

TRI-COUNTY CHAPTER IAAP
MEETING AGENDA
September 6, 2011

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

*Location: Embassy Suites River Café
100 Conference Center Drive
East Peoria*



- I. Call to Order.
- II. Reflection - Karen Haensel
- III. Welcome Guests
- IV. Welcome New Members
 - a. Deanna Klein
 - b. Jennifer Lee
- V. Acknowledge Members Who have Renewed Membership
- VI. Treasurer's Report - Tammy McBride
 - a. 2011-2012 Committee Budget Review and Approval
- VII. Announcements/Recognitions
 - a. Dress for Success - community project
 - b. 2010-2011 Chapter of Excellence Award
 - c. Pathway to Excellence Program
 - Chapter of Excellence
 - Member of Excellence
 - d. Business plan page-at-a-glance
 - e. Certification Education
 - Exam Date - May 5, 2012; deadline to register - Feb. 15, 2012
 - CIA Chapter offering study groups over lunch hour
 - Virginia Tech offering CAP study classes
 - Study material - Midstate College
 - f. Star/Stellar Award Update - Janet Vallianatos
 - g. 2011-2012 IAAP PEP (Professional Enrichment Program) - October 1st hosted by CIA Chapter. Registration forms can be found on Illinois Division website
<http://community.iaap-hq.org/illinoisdivision>
- VIII. Guest Speaker & Topic: Tim Claxton, Educator, OSF Saint Francis Medical Center, Peoria, IL
"Making the Grass Greener"
- IX. Adjourn

The next Tri-County **Board** meeting will be held
Thursday, September 22, 2011, 4:30 p.m.
SFMC, Administrative Conference Room
4th Friday/month

The next Tri-County **Chapter** meeting will be held
Tuesday, October 4, 2011.
"Jewels in your Crown" presented by Craig Fowler

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.


TRI-COUNTY IAAP AUDIT

AUGUST 25, 2011

The items examined in this audit were:

- 1. Bank balance reconciled with check register:**
 - a. Outcome: It was balanced as of 8/16/11 ~ \$1946.38**
- 2. Expenses were properly recorded in the Cash Disbursement book ~ check register.**
 - a. Outcome: The expenses were properly recorded.**
- 3. Review the checkbook to determine that there are no checks signed in advance.**
 - a. Outcome: There were not any checks signed in advance.**
- 4. Spot check that the vouchers were filed for the checks written.**
 - a. Outcome: The vouchers were properly filed.**

The 2010-2011 Treasurer's records were found to be in order and will be returned to Tammy McBride, 2011-2012 Treasurer.



Teri Cagle, CPS
Audit Committee
August 25, 2011

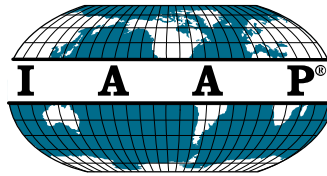
Recommendations for the next audit:

- 1. Hand off to the auditor at the June meeting.**
- 2. Hand off to the new Treasurer at the Strategic Planning Meeting.**
- 3. All projects need to be closed at the end of June.**
- 4. Hand all monies to the treasurer in an envelope with reason and dollar amount.**

2011-2012 Tri-County Committee Budget

Dollars Requested

Leadership Committee	\$100.00
Quarterly Star Award	
Stellar Award	
Postage	
PR and Marketing	\$866.00
IAAP Website	
Promotional Items	
Peoria Area Chamber of Commerce Dues	
Postage Stamps	
Membership Committee	\$720.00
Membership Drive	
Postage	
Welcoming Ceremony Supplies	
Tri-Fold Board Signage	
Administrative	\$1,037.50
3rd Party Liability Insurance	
Outgoing Officer/Chair Gift	
Installation of Officers	
IDAM Registration/Hotel	
EFAM Registration	
Professional Development	\$1,620.00
Speaker Gift Cards	
Dinner Allowance for Speaker	
Speaker Fees	
Administrative Professional Day	
Christmas Social	
Decorations/Miscellaneous	
TOTAL	<u><u>\$4,343.50</u></u>



International Association of
Administrative Professionals®



Member of Excellence Commitment Form

As a career-minded administrative professional, I commit to maximizing the value of my IAAP membership through the pursuit of continuous personal and professional development, access to information networks, and leadership opportunities in order to achieve measurable standards of excellence as a member of IAAP.

I will, to the best of my ability, demonstrate professionalism and continually advance a positive image of the profession to my employer and others in the business world.

In order to fulfill my personal and professional potential to continually strive for excellence, I will promote IAAP's:

Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Core Values:

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Name

Date

	2011-2012 Member of Excellence Criteria	Completion Date	Score
1	Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)		
2	Download the Member of Excellence Commitment form; sign and date the form		
3	Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.		
4	Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.		
5	Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.		
6	Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. - Mandatory		
7	Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.		
8	Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).		
9	Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.		

IAAP Tri-County Chapter Strategic Plan 2011-2012

IAAP MISSION

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

IAAP CORE VALUES

Integrity -- Respect -- Adaptability -- Communication -- Commitment

IAAP TRI-COUNTY VISION

Elevating Admins to Excel in Today's Office

TRI-COUNTY BOARD OF DIRECTORS GOALS

- Survey members utilizing Survey Monkey twice in 2011-2012
 - Increase communication
- Promote certification - Study Groups offered through CIA Chapter
 - Update IAAP Tri-County Chapter Bylaws as needed
 - Promote Community Project: Dress for Success
 - Submit 2011-2012 Chapter of Excellence
- Submit Avery Great Results Chapter Awards Program
 - Submit Illinois Division Presidential Award

CHAPTER MEMBERS

Professional Development Chair: Mary Pyatt	Membership Committee Chair/Co-Chair: Cindy Johnson/Donna Greer	Leadership Committee Chair: Janet Vallianatos	Certification Committee No chair	Ways and Means Chair: Deanna Klein	Public Relations/ Marketing Chair: Jannise Bush
GOALS	GOALS	GOALS	GOALS	GOALS	GOALS
Provide eight (8) education mtgs that qualify for CE points. - Submit list of topics/speakers to Board by 9/1/11	Increase membership by 5 members by 5/31/12 (how to achieve is outlined in strategic planning minutes)	Succession Plan - Review job descriptions by 9/1/11	Promote certification	Provide money making opportunities for chapter based on committee budgets.	Create monthly newsletter - Posted on the web by 1st of each month
Plan one virtual meeting for chapter by 5/2012 (this is included in the 8 educational meetings)	Retain membership - Develop retention plan by 10/1/11	Identify and invite an Associate board member for 3 month increments. Define what an associate member is - complete by 9/1/11		Provide a fundraiser for RTF by April 2012 - tabled	Maintain Website
Plan Administrative Professional Day - Complete by 4/2012	Conduct one new member orientation session by May 2012; hold quarterly meetings with new members	Form a 2012-2013 nominations committee. Appoint chair of Nominations by 9/1/11.		Collaboration of all committees to plan membership drive to be held by May 2012	Promote the TC chapter by publishing meeting notices, events, member accomplishments.
Provide an educational webinar to be recorded/posted to website - Investigate Employer's Association Partnership for webinar	Continue mentor program	Beginning October 1, 2011 recruit/campaign for interested chapter members to take on a leadership role -- either board or committee chair.			Create Tri-County Facebook page - Goal - 9/1/11 - Esmeralda Gloria
Collaboration of all committees to plan membership drive to be held by May 2012	Collaboration of all committees to plan membership drive to be held by May 2012	Stellar Award - Provide monthly applications to chapter members. Stellar award to be given 2 x/year (February and June)			Develop LinkedIn page
		Collaboration of all committees to plan membership drive to be held by May 2012			Collaboration of all committees to plan membership drive to be held by May 2012

Member of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. **Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)**
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.) **Recommending another author's article does not qualify.**
4. Attend **at least one** professional educational workshop, seminar or conference (**at least 60 minutes in length**) **and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.**
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Chapter of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned. All forms and information submitted must be received by the specified deadlines.

Revised Criteria as of July 1, 2011

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community.

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.



IAAP

Tri-County Chapter

Guidelines for

Stellar of the Year

&

Star of the Month/Quarter

Recognition Program

Prepared by Cindy Johnson and

Esmeralda Gloria

**International Association of Administrative Professionals
Tri-County Chapter
Stellar of the Year & Star of the Month, Quarter**

These guidelines have been established to give everyone the chance to achieve the recognition of “**Star of the Month**,” “**Star Member of the Quarter**” or “**Stellar Member of the Year**”. This is a point-based system to become effective September 1 and ending in May (prior to the last meeting of the year in June). A *Star of the Month Form* will be included in the meeting packet email attachments or on the Tri-Country website. Each Tri-County member will be responsible for completing the *Star of the Month Form* and turning it in at the current month’s meeting to any of the members of the **Leadership Committee**. The member that has the highest Star of the Month points for Sept, Oct, Nov and January quarter and Feb, March, April and May quarter will be awarded *Star of the Quarter* in February and June, respectively.

Star of the Month is a monthly recognition for the participation and achievements of our members. Points are achieved or earned each month, totaled and the winner announced each month.

Award/Recognition on a quarterly basis is “Star of the Quarter.” The member with the total *Star of the Month* points on a quarterly basis will be awarded *Star of the Quarter* announced at the February and June meetings.

Stellar Member of the Year points are the grand total of all *Star of the Month* points from September 1 through May. The member with the highest points will be awarded **Stellar Member of the Year** at the June year-end meeting.

Points earned can be reported by the member and/or by committee chairs to the Leadership Committee. The Leadership Committee will keep a running total of points earned.

Candidate/Member Requirements to be eligible for Stellar of the Year Award:

- Must be a Tri-County Chapter member
- Must have attended 77% (7 out of 9) TCC regular monthly meetings

The Stellar of the Year award can be repeated after a five-year waiting period. *Example:* 1998-99 recipient would be eligible to receive the award in 2003-2004.

Achievement Point Rules

Item	Description	Points
A	Attend TCC monthly meeting <i>includes December Social(except July and August) Attendance at monthly meetings must include attendance at the business portion of the meeting.)</i>	20
A1	Attend/visit other IAAP-chapter monthly meeting. (Attendance at monthly meetings must include attendance at the business portion of the meeting.)	20
A2	Attend TCC social events. (other than December Social)	20
B	Bring prospective member to chapter monthly meeting <i>(First visit only)</i> .	10
C	Participate in chapter membership promotion event (i.e. Impact Meeting, Trade Shows, Vendor events, etc)	25
D	Sponsor New Member <i>(Each)</i>	50
E	Serve as a Mentor to a New Member for 3 months (points awarded after completion).	75
F	Participate in Research & Education Program Activities - buying/selling of project <i>(per project)</i>	15
G	Participate in Ways and Means activities – buying/selling of project <i>(per project)</i>	20
H	Participate in TCC sponsored civic project <i>(per project)</i> i.e. Dress for Success	20
I	Profile on IAAP Web Community	50
II	Visit IAAP Web Community twice a month <i>(at bottom of page provide brief paragraph on what was learned)</i>	30
J	Do research on a topic/subject that TC could use/implement (at bottom of page explain what topic is and how it can be used/implemented)	40
K	Attend Administrative Professionals Week events <i>(per event)</i>	20
L	All TCC Officers, Committee Chairs, Chamber Liaisons: Chairs awarded points on a one-time basis during current year.	50
L1	Members/Chairs of above committees (points awarded per item accomplished): Each board, committee, or chamber meeting attended Per activity outside of scheduled committee meeting <i>(i.e. bulletin pages, coordinating and/or calling for reservations, working at registration desk, coordinating restaurant or speaker, Business After Hours, etc.)</i>	10
M	Member representing TCC at public speaking appearance (Further define)	50
N	Attend Illinois Division Annual Meeting Attend International Convention and Education Forum Attend Illinois Division Professional Enrichment Program Attend Illinois Division Leadership Seminar	50 50 50 50
O	Coordinator or Co-coordinator of Illinois Division Annual Meeting Chair Committee Attend Committee Meeting Work for Committee at Meeting Donate Items (per project) Coordinator or Co-coordinator of Professional Enrichment Program Chair Committee Attend Committee Meeting Work for Committee at Meeting Donate Items (per project)	75 50 10 10 5 75 50 10 10 5
	Coordinator or Co-coordinator of International Convention and Education Forum Chair Committee Attend Committee Meeting Work for Committee at Meeting	75 50 10 10

	Donate Items (per project)	5
P	Attend Tri-County Workshop or Professional Development	25
Q	Attend Tri-County CEU/Recertification Points Program	10
R	Attend IAAP-sponsored workshop/seminar other than TCC	25
S	Successful completion of business-related education / training: (1) formal study course (2) correspondence course (3) employer-sponsored course (4) 3 course limit per month (<i>Must submit proof of completion, exact name of course and how related to job.</i>) 25 points Per Course	25
T	Chapter study course leader (<i>per course[per study group](one time only)</i>) Chapter study group attendee (<i>per session</i>)	75 10
U	Sit for CPS (3 part) exam (First time only) Per part passed Bonus for recertification every 5 years	30 10 25
	Sit for CAP (1 part) exam (First time only) Per part passed	10 10
	Sit for CAP (4 part) exam (First time only) Per part passed Bonus for recertification every 5 years	40 10 35
V	College degree: (Points awarded if currently have. Otherwise awarded as earned) Associate's Bachelor's Master's	50 100 150
	Additional Microsoft Certifications: (received during current year) WORD 2007/2010 EXCEL 2007/2010 Power Point 2007/2010 Access 2007/2010 Outlook 2007/2010 Microsoft Office Specialist (Any one or more applications) Microsoft Office Expert Level Microsoft Office Master Level (includes, Word, Excel, Access or Outlook) (each)	25 25 25 25 25 25 150 200
	Total Points available to be earned:	To be refigured

Glossary of Terms

Attend TCC monthly meeting – (be present physically) attend the meeting through the Business and Education presentation. (Attend the December Social by RSVP and being present, unless emergency takes precedence.)

Bring prospective member – a guest attends the meeting with you who may be interested in joining us or is attending to observe, check us out before committing to join.

Participate in – be an active part of, helping to bring members to our chapter, support TCC Civic Projects, raise funds by supporting and participating in the Ways & Means event as well as supporting the Research & Education Program projects.

Chair Committee – Lead a committee, group of your peers.

Sit for – Register, pay required fee and show up to designated testing site to take CPS, CAP Exams.

Per part passed – part of the exam that was successfully passed.

College degree currently have – points will be awarded to the TC IAAP members that currently have the listed degrees. Otherwise points will be awarded as these degrees are earned.

Additional Certifications – Certifications that were not previously listed. Points awarded after successfully passing these exams.

IAAP Tri-County Chapter Star of the Month Form

Month of _____ 20 _____

(Please circle the points you have earned since last month's meeting)

Name

Description		Points
A	Attend TCC Monthly Meeting (Except July & August)	20
	Attend/visit other IAAP-chapter monthly meeting	20
	Attend TCC social events. (other than December Social)	20
B	Bring Prospective Member to Chapter Monthly Meeting (limited to first time)	10
C	Participate in chapter membership promotion event (i.e. Impact Meeting, Trade Shows, Vendor events, etc)	25
D	Sponsor New Member (Each)	50
E	Serve as a Mentor to a New Member for 3 months (points awarded after completion).	75
F	Participate in Retirement Trust Fund Activities (per project)	20
G	Participate in Ways & Means Activities	20
H	Participate in TCC sponsored civic project, i.e. Dress for Success	20
I	Profile on IAAP Web Community	50
	Visit IAAP Web Community twice a month (at bottom of page provide brief paragraph on what was learned)	30
J	Do research on a topic/subject that TC could use/implement (at bottom of page explain what topic is and how it can be used/implemented)	40
K	Attend Administrative Professional Week Even (per event)	20
L	All TCC Officers, Committee Chairs, Chamber Liaisons (One Time Only)	50
	Members/Chairs attended board, committee or chamber meeting (each) (also per activity outside of scheduled committee meeting i.e. working at registration desk, coordinating reservations, restaurant, and or speakers, Business After Hours, etc.) committee _____ date _____	10
M	Chapter Member Representing TCC at Public Speaking Appearance	50
N	Attend Illinois Division Annual Meeting	50
	Attend International Convention and Education Forum	50
	Attend Illinois Division Professional Enrichment Program	50
	Attend Illinois Division Leadership Seminar	50
	Coordinator or Co-coordinator of Illinois Division Annual Meeting	75
	Chair Committee	50
	Attend Committee Meeting	10
	Work for Committee at Meeting	10
	Donate Items (per project)	5
O	Coordinator or Co-coordinator of Professional Enrichment Program	75
	Chair Committee	50
	Attend Committee Meeting	10
	Work for Committee at Meeting	10
	Donate Items (per project)	5
O	Coordinator or Co-coordinator International Convention and Education Forum	75
	Chair Committee	50
	Attend Committee Meeting	10
	Work for Committee at Meeting	10
	Donate Items (per project)	5
P	Attend TCC Workshop or Professional Development	25
Q	Attend TCC CEU/Recertification Points Program	10

IAAP Tri-County Chapter Star of the Month Form

Month of _____20_____

Name (Please circle the points you have earned since last month's meeting)

Description		Points
R	Attend IAAP-Sponsored Workshop/Seminar Other than TCC's	25
S	Successful completion of Business Related Course (formal study, correspondence, employer-sponsored) Must submit proof of completion, name of course and how it's related to the administrative profession.) (3 course limit per month)	25
T	Chapter Study Course Leader (One time only per course/study group)	75
	Chapter Study Course Attendee (per session)	10
U	Sit for CPS (3 Part) Exam (First Time Only)	30
	Per part passed	10
	Bonus for Recertification	25
	Sit for CAP (4 Part) Exam (First Time Only)	40
	Per part passed	10
	Bonus for Recertification	35
	Sit for CAP (1 Part) Exam (First Time Only)	10
	Per part passed	10
V	College Degree:	
	Associate's	50
	Bachelor's	100
	Master's	150
	Additional Certifications: (must submit proof of completion) (received during current year)	
	WORD 2003/2007	25
	EXCEL 2003/2007	25
	PowerPoint 2003/2007	25
	Access 2003/2007	25
	Outlook 2003/2007	25
	Microsoft Office Specialist (Any one or more applications)	25
	Microsoft Office Expert Level	150
	Microsoft Office Master Level (includes, Word, Excel, Access or Outlook)	200
	Total Points	

Additional Information:

Illinois Division
International Association of Administrative Professionals
2011 Professional Enrichment Program
Hosted by the Central Illinois Admins Chapter

Unlocking the Secrets of Enhancing Your Skills

Saturday, October 1, 2011

8:45 a.m. to 5:00 p.m.**

(Check-in begins at 8:00 a.m.)

Marriott Hotel and Conference Center ~ 201 Broadway, Normal, IL ~

~~ AGENDA ~~

8:00 a.m.	Registration/Deluxe Continental Breakfast <i>Breakfast breads and danishes, sliced fruit, yogurts, juices, coffee, tea</i>	Ballroom A
8:45 a.m.	Welcome	Ballroom A
9:00 a.m.	Seeking and Building the Right Relationships Karen Schmidt, University Copyright Officer & Librarian—Illinois Wesleyan University Jennifer McDade, Lecturer, Professional Development Coordinator—Illinois State University	Ballroom A
10:00 a.m.	Break	
10:15 a.m.	Uncover the Secrets of SharePoint Stew Fairley, Automation Analyst—State Farm Insurance	Ballroom A
11:30	Lunch <i>Roasted bistro style chicken, garlic mashed potatoes, vegetables, rolls, coffee, tea, water, cookies, brownies</i>	Ballroom B
12:45	Discovering Your Talents and Skills—What Will I Be When.....? Suzanne Roberts, Learning & Development Analyst—State Farm Insurance	Ballroom A
2:45	Closing Comments	Ballroom A
**3:00-5:00	Chapter Brainstorming Event (see “Speakers Sheet” for additional info)	Ballroom A

* This educational day has been approved by HQ for 4 recertification points

Illinois Division

International Association of Administrative Professionals

2011 Professional Enrichment Program

Hosted by the Central Illinois Admins Chapter

Unlocking the Secrets of Enhancing Your Skills

If you wish to register online, use this link:

<http://form.jotform.com/idaap/12081460042>

Saturday, October 1, 2011

(Check in begins at 8:00 a.m.)

Name _____ (Circle one) CAP CPS CAP/CAP-OM CAP/CPS

Name for Badge (if different from above) _____

IAAP ID _____ Chapter Name _____

First time attendee? Yes No

Home/Business Address (please circle) _____

City _____ State _____ Zip _____

Company Name _____

Business Phone _____ Home Phone _____

Email _____ Fax _____

Dietary/Other Restrictions (Medical/Religious Only)*

Please Specify _____

Saturday Registration Fee ** includes deluxe continental breakfast and lunch

Postmarked on or prior to **September 23, 2011** \$75 Member/Guest \$45 Student

Postmarked after September 23, 2011 or pay at the door \$85 Member/Guest \$45 Student

Are you planning to attend the Chapter Brainstorming Event? Yes No

Make check payable to: IAAP of Illinois, Inc. (IAAP Tax ID #51-0245970)

Mail Payment(s) & Registration to:

Lisa Olson, ID Treasurer

IAAP of Illinois, Inc.

1207 Andria Court ~ Naperville, IL 60563

If you plan to attend both Friday and Saturday's events, you can pay for both with just one check.

If you have any questions, please contact PEP General Chair, Marie Herman at 630-514-4262

- **Deadline for cancellation is September 15, 2011. All requests for cancellation must be in writing and received by September 15th.**
- It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, please include this information with your registration.



International Association of
Administrative Professionals®
Illinois Division



International Association of
Administrative Professionals®
Central Illinois Admins Chapter

Illinois Division
International Association of Administrative Professionals
2011 Professional Enrichment Program
Hosted by the Central Illinois Admins Chapter

Unlocking the Secrets of Enhancing Your Skills

Saturday, October 1, 2011

8:45 a.m. to 5:00 p.m.

(Check-in begins at 8:00 a.m.)

Marriott Hotel and Conference Center ~ 201 Broadway, Normal, IL ~

~~ PRESENTATIONS ~~



Seeking and Building the Right Relationships

**Karen Schmidt, University Librarian and Copyright Officer—Illinois Wesleyan University,
Alderman—City of Bloomington**

**Jennifer McDade, Lecturer - Illinois State University School of Communication, Faculty
Professional Development Coordinator—ISU Center for Teaching, Learning, and Technology,
Alderman—City of Bloomington**

*Karen and Jennifer will talk about 2 aspects of seeking and building the right relationships.
One aspect is building connections:*

- ◇ *How do you make those connections?*
- ◇ *How do you use those connections to benefit your professional and personal lives, and the community that you live in?*

The second aspect is making sure that your relationships are “right”:

- ◇ *Are they positive and fulfilling—or are they toxic and negative?*
- ◇ *Are your relationships doing what they need to be to help you grow in life?*



Uncover the Secrets of SharePoint

**Stew Fairly, Sr. Automation Analyst—State Farm Corporate Law Information, Management,
& Technology**

SharePoint is an entire platform, where a user can do many different things. Stew will reveal hints, tips, and helpful information that will enable you to use SharePoint to its full potential.



Discovering Your Talents and Skills.....

“What Will I Be When.....?”

Suzanne Roberts, Analyst—State Farm Learning and Development Department

Suzanne will help you uncover ways to think about and set goals for short and long term future, and discover your talents and skills to help REACH those goals. Don't miss this dynamic speaker and the opportunity to discover how to use YOUR talents to get where you want to be!

- ◇ *Discover innate talents and skills*
- ◇ *Paint a picture for your future*
- ◇ *Recognize and remove roadblocks that keep you from achieving goals*

The following are excerpts from each speaker's bio.

Karen Schmidt is University Librarian and University Copyright Officer at Illinois Wesleyan University. Prior to joining the faculty at IWU, Karen worked as a library and faculty member at the University of Illinois at Urbana-Champaign for many years, overseeing the extensive collections in the University Libraries. She also taught in the graduate college at UIUC. Karen has her bachelor's and master's degrees from Indiana University and her Ph.D. from the University of Illinois.

Jennifer McDade coordinates professional development for Illinois State University faculty at the Center for Teaching, Learning, and Technology. She also is in her 9th year of teaching in the School of Communication at Illinois State.

Stew Fairley is an Automation Analyst at State Farm, in the Corporate Law Automation Unit. Stew joined the Denver State Farm Claim Litigation Counsel office in 1991. He has been in the Corporate Law Automation Unit since 1999.

Suzanne Roberts is an Analyst at State Farm, in the Learning and Development Unit. After holding several positions within State Farm, including Underwriting and Leadership, she joined Learning and Development in 1999. She enjoys coaching others on their personal and professional goals and currently consults with departments and leaders on business

Chapter Brainstorming Event!!

Keeping Your Chapter Vibrant (and Viable)

- ◆ Keep the fun and they will come!
 - ◆ Engaging Generations X and Y
 - ◆ Innovative methods of recognizing your members
- (Immediately following PEP Session)**

Illinois Division
International Association of Administrative Professionals
2011 Professional Enrichment Program
Hosted by the Central Illinois Admins Chapter

~~ HOTEL REGISTRATION ~~



Marriott

Bloomington-Normal
Hotel & Conference Center
201 Broadway ~ Normal, IL
309-862-9000

****Central Illinois's only Four
Diamond AAA rated Hotel and
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Please contact the Marriott directly for reservations

- Be sure to indicate you are with the IAAP 2011 Professional Enrichment Program
- A block of rooms is being held, first come first serve, for a reduced rate of \$109/night + tax .
 - **Registration deadline of September 9th for guaranteed discount for this event.**
- Parking: Complimentary parking in the deck across the street for overnight guests. Conference attendee rates apply for day-only guests (\$1/hour or \$6/day). Valet parking—\$7.00 USD daily.

Transportation:

- Amtrak - the train station is very conveniently located 1/4 mile to the Marriott Center. **Amtrak offers a 10% discount off the best available rail fare to (Bloomington-Normal, IL) between (September 27, 2011 – October 04, 2011), for this event.** To book your reservation call Amtrak at 1 (800) 872-7245 or contact your local travel agent. Please refer to **Fare Code X53H-932** when making your reservations.

Directions:

From the North:

Head south on I-55 until you reach exit #165 in Bloomington-Normal head South (left). Travel several miles till you see Illinois State University and then turn left heading East on College Ave. Once you have driven through campus you will turn right on Broadway Ave. two blocks to the hotel located at 201 Broadway Ave.

From the West:

Head East on I-74. At Exit 127, ramp left for I-55 North/US-51 North toward Chicago. At Exit 165A, turn right for US-51 S. Turn left on College Ave (approx. 2 miles). Once you have driven through campus you will turn right on Broadway Ave. Two blocks to the hotel located at 201 Broadway Ave.

From the South:

Head north on I-55 until you reach exit #165 in Bloomington-Normal head South (right). Travel several miles till you see Illinois State University and then turn Left heading East on College Ave. Once you have driven through campus you will turn right on Broadway Ave. two blocks to the hotel located at 201 Broadway Ave.





Get a Clue!



IAAP Central Illinois Admins Chapter Presents:

Live Clue - Who Did What, With What, and Where??

Friday, September 30, 2011

Marriott Hotel & Conference Center ~ Ballroom B

201 Broadway Avenue ~ Normal, IL 61761

6:00 p.m.—6:45 p.m. Registration ~ 7:00 p.m. Game Time



Mail Payment(s) & Registration to:

Lisa Olson, ID Treasurer

IAAP of Illinois, Inc.

1207 Andria Court ~ Naperville, IL 60563

(If you have any questions, please contact Ginger Howard at ginger.howard.LPZ3@statefarm.com)

Name _____ # of Guests _____

Email: _____

\$30.00 per person/Cost includes event, heavy hors d'oeuvres, and beverages