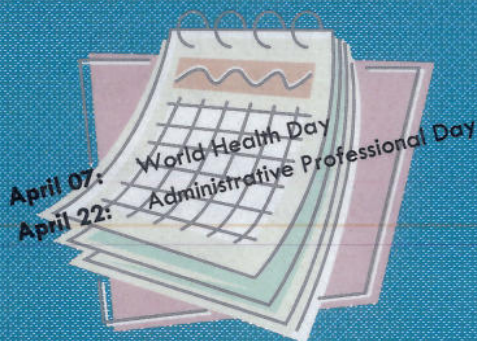
April 2013 ~ Volume 10 ~ Issue 78

Message from the President

Rebecca Heisler
Tri-County President
2012-2013



*Elevating Admins
to Excel in
Today's Office*



Dear Members,

SPRINGTIME!!!! It is near (I hope). I know that I am ready to see the grass turn green (ask me in May about grass when I have to start mowing) and flowers bloom. Two exciting Tri-County events in April, our Chapter meeting on April 2nd (see attached flyer) and mark your calendars: Save the Date, April 20, 9am – 1:00 pm for an exciting APW education day (more details soon).

In case you missed our March meeting, it was great (Deanna did an awesome job presenting), enjoyed learning more about Taking Minutes and our interactive group discussion on this topic. I am attaching Deanna's power point presentation and Luann Morelock's email with her templates for agenda/minutes plus basic instructions on her process for minutes and how to use the templates.

You will find attached our May Chapter flyer as well. Check out the reminders below for Box Tops, etc.

Our Tri-County year is flying by fast. I hope to see all of you at our April meeting. Also, within the next few weeks, we will be seeking Members to step up to the Board and committees for 2013-2014. So please be thinking about spreading your wings, taking on new challenges and continued professional growth!!!

I wish each of you have a Blessed Easter!

Rebecca

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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

April

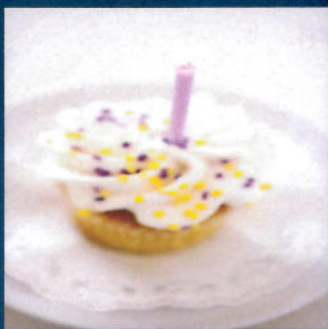
Anniversaries



Barb Atkins	4/2004
Diana Hampton	4/2002
Mary Pyatt	4/2004

April

BIRTHDAYS



Tri-County News & Events



Connecting, Syncing & Projecting - OMG!
Presented by James Kelly, OSF Multimedia Services Supervisor

In today's world, we MUST know how to not only efficiently use the new technology, put connect our workstations to them, sync documents and presentations and project them to a screen for presentations. Learn how to sync, connect and project from an iPad or iPhone.

- Connecting the iPad and iPhone in the office
- Syncing to your workstation
- Projecting presentations
- Taking minutes using your iPad
- Business Apps that assist
- Recording presentations for use after the meeting ends



Jim Kelly is Multimedia Services Supervisor at OSF St. Francis Medical Center. He is a graduate of Bradley University with a degree in Communications. He has also earned several certifications in various information technology applications including a specialty in Apple products.

In the three years he has been with OSF, Jim has spearheaded the adoption of Panopto lecture capture software, integrating SmartBoard technology into medical education, and providing video production services for hospital marketing. Jim is enthusiastic about sharing his technical knowledge and the services his department can provide. He currently resides in Peoria with his wife, Katie.

Chamber "Business After Hours"



FEDERAL 1 YEAR ORS
1913 - 2013 COMPANIES

April 11, 2013
4:30—6:30 pm

Federal Warehouse
800 Southwest Adams Street
Peoria

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

MEMBER SPOTLIGHT

Mary Pyatt

I have been married for 38 years to Terry Pyatt. I have two children and two beautiful grandchildren. I am proud to say I have worked at OSF Saint Francis Medical Center for 41 years.

Outside of work I am very competitive and love to play games. My involvement with the Cursillo, WATCH, and TEC movements here in Peoria are extreme.

I enjoy pizza and pasta as my foods of choice. To narrow down my favorite colors that would be purple. I like almost any shade of purple there is.

I have been asked why I joined IAAP. I joined IAAP because I had never seen a group like this before for our secretarial profession. I knew that I would learn so much about our profession in this group. I am also a charter member. I love the networking and the education I received at every meeting. It is also great meeting new people.

I work with people every day. I am a people person. I knew I could never be a nurse here at the hospital (I don't like blood) but I can still help patients as a secretary. Growing up I didn't think of jobs. I always dreamed of being married, having children, and grandchildren. I have a way to go for my great grandchildren since my grandchildren are 4 & 7 but I'm planning on being around for their children God willing.

I have lots of favorite moments. I am the secretary for the OSF Surgical Weight Loss Center of Excellence Program. I help patients through the program so they can have weight loss surgery. I pride myself in living the OSF mission "serving with the greatest care and love" to help these patients to change their lives.

My favorite quote from Heart Math - Franklin P Jones:

"Love doesn't make the world go round, love is what makes the ride worthwhile."

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 and promulgated four standards of professional conduct and resolve to be guided by them as embodying the ethical ideals of their profession.



Celebrate!!!!!!

April

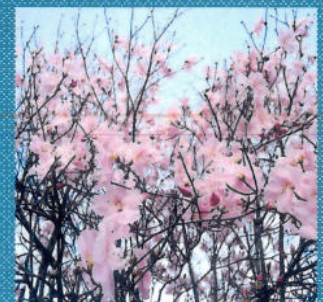
- April 07: World Health Day
- April 15: Tax Day
- April 22: Earth Day
- April 24: Administrative Day
- April 26: Arbor Day

- National Poetry Month
- Sexual Assault Awareness/Prevention Month
- Stress Awareness Month
- National Autism Awareness

Employer Recognition



Thank you for supporting your employees in





Don't forget to take advantage of the many learning opportunities as well as Administrative Professional's Week this month!



**Be
The One**

Team Building & Recognitions

I would have to definitely say that our Tri-County Chapter is a definite fun filled learning environment. Everyone is so open and anxious to share ideas to help their fellow peers.

The team starts off with an ice-breaker. Business name Bingo! I felt this was a great way to help each individual to build their memory of whom are in attendance in these meetings rather than just seeing their name in an email or to see their face at the meetings. Whether we do individual or group interactions with one another, this ice-breaker was a great for sharing, introductions, and memory!

Diana had yet another powerful media clip that helps introduce us to our ever changing technology. As Microsoft Office is improving on a regular basis, sometimes our training may not. Many of us work on PowerPoint and love to have fun, creative, yet neatness within our presentations. Diane shared a new way to embed a YouTube video into the newer version of PowerPoint with additional effects along the creative side.

As we learn from Deana Klein, Minute taking is more important and far more critical on accuracy than we may realize. The top two most important items I walked away with was that you need to know why you are taking those minutes and capture those facts as if you were not in attendance. Comprehension is a key point to any report. Starting off with a template on each meeting will help eliminate some questions later.

I can't wait to see what is in store in April!

Upcoming Dates:

April 3, 2013 – FREE Chapter Success Webinar – Programming and Recruiting for Your APW Event.

April 21-27 - Administrative Professionals Week

May 8, 2013 – Educational Webinar – Overview of Office 365.

May 15-June 12, 2013 – Access 2010 study group! This will be our final Microsoft Office study group of this program year.

June 7-9—Illinois Division Annual Meeting

June 24—FREE Chapter Success Webinar



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

	administrativearts.com
	adminsecret.mansur.com
	adminadvisor.com
	asap.org
	officeteam.com
	office@row.com
	planeadmin.net
	proassisting.com
	savetheassistants.com
	aeap.com
	us.deskdemon.com



NEW COLUMN
September
 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_M@ca.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?siteid=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 from October 2 through May 7

A Message from our International President

Did you know that March 20 is Extraterrestrial Abductions Day? No, really it is. How could I make up something like that? No one can pinpoint the originator of the day. I'm guessing that's because he (or she) was abducted and can't be reached.

On a more serious note, closer to home is the Sequestration that went into effect March 1. No doubt you heard about it in the news, read about it and are still hearing about it. I'm not going to get into politics on this issue or speak to why it happened and whose fault it is. The truth is, it's in effect and it's going to hurt our members.

There are many of our members who are working in the fields that will be affected by Sequestration. Our latest Benchmarking Survey from 2011 indicated that 13 percent of our members work for the government. It's certain that members and non-members in the administrative fields will be detrimentally affected in the coming months through layoff and furloughs, not just in the government jobs but all those jobs affected by the ripple effect of the cuts.

We are just now recovering from the downturn in the economy in 2008 when many administrative professionals were hit with layoffs. This is another blow to the profession. What can you do? If you do feel the need to speak up and are concerned about arbitrary, across-the-board cuts, write your congressmen and senators about your concerns.

You can also do one of the things that IAAP members do best: support one another. Be the One to lend a hand and an ear to your fellow members who are impacted by Sequestration. You can give someone the Gift of Membership, available in the IAAP Bookstore. Whether they are an administrative professional new to IAAP or a current member, this is a perfect way to show your support.

In a few short days I'll be in Anaheim for our Futures Conference: Be The One To Ignite Change. While these are tumultuous times all around us, IAAP is on the verge of exciting change with the goal of continuing to keep our association and its services at the forefront of what's needed by office professionals. Even if you're not going to the conference, help us by volunteering for IAAP. We anticipate the need for work groups following the conference and I'd like to extend a personal invitation to you to be a part of that. Read more about it in this [call for volunteers](#).

This month, look around you and Be The One to Ignite Change in your world. Keep your eyes open on Extraterrestrial Abductions Day and stay grounded. I want to see you at EFAM in Anaheim this July. [Registration is open now.](#)

Karlana Rannals, CAP-OM
International President





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

Tri-County



April 27, 2013

Administrative Assistant Day

Chapter Meeting

April 02, 2012

Connecting, Syncing, & Projecting—OMG!

5:15-6:00 Dinner/Social time

6:00-6:30 Business Meeting

6:30-7:30 Education

OSF Saint Francis Medical Center

Hillcrest Bldg, 4th Floor Conference Room

Visitor Parking in Medi-ark 2 lot, Peoria, IL

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

International



Karlana Rannals, CAP-OM
International President

[Message](#) from the President

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



Marie Hermann
IL Division President

Illinois Division

2012-2013
Deadlines & Educational
Events

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

*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.i.pyatt@osfhealthcare.org

Leadership

Open (need a chair)

Membership

Donna Greer
dgreer@midstate.edu

Ways & Means

Judy Zimmerman
judy.l.zimmerman@osfhealthcare.org

Public Relations & Marketing

Christi Brackney
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 – 8th – 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





**International Association of
Administrative Professionals®
Illinois Division**

Spring Time Flowers



Many of us enjoy the thoughts of spring, flowers, longer daylight, and over all warmer weather. As each of us slowly see the arrival of spring flowers popping through the ground, our adrenaline starts to rise making us more excited than before.



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

Ephemeral Wildflowers are short-lived and disappear after their seeds have become ripe with a sporadic return each following spring. Various flowers would include, the Sun to Light Shade which majority grow in full sun, light shade, and well drained soil. You can find many in woodland or under deciduous trees. As the tree leaf out so do the flowers. Fan Lilies are a While Beautiful glorious addition to any spring environment.

There are also many flowers we may start to see today as the weather is still a bit chilly as being a late winter yet a mild starting spring. Sometimes one can find these flowers in a vignette of one area as to create some early color and enforce some witch hazel or grown green at the bottom. Pansy flowers may bloom early and survive the frost and snow. They do however stop blooming when the weather turns hot.

Early Spring flowers could consist of Daffodil, Iris, or even Forsythias'. Daffodils are so familiar with much of the yellow trumpet bell shaped ends and simply shout "Spring, I'm HERE!" These flowers can usually withstand rodent and bugs being the bulbs are poisonous. Deer are prone to leave these flowers alone as well. Iris are so easy to grow but grown in various shapes and designs as the

I personally get excited when I see my Tulips popping through the rock beds each Spring. They are very easy to grow as the bulbs are planted in the fall and bloom in the Spring. Most bulbs will bloom for well over two years. I personally have had bulbs in my rock beds for three years and haven't had to replace them yet.

As we patiently await the warm weather to arrive, slowly start to see flowers popping through the ground, and see more smiles on each individual walking by, remember SPRING TIME has finally arrived.



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.

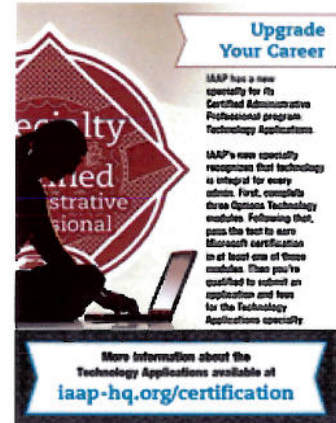
Each manual has been highly rated by ProCert Labs, which tests the percentage of correlation between the information in the materials and its relevancy to the exams. Options Technology has earned one of the highest scores of any instructional materials.

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 15, 2013	May 4, 2013
August 16, 2013	November 2, 2013

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

PowerPoint 2010 Study Group Begins February 5

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





Today's Mobile Office: Don't be Left Out!

April 20, 2013 • 8:30 am to 1:00 pm
 Location: OSF Healthcare Pioneer Park Prof Bldg.
 1420 W. Pioneer Parkway
 Peoria, IL 61614

8:30-9:00 Networking Breakfast
 9:00-10:00 Microsoft
 10:15-11:15 iPad vs Laptop vs Workstation
 11:30-12:30 Business Apps

The Cloud is Coming!

Presented by Microsoft / Ali Burke, Microsoft US Sales Central Region Business Administrator

As the largest enterprise and software partner around the globe, Microsoft has redefined the workplace through the evolution of its products and strategic partnerships. For those in Business Support, mastering the platforms is crucial to success!

- Office 365, Skype, & Microsoft Lync
- Sneak peek at the future
- Tips on how to get ahead of the curve

iPads vs. Laptops vs. Workstations Presented by Jairo Arvizu, OSF Client Device Supervisor

In today's office, we are moving from the workstation to the laptop and most recently to the iPad. What can we expect in IT support, network connections, and software. We will learn the pros and cons of each option in this basic primer of office computing devices. The implications for today's admin when they BYOD = Bring Your Own Device.

- Tablets vs. laptops vs. desktops
- Features of the different devices
- How BYOD impacts your responsibilities

Putting Business Apps to Work for You Presented by Chris James, the Digital Store Mgr.

While smartphones have evolved from the shackles of being connected to your e-mail 24/7, they have also helped grow our social lives like never before, so why not combine both? How this completely connected world impacts our business and our every day functions as administrative professionals.

- Multi tasking: Work smarter, not harder
- Connecting beyond texting, calling, and e-mail
- Social Networking

Reserve your spot for this exceptional opportunity presented by the International Association of Administrative Professionals Tri-County Chapter **Seating limited.** Registration must be received no later than April 12, 2013..

Name: _____ Email: _____ Phone: _____

Cost: \$30.00 per person includes all presentations and a continental breakfast bar.

Send name, email address, phone number and payment to:
 IAAP Tri-County Chapter, 104 N Euclid Avenue, East Peoria, IL 61611
 If questions, please call 309-655-3722. Check payable to: IAAP Tri-County Chapter.

