

International Association of  
Administrative Professionals®  
Tri-County Chapter

Tri

PASSION & PURPOSE  
TRI-COUNTY CHAPTER  
**Connection**  
March 2011 ~ Volume 7 ~ Issue 60

**JOIN US FOR OUR MARCH OPEN HOUSE!**

**Tuesday, March 1, 2011**  
5:15 p.m. – 7:30 p.m.  
“309” Restaurant  
5832 N Knoxville Ave (Junction City)  
Peoria, Illinois

- ▶ Are you looking to gain insights for developing and potentially advancing your career? Come learn more about IAAP and membership benefits.
- ▶ This event will provide you the opportunity to meet and network with other administrative professionals like yourself.
- ▶ Becoming an active member of the Tri-County Chapter of IAAP

*Keynote Speaker:*  
Lisa Plantamura, AAIM Employers Association  
**Topic: “Business Ethics”**

*Special Guest Speaker:*  
Jeanette Peters, Illinois Division President

Cost \$15.00 (dinner included)

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**Message from the President**

It's no longer a rumor, Spring is on its way. Sprouting crocuses have reared their heads begging to put on a show of color and promise of more to come. My crocuses are purple, which is my favorite color. Perhaps it's because it is one of the first signs of spring. When wearing the color purple, I feel good. For me, purple is hope, promise, and a new beginning.



Judy Zimmerman,  
Tri-County President  
2010-2011

Spring conjures so many ideas in my brain that I feel like I'm about to burst. The gardening books are begging to be opened, paint swatches to be matched, winter clothes to be packed, windows requiring a good washing, and awakening our yard from a long winter's nap. Raking, mowing, washing, cleaning, and painting. I'm exhausted just thinking about it.

Calmly and quietly, a voice says to me, “You can't do it all.” “Choose the one thing that will bring you the most joy.” Looking at the list, window washing, packing away winter clothes, raking, & mowing have lost their appeal. However, perusing gardening books and painting are both in the running. Both projects would require a great deal of work to complete, but both would provide long lasting joy and satisfaction.

Spring also brings forth Administrative Professional Day. Our celebration will be held on Tuesday, April 5, 2011, at CHILDERS banquet and events center. Our theme is, “Whatever you do, do it with **Passion & Purpose.**” You will leave the event energized, educated, and entertained by our speakers. Shopping for a little something will top your night out. Visit each of the vendors for a chance to win a prize. Drawings for door prizes will take place as well. Share this IAAP opportunity with a friend, co-worker, or your boss. Let's show our appreciation for one another. Plan to attend. This evening will provide you with joy and satisfaction.

“Whatever you do, do it with



## Tri-County News & Events

### Membership Update

**Congratulations to the following members for renewing their membership for another year:** Tracy Cannon, Nancy Dial, Diana Hampton, Dawn Rickey, Debra Schunk, Danna Smith and Rose Zenk.

Thank you for investing in yourself and IAAP Tri-County by renewing your membership for another year.

~ **Membership Committee**



Click [here](#) to renew.

### Microsoft 2007 Study Group

Are you interested in expanding your computer skills, taking your career goals up a notch? Then we have just the thing for you!

Be a leader in your field by becoming certified in Microsoft Office 2007. There will be a weekly study group to help you accomplish this goal.

Come to the informational meeting on March 8 at 5:15 in the 7th floor Conference Room B, OSF Saint Francis.

If you have any questions, call Marge Repasz at 222-1624.

### Networking



[Click here](#)

for Peoria Area Chamber of Commerce website.

**Thursday, March 10th  
5:00 - 7:00 pm**

Hosted by:



4616 N Sterling Ave.  
Peoria IL

### 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)

**February's  
Star Member  
of the  
Month Winner!**



*If you don't like something, change it; if you can't change it, change the way you think about it.* ~ **Mary Engelbreit**



## Member Spotlight



### **Jannise Bush, Owner**

***J.B. Virtual Administrative Services and J.B. Notarial Services.***

***Tri-County Member since April 2009***

**P**eoría, Illinois has been my home most of my adult life, originally from Battle Creek, Michigan, home of Tony the Tiger. I have three children age 29, 25, and 21, and three grandchildren. In my free time I bowl, read, garden, and spend as much time as possible with my grandchildren. Unfortunately, I spend most of my time working because, I must confess, I am a workaholic.

My work history includes 30+ years working as a medical transcriptionist, 21 years at Methodist Medical Center and seven years at IPM&R with part-time stints at Proctor Hospital, Easter Seals, and MedQuist. In addition, I spent four tax seasons at H&R Block as a tax preparer.

My educational background includes an Associate in Business Management and a BS in Business and Information Systems. Continuous learning is very important to me and for my business, so I devote a lot of my time to activities that help me grow professionally and personally.

In 2010 I was laid off, which forced me to alter my long-term goals. Having an entrepreneurial spirit, I wanted to own my own business, but I also wanted to move into a more challenging position within the organization as an administrative assistant. To many people it may seem that aspiring to be an administrative assistant is not really a big aspiration, like being an executive, but administrative assistants make things happen.

Small business owners often need administrative assistance, but lack sufficient work or funding to hire an employee. This is where I can help. How do they know they need me? When they get to the point where they feel they are spending too much time on nonrevenue-generating activities. In addition, I help business owners plan, implement, and maintain their customer service and marketing plans, which are keys to business growth.

I love Tri-County IAAP. I have learned a lot, had the opportunity to meet a lot of great people, and there are many opportunities for growth. ~

## Happy Birthday March

- 13 Debra Johnson
- 14 Donna Greer
- 28 Barbara Atkins

## Anniversaries

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



**2:00 a.m.**

**Sunday, March 14th**

## Tri-County's February Educational Program

### Succession Planning From Two Perspectives: "Organizational and Personal"



Tri-County held its February meeting at "309" located in Junction City, Peoria, IL. Guest speaker for the evening was Edye Stolz, Manager of Organizational Development at OSF Saint Francis Medical Center.

What is succession planning?

- ▶ Having the right people, in the right place, at the right time.
- ▶ An ongoing process of identifying and developing future leaders.
- ▶ An opportunity to create standards of qualifications and competence for future leaders.
- ▶ Educating members so they understand potential leadership paths available and development needs.
- ▶ Planning where we are going, how to get there, and who will take us there.

There are five phases of leadership development.

- ▶ Assess the present, where are we now.
- ▶ Assess future needs.
- ▶ Establish a succession planning program.
- ▶ Identify and develop individual talents.
- ▶ Evaluate and reward people who serve.

The most difficult aspect of succession planning is identifying leadership potential because people are usually comfortable where they are. Therefore, the current leadership needs to be developed to coach and develop others. Leaders as coaches set expectations and assess progress.

What does all this mean to the Tri-County IAAP Chapter?

- ▶ First, assess future leadership gaps within Tri-County.
- ▶ Identify potential candidates.
- ▶ Then customize the development process.

What does all this mean to you, the members of Tri-County?

- ▶ Self-assessment: Do you want to step out of your comfort zone, develop your leadership skills, and share your talents? Try the [Management Skill Set Assessment](http://www.businessballs.com) at [www.businessballs.com](http://www.businessballs.com). Identify the talents you have to offer and the ones you would like to develop.
- ▶ Then create your plan. A useful tool would be the [Sample Individual Development Plan](#) found on the IAAP website.
- ▶ Having doubts? See [What You'll Gain by Taking On a Leadership Role](#) on the IAAP website. *You may be pleasantly surprised how much useful information you can find on the IAAP website.*



# Sizzling Secrets of Office 2007 Seminar

March 12, 2011

9:00 a.m.-2:00 p.m. (check-in begins at 8:30 a.m.)

**Location:** Wyndham Lisle  
3000 Warrenville Road • Lisle, IL 60532

**Attire:** Casual or Casual Business Attire

**Cost:** \$40.00 for IAAP Members, \$60.00 for non-members  
Learn more at [www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org)  
Add \$15 if walk-in without prior registration  
*Includes lunch*

Discover the sizzling secrets of Microsoft Office 2007!  
This four-hour seminar will cover many different features and functions of the software that will help you to immediately be more effective on the job.

- Topics:**
- Captivating Forms in Word
  - Charming Chart Secrets to Help You Succeed in Excel
  - Purposeful PowerPoint Animations That Wow
  - Tempting Tips and Tricks for Higher productivity

**Instructors:** Illinois Division Board Members:  
Marie Herman, CIWD, ATM-S  
Lisa Olson

*This seminar is being submitted for four recertification points.*

**Don't delay... sign up today!**

[Click here](#) for online registration



## Resource Websites for Admins

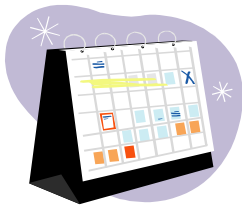
- Administrative Arts** [administrativearts.com](http://administrativearts.com)
- Admin Advisor** [adminsecret.monster.com](http://adminsecret.monster.com)
- ADMIN SECRET** [adminadvisor.com](http://adminadvisor.com)
- ASAP** [asaporg.com](http://asaporg.com)
- OFFICETEAM** [officeteam.com](http://officeteam.com)
- Office Arrow** [officearrow.com](http://officearrow.com)
- PlanetAdmin** [planetadmin.net](http://planetadmin.net)
- ProAssisting** [proassisting.com](http://proassisting.com)
- Save the Assistants** [savetheassistants.com](http://savetheassistants.com)
- theap.com** [theap.com](http://theap.com)
- us.deskdemon.com** [us.deskdemon.com](http://us.deskdemon.com)
- AEAP**
- Deskdemon.us**

**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](mailto:ibmartin@comcast.net)  
or [demartin@mmci.org](mailto:demartin@mmci.org)



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

### Tri-County

March 1, 2011     *"Business Ethics"*  
Lisa Plantamura, AAIM Employers' Association  
Location: 309 Restaurant (Junction City), Peoria, IL



April 5, 2011  
***"Administrative Professional Event"***  
Speaker: Dave Sheffield  
Location: Childer's, Peoria, IL

May 3, 2011     *"New Technologies"*  
Alisha Raab, Pearl Technology  
Location: Two25 at Mark Twain Hotel, Peoria, IL

June 7, 2011     *Annual Chapter Meeting: New Board Installation, Awards*  
Location: Two25 at Mark Twain Hotel, Peoria, IL



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.



*Have you heard the IDAM gossip?*

[Click here!](#)

## 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.



**International**

### 2011 Education Forum and Annual Meeting

July 24-27, 2011

Montreal Quebec, Montreal  
Convention Center

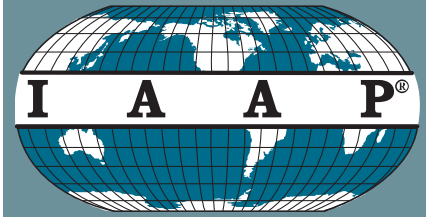
[Click here](#) for more information.

### OfficeTeam Announces 2011 Administrative Excellence Award Call for Nominations: Entry Deadline April 30, 2011

MENLO PARK, CA -- OfficeTeam and the International Association of Administrative Professionals (IAAP) are accepting nominations for the seventh annual *Administrative Excellence Award*. The award is given to an administrative professional who demonstrates a commitment to leadership and education, and provides meaningful contributions to his or her employer. Nomination information and an online submission form are available at [www.officeteamaward.com](http://www.officeteamaward.com). The deadline for entries is April 30, 2011.

The *Administrative Excellence Award* winner will be announced during the IAAP [International Education Forum and Annual Meeting](#) in Montreal in July 2011. The winner will receive registration and travel to attend the event, a \$500 gift card, laptop, one-year national membership to IAAP, and other prizes. Supporters of the award include CareerBuilder.com, Dress for Success, MeasureUp, OfficeArrow.com and SkillSoft.

To learn more about the 2011 *Administrative Excellence Award*, read about last year's winner or submit a nomination, visit [www.officeteamaward.com](http://www.officeteamaward.com).



International Association of  
Administrative Professionals®

*Tri-County Chapter*

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

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

**Tri-County Chapter  
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*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



Happy  
St. Patrick's Day

Thursday, March 17th