





**IAAP - TRI-COUNTY  
CHAPTER MEETING MINUTES  
October 4, 2011**

**Members Present**

Atkins, Barbara	Hampton, Diana	Schunk, Debra
Bush, Jannise	Heisler, Rebecca	Smith, Danna R
Christowski, Lisa	Johnson, Cindy	Stewart, Tonda
Dyer, Sharon	Klein, Deanna	Vallianatos, Janet
Gloria, Esmeralda	Lee, Jennifer	Zimmerman, Judy
Greer, Donna M	McBride, Tammy	
Haensel, Karen	Pyatt, Mary	

**Guests Present**

- I. The meeting of the Tri-County Chapter of the International Association of Administrative Professionals was called to order by President Karen Haensel at 6:00 p.m. at Midstate College, 411 W. Northmoor Road, Peoria, Illinois.
- II. Diana Hampton started the meeting with an ice breaker. Deanna Klein was the lucky winner of a CHOI t-shirt.
- III. The reflection was given by Karen Haensel.
- IV. Karen Haensel welcomed our guests:
  - a. Pat Howard, guest of Deanna Klein
  - b. Rebecca Baker and Kim Stanley, guests of Donna Greer
  - c. Sarah Caunter, guest of Cindy Johnson
  - d. Carol Davis, guest of Esmeralda Gloria
  - e. Susie Gray, guest of Esmeralda Gloria
  - f. Cassie Carlyle, guest of Mary Pyatt
- V. MEETING MINUTES  
A motion was made by Janet Vallianatos to approve the October 4, 2011, meeting minutes. The motion was 2nd by Judy Zimmerman.
- VI. TREASURER'S REPORT  
Tammy McBride reviewed the Treasurer's Report, which was received and to be filed.
- VII. NEW MEMBERS INDUCTION  
Two new members were inducted into the IAAP Tri-County Chapter by Cindy Johnson and Donna Greer of the Membership Committee.
  - a. Jennifer Lee
  - b. Lisa Chrostowski
- VIII. ACKNOWLEDGEMENT OF MEMBERSHIP RENEWAL
  - a. Congratulations to Karen Haensel who renewed membership

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- IX. Dress for Success: Donations are accepted at each chapter meeting. For those that contribute, their name will be placed in a drawing to be held at the end of the year.
- X. Benefits of IAAP Membership – Diana Hampton, Illinois Division Vice President. Ms. Hampton presented a PPT presentation on the benefits of IAAP membership:
- a. Networking
  - b. Leadership Development
  - c. Certification

Testimonials were given by many of the members present highlighting how they benefit from membership.

- XI. Announcements/Recognitions:
- a. CPS/CAP designation(s) will change in November.
  - b. International Updates
    - EFAM Research & Education Scholarship(s): In recent years, IAAP has reaffirmed its commitment to the foundation and refocused on validating the association's certification exams and providing financial support for deserving admins to attend educational events. We need your help to make that possible. Just like those secretaries who banded together in 1942 to make their profession stronger by founding IAAP, we have the opportunity to enrich the careers of admins across the U.S. and around the world. It's vital work. If you have questions about the Research and Educational Foundation e-mail the R&E at [rande@iaap-hq.org](mailto:rande@iaap-hq.org).
    - If you would like to apply for a scholarship (deadline to apply is January 31, 2012) or to find out more information, visit the IAAP HQ website: <http://www.iaap-hq.org/about/refoundation>
  - c. IAAP Name Badge Order: Karen Haensel will submit the orders.
  - d. Pathway to Excellence
    - Member of Excellence: If you are interested, please sign the commitment form and give to the Leadership Committee Chair, Janet Vallianatos.
  - e. Illinois Division – Diana Hampton reviewed the following.
    - Illinois Division Business Plan
    - Webinars to be offered every other month. The November 3 presentation will be "Meeting Planning."
    - Illinois Division Virtual Chapter – Diana Hampton, Illinois Division President, will be conducting information webinars in October for those individuals that may be interested in a Illinois Virtual Chapter. Joining the new virtual chapter would be a dual membership status for members. The virtual membership would be secondary. HQ only lists your primary chapter membership.



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- IDAM 2012 – June 8-10 in Lisle, Illinois
- f. Star/Stellar Forms: Star of the month for October, Karen Haensel.

XII. Break

XIII. Guest Speaker & Topic: “**Jewels In Your Crown**”, **Craig Fowler**  
His book was purchased for the Tri-County “library.”

XIV. The meeting adjourned at 7:30 p.m.

The next Tri-County **Board** meeting will be held  
Thursday, October 27, 2011, 4:30 p.m.  
SFMC, Administrative Conference Room  
4<sup>th</sup> Thursday/month

The next Tri-County **Chapter** meeting will be held  
Tuesday, November 1, 2011.  
Topic: Business Ethics II  
Presented by: Lisa Plantamura  
Midstate College

TRI-COUNTY CHAPTER IAAP  
MEETING AGENDA  
November 1, 2011

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

Midstate College  
411 W. Northmoor Rd  
Peoria, IL



- I. Call to Order
- II. Reflection
- III. Welcome to Illinois Division Board Liaison - Lisa Olson, ID Treasurer (via Skype)
- IV. Welcome Guests
- V. Acknowledge Members Who have Renewed Membership - Cindy Johnson
- VI. Approval of October 4, 2011 Meeting Minutes
- VII. Treasurer's Report - Tammy McBride
- VIII. Announcements/Recognitions
  - a. Illinois Division Update - Lisa Olson
  - b. Reminder of RTF - EFAM Research & Education Scholarship(s)
  - c. Pathway to Excellence
    - Member of Excellence (attached form if you have not yet committed to Member of Excellence)
  - d. Star/Stellar Forms (attached - please complete and return to Karen)
- IX. Break
- X. Guest Speaker & Topic: **"Business Ethics II"** presented by Lisa Plantamura
- XI. Adjourn

The next Tri-County **Board** meeting will be held  
November 2011, 4:30 p.m.  
SFMC, Administrative Conference Room  
4<sup>th</sup> Thursday/month

Christmas Social will be announced

The next Tri-County **Chapter** meeting will be held  
Tuesday, January 3, 2011.

Topic: Webinar "Birds and Bees of Email Etiquette"  
Presented by: Dewoun Hayes - IL Division Secretary

**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.