



# Keyboard Kapers

January 2012

## President's Message

Happy New Year! I hope all your holiday celebrations were filled with family, friends and everything you wished for.

CONGRATULATIONS to all who took and passed the November CAP Exam.....especially GOC's very own **Philomena Abruscato, CAP**– we are proud of you!

The GOC Is proud to welcome our newest member, **Lisa Rogers**. Lisa has been attending meetings since September and has officially joined the IAAP/Greater O'Hare Chapter. WELCOME, Lisa!!

As we begin a new year and with your continued support we will continue to grow our Chapter....THANKS for all your hard work!

~ Liz

## January Meeting Information

**Date: January 19, 2011**

**Time: 5:45pm                      Networking**

**6:15pm                              Dinner**

**7:15pm                              Program**

**Our program in January will be "Navigating Life's Curves & Corners" presented by Jerilyn Willin. At this interactive presentation you will learn Stages of Change: What they are and how do I recognize them as well as What can I do to move forward.**

Place: Pescatore Palace—3400 N. River Road, Franklin Park, IL

(Meeting notice is available on our website ([www.greaterohare-iaap.org](http://www.greaterohare-iaap.org)))

### 2011-2012 Greater O'Hare Chapter Officers

Liz Dorgan, CAP-OM  
President  
[Liz.Dorgan\\_capom@yahoo.com](mailto:Liz.Dorgan_capom@yahoo.com)

Philomena Abruscato, CAP  
Vice President  
[abruscatop@worldkitchen.com](mailto:abruscatop@worldkitchen.com)

Cindy Johnson, CAP  
Secretary  
[cjohnson7988@yahoo.com](mailto:cjohnson7988@yahoo.com)

Bernice Brown, CAP-OM  
Treasurer  
[bernie418@yahoo.com](mailto:bernie418@yahoo.com)

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Happy Birthday to the following Greater O'Hare Members celebrating birthdays in January:

Vicky Giuliano, CAP-OM  
Ellen Melnitzke  
Laura Galin, CAP

January 26  
January 28  
January 30

## February Meeting Info

5:45pm Networking

6:15pm Dinner

7:15pm Program - Communicating Credibility

Presented by Sue Frost, The Speaker's Choice

**Program has been Approved for 1 Recertification Point**

## Did You Know.....



The flower for the month of January is the Carnation and the gemstone is Garnet



## The Clock is Ticking...

Submission deadline for the February issue of Keyboard Kapers is **Wednesday, January 25, 2012**

Please submit content to [Liz.Dorgan\\_CAPOM@yahoo.com](mailto:Liz.Dorgan_CAPOM@yahoo.com)



# As We Leap into 2012

## A message from International President, Tamra Goodall, CAP-OM

My absolute favorite leadership author is John Maxwell. I love the messages of hope and caring his style conveys. A few months back a very dear person to me, Past International President Barb Horton, CAP-OM, sent me the book, The Maxwell Daily Reader. This book is a collection of daily leadership insights that come from Maxwell’s various books. It is a fixture on my desk. I have made it part of my daily routine to read the daily message. I read ahead to December 31 and the message was powerful. It reminded me of what I said during my incoming speech in Montreal this past summer. I shared with you that we all needed to be leaving a legacy of excellence, achievement and passion for others to follow.

I was going to try and paraphrase the message, but sometimes words are perfect in their original form. John Maxwell’s are just that. So, I am sharing the entire daily insight entitled, “The Law of Legacy” which comes from his book The 21 Irrefutable Laws of Leadership:

“I believe that every person leaves some kind on legacy. For some it’s positive. For others it’s negative. But here’s what I know: we have a choice about the legacy we will leave, and we must work and be intentional to leave the legacy we want.

*Know the legacy you want to leave.* Most people simply accept their lives – they don’t lead them. I believe that people need to be proactive about how they live, and I believe that is especially true for leaders. Someday people will summarize your life in a single sentence. My advice: pick it now!

*Live the legacy you want to leave.* I don’t know what you want to accomplish in life but I can tell you this: a legacy lives on in people, not things. Too often leaders put the energies into organizations, buildings, systems or other lifeless objects. But only people live on after we are gone. Everything else is temporary.

*Make sure you pass the baton.* Just about anyone can make an organization look good for a moment, but the best leaders lead today with tomorrow in mind. They make sure they invest in leaders who will carry their legacy forward. Why? Because a leader’s lasting value is measured by succession.”

Like I said, just perfect J.

To each of you I wish a Happy New Year and the opportunity to make your leap to a remarkable legacy!

Tamra Goodall, CAP-OM  
International President



# Upgrade Your Career

IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin. First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.

More information about the Technology Applications specialty is available at [www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)

To learn more about the Options Technology program, visit [www.iaap-hq.org/events/options](http://www.iaap-hq.org/events/options).

# Illinois Division Happenings

## JANUARY

31 R&E 2012 EFAM Scholarship Application deadline

## FEBRUARY

15 May 2012 Certification Exam Registration deadline

### 2012-2013 ID Board Nominations

Nominations for Division Board (President-Elect, Vice- President, Secretary, and Treasurer) positions are due no later than February 1, 2012.

For more information, see pages 15-18. Officer working statements can be found in the Illinois Division Resource Manual on the website.

If you have any questions, please contact Crystal Davis, ID Nominations Chair, at: [Nominations@iaap-illinoisdivision.org](mailto:Nominations@iaap-illinoisdivision.org)

### Virtual Illinois Professional Chapter Progress

We are excited to announce that Illinois' first virtual chapter (VIP) will have 16 charter members and a full board! An organizational meeting was held on December 1st. Our next step will be to install the chapter in January. The following remarkable leaders have stepped up to serve on the VIP Board:

President: Debra Leonard-Porch  
President-Elect: Sandra Plarske, CAP-OM  
Vice President: Ann Beyers, CAP-OM  
Secretary: Fran Puchli, CAP-OM  
Treasurer: Romanita Ross

Dual membership opportunities will be outlined by the VIP Chapter and shared with you when available

## Education Around the State

Chapter	Date	Program Topic
Tri-County	January 3, 2012	WEBINAR: Birds & Bees of Email Etiquette
Quad City	January 9, 2012	WEBINAR: Thinking Differently About Difficult People
CIA	January 10, 2012	Organization
Lake County	January 10, 2012	WEBINAR: Time & Workload Management
Two Rivers	January 10, 2012	Job Search Boot Camp
Greater Will County	January 11, 2012	WEBINAR: Take the Virtual Leap: A Different Method for Meetings
Alton	January 13, 2012	Office Products
Greater Lakes	January 17, 2012	Ten Tips for Communicating with Your Boss
Elgin	January 18, 21012	Etiquette for Remarkable Experiences
Greater O'Hare	January 19, 2012	Navigating Life's Curves & Corners
Golden Corridor	January 19, 2012	Employee Morale in Challenging Times
Kishwaukee	January 25, 2012	Dress for Success
Chicago Lake Shore	January 26, 2012	Ride the Learning Cycle to Success

A graphic of a spotlight with a yellow beam and a red and black background.

# Becky Latko

**Becky joined PSI in 1980 in Columbia, MO and after moving to Illinois joined the Greater O'Hare Chapter in 1998.**

**In Missouri, Becky was every chairman there was for her Chapter as well as Treasurer, Vice President and President. She was also part of the Missouri Division Board, serving as Treasurer, Vice President and President. After joining the Greater O'Hare Chapter, Becky served on many committees and also served as Vice President and President. Becky was the Building Fund Ambassador for the Illinois Division.**

**Becky's current role for the Greater O'Hare Chapter is that of the Ways & Means Committee Chair.**

**In her spare time, Becky enjoys cooking. Becky is married to Larry and they have a daughter Kristin, who is married to Rudy and a son Rob. No grandchildren but she adores her two grand cats!**

**Becky sites her most memorable moment as a member of GOC as the friendships she made so quickly after joining.**



# Dates to Remember



International Association of  
Administrative Professionals®  
Greater O'Hare Chapter

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Keyboard Kapers

## January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 	2	3	4	5	6	7
8	9 GOC Board & Committee Chair Meeting	10	11	12	13	14
15	16 	17	18	19 GOC Monthly Meeting	20	21
22	23 Chinese New Year 	24	25	26	27	28
29	30	31				

Save the Date! IDAM 2012—June 8-10—Lisle, IL (Wyndham Lisle Hotel)

Hosted by the Two Rivers Chapter

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

### IAAP Mission Statement

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



### About IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

### IAAP Core Values

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.