

International Association of  
Administrative Professionals®  
Tri-County Chapter

# Tri-County Connection

PASSION & PURPOSE  
TRI-COUNTY CHAPTER

June 2011 ~ Volume 7 ~ Issue 63



Judy Zimmerman,  
Tri-County President  
2010-2011

## Message from the President

As my tenure as president of Tri-County Chapter IAAP draws to a close, I am somewhat saddened. While we've accomplished a great deal, there is more to be done. I had the honor of representing our chapter as a delegate at IDAM. Connecting with members from other IL Division Chapters was informative, educational, and fun. In sharing our chapter experiences, we discovered that although chapter size and location is different, we share some of the same obstacles. Lower membership numbers, lack of participation, the economy, quality speakers, to name a few. We also shared the benefits of IAAP membership.

On Monday my boss invited me to share what I had done at IDAM. I always give him a copy of our agenda. He was impressed by our organization's professionalism and variety of topics presented. I am fortunate that my department pays my IAAP dues. For that reason, I continually share what I learn from our meetings, from each other and from networking with those I meet at IDAM and PEP.

I urge you to maintain documentation of monthly meetings, IDAM, PEP, or other educational venues you either attended or were a participant to present during your annual review. Show your employer the value of IAAP membership. Above all, let your employer know how much you value their support.

If you've been unable to attend meetings this year, please schedule the first Tuesday of each month beginning in September. Our meetings are over at 7:30 p.m. That still leaves enough time to do homework with the children.

Have a wonderful summer. Whatever you do, do it with . . .



June 14 Flag Day

June 19 Father's Day



For 2011-2012  
Your Help is Needed  
See page 8

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## Tri-County News & Events

### In the News...

Tri-County's newest member was inducted.

Susan Fulton

WELCOME



On Behalf of the  
Tri-County Chapter  
**President Judy Zimmerman**  
Accepts the  
2010-2011  
**President's Award**  
at IDAM

### Ways and Means Fundraiser



\$12.00  
11 inches



\$15.00  
12 inches

If interested in purchasing a birthday bouquet or a bouquet for that "special" occasion, contact one of the following Ways & Means Committee members:

Esmeralda Gloria at [egloria@cat.com](mailto:egloria@cat.com)

Judy Zimmerman at [judy.l.zimmerman@osfhealthcare.org](mailto:judy.l.zimmerman@osfhealthcare.org)

Teri Cagle at [tpyle2@yahoo.com](mailto:tpyle2@yahoo.com)

### Chamber "Business After Hours"



**Thursday, June 9, 2011**  
**5:00 - 7:00 pm**

Hosted by:

The Shoppes at Grand Prairie  
5201 W War Memorial Dr # 300  
Peoria, IL 61615-9287  
(309) 692-3887

[Click here](#) for Peoria Area Chamber of Commerce website.

Star Member of the Month!



Returning September 2011

## Why was Illinois Division Annual Meeting (IDAM) Attendance Worthwhile for You?

"With being one of the merited Tri-County members now, my main goals were networking and supporting of our own Diana Hampton, CPS/CAP and Tonda Stewart, CPS/CAP as they were installed on the ID Board; good education, realizing the scope of IAAP, and the resources available to our profession. It was wonderful catching up with other IAAP members throughout the state and gaining new ideas for Tri-County using SMART goals and strategic planning tips. I was motivated to remember to keep a positive outlook on the future, to embrace change as opportunities to leave a legacy, and to work together as a team to leave this world a better place. I really enjoyed the Sunday morning speaker, David Sheffield, and the Wow factor. I think I could have listened to him all day. How motivating! He was so upbeat and fun to listen to. I would encourage everyone to go to at least one IDAM or EFAM, if you can. Start saving now or asking your boss to put it in the budget for next year. You have no idea what an outstanding organization Tri-County is a part of, nor can you appreciate the value of what we are a part of unless you can experience an EFAM or IDAM. The education is phenomenal and the business networking is priceless. A roomful of professionals that do similar jobs, walk in our shoes, and can appreciate and talk our language is so incredible the experience is hard to put in words. It was worth spending every dime of my own money to experience IDAM, seeing/hearing Diana's Presidential incoming speech and goals...definitely a worthwhile, wonderful weekend."

~Danna Smith CPS/CAP

"My main goal or should I say 'Passion and Purpose' for attending IDAM was for the educational experience. There were many opportunities to meet this goal, and I felt my goal was met! My favorite speaker was Melissa Wittenborn, MoMotivation, LLC. Her presentation was entitled, *Releasing Office Pressure Valves*. So...when you see me breathing, smiling, and nodding more....you can tell yourself, dang...I wish I would have gone to IDAM too and next time you should!"

~Debbie L. Schunk, CPS/CAP

"This IDAM was my first opportunity to serve as chapter delegate. Observing and participating in the formality of Roberts Rules of Order within a large group was quite fascinating. Speakers challenged me in many ways to step up my game plan in both my personal and professional life. I was a little overwhelmed by Sunday, but I have since managed to review much of what was presented. Networking with members of other chapters was both educational and social. The high-point of the weekend was witnessing the installation of Diana Hampton as IL Division President and Tonda Stewart as IL Division Vice-President. The weekend was a great investment for me and our chapter. As president, I thank you for the opportunity."

~Judy Zimmerman, President

"I enjoyed the variety of educational programs and speakers, and the 8 re-certification points were a plus. Also enjoyed the vendor fair and auction on Friday night, as well as being there to support Diana and Tonda as they were sworn into their new positions on the IDAM board. It was great to network with members from other chapters, as well as reconnect with our own chapter members. The location was convenient, the hotel and conference center were great, and I'm glad I attended. I would encourage all members to consider attending next year."

~Sharon K. Dyer, CAP

"The 2010-2011 Illinois Division Annual Meeting (IDAM) was an awesome experience. We had great speakers, met new and old friends, and the location was great. We had two of our very own members installed as officers -- Diana Hampton is the 2011-2012 President of Illinois Division and Tonda Stewart is our new Illinois Division Vice President -- we are very proud. AND, Tri-County won the President's Award. This is a traveling award and is granted to the chapter that has the most points. We can show off the trophy throughout the year. Thanks to all of our chapter members for working so hard to earn this distinguished award."

~Karen Haensel, CPS/CAP

# Happy Birthday

Crystal	Courtoise	6/5
Darla	Woertz	6/7
Tammy	McBride	6/7
Rose	Zenk	6/8
Megan	Archdale	6/12
Krystal	Depew	6/16
Julie	Gimbert	6/23
Rebecca	Heisler	6/23
Deanna	Warner	6/27

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# IDAM 2011

Tri-County Attendees

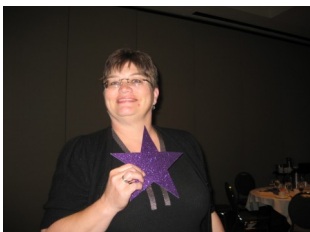


**Radisson on John Deere Commons**

**I Wireless Center**

**Moline, IL**

# IDAM 2011



## Our new ID Board



### Illinois Division

2011-2012

### Board of Directors

#### **President**

*Diana Hampton, CAP, MOA  
Tri-County Chapter*

#### **Vice President**

*Tonda Stewart, CPS/CAP  
Tri-County Chapter*

#### **President-Elect**

*Marie Hermann, ATM-S, CIWD  
Two Rivers Chapter*

#### **Secretary**

*Dewoun Hayes, MAED, CAP  
Chicago Lake Shore Chapter*

## ***What was going on at IDAM.***



### Illinois Division

### Committees

- Bylaws and Standing Rules
- Certification
- Division Member-at-Large Liaison
- Finance
- Membership
- New Chapter Builder
- Nominations
- Parliamentary Advisor
- Retirement Trust Committee
- Strategic Planning Committee (Ad Hoc)
- Webmaster



## Microsoft Office SharePoint Server (MOSS) Development

Tri-County held its May meeting at Two25 located at the Mark Twain Hotel in downtown Peoria, Illinois. Guest speaker for the evening was Corey Moodie, Senior Microsoft & IT

Engineer at Pearl Technology of Peoria Heights, Illinois.


Pearl can help your business utilize this tool to maximize the many benefits—described below—it provides.

- MOSS is an integrated suite of server capabilities designed to improve organizational effectiveness. It offers comprehensive content management and enterprise search, shared business processes, and information-sharing across boundaries. MOSS 2007 simplifies your daily operations by supporting all intranet, extranet, and Web applications across an enterprise within one integrated platform.
- MOSS can be best described by breaking it into its six functions:
  - **Collaboration:** Connect teams and enhance productivity by providing easy access to the people, documents, and information users need to make more well-informed decisions within their jobs.
  - **Portal:** These features are useful for designing, deploying, and managing enterprise intranet portals, corporate Internet presence Web sites, and divisional portal sites.
  - **Search:** MOSS offers enhanced search results relevance, functions to search for people and expertise, ability to index and search data in line-of-business applications, and improved manageability and extensibility.
  - **Enterprise Content Management:** Core document management functionality delivers enhanced authoring, business document processing, Web content management and publishing, records management, policy management, and support for multilingual publishing.
  - **Forms Driven Business Process:** A security-enhanced, client/server platform provides rapid solution creation and deployment, centralizes form management and maintenance, and helps extend business processes to customers, partners, and suppliers.
  - **Business Intelligence:** Employees can share, control, and reuse business information in order to make better business decisions. Offers access to published spreadsheets, programmatic reuse of critical data, and easy development of web-based dashboards



## Resource Websites for Admins

	<a href="http://administrativearts.com">administrativearts.com</a>
	<a href="http://adminsecret.monster.com">adminsecret.monster.com</a>
	<a href="http://adminadvisor.com">adminadvisor.com</a>
	<a href="http://asaporg.com">asaporg.com</a>
	<a href="http://officeteam.com">officeteam.com</a>
	<a href="http://officearrow.com">officearrow.com</a>
	<a href="http://planetadmin.net">planetadmin.net</a>
	<a href="http://proassisting.com">proassisting.com</a>
	<a href="http://savetheassistants.com">savetheassistants.com</a>
	<a href="http://theaep.com">theaep.com</a>
	<a href="http://us.deskdemon.com">us.deskdemon.com</a>

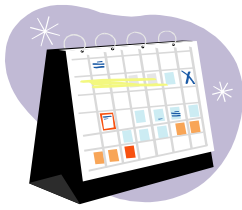


**Next Chapter**  
September

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 Jannise Bush, Assistant Editor  
[onlyjannise@yahoo.com](mailto:onlyjannise@yahoo.com)



## Join Us! Mark Your Calendar for these Upcoming 2011 IAAP Meetings & Events

### Tri-County

#### 2011 Chapter Meetings

- June 7      *Annual Chapter Meeting: New Board Installation and Awards*  
Location: Two25 at Mark Twain Hotel, Peoria, IL
- June 25      *Strategic Planning Meeting*  
Location: Hy-Vee, 2nd floor, Peoria, IL  
9 a.m. until 1 p.m.



- September 6      Chapter Meeting  
Location: TBA

### International



#### 2011 Education Forum and Annual Meeting (EFAM)

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

[Click here](#) for more information.



Visit the [Illinois Division](#) website often.

## Illinois Division 2011

**August 6**  
Leadership Conference

**September 30**  
PEP Host Chapter Fundraiser  
Marriott Hotel, Bloomington, IL

**October 1**  
IL Division Professional  
Enrichment Program (PEP)  
Host: Central IL Admins

**October 9-12**  
IAAP Fall Conference  
San Diego, CA

**November 4-5**  
CAP Exams

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ILLINOIS DIVISION

## HELP WANTED

\*\*\*\*\*

Come One. Come All. Hurry. Hurry. Help Tri-County continue as a Chapter of Excellence.

Tri-County committees or Board positions are the places to showcase your passions and talents. The following are just a few of the areas Tri-County Chapter committee service can help you grow professionally and personally.

- ▶ Creative writing
- ▶ Marketing
- ▶ Accounting skills
- ▶ Public speaking
- ▶ Creative fund raising
- ▶ Business networking
- ▶ Recruiting
- ▶ Roberts Rules of Order
- ▶ Taking minutes
- ▶ Event planning
- ▶ Website maintenance

~Danna Smith

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### PR & Marketing

The PR and Marketing Committee has many tasks to be completed each month. If four or five people volunteer to be on this committee and take on responsibility for one task, together we can accomplish many things with minimal effort.

Are you interested in helping out?

Contact Jannise Bush at [contactme@jabservices.org](mailto:contactme@jabservices.org) or call (309) 550-5184.

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## Strategic Planning

### June 25, 2011

We need your input.



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.



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[www.iaap-tricounty.org](http://www.iaap-tricounty.org)

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

**Tri-County Chapter  
Board of Directors**

**President  
Judy Zimmerman**

**Vice President  
Karen Haensel CPS/CAP**

**Recording Secretary  
Jannise Bush**

**Treasurer  
Tammy McBride**

**Correspondence Secretary  
Barbara Atkins**

*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