

TRI-COUNTY CHAPTER IAAP  
MEETING AGENDA  
October 4, 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



- I. Call to Order
- II. Reflection - Karen Haensel, CPS/CAP
- III. Welcome Guests
- IV. Welcome New Members - Cindy Johnson/Donna Greer - Membership Committee
  - a. Jennifer Lee
  - b. Lisa Chrostowski
- V. Acknowledge Members Who have Renewed Membership - Cindy Johnson
- VI. Approval of September 6, 2011 Meeting Minutes
- VII. Treasurer's Report - Tammy McBride
- VIII. Benefits of IAAP Membership - Tonda Stewart, CPS/CAP, Illinois Division Vice President
- IX. Announcements/Recognitions
  - a. International Updates
    - EFAM Research & Education Scholarship(s)
  - b. IAAP Name Badge Order
  - c. Pathway to Excellence
    - Member of Excellence
  - d. Illinois Division
    - Illinois Division Business Plan
    - Webinars to be offered every other month - November 3 "Meeting Planning"
    - Illinois Division Virtual Chapter - Diana Hampton, CAP, Illinois Division President
    - Member Profiles
    - eGroups
  - e. Star/Stellar Forms
- X. Break
- XI. Guest Speaker & Topic: "Jewels In Your Crown", Craig Fowler
- XII. Adjourn

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 5, 2011.  
Topic: Business Ethics  
Presented by: Lisa Plantamura  
Midstate College

**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  
CHAPTER MEETING MINUTES  
September 6, 2011

**Members Present**

Bush, Jannise  
Dyer, Sharon  
Fulton, Susan  
Greer, Donna M  
Haensel, Karen

Hampton, Diana  
Johnson, Cindy  
Klein, Deanna  
McBride, Tammy  
Pyatt, Mary

Schunk, Debra  
Stevenson, Deborah A  
Stewart, Tonda  
Vallianatos, Janet  
Zimmerman, Judy

**Guests Present**

Rebecca Baker  
Lisa Chrostowski

I. Call to Order.

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 the Embassy Suites River Café, 100 Conference Center Drive in East Peoria, Illinois.

II. Reflection – Karen Haensel

III. Welcome Guests

Rebecca and Lisa were both guests of Donna Greer. Rebecca is a full-time Midstate College student in the administrative assistant program and Lisa is a Midstate employee and an IAAP member-at-large.

IV. Welcome New Members

- a. Deanna Klein
- b. Jennifer Lee

V. Acknowledgement of member who have renewed:

**Renewed in May 2011**

Jannise Bush, member since 5/1/2009  
Jennifer Lee - New Member 5/1/2011  
Marge Repasz, member since 5/1/2007

**Renewed In June 2011**

Tonda Stewart, member since 9/1/2004  
Judy Zimmerman, member since 8/1/2005

**Renewed July 2011**

Teri Cagle, member since 10/1/2006  
Esmeralda Gloria, member since 8/1/2007

VI. Treasurer's Report – Tammy McBride: The Tri-County bank account has been transferred to PNC where there will be no bank fees.



IAAP - TRI-COUNTY  
CHAPTER MEETING MINUTES  
September 6, 2011

- a. 2011-2012 Committee Budget Review and Approval – The proposed budget was approved by the chapter.

VII. Announcements/Recognitions

- a. Dress for Success – community project: Bring an item to donate each month and your name will be entered into a drawing at the end of the year. Further details to be announced.
- b. 2010-2011 Chapter of Excellence Award: Tri-County has been randomly selected for COE auditing. The results will be announced once the audit is complete. At that point, we will receive official recognition (banner and logo).
- c. Pathway to Excellence Program
  - Chapter of Excellence: The criteria have changed. Achieving 2011-2012 will require 7% of total chapter membership to qualify.
  - Member of Excellence: All are encouraged to participate.
- d. Business plan page-at-a-glance was reviewed. The Board will continue to handle the Certification Committee and Bylaws responsibilities until a chair is identified.
- 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 – Janet provided an update the Star/Stellar award. Everyone is encouraged to complete the form each month. A ribbon will be given out monthly with a 'star' award to be given out twice/year (February/May) with an overall 'stellar' award to be given in June.
- g. 2011-2012 IAAP PEP (Professional Enrichment Program) – October 1<sup>st</sup> 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

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“Jewels in your Crown” presented by Craig Fowler



## TRI-COUNTY IAAP CHECK REGISTER 2010-2011

Number	Date		In Payment of	Amount	√
	<b>8/25/2011</b>		<b>Beginning Balance</b>		
	8/31/2011		Bank Service Fee--August (Chase)	\$ 12.00	
	8/25/2011	Deposit	IAAP Member Rebates August 2011		
1501	9/6/2011	Tim Claxton	September Meeting Speaker	\$ 50.00	
1502	9/6/2011	Embassy Suites	September Meeting Dinner	\$ 207.36	
1503	9/4/2011	IAAP	3rd Party Liability Insurance	\$ 83.25	
		Deposit			
		PNC Bank	Check Printing Fee	\$ 32.48	
			Return Deposit Item (Teri Cagle Check)	\$ 15.00	

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Date of Deposit	Amount of Deposit	Balance
		<b>\$1,946.38</b>
		\$1,934.38
	\$34.00	\$1,968.38
		\$1,918.38
		\$1,711.02
		\$1,627.77
9/10/2011	\$210.00	\$1,837.77
		\$1,805.29
		\$1,790.29