



International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

March 2013 ~ Volume 10 ~ Issue 77

Message from the Presi-

Rebecca Heisler
Tri-County President
2012-2013



*Elevating Admins
to Excel in
Today's Office*



Dear Members,

SPRING is around the corner. SNOW, be gone!!!! I truly enjoy springtime. Also, Spring brings Administrative Professional Week (APW) (April 21-27). This is an opportunity for employers to recognize and honor AP's (each of you). Here is a little about APW. Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

First of all, Tri-County has a great meeting planned on March 12, "What! You Want Me to take minutes!" presented by Deanna Klein, a Tri-County member. (Flyer attached)

Then on to an exciting April, with two Tri-County events. First, our monthly Chapter meeting on April 2, where you can learn more about Connecting, Syncing & Projecting by Jim Kelly, OSF Media Services Supervisor. (Flyer attached) Then, we are planning our APW event. Be on the look for more details soon.

Reminders:

- Bring your "Box Tops" and "Dress for Success" donations!!
- MOE

Dates:

The Illinois Division has a TON of great stuff planned over the next several weeks. You won't want miss these fantastic events!!! Get more information about any of these events at www.iaap-illinoisdivision.org

- March 14-16, 2013 ? Futures Conference in Anaheim, CA! I am very proud to be representing the Illinois Division to Be The One To Ignite Change at the Futures Conference, where we will be planning the strategic direction of the association. If there are any topics you would like raised, please contact me privately.
- March 17-20, 2013 ? TEC Conference in Anaheim, CA ? Learn about the latest in technology and project management at this special technology and education conference. <http://www.iaap-hq.org/events>
- April 3, 2013 - Illinois Division Chapter Success Webinar - Publicity and Recruiting for APW Events. Amy House and Tonia Nelson of HQ will be co-hosting this webinar that will share lots of ideas that chapters can use to publicize their APW events. Free to all Illinois Division members!

See you soon!

Rebecca

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Be The One

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

March

Anniversaries



- Lisa Christoweski 3/2006
- Debbie Schunk 3/1999
- Danna Smith 3/1998
- Deb Stevenson 3/2009

March

BIRTHDAYS

- Donna Greer 3/14
- Christi Brackney 3/20
- Barb Atkins 3/28



Upcoming Dates:

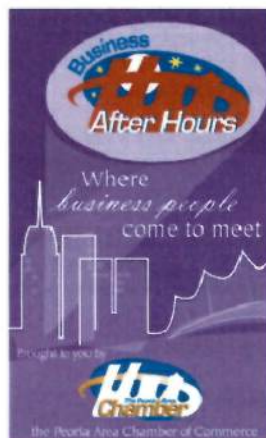
- March 17-20, 2013
- March 15-16, 2013
- April 21-27, 2013
- July 27-31, 2012

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



International Association of Administrative Professionals®

Chamber "Business After Hours"



March 14, 2013
4:30—6:30 pm

Barrack's Cater Inn
1224 West Pioneer Parkway
Peoria

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



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 from October 2 through May 7



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 the profession.



Celebrate!!!!!!

March

- March 01: Employee Appreciation Day
- March 08: International Women's Day
- March 10: Daylight Savings Time
- March 14: World Kidney Day
- March 17: St. Patrick's Day
- March 20: Spring begins
- March 24: Palm Sunday
- March 29: Good Friday
- March 31: Easter

- Irish American Month
- National Nutrition Month
- National Women's History Month



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

	adminarts.com
	adminadvisor.com
	adminsecret.com
	asap.com
	officeteam.com
	officearrow.com
	onlineadmin.net
	proassisting.com
	www.theadmins.com
	theaep.com
	www.deskdemon.com



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@iaap.com



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

Tri-County



March 17, 2013

St. Patrick's Day

Chapter Meeting

March 12, 2012

What You Want Me to Take Minutes

5:00-5:30 Dinner/Social time

6:00-6:30 Business Meeting

6:30-7:30 Meeting

OSF Medical Center

Hillcrest 4th Floor Conference Room, Peoria, IL

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

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

**Tri-County Chapter
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Rebecca Heisler, BS

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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



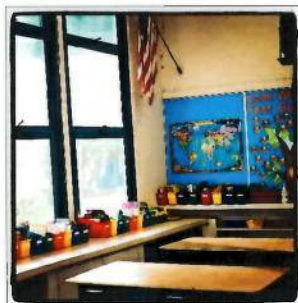
Committee Tidbits

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





6 Ways to Start a Personal Budget

One problem with so many living on credit is that few know how to create a budget, much less stick to one. "Americans are financially illiterate," says Braun Mincher, author of *The Secrets of Money: A Guide for Everyone on Practical Financial Literacy*. "They don't teach you how to save or how to buy a house in school, so most people have to learn how to do it for themselves."

Focusing on a budget may be difficult, particularly if you've gotten used to starting your day with that Starbucks mocha, skim latte or ending it with a big meal at your local restaurant.

"The truth is that we're going to have to go back to the way our grandparents lived," says Barbara Stanny, author of *Prince Charming Isn't Coming: How Women Get Smart About Money*. "Part of that is learning how to put off what you want in the short term and focus on the things that are priorities for you."

Here are six tips to help you live within your means:

- 1. Change your mindset.** Think that a budget is a ball and chain? Well, it isn't. No matter what you hear about the market or how many bills pile up on the kitchen table, it is important to keep in mind that a functioning budget is a tool to keep you and your family secure, not a punishment for overspending.
- 2. Get organized.** Now that you're ready to change your spending habits, you don't have to be afraid of that unopened mail on your dining room table. Open the mail. Find out what bills need to be paid and start calculating how much you're spending. There are lots of free online tools out there that will help.

Jennifer Smith, the creator of MillionaireMommyNextDoor.com, currently puts all of her expenditures on her credit card in order to better keep track of them, though she is the first to admit that this is not for everyone. "You have to be very diligent about paying those charges off," says Smith. "But you can download your transactions onto a spreadsheet using MS Money and get rebates through your card."

- 3. Set priorities.** The most difficult thing about setting up a budget is learning the difference between a want and a need. The best way to learn the difference is to sit down and make a list of priorities," says Stanny. "Utilities, insurance, your mortgage and food are priorities; things like eating out, leisure and gifts are usually not."
- 4. Try it out.** Even the best-laid plan is worthless if there's no activity behind it. Now that you know how much you're spending each month, and you've determined what you need to live on, you've got to take the next step and try it out. "You can't just make a budget and say 'That's it, I'm done,'" says Smith. "You've got to start using it." Experiment with your budget for one to two weeks and see how well you're doing. Remember: This is a work in progress, so don't feel too bad if you slide back into old habits occasionally.

5. Be flexible. Budgets always change. So don't get locked into the idea that you can't deviate from your budget, especially when you're just starting to figure it out.

6. Remember a super-tight budget is only temporary. These are extraordinary times, but that doesn't mean that things will never change. The U.S. has been through no fewer than 32 cycles of expansion and recession since 1854, according to the National Bureau of Economic research. As a rule, these recessions tend to average 16 to 17 months. Then people start making money again. You will too.

While that doesn't mean that you should throw out your budget as soon as you start making a little more money, it does mean that if you manage your income and expenditures wisely now, you'll have more to invest when the economy does recover.

Hope this helps you out in 2013.

Windfield, Carl. "6 Ways to Start a Personal Budget." - *MainStreet*. N.p., 21 Jan. 2009. Web. 15 Feb. 2013



Illinois Division Newsletter



International Association of
Administrative Professionals
Illinois Division

Illinois Division

2012-2013

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PR & Marketing

Nominations

Parliamentary Advisor

Retirement Trust Committee

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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.

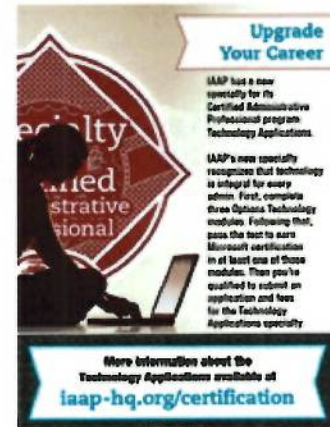
Each manual has been highly rated by ProCert Labs, which tests the percentage of correlation between the information in the materials and its relevancy to the exams. Options Technology has earned one of the highest scores of any instructional materials.

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 ID 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 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

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