

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

PASSION & PURPOSE
TRI-COUNTY CHAPTER

April 2011 ~ Volume 7 ~ Issue 61

The following vendors will display their products during this year's event.

Dove Chocolates

Tastefully Simple

Images by Mandi

Thirty One

Tupperware

Scarves by Georgia

Lia Sophia

Pampered Chef

Miche Bags

Cookie Lee

Bella's Bows

Scentsy

IAAP Tri-County Chapter

ADMINISTRATIVE PROFESSIONAL DAY CELEBRATION!

Tuesday, April 5, 2011

Childers Banquet and Events Center
3113 Dries Lane, Peoria

5:15 p.m. Networking /Vendors/Dinner ~ 6:15-6:30 p.m. Welcome ~ 6:30-7:30 p.m.

Guest Presenter: **Dave "The Chef" Sheffield**

**"How to Keep Your Head On...
While Working Your Butt Off"**

You Will Discover:

- ▶ Creating a positive attitude in a negative world.
- ▶ The 3 mistakes people make when setting goals.
- ▶ How to keep going, when you just want to drop!
- ▶ Keys of communication, even with *difficult* people!

"When it is all said and done...a lot more is said than done."



The Chef is a Midwest based speaker who travels the world and is frequently invited to offer energetic and interactive motivational programs that are perfect for staff meetings, sales trainings, major trade association conventions, and Chamber of Commerce groups.

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PASSION & PURPOSE
TRI-COUNTY CHAPTER

Message from the President



Judy Zimmerman,
Tri-County President
2010-2011

While attending a seminar in Indianapolis last weekend, I spotted a woman sitting alone in the hotel restaurant. Next to her chair were binders and a canvas bag. On the canvas bag was the IAAP logo. My curiosity was peaked. Forging ahead, I walked over to her and said, "I noticed your bag with the IAAP logo. Are you a member?" She said, "Why, yes I am." With that the introductions began, and away we went talking about our chapters. She shared that she actually she grew up in Peoria. She is president-elect for her division. IDAM, IN, will be held at this hotel in May and the committee was there for more planning. We spoke briefly of the planning required for both IDAM and PEP. When the rest of her group arrived, she brought them to our table and introductions were made. It was as if we'd known each other for a long time as IAAP was our common denominator. Later that day, the thought came to me that we are a sisterhood. We, IAAP members, are everywhere. You can travel almost anywhere in the USA and find a chapter. The benefits are many. We join a chapter for various reasons. Why did you join? Are you benefiting from your membership? Are you giving of yourself to your chapter? What are your expectations?

The official date for Strategic Planning is June 25th. This is a time when members and the Board come together to plan our year. Be a voice in the planning. Remember your "why." Help us plan an incredible year that will enable us to exceed your expectations. We look forward to your input. In the meantime, make plans to attend our Administrative Professional celebration on Tuesday, April 5, 2011, at Childers Banquet Center. This is the time to invite friend (s) to show them what we're all about. You won't want to miss it. We hope to see you there.

Whatever you do, do it with **PASSION & PURPOSE**
TRI-COUNTY CHAPTER

Networking



The next Peoria Chamber "Business After Hours" will be hosted by Hy-Vee, 4125 N. Sheridan Rd., on Thursday, April 14th from 5:00 p.m. - 7:00 p.m.

**March
Star Member
of the
Month Winner!**

**Judy
Zimmerman**

[Click here](#)

for Peoria Area Chamber of
Commerce website.

Why I Became An Administrative Professional...

When members of Tri-County were asked this question, the following replied as follows:

I actually fell into the position as an Administrative Assistant. I was working my own cleaning business at the time and my best friend was being promoted to another position at Jim Maloof/Realtor and knew I had been looking for something different. She got me an interview with Michael Maloof, president of the company. He offered me the job knowing that I had never worked as an Administrative Assistant before, but had the willingness to learn. He helped to mentor me into what he expected as his Administrative Assistant and what it took to work for such an important person. I then decided to go back to school, with the support of my family and my boss, where I gained more knowledge and skills to excel in my current position; this allowed me to move into my current roll with Jim Maloof/Realtor as Executive Administrative Assistant to Michael Maloof, President, Administrative Services Manager and Accounting Department Manager.

~ Tammy McBride

I became an administrative professional because I like to have something different to work on each day. It's not the same project day after day, as there is always something new. I like to leave work thinking that I was able to make a difference, and that I am appreciated. Being an assistant allows me to do both.

~ Megan D. Archdale

I became an administrative professional for these reasons:

- ▶ *like to type and work in an office setting, work independently on projects, be a part of a successful hardworking team*
- ▶ *like to help people, and the camaraderie of my peers and other administrative professionals*
- ▶ *enjoy being creative with my office skills, making what is difficult to others comes easy to me*
- ▶ *like to learn new office applications to be a knowledgeable member of the team*

~ Cindy Johnson

I actually fell into becoming an administrative professional. My only goal in life was to get married and have babies. So as my children began leaving the "nest," I needed something to do. I was meeting my friend, who works in Human Resources at OSF, for lunch. She introduced me to several people in her office and told them I was thinking about going back to work, but did not have a degree or know what I wanted to do. Someone said they had the perfect job for me! I applied, interviewed and began working at Glen Outpatient Center in registration on March 13, 1995. A few months later the manager's secretary took another position within the hospital. My manager asked me if I would apply. I applied and accepted the position. Five years later I transferred to the Employee Wellness department, which is a perfect fit for me as I have a passion for exercise and living healthy.

~ Marge Repasz

Happy Birthday

April

Happy Birthday to members celebrating an April birthday!

Anniversaries

Congratulations to those members who are celebrating another year with Tri-County Chapter!



Our thoughts and prayers are with Karen Haensel on the recent passing of her mother.

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Tri-County's March Educational Program

Business Ethics: "Bringing Ethics to the Workplace"



Tri-County held its March meeting at "309" located in Junction City, Peoria, IL . Guest speaker for the evening was *Lisa Platamura, MBA, Manager of Learning and Organizational Development AAIM Employers' Association.*

Ethics are learned behaviors.

Requirements of ethical behavior:

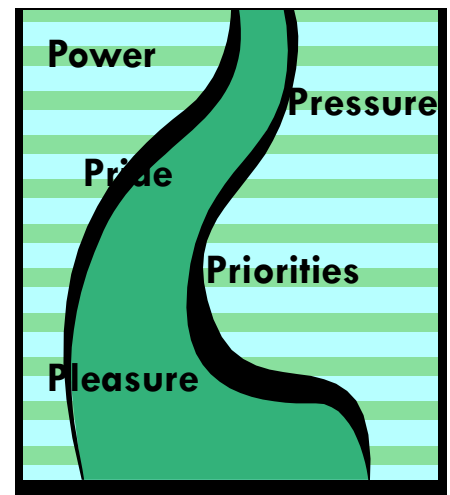
- ▶ Trust: We must trust the boss and the company we work for.
- ▶ Sincerity: We must believe what is said by our bosses and the company.
- ▶ Values: Character and attitude we can choose.
- ▶ We can be willing to do the right thing no matter what and hold people accountable (including ourselves) **OR** we are giving others permission for unethical behavior.

ior.

What keeps us from being ethical?

The same people who cheat on their taxes or steal office supplies want integrity from the corporations whose stock they buy, the politicians they vote for, and the clients they deal with in their own business.

Unethical Behavior



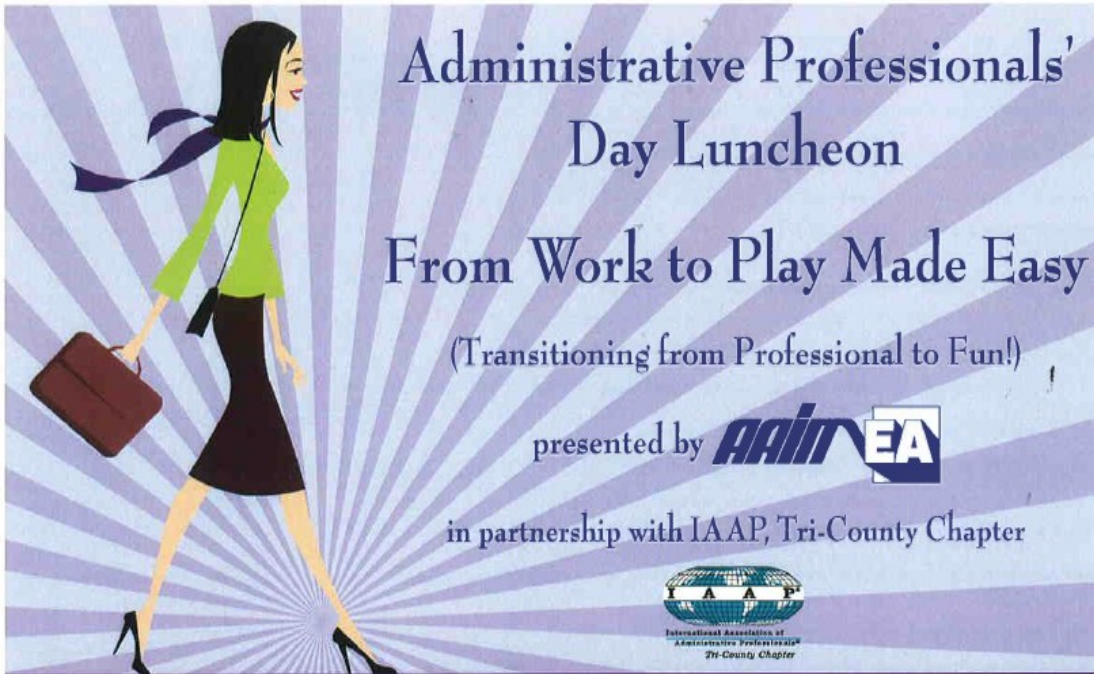
How do you create an ethical atmosphere in the workplace?

By fostering trust.

- | | |
|--|--|
| ▶ Talk straight | ▶ Confront reality |
| ▶ Show respect | ▶ Clarify your expectations |
| ▶ Create transparency | ▶ Hold yourself and others accountable |
| ▶ Right wrongs | ▶ Listen before you speak |
| ▶ Speak about people as if they were present | ▶ Keep commitments |
| ▶ Deliver results | ▶ Extend trust |
| ▶ Continuously improve | |

Jeanette Peters, Illinois Division President, was also present at our March meeting and updated us on upcoming events at the state level.





Wednesday, April 27

11:00am—2:00pm

AAIMEA's Administrative Professionals' Day Luncheon is a way to show appreciation to and for the administrative assistant professional (or anyone who helps you get your job done!) while enjoying a delicious luncheon with your co-workers and peers.

The luncheon, in partnership with IAAP, Tri-County Chapter, will focus on **"From Work to Play Made Easy"** (*Transitioning from Professional to Fun*). Attendees will learn easy ways to use make-up, hair and accessories to revise the daytime professional appearance into fun, social dress for whatever evening plans might be.

There will be an opportunity to shop the mini-boutique, learn how to maintain a professional image during the day and transform in a snap for an evening of fun.

Take care of yourself and help others, too! We'll be collecting clothing donations for Dress for Success. You might even win a door prize!

Register Now!

www.eaconnect.com

Resource Websites for Admins

Administrative Arts administrativearts.com

Admin Advisor adminsecret.monster.com

ADMIN SECRET adminadvisor.com

ASAP asaporg.com

OFFICETEAM™ officeteam.com

Office Arrow officearrow.com

PlanetAdmin planetadmin.net

ProAssisting proassisting.com

Save the Assistants savetheassistants.com

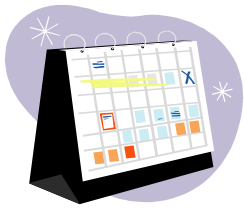
EAEP theaep.com

Deskdemon US us.deskdemon.com

Strategic Planning Meeting

June 25th

More details will be available at a later date.



Mark Your Calendar for these Upcoming 2011 IAAP Meetings & Events

Tri-County

- May 3 “New Technologies”
Alisha Raab, Pearl Technology
Location: Two25 at Mark Twain Hotel, Peoria, IL
- April 27 Administrative Professional Day
- June 7 Annual Chapter Meeting: New Board Installation, Awards
Location: Two25 at Mark Twain Hotel, Peoria, IL

International



2011 Education Forum and Annual Meeting

July 24-27, 2011
Montreal Quebec, Montreal Convention Center

[Click here](#) for more information.



Information concerning the 2010-2011 Pathways to Excellence program is available at <http://pathways.iaap-hq.org>, including the commitment forms that can be downloaded.

Illinois Division 2011 Annual Meeting

May 20-22

Radisson on John Deere Commons
I Wireless Center
Moline, IL

Featuring:

- ▶ **Education**
- ▶ **Recertification points**
- ▶ **Networking**
- ▶ **Vendor expo**
- ▶ **Leadership training**
- ▶ **Brainstorming**
- ▶ **Recognition**
- ▶ **Election of officers**
- ▶ **Business meeting**



Visit [Illinois Division](#) website for more details.



Basket Items Needed for IDAM

The Ways and Means Committee requests your participation in collecting items for five baskets that will be sold at IDAM – monetary donations are also welcomed. Please bring your items to the April and May monthly chapter meetings.

Items still needed:

Fiesta Theme - displayed on a chip dip tray

Salsa • Chips • Fajita seasoning mix, Taco mix • Guacamole mix • Taco shells
Hot sauce • Margarita drink mix • Margarita glass

Bath and Body Theme - wire basket or basket with a liner (Joann Fabrics has bins with most of the items 2/\$5)

Lotions, shower gel, bath soap, bath salts, bath fizzies • Body spray • Loofah
Eye cooling pack • Hand towel • Anything bath and body related if it's not on this list

Wet Your Whistle Theme - drink dispenser (Wal-mart has one for \$6 and it has lemons on it; Family Dollar also carries drink dispensers)

Drink mixes • Plastic ice cubes • Glasses (2) • Stirrers • Umbrellas • And anything else you can think of

Chocolate Theme - wire basket or brown basket

Cookies, brownies or mix, cake mix, drink mix, candy • Doesn't have to be food—just has to be chocolate related (Michaels' has bins with paper products that have chocolate messages.

Garden Theme - Flower Pot container or a pretty pail

Seeds • Potting soil • Tools • Wind chime • Bird feeder • Fertilizer sticks • Watering can
Gloves • Solar light



Message from the Editor

As the next couple of months unfold, I will be stepping down as the editor of Tri-County's *Connection* newsletter. I have enjoyed serving in this capacity for the last three years and hope that I have created a newsletter that has been interesting and informative.

Please show your support to Jannise Bush as she makes the transition as your new editor.

I wish much success to each of you in all your endeavors.

Debbie Martin



Tri-County Connection

Next Chapter
September

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 Debbie Martin, Editor
ibmartin@comcast.net
or demartin@mmci.org

Affirmations of Administrative Professionals

An affirmation is a statement asserting the existence or the truth of something. Writing your own affirmations can be very enlightening. What are your affirmations? *Source: DeskDemon.com*

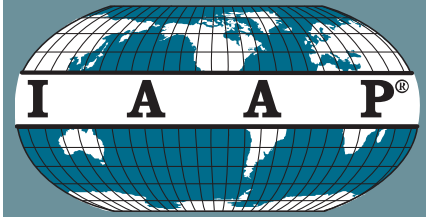
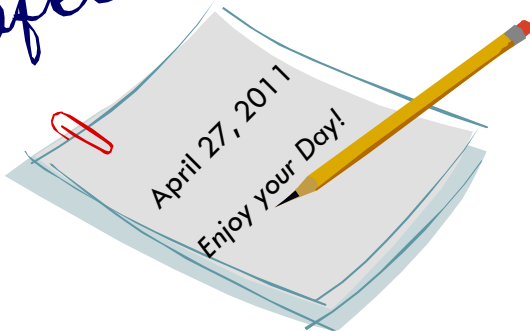
- A** I believe in being **A**ccountable for my actions.
- D** I believe I have a **D**ynamic ever changing position.
- M** I believe in **M**yself.
- I** I believe **I** can be what I want to be.
- N** I believe I can say **N**o.
- I** I believe I make an **I**mpact on department and organization.
- S** I believe I am more than “just a **S**ecretary.”
- T** I believe in being a **T**eam player.
- R** I believe I take **R**esponsibility for my career and where it takes me.
- A** I believe I am responsible for my **A**ctions.
- T** I believe **T**oday is the first day of the rest of my life.
- I** I believe I express a professional **I**mage.
- V** I believe I am the **V**oice of my manager.
- E** I believe life is never **E**asy.

- P** I believe in **P**erfection to the best of my abilities.
- R** I believe we are all **R**ole models in our office.
- O** I believe I am valued in my **O**ffice.
- F** I believe **F**eedback, good or bad, is good for me.
- E** I believe I can **E**nhance my job with continued learning.
- S** I believe **S**miles are contagious.
- S** I believe **S**pam is annoying.
- I** I believe in my **I**ntegrity.
- O** I believe staying **O**ut of **O**ffice gossip is good.
- N** I believe a **N**egative attitude hurts more than just you but those around you.
- A** I believe in taking **A**ction and being a team member, not just a support role.
- L** I believe in **L**oving what you do make for a happier work environment.
- S** I believe in **S**haring my knowledge with my peers.

- D** I believe **D**esk**D**emon is a great website!
- A** I believe writing your own **A**ffirmations make you feel good.
- Y** I believe you need to believe in **Y**ourself.



Administrative Professionals Day



International Association of
Administrative Professionals®

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www.iaap-tricounty.org

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

**Tri-County Chapter
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Karen Haensel CPS/CAP**

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Jannise Bush**

**Treasurer
Tammy McBride**

**Correspondence Secretary
Barbara Atkins, CPS/CAP**

*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