



International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

February 2013 ~ Volume 10 ~ Issue 76

Message from the President

Rebecca Heisler
Tri-County President
2012-2013



*Elevating Admins
to Excel in
Today's Office*



Dear Tri-County Members,

We started off 2013 with a wonderful Social event. Everything was great, the food, massages, door prizes, Patsy Cline performance; however, I especially enjoyed the fellowship, getting to know each of you better and the laughter amongst our members. Thank you to Mary and Diana for organizing the event!!

Now, it is back to business. We have an excellent February meeting planned with our very own, Donna Greer, speaking about Tech Trends. Please mark your calendars and hope to see everyone.

I want to remind each of you to keep working on your Member of Excellence (MOE). It is never too late to start!!! We need 7% of our members to be MOE's to achieve our Chapter of Excellence (COE). Here are the criteria again.

See you in February. Stay Healthy!

Rebecca Heisler
Tri-County President

Why strive to be a Member of Excellence? What's in it for me? Why should I take the time?

Ø Do it for Your Career!

Become a Member of Excellence to show your employer that you strive for professional excellence

- Continuing education / improving your skills / becoming a more valuable employee
- Display certificate during performance evaluation
- Request letter from IL Division be sent to your employer for additional recognition

Ø Do it for Your Future Employment!

- Use "Member of Excellence" achievement on your resume and portfolio
- To be recognized for the pursuit of education and excellence in your profession

Ø Do it for Your Association!

Your Chapter needs 7% of its members to be MOE's to achieve the Chapter of Excellence

Your Division needs 7% of its members to be MOE's to achieve the Division of Excellence

See page 5 for more details.

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Tri-County News & Events



Technology Trends

Presented by Donna Greer,
Midstate College Program Director –
Information Systems & Technology



Technology advances at warp speed, making it difficult for the Admin to keep pace. This session will discuss the 5 top current technology trends and how the Admin can keep his/her knowledge and skills current.

- Discuss top 5 technology trends
- Tips on how to keep knowledge current
- Tips on how to keep skills current

Donna Greer has worked in the admin field for over 20 years. The past 10 years Donna has stepped her professional role into a full-time instructor and director role at Midstate College. There she manages the Administrative Professional and Computer Information Systems programs and teaches courses within those programs. She possesses a BS in Management and a MA in Management Information Systems from the University of Illinois-Springfield.

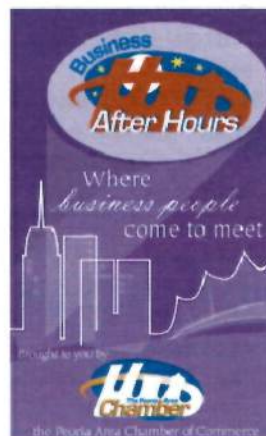


Chamber "Business After Hours"

Morgan Stanley

February 21, 2013
4:30—6:30 pm

Morgan Stanley
401 Main St #1000
Peoria



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

February

Anniversaries



Sharon Dyer 12 Years
Donna Greer 4 Years
Amy Ciota 1 Year

February

BIRTHDAYS

Debbie King 02/02
Tonda Stewart 02/03
Deb Stevenson 02/06
Cindy Johnson 02/22



MEMBER SPOTLIGHT

Cindy Johnson

Cindy has been a Tri-County Chapter member since November of 2006. She currently services on the Board as Correspondence Secretary and has served on the Professional Development Committee and Membership Committee in the past. Cindy has received the monthly Star and the Year end Stellar Awards

Cindy is a very hard worker, loves helping and getting to know people. She services as the Liaison for the Administrative Professional of Methodist Medical Center of Illinois leading the Administrative Professional Steering Committee. They are responsible for planning Lunch & learn events as well as yearly recognition of Administrative Professional Day. Cindy previously served as Corresponding Secretary and Board Member for two prior terms. She enjoys working and being creative on the computer.

Cindy is a regular volunteer for Race for the Cure and the Women's Lifestyle Show. She has been married to Ricky Johnson, sr. for 32+ years and parents of two adult children, Rickey Jr. and Sheila. Cindy and Ricker are proud grandparents.



Employer Recognition



Thank you for supporting your employees in



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 embodying the ethical ideals of their profession.



Celebrate!!!!!!

February

- February 02: Groundhog Day
- February 03: Super Bowl Sunday
- February 12: Fat Tuesday
- February 13: Ash Wednesday
- February 14: Valentine Day
- February 18: President Day





Effective Writing Tip of the Week - Punctuation - colons

- Use the colon after a complete sentence to introduce a list of items when introductory words such as 'namely', 'for example' or 'that is' do not appear. Example: 'You may be required to bring many items: sleeping bags, pans and warm clothing.'
- A colon should not precede a list unless it follows a complete sentence; however, the colon is a style choice that some publications allow. Example: 'I want an assistant who can:(.) (1) input data, (2) write reports, and (3) complete tax forms.'
- Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following. Example: 'I enjoy reading: novels by Kurt Vonnegut are among my favorites.'
- Use the colon to introduce a direct quotation that is more than three lines in length.

Team Building & Recognitions



Bringing in the new year with our fellow friends, family, and peers was without a bang. The board did a phenomenal job as to the team building exercises, dinner, gifts, and best of all entertainment. The ice breaker started as everyone would arrive and had a post it note of a resolution placed on their back. Each individual took the opportunity to talk with others to guess what that item was. There was free massages being given throughout the evening.

After dinner, we each had another opportunity to really get to know one another, Two Truths & One Lie. As we write down our two truths and one lie to share, many of us actually found it really hard to write down that lie which made them even harder for others to decipher between them all.

The evening ended off with the drawing for gifts. They ranged from candles, popcorn, books, and an overall 30 minute massage. As we all were winding down from the evening, Diana provided us with a solo act in sync to "I've Got your Picture", by Patsy Cline. We all joined in with a new song "I-A-A-P", which followed the beat to "Y-M-C-A". GREAT JOB Ladies for the great start of a new 2013!



Upcoming Dates:

- March 17-20, 2013
- March 15-16, 2013
- April 21-27, 2013
- July 27-31, 2012

Connect The Dots at TEC13
 IAAP Future Conference
 Administrative Professionals Week
 ARAM 2013



International Association of
 Administrative Professionals®





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

	administrativeacts.com
	adminadvisor.com
	adminsecretmonitor.com
	asap.org
	officeteam.com
	officearrow.com
	planetadmin.net
	proassisting.com
	solvetheassists.com
	theeap.com
	us.deskdemon.com

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.M@cat.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?sid=56&posid=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

The Simple Facts about New Year's Resolutions

Every year around this time we resolve to change the way we work for the better. And every year, not long after this time, we find ourselves off track again. (We don't have space to address personal resolutions, although the ideas below work for those too.) Why is it so hard to keep our New Year's resolutions at work? One of the biggest challenges is technology: In 1845, in "Walden," Henry David Thoreau wrote about the new technology of the railroad and the effort required to build it, maintain it and then to keep up with the faster pace of life it created. Thoreau said, "We do not ride on the railroad; it rides upon us," perfectly describing our relationship with "labor-saving" technologies. With BlackBerries, cell phones and e-mail, we can work from anywhere – the family room, the soccer field, the beach, even the sickbed. About the only place we can't work from is the grave, but I've heard they are working on it. When making a living completely overtakes making a life, what chance do our best intentions have? So what is the answer? Try this: Simplify.

Start by anchoring long-term goals in what you can control. Don't resolve "to get my boss to listen to me." That is out of your control! Instead, resolve "to offer my boss more innovative ideas." That's one you can control, and as a bonus, both goals become more possible with this approach. Next, simplify your daily to-do list. Thoreau said, "Our lives are frittered away by detail... I say let your affairs be as two or three, not a hundred or a thousand." When you are feeling overwhelmed, make a list, identify the top two or three items, and then, as Dr. Jim Flammig at First Baptist Church in Richmond, Va. used to say, "do the next thing." And don't get down on yourself. Oliver Wendell Holmes, Thoreau's fellow transcendentalist, said, "The greatest thing in the world is not so much where we stand as in which direction we are moving." Finally, let yourself be inspired. God, the laws of the universe and your family and (most) coworkers want you to succeed, and if you follow your dreams they will help you along.

As Thoreau said, "...if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours... In proportion as he simplifies his life, the laws of the universe will appear less complex... If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them."

Maybe this year, consider this resolution: Simplify.

Chuck Hansen is an associate member of the IAAP-Old Dominion Chapter, a motivational speaker, an award-winning humor writer and author of two books. He has spoken at the IAAP Michigan, VA-WVA and DE-MD-DC Division annual meetings. He can be reached at chuck@chuckhansen.com or www.chuckhansen.com.





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

Tri-County



February 14, 2013
Valentines Day

Chapter Meeting

February 05, 2012 Tech Trends
5:00-5:30 Dinner/Social time
6:00-6:30 Business Meeting
6:30-7:30 Meeting

Rally Point
324 Liberty St, Peoria, IL (Parking deck available & free on street)

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

International



Karlana 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

*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



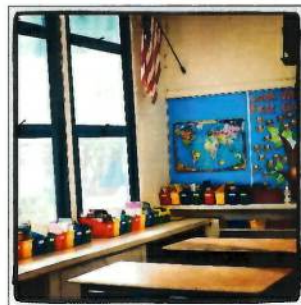
Committee Tidbits

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**

Illinois Division

2012-2013

Board of Directors

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Two-Rivers Chapter*

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Illinois Division

Committees

Bylaws and Standing Rules

Certification

Division Member-at-Large

Liaison

Finance

Membership

PR & Marketing

Nominations

Parliamentary Advisor

Retirement Trust Committee

Webmaster

CELEBRATE 10 YEARS OF GOING RED BY WEARING RED

Go Red For Women works to gain equal support for women in the study, prevention and treatment of heart disease.

- Historically, heart disease research and treatment have focused on men.
- Women are less likely to seek treatment, less likely to receive needed therapies, and more likely to be charged higher health care premiums than men.
- Yet heart disease remains the leading killer of American women, affecting one in three.

**More women die
from heart disease
than from all
forms of cancer
combined.**



**Every
minute a
woman dies
from heart
disease.**



Every year heart disease kills more women than any other disease. More than all forms of cancer combined. And – now this statistic often surprises people – heart disease actually kills MORE women than men. Since 1984, more women than men have died each year from heart disease and the gap between men and women's survival continues to widen.

*Wear Red on Friday, February 1, 2013 for
the 10th Annual National Wear Red*



Illinois Division Newsletter

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 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

OPTIONS TRAINING PROGRAM