

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

PASSION & PURPOSE
TRI-COUNTY CHAPTER

May 2011 ~ Volume 7 ~ Issue 62



Judy Zimmerman,
Tri-County President
2010-2011

Message from the President

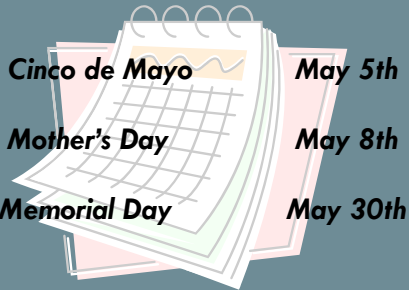
We've had wonderful opportunities to experience new dining options during 2010-2011. A special thanks to Savanna Bohm, Niki Lloyd, Christina Dean, and Jennifer Bohm for planning our events. By holding events at 309, Two25, and Childer's Banquet and Event Center, we were provided with new networking resources within our business community. It's very difficult to locate venues for our meetings that offer no charge for a meeting room, provide an all inclusive meal for \$15.00 (tax, tip, & beverage) and parking at the door. I don't believe either restaurant had heard of IAAP. They certainly have heard of us now. I applaud their willingness to work with us to make our monthly meetings happen in such lovely surroundings. The speakers have offered a wide range of topics, which appealed to many members and guests alike.

Your input is needed as we strive to plan venues and meetings for 2011-2012. We need to hear from you. What topics are of interest to you? If you wish, you may attend only the monthly meetings at no charge. If you enjoy networking with everyone during dinner, please provide input as to meals and locations. This is your chapter.

Members will be attending IDAM in Moline, IL, May 20-22, 2011. IDAM is another opportunity to network with other chapters within Illinois Division. Members share speaker information, meeting formats, meeting venues, fundraising opportunities, and recruiting. They also share the challenges they face as a chapter.

We will bring to Strategic Planning all that we learn from IDAM to better develop a format for 2011-2012. If you are unable to attend Strategic Planning, please send your ideas/suggestions to me or to Karen Haensel. Whatever you do, do it with **Passion and Purpose**. Save the date, **Saturday, June 25, 2011**, at HyVee in Sheridan Village.

May Dates to Remember



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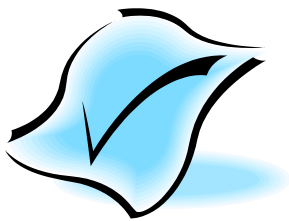


Tri-County News & Events

In the News...

WELCOME OUR NEWEST MEMBER:

Katherine J. Scott
Employer: Illinois State University
Normal, Illinois



VOTING IS DONE for 2011-2012 Board of Directors

Installation of news officers will take place at the June 7 meeting.

IDAM Fundraiser—Basket Raffle

Basket Themes: Fiesta, Bath and Body, Wet Your Whistle, Chocolate, and Garden.

Donations: Items for the baskets and monetary donations will be collected at the May meeting.

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

Judy Zimmerman at judy.l.zimmerman@osfhealthcare.org

Teri Cagle at tpyle2@yahoo.com

Chamber "Business After Hours"



May 12, 2011
5 - 7 p.m.



A home away from home for patients' families

1339 E. Nebraska
Peoria, Illinois 61603

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

April's
Star Member of the
Month Winner!





Member Spotlight



Susan Fulton

Administrative Assistant to Mike Chihoski, Senior Vice President, Corporate Engineering

800 N.E. Glen Oak Ave., OSF Healthcare, Peoria, IL

New IAAP Member and State of Illinois Notary

Originally from Carmi, Illinois

Susan.M.Fulton@osfhealthcare.org

My husband, David, and I are both huge University of Illinois football and basketball fans. I have one son, Clayton, who lives and works in St. Louis, MO who remains a loyal fan as well. Although I rarely use my degree, I majored in Music.

Experience and educational info:

B.A. Eastern Illinois University, Charleston, Illinois

- ▶ OSF Corporate Engineering
- ▶ McHenry County Health Board, McHenry, Illinois
- ▶ Carle Foundation Hospital, Urbana, Illinois

My favorite place of employment was at the Fisher Jr. Sr. High School, Fisher, IL. Fisher is a small town just outside Champaign Urbana, IL with a population of 1,500 people. I served as the secretary to the principal for 15 years. The job title is very misleading because it included being the school nurse, counselor, dean of discipline, athletic director assistant, and bookkeeper and "any other duties as assigned." I loved working with the students, watching them grow from nervous 7th graders to confident seniors.

From that experience I learned to multi task at multi levels with multi personalities which have continued to be a very valuable asset in both my personal and professional life. ~

Happy Birthday

Jennifer Grant	5/3
Mary Pyatt	5/16
Dawn Rickey	5/17
Lori Rusher	5/28

Anniversaries

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

Tri-County's Administrative Professionals Day Event

Staying Positive in Tough Times

Tri-County held its annual Administrative Professionals Day event April 5, 2011, at Childer's in Peoria, IL. Guest speaker for the evening was Lisa Plantamura of the AAIM Employers' Association.

Let people know you care.

- ▶ Acknowledge
- ▶ Appreciate
- ▶ Affirm
- ▶ Apologize
- ▶ Assure

Openly communicate.

- ▶ Keep people informed.
- ▶ Remember good people have bad days too.
- ▶ Encourage contrary viewpoints.
- ▶ Keep an open door policy.
- ▶ Encourage coworkers to share their ideas/thoughts.
- ▶ Promptly respond.

Provide feedback.

- ▶ Describe impact of behavior.
- ▶ State your expectations.
- ▶ Explain consequences.

Focus on the mission.

- ▶ Tri-County's Mission?
- ▶ Organizational Mission?



Live purposefully.

- ▶ How can you add more purpose to your life: at work, in communication, in personal/professional relationships?

Self-responsibility.

- ▶ Achieve your own desires.
- ▶ Choices and actions.
- ▶ Commitment to job.
- ▶ Behavior with others.
- ▶ Prioritizing time.
- ▶ Quality of communications.
- ▶ Personal happiness.
- ▶ Raising own self-esteem.

Set goals.

- ▶ Don't set them too high.
- ▶ Don't set goals that are too vague.
- ▶ Don't give up too soon.

Elevating Your Talent.



Pathways to Excellence

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.



Administrative Professional (CAP)

Why Should I Get Certified?

Effective November 2011, IAAP is moving from a two-rating system to a one-rating system, with areas of specialty. The base rating will be Certified Administrative Professional, the **CAP** rating. We will also offer a specialty in Organizational Management, the **OM**.

The Career Advantage

Get ahead in the workplace. The CAP (Certified Administrative Professional) or CAP-OM Certified Administrative Professional – Organizational Management) ratings are the industry recognized standards of proficiency

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams.

You may also obtain college credit and, according the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications.


Why wait? Do something for yourself and your career today. Get certified!

- ▶ Next Exam Date: November 4-5, 2011
- ▶ Deadline for Registration: August 15, 2011



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
AEAP	theaep.com
Deskdemon	us.deskdemon.com

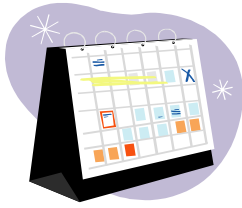


Next Chapter
September

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
contactme@jabservices.org



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

Tri-County

- May 3, 2011 "New Technologies"
Corey Moodie, 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
- June 25, 2011 Annual Strategic Planning Meeting
9 a.m. to 2 p.m.
Location: Hy-Vee Conference Room
4125 Sheridan Road, 2nd floor. Continental breakfast and lunch will be provided.

International



2011 Education Forum and Annual Meeting

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

[Click here](#) for more information.



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.

**Earn 6-8
recertification
points at
IDAM!**

**PASSION &
PURPOSE**
ILLINOIS DIVISION

HAPPY MOTHER'S DAY!!!!

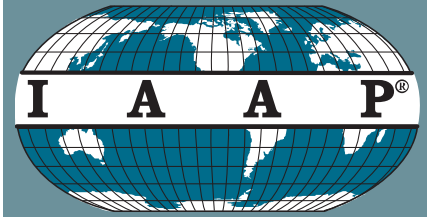


Welcome to Our Fundraiser
with BulbsForChange.com

Are you a gardener? Spring bulb purchases from BulbsforChange.com benefit the Illinois Division. Visit <http://bulbsforchange.com/il-division-iaap.php> to participate.

SUPPORT US!

Our magazine fundraiser is still ongoing. Here's the link: <http://efundraisingonline.com/GroupPage.aspx?e=1271007>



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
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