



International Association of  
Administrative Professionals®  
Tri-County Chapter

# Tri County Connection

January 2013 ~ Volume 10 ~ Issue 75

## Message from the President

Rebecca Heisler  
Tri-County President  
2012-2013



*Elevating Admins  
to Excel in  
Today's Office*



Dear Members,

WOW, where did 2012 go? In case you missed our December webinar, it was again a wonderful presentation by De-woun Hayes. It was a bit different hosting the business meeting as a webinar; however, I think I could get used to holding business meetings this way, very easily. I, personally, like a challenge and thinking outside the box. Speaking of challenges, as you make your New Year's resolutions, don't forget to add a resolution "Be the One" for Tri-County.

I hope everyone had a fun and blessed Christmas, enjoyed the family time and received some good gifts. As the year winds down and we make our New Year's resolutions for the coming year. You might add one to become a Member of Excellence. It is not too late to get started.

Tri-County will be starting our new year off with a Social event. This event will be January 15 at 5:30 pm. "Save the Date" and plan to attend and make those connections and network with your fellow Tri-County members.

Happy New Year,

Rebecca

*Your success and happiness lies in you. Resolve to keep happy, and your joy and you shall form an invincible host against difficulties.*

*Helen Keller*

### Inside this issue:

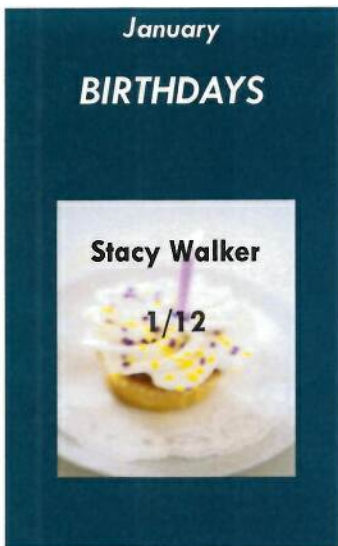
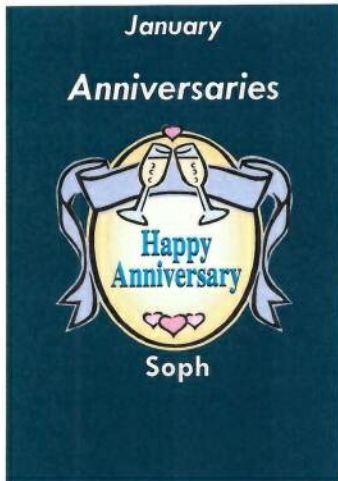
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Do you have some ideas you would like to share in the newsletter? Contact Public Relations & Marketing

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



### Tri-County News & Events

## Recorded Webinars Available for \$5.00!!

### Be the One to Use OneNote!

Click here to register:

<http://form.jotformpro.com/form/22825943272962>

### Self Success Tips for the Career Minded!

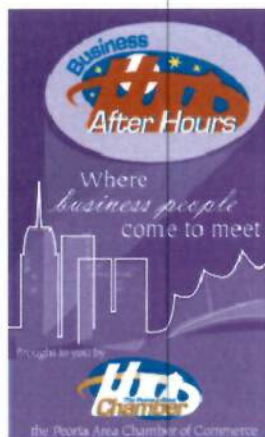
Click here to register:

<http://form.jotformpro.com/form/23456017105950>

Recording link will be emailed to you upon receipt of your payment!

Because these are recordings, we are not able to offer any recertification points.

### 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

*Judithann Lovely,  
AP-OM*



I'm very active in IAAP, having served on both chapter and division boards. I was Tennessee Division President in 2005-06. I finished my 2nd Bachelor's degree in Paralegal Studies in November 2007. I finally got a job as a paralegal in January 2011...and I'm loving it! I'm a mother and grandmother who enjoys life, especially college football and Lady Vols basketball! I love to read and enjoy many different authors. I love the Harry Potter series...but love Charlaine Harris' Southern Vampire Series and her Harper Connelly books. Torchwood and Dr. Who are also high on my list.

My daughter, Leighanne, and granddaughter, Rhiannon, are the most important people in my life...and both are ardent Harry Potter fans as well! Leighanne married in October and I stayed with her for a few months (was my unemployed days) but have recently moved into a small apartment with my elderly mother. I've been working long hours and haven't been home much but it is a good sized place and she manages when I'm not there.

HOBBIES: A couple of years ago, I took up beading as a hobby...started with just stringing but have learned bead weaving and absolutely love it! It is a great outlet and I love the finished product. Although I've given most of it away as gifts or donated to church or IAAP for auctions/sales, this year I ventured out as a vendor at a couple of IAAP events. I did pretty well so might consider finding other venues for selling my jewelry. I also enjoy knitting although I've gotten away from that since I took up beading!

BOOKS: Aside from JKR, I love Nora Roberts/JD Robb, Charlaine Harris, Beverly Lewis, early Stephen King, Jane Austin, Richard Marius, William Faulkner, Wilma Dykeman, the Outlander series, Kim Harrison, Rachel Caine, and many more...I just love to read a good book. I can get lost in reading and tune everything out...one of my ex-husband's pet peeves!

MOVIES: Chick-flicks, of course! Plus, I like some action/drama, comedy if it isn't stupid; but, no horror or psychological thriller...they make me too nervous! Of course, the HP series is at the top! Love Actually, Pride and Prejudice, Sense and Sensibility, Pirates of the Caribbean, Practical Magic, Pretty Woman, Steel Magnolias, Dirty Dancing...and on and on and on...

A TURNING POINT: A turning point in my life came when I attended the More to Life Weekend in November 2004. It is hard to explain how this weekend helped me open my perspective on so many things, to learn to let go of all the anger I didn't realize I still carried around with me, not only against my ex husbands (they both cheated on me) but my father. I didn't even realize that I had these feelings about my father. Anyway, during that time, I pledged to myself that I would no longer lay any guilt trips on Leighanne and I believe I have accomplished that task. I feel we are closer now than we were a few years ago. I highly recommend this program to anyone and everyone! Check it out! <http://www.moretolife.org>.

## Employer Recognition

### Knoxville Immigration Law Attorney



Thank you for supporting your employees in

Be  
The One

## 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!!!!!!

### January

January 01:	New Years Day
January 03:	Festival Sleep Day
January 08:	Male Watchers Day
January 14:	Dress your Pet Day
January 18:	Winnie the Pooh Bday
January 21:	Martin Luther King Jr.
January 24:	Compliment Day
January 26:	Spouses Day
January 31:	Backward Day





The IAAP headquarters office will be closed Saturday, Dec. 22, through

Wednesday, Jan. 2. We wish everybody a happy holiday season and look forward to serving our members in 2013!

Also, the IAAP member website will be down for routine maintenance beginning at 12pm EST on Sunday, Dec. 30. All chapter and division websites hosted on the IAAP Web Community will be unavailable during this time. This scheduled outage is expected to last a maximum of 12 hours. We apologize for any inconvenience during this period and appreciate your patience.



## A sneak peak for our 2013 meeting topics

### MARCH 2013

**WHAT! You Want ME to take minutes?** Presented by Tina Schierer, OSF quality Safety Project Specialist. How to take effective meeting minutes that capture the attention.

### APRIL 2013

**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, but 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.

### MAY 2013

**WILL YOU Dance?** Presented by Diana Hampton, CAP-OM, Admin Asst. to Children's Hospital President. "When you dance, someone must follow and someone must lead. But someone MUST lead."

### JUNE 2013

**Juggling Multiple priorities** Presented by Lisa Plantamura, Professional Trainer/Manager, Workforce Learning and OD, AAIM Employers Association.. Providing excellent service is a rewarding job, but it is also a demanding job. It is particularly difficult for administrative professionals who are required to wear many hats. Being proficient at each of the various roles is a difficult task that can increase stress and burn out. To help participants contribute positively while managing stress.

## Upcoming Dates:

**January 9, 2013 7:00 PM CT**

**Finding Your Next Job**

(Educational Webinar)

FREE TO ILLINOIS DIVISION MEMBERS!!! ALL ELSE JUST \$10!!! (200 spaces)

Tuesday, February 5, 2013, 5:15 PM - 7:30 PM (Central Standard Time)

**Tech 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

### 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://asapora.com">asapora.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://savetheassists.com">savetheassists.com</a>
	<a href="http://theaap.com">theaap.com</a>
	<a href="http://us.deskdemon.com">us.deskdemon.com</a>



**Next Content:**  
**Editorial Calendar**  
 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&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

It's December and that means most of us are busy at work, busy with holiday preparations and, most likely, not looking ahead to next year quite yet.

I'd like you to think of the upcoming year for a moment. Put your day on hold for a bit of time and focus on 2013. I'm not talking about writing down resolutions but committing to one concrete goal that will advance your career and make your personal life better. It takes effort to make your life better but not as much effort as you may think. For those of you familiar with the Pareto Principle, you already know that.

The Pareto Principle (or the 80/20 rule) is named after economist Vilfredo Pareto who discovered a unique relationship between inputs and outputs. The principle states that 20 percent of invested input is responsible for 80 percent of the results. For example, for those who sell for a living, 80 percent of sales come from 20 percent of the people. I imagine that many of you are nodding your head, thinking *that's what my workplace is like*.

For the purpose of goals, 80 percent of productivity comes from 20 percent of the work. If you want to be more productive this year, use the Pareto Principle. Every morning get up, list the top five things you have to get done and then cross out the bottom four. Take the task that survived and spend 90 minutes on it. Who knows? This one goal for the year may change your life.

When you're thinking about how to invest your time for 2013, think about volunteering at IAAP. We need committed, professional volunteers to make a difference. [Find out](#) how you can serve for the upcoming 2013-2014 IAAP year. I've yet to meet one person who has given their time as a volunteer that hasn't learned important skills that helped them in their job. Think about volunteering. It's for the good of IAAP as well as your career.

The end of the year is also a good time to think about giving to The Foundation of IAAP. The Foundation is dedicated to investing in the success of office professionals. This year money raised will go for EFAM scholarships and for housing assistance to admins 55 and over who are in need. Join me in making a personal investment in the future of office professionals with a [year-end donation](#) to The Foundation.

In a few weeks, a fresh year will be upon us. Until then, I ask you to take a moment to reflect on the many thousands of men and women who will not share the holidays with their homes and families and are serving your country doing this holiday season. I wish all of you and your loved ones a wonderful holiday season, peace, and prosperity in the coming year.

Karlana Rannals, CAP-OM  
International President





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

**Tri-County**



January 01, 2013  
*New Years Day*

**Chapter Meeting**

January 15, 2012      New Year, New Connections  
5:30-7:30 p.m. Meeting

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.i.pyatt@osfhealthcare.org](mailto:mary.i.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)





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

**IAAP TRI-COUNTY CHAPTER**



**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

**NEW YEAR • NEW CONNECTIONS!**

**KICK OFF THE NEW YEAR WITH NEW CONNECTIONS!**

**DATE: JANUARY 15, 2013 TIME: 5:30 PM**

**LOCATION: THE RALLY POINT, 324 LIBERTY ST, PEORIA**

- It is super cool to meet other people in the same field as you!
- Great business connections and impressions are made face-to-face!
- Expand your admin resource network!



**YOU ARE NOT GOING TO WANT TO MISS IT!**

Please join us for a relaxing evening to get to know your chapter members.

**Bring a side dish to share.** The Chapter board will provide the entrée and beverages.

This will provide us with a relaxing atmosphere to get to know one another. Plus, we will have some great prizes and surprises that you won't want to miss!

*Free Chair Massages*

*Surprise Performances*

*Fabulous Door Prizes*

# 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 ID website for more information.

### CAP & Organization Management

#### Application Deadlines

February 12, 2012

August 15, 2012

#### Exam Dates

May 5, 2012

November 3, 2012

### Technology Applications Speciality

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

# OPTIONS TRAINING PROGRAM