

**TRI-COUNTY CHAPTER IAAP
MEETING AGENDA**

March 12, 2013

5:15-6:00 p.m. Dinner and Networking
6:00 p.m. Business Meeting
6:30 p.m. Speaker

*Location: Saint Francis Medical Center
Peoria, IL*



**Be
The One**

- I. Call to Order.
- II. Welcome Guests
- III. Ice Breaker - Stacy Walker
- IV. Announcements
 - a. Review/Approve February minutes
 - b. Tech Tips Spotlight - "How to add a YouTube Video to your PowerPoint"- Diana Hampton
 - c. IL Division: IAAP Member Survey, Webinars, APW events,
 - d. MOE
 - e. April Meeting & APW event
 - f. Member Share
- V. Guest Speaker & Topic: Deanna Klein, Human Resources, Komatsu America Corp. "WHAT! You Want ME to take minutes!"
- VI. Adjourn - (Fill out Evaluation Form)

**The next Tri-County Chapter meeting will be held
Tuesday, April 2, 2013.**

Connecting, Syncing & Projecting - OMG! - Jim Kelly, Multimedia Services Supervisor, OSF Saint Francis Medical Center

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, member 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.



IAAP - TRI-COUNTY
MONTHLY MEETING
February 5, 2013

Be
The **One**

- I. The meeting of the Tri-County Chapter of the International Association of Administrative Professionals was called to order by President Rebecca Heisler at 5:30 p.m. at Midstate College in Peoria, Illinois.
- II. Mary Pyatt started the meeting with an ice breaker on "What I Do". The final consensus was "We Do A Lot".
- III. Rebecca Heisler welcomed our guests:
Tom Baker and Stacy Casper
- IV. **TREASURER'S REPORT**
Deb Steveson presented the Treasurer's Report.
- V. **COMMUNITY PROJECTS**
Dress for Success: Donations items will be accepted at each chapter meeting.

BOX TOPS: We will be collecting box tops this year. Tonda will be the keeper of the box tops. The time frame to collect the box tops will be July 1st thru April 30th. We could win a \$2000 Education Grant if we collect the most tops. Second place is a \$500 grant.

Chisti Brackney is donating our next raffle prize. A Sensi Warmer.

Bergner's Community Days are here again, March 1st and 2nd. See Judy Zimmerman for booklets.
- VI. **ANNOUNCEMENTS**
The Rally Point has closed. Our meeting venues will be announced at a later time.
- VI. Diane Hampton gave presentation on EFAM and what it is all about.

Program

Donna Greer gave the main presentation on: Technology Trends

She gave us a great look at what technology trends are coming towards us in the future and what will be disappearing. Kind of cool and kind of scary. She gave us some tips on how to be prepared.

Meeting adjourned 7:45 p.m.

The next Tri-County **Board** meeting will be held
Monday, February 11, 2013. Location: Administrative Conference Room 1 (ACR1)

The next Tri-County **Chapter** meeting will be held
Tuesday, March 5, 2013. Location: OSF Saint Francis Medical Center – Gandhi Conference Room

Deanna Klein, Secretary

TRI-COUNTY CHAPTER MEETING ANNOUNCEMENT

www.iaap-tricounty.org

Elevating Admins to Excel in Today's Office



International Association of
Administrative Professionals®

Tri-County Chapter

DATE: April 2, 2013
WHAT: IAAP Tri-County Chapter Monthly Meeting
WHEN: 5:15 p.m. Networking/Dinner • 6:00-6:30 p.m. Business Meeting • 6:30-7:30 p.m. Education
WHERE: OSF Saint Francis Medical Center • Hillcrest Bldg, 4th Floor Conference Room
Visitor Parking in Medi-Park 2 lot
TOPIC: ***Connecting, Syncing & Projecting – OMG!***
COST: Free to attend meeting (not necessary to be a member to attend)
MEAL: Dinner cost \$8.00
RSVP: Call or E-mail Mary Pyatt at 309-282-1614 / mary.pyatt@osfhealthcare.org by 3/29/13
RECERT: 1 Recertification Point



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.

***Join us for the meeting only
or
Dinner + Meeting!***

Dinner Option: \$8.00 per person

All You Can Eat Taco Bar & beverage

Please RSVP to attend the meeting or the dinner + meeting to Mary Pyatt at 309-282-1614 / mary.pyatt@osfhealthcare.org by March 29, 2013.

Send payment for dinner to Mary at 600 Water Street, Peoria, IL 61603.



REMINDER: You are **responsible** for your dinner in full if you cancel any time after 3/29 or if you are no show at the dinner.

Please make checks out to Tri- County IAAP.

IAAP Illinois Division Webinar

Publicity and Recruiting Guests to Your APW Event
April 3, 2013 7:00 PM CT

Co-Hosts: Tonia Nelson and Amy Randolph
IAAP HQ Staff

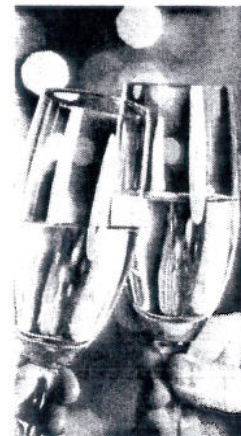
Be
The **One**

RECRUITING

INVITING



Inspiration!



Build
Excitement

Ideas



Join

Join us as we share ideas and
best practices to publicize and
recruit for your APW Event!

Motivate!



International Association of
Administrative Professionals®
Illinois Division

To Register:

<https://secure.jotformpro.com/form/30436405068955>

Illinois Division of IAAP Webinar



Microsoft Office 365 May 8, 2013 7:00 PM CT

COME AND DISCOVER
WHAT OFFICE 365 IS ALL
ABOUT AND WHY YOUR
COMPANY (OR YOU!)
MIGHT BE MOVING TO IT...



- What it is
- How it works
- How it's charged
- What's included

And more!

Robin Sutton of DCG Training will present us with an overview of the Microsoft Office 365 suite of products..

For More Information:
<http://www.iaap-illinoisdivision.org>
treasurer@iaap-illinoisdivision.org

Cost:
Free for Illinois Division members, \$10 all else

To Register:
<https://secure.jotformpro.com/form/30643199642963>

Being submitted for 1 recertification point.

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IAAP ILLINOIS DIVISION WEBINAR

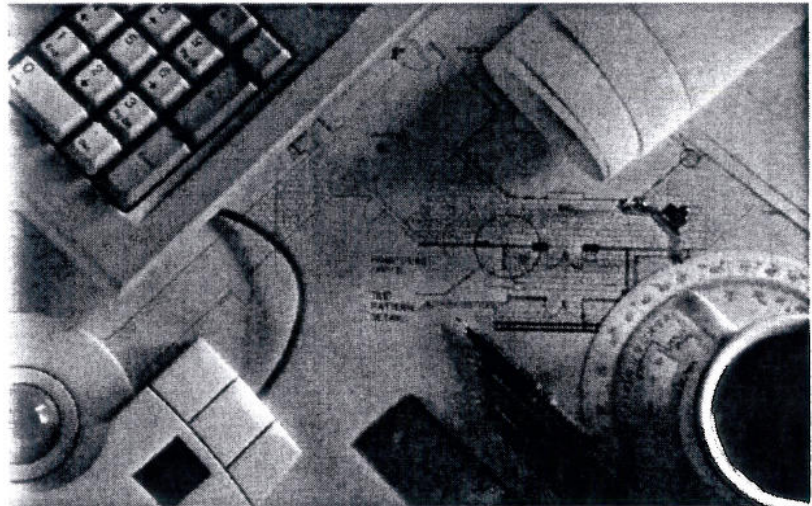
Start Your Year On The Right Note!



**Be
The One**

***FREE for
everyone!***

**JUNE 24, 2013
7:00 PM CT**



Incoming chapter (and division) leaders!!!

Start your year off on the right note by joining us for this webinar! We'll share tips and best practices to help chapter leaders be organized, proactive and effective during their term. We'll discuss key deadlines, program planning suggestions, share resources, ideas for keeping your committees on track, and much much more. Discover ways to build camaraderie among your members, motivate them to participate, and ensure that you are doing everything you possibly can for the most successful year ever!

LEARN MORE AT:

WWW.IAAP-ILLINOISDIVISION.ORG

Register:

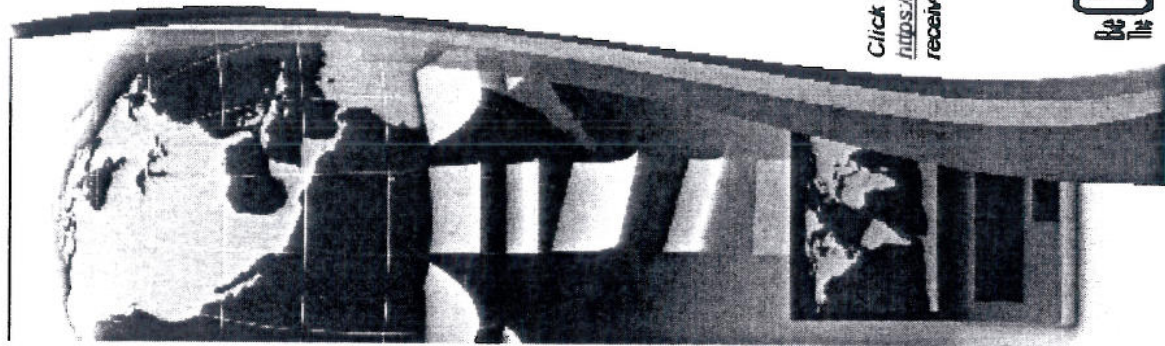
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Education Around the State

Chapter	Meeting Date	Program
DuPage	03/11/13	Diversity in the Workplace - pertinent to you and your boss
Quad City	03/11/13	What Makes a News Release Truly Effective
Central Illinois Admins	03/12/13	How to Give and Get Both
Champaign-Urbana	03/12/13	Creating a Winning Resume
Two Rivers	03/12/13	Find Balance as You Juggle it All
Greater Will County	03/14/13	Advanced Communications
VIP	03/14/13	How to Make Your Presentations Shine - And Polish Your Own Star at the Same Time
Greater Lakes	03/19/13	PowerPoint - Learn How to Add Sound and Video to a Presentation and Much More
Elgin	03/20/13	The Strategies of Success
Golden Corridor	03/21/13	Listening
Greater O'Hare	03/21/13	Difficult Conversations: From a Pounding Heart to an Open Mind
Quad City	04/08/13	Resume Preparation and Interviewing Skills
Central Illinois Admins	04/09/13	Get (and Stay) Organized: "What You can do to Stand Out at Your Job"
Champaign-Urbana	04/09/13	Admin "Tricks of the Trade"
Greater Lakes	04/09/13	APW Event - TBD
VIP	04/11/13	APW Event - Top Tech Tools for Organization, Productivity and Overall Awesomeness
Greater Will County	04/13/13	APW Event - Build on the Power of the Administrative Assistant
DuPage	04/16/13	Cooking with the Chef in the DoubleTree Kitchen - A quick meal means more family time after work
Elgin	04/17/13	APW Event: The Psychology of Communication
Golden Corridor	04/18/13	APW Event: Dealing with Difficult People or Personality Styles
Greater O'Hare	04/18/13	Expanding Your Vision - Seeing New Things in New Ways
Chicago Lake Shore	04/24/13	APW Event: The Unique Role of the Multi-Manager Administrative Assistant
Illinois SWCD	04/24/13	APW Event: Becoming the Renaissance Admin
Quad City	04/24/13	APW Event - Be The One to Better Your Best
Two Rivers	04/25/13	APW Event - How to Get More Done Faster & Easier

Take advantage of the educational opportunities at other chapters. It's one way to help you accomplish your MOE criteria.



VIP Chapter Administrative Professionals Week Program Thursday, April 11, 2013, 7:00 pm CT

Your Nerdy Best Friend!



Wouldn't it be great to have a BFF who says, "Yeah I know an app for that"? Beth Ziesenis is there for you with advice on the best free and bargain technology tools to improve the productivity and simplify your life . . . without breaking the bank.

\$15 for ALL Attendees

VIP has applied for one IAAP Recertification Point.

Click on this link to pay for this webinar by check or via GoogleWallet <https://secure.yodformpro.com/form/30068137236955> (you may need to cut and paste the link into your browser). . . You will receive an email from Anymeeting.com. Click on the Anymeeting.com link provided to complete the program registration.

Questions? Contact VIP chapter secretary Fran Puchli, CAP-OM
at vipchaptersecretary@gmail.com

www.iaap-vip.org



Be One
The

The Greater O'Hare Chapter, IAAP
invites you to join us for an afternoon of
sweet treats with no calories!

Chicago's Sweet Candy History. For most of its history, Chicago produced about one-third of the nation's candy. The city has called itself the Candy Capital of America since the turn of the century. You probably know some of the candies made or invented here -- Brach's caramels, Mars Snickers bars, Wrigley's gum, Cracker Jack, Curtiss Baby Ruth bars, Tootsie Rolls, Frango Mints and Dove chocolates to name a few. Learn some of the history behind these tasty treats and explore what made Chicago such a powerful location for candy makers. Delicious!

Date: Saturday, April 13, 2013

**Place: Rosewood Restaurant & Banquets
9421 W. Higgins Road, Rosemont IL 60018**

Schedule of Events

- 11:30am Doors Open—Raffle Sales—Cash Bar
Raffles to include: Basket Raffles, Money Raffle and a
Special Raffle for WINGS (Women in Need Growing Stronger)
- 12:30pm Luncheon
- 1:45pm *Chicago's Sweet Candy History*
presented by Leslie Goddard
- 3:00pm Raffle Winners Announced
- 3:30pm Closing

See Next Page for Reservation Form

Administrative Professionals Week



Greater Will County Chapter – IAAP

Co-Partner—Joliet Junior College Computer Information and Office Systems Department

presents

“Build on the Power of the Administrative Assistant”

Speaker Brief

In this session, we will take a hard look at where you are and where you want to be in the coming year – both personally and professionally. It will not be just about goal setting; this session is about getting all the negativity out of your life and enjoying every single day with passion and purpose.



Holly Katko
U-Connect, Inc

3.5 Recertification Points Approved

Saturday, April 13, 2013

Registration begins at 8:00 am

Half day seminar to end at Noon

Lunch will be provided **Contact us for dietary restrictions*

Joliet Junior College

1215 Houbolt Road

Joliet, IL 60431

Main Campus Center, Building A

Presentation Room A1061

Tickets \$35.00

Students \$15.00

Raffles and Door Prizes will be available

Contact information can be found on our website: www.iaap-greaterwillcounty.org

----- Cut here and return bottom portion with payment -----

PLEASE PRINT CLEARLY:

Name _____ Phone _____

Address _____

IAAP Chapter _____ IAAP ID # _____ Email _____

Tickets # _____ x \$35 = _____ Student Tickets # _____ x \$15 = _____ Total \$ _____ Check # _____

Return bottom portion with check (payable to Greater Will County Chapter – IAAP)

To: Lois Norman 624 Vine St Joliet, IL 60435

Registration Deadline: Tuesday, April 9, 2013 Reservations **ARE** Required



Greater O'Hare, IAAP
Spring Luncheon Reservation Form



Date: Saturday, April 13, 2013
Place: Rosewood Restaurant & Banquets
9421 W. Higgins Road, Rosemont IL 60018

Please mail completed form and check (payable to Greater O'Hare IAAP) to:
Liz Dorgan, CAP-OM—6058 W. Dakin, Chicago IL 60634
Phone: 312/865-2670 Email: Liz.Dorgan_capom@yahoo.com

Name _____

Phone: _____ Email: _____

of Luncheon Tickets: _____ x \$35 = _____

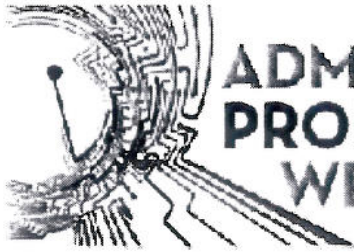
Entrée Choices: Chicken Francaise, Tilapia in Lemon Basil Sauce, Prime Sliced Sirloin with Mushroom Gravy or Vegetarian Meal

Reservation Deadline: Wednesday, April 3

If you are reserving a whole table, please include guest names and entrée choices:

	Name	Chicken	Tilapia	Sirloin	Vegetarian
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Tickets will not be mailed. Please retain a copy of this form as your receipt for payment.
Thank You for Your Support.



ADMINISTRATIVE PROFESSIONALS WEEK

Join Elgin Chapter for its APW Seminar
 Featuring Stephanie Marberry, PhD and learn about IAAP!
“Psychology of Communication”



Dr. Stephanie Marberry received her Ph.D. in Industrial Organizational and Social Psychology from Northern Illinois University. Her specialties include employee selection, performance management, on-

boarding, training, employee and team development, human capital software, Human Resource process evaluation and coaching. Stephanie constantly evaluates new software and assessment products for the purpose of selection, performance management and succession planning.

1.5 Recertification points have been approved for this program.

Wednesday, April 17, 2013
 6 p.m.
 Pinstripes at The Arboretum of South Barrington,
 100 West Higgins Road,
 South Barrington IL
 Dinner: 6:15 p.m.
 Menu: Chicken & Goat Cheese Pasta with Pesto Bread
 Program: 7 p.m. to 8:30 p.m.
 Surprise team building event – Bocce Ball anyone?
 Cost: \$25.00

X-----

RSVP to Barb Hochgesang by Monday, April 15, 2012
 Via e-mail, regular mail, or phone

E-mail: phfalcon@shglobal.net		Phone: (630) 564-7814	
Name:		IAAP Chapter	
Guest:		IAAP ID Number	
E-mail Address:		No. of Tickets (dinner and speaker) @ \$25	
Phone:		No. of Tickets (speaker only) @ \$5	

Non-members, please pay in advance.
 Mail Check (made payable to Elgin Chapter IAAP) with this tear-off to:
 Barb Hochgesang, 7N151 Falcons Trail, St. Charles IL 60175



Celebrate Administrative Professionals Day

LOOK FAMILIAR?



Administrative Professionals anticipate needs, connect stakeholders, track details, deliver results and ensure that business gets done. When resources are stretched, they find solutions. When roadblocks appear, they build workarounds.

An Administrative Professional adeptly jumps from work involving technology, finance, customer services, logistics, contractors, the law, health care, human resources, taxes and government regulations all in one day and without blinking a well-trained eye. They unlock the front door in the morning and are the last to leave at the end of the day. Nothing happens in your business that doesn't in some way cross their desks.

Join us in celebrating by treating your Administrative Professional to a Lunch Session.

"Be The One To Better Your Best"

presented by
Dave "The Shef" Sheffield

Wednesday, April 24, 2013



Where: i-wireless Center
1201 River Drive
Moline, IL 61265

Time: 11:30 AM – 1:00 PM

Cost: Only \$20 Per Person *

To Register: or go to our
website at



Dave "The Shef" Sheffield has been an entrepreneur since the age of 19 and has shown more than 505,000 people from 58 countries how to realize their recipes for success via his "Always Better Your Best™" live events and his 5 top selling books.

His live programs are engaging, fun, packed with value, and are designed to create an immediate and lasting positive impact with your audience. He is frequently invited to speak to audiences at Fortune 500 companies, conventions, corporate events, sales trainings, President's Club trips, and staff meetings.

"Appreciation is a wonderful thing. It makes what is excellent in others belong to us as well."

Voltaire



ADMINISTRATIVE PROFESSIONALS WEEK April 21-27



.....*Celebrating the.....*
9th Annual Administrative Professionals Week

IAAP Two Rivers Chapter
Thursday, April 25, 2013
4:30 pm to 8:00 pm
Arista Hotel
2139 CityGate Lane, Naperville

Enjoy an evening of Education • Networking • Food • Raffle Prizes

Learn about our chapter and how we can assist you with education, networking and helping you achieve that next level of success!

Sponsored by:



HOTEL ARISTA
EFFORTLESS

visit NAPERVILLE
LEARN MORE ABOUT THE CITY OF
 GREAT IDEAS



COURAGE TO CHANGE NOW!

How to Get More Done Faster and Easier



Guest Speaker will be Michele Knight. Michelle is a motivational speaker, author, coach and consultant who helps individuals and businesses make transformational changes!

Would you like more free time, be able to delegate more effectively, spend more time doing your high-priority tasks and enjoy your work-day more?

In this powerful and life-changing program you will learn:

- How to find an extra 10 hours per week
- The secrets to leveraging your tasks and resources
- How to delegate even when you think you can't
- The repeatable system strategy
- Boundary building for more time and freedom

Save the Date:

FREE to all administrative professionals. Learn more about the International Association of Administrative Professionals (IAAP) and the Two Rivers Chapter (www.iaap-tworivers.org).

RSVP to Catherine Peters at catherine.peters@ryancompanies.com

4:30-6:30 PM: Vendor Expo (*filled with businesses and professionals that can make your work day easier*)

6:30-7:00 PM: Impact Meeting/Raffles (*must be present to win*)

7:00-8:00 PM: Educational Program (*This program has been approved for one re-certification point.*)



The International Virtual Assistants Association would like to invite you to our
New Virtual Assistant Workshop

Tuesday April 30th from 9am to 3pm.

Join a group of VA presenters for a full day to learn what is involved in starting and running your own business as a Virtual Assistant.

We will guide you through many of the basics areas of starting a Virtual Assistant Business so you can leave fully informed and know exactly what steps you need to take to becoming your own Boss.

We would love to have you join us at the IVAA Live Summit conference, check out the [registration](#) and [schedule](#).

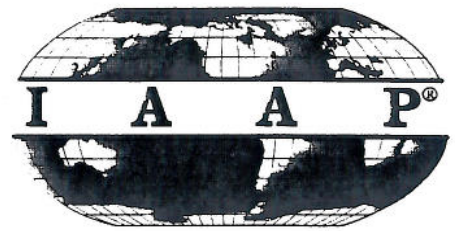
Tuesday, April 30, 2013	
8:30 – 8:50 am	Registration
8:50 – 9:00 am	Introductions
9:00 – 10:30 am	3 Steps to Getting Started as a Virtual Assistant – Tracey D’Aviero
10:30 – 10:45 am	Break
10:45 am – 12:15 pm	What Clients Need – Sue Kramer Harrawood
12:15 – 1:15 pm	Lunch
1:15 – 2:45 pm	Q&A and Discussion Panel – Tracey D’Aviero, Sue Kramer Harrawood, Terry Green, Vice President with IVAA and Patty Dost, Secretary/Historian with IVAA
2:45 – 3:00 pm	IVAA President Address and Door Prize Drawing
IVAA LIVE VA Workshop Day	
	Fee
	\$97
Registration (Tuesday, April 30, 9:00 am – 3:00 pm)*	
	SIGN UP

WWW: www.ivaa.org EMAIL: info@ivaa.org PHONE: 877.440.2750 FAX: 888.259.2487
 2360 Corporate Circle, Suite 400 • Henderson, NV 89074

TRI-COUNTY CHAPTER MEETING ANNOUNCEMENT

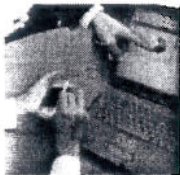
www.iaap-tricounty.org

Elevating Admins to Excel in Today's Office



International Association of
Administrative Professionals®
Tri-County Chapter

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