



Keyboard Kapers

A publication of the Greater O'Hare Chapter IAAP

July/August 2011

Hmmm...something looks different?

Have you figured out what it is? *Keyboard Kapers* has taken on a new look! Based on feedback from our 2010-2011 Member Survey, we have revamped the look and feel of our newsletter and will begin having new features and more information for you to peruse and use. If you have any content you would like included in future issues or ideas for future features, please e-mail the Editor, Liz Dorgan at Liz.Dorgan_CAPOM@yahoo.com.

Inside this issue:

Hmmm...something looks different?	1
President's Message	1
2011-2012 Officer Listing	2
2011-2012 Committee Listing	2
September Meeting Details	3
Happy Anniversary	3
Happy Birthday	3
Illinois Division Events	4
International Events	4
Upcoming Dates to Remember	5

President's Message

I hope you are enjoying your summer and all that our city has to offer during this time of year!

On Tuesday, July 5th, the Board of Directors met. Our first official order of business for 2011-2012 was to appoint a Secretary for our Chapter. I am pleased to announce that the Board approved the appointment of Cindy Johnson, CPS as our Secretary for 2011-2012. My thanks to Cindy for stepping up to take on this important role! For a complete list of 2011-2012 Officers and contact details, please see page 2 of the newsletter.

The next important order of business was to appoint the Chairperson's for our Standing Committees and our Ad Hoc Committees. Appointments are listed on page 2 of the newsletter. A big thank you to Linda Weidler, Laura Galin CPS, Philomena Abruscato, Pat Reid CPS, Bernice Brown CPS/CAP, Cindy Johnson CPS and Becky Latko for volunteering for these positions—without you, our Chapter would not be able to succeed!

EFAM is 3 short weeks away and I'm getting more and more excited about representing our Chapter at my first International Meeting. I promise to listen carefully to all discussions on the Proposed Changes to the By Laws and will vote in the best interest of our chapter. I will provide a full EFAM Update at our September 15th meeting.

Have an enjoyable rest of the summer and I look forward to seeing you in September!

~ Liz

2011-2012 Greater O'Hare Chapter Officers

President liz.dorgan_capom@yahoo.com	Liz Dorgan, CAP
Vice President abruscatop@worldkitchen.com	Philomena Abruscato
Secretary cjohnson7988@yahoo.com	Cindy Johnson, CPS
Treasurer bbrown@adbglobal.com	Bernice Brown, CPS/CAP
Parliamentarian	Linda Weidler

2011-2012 Greater O'Hare Chapter Committee Chairpersons

Committee Chairpersons

By Laws & Standing Rules	Linda Weidler
Certification	Laura Galin, CPS
Financial Review	TBD
Hospitality/Program	Philomena Abruscato
Membership	Liz Dorgan, CAP
Newsletter	Liz Dorgan, CAP
Nominating	TBD
Publicity	Pat Reid, CPS
Roster	Bernice Brown, CPS/CAP
Ways & Means/RTF	Becky Latko
Website	Liz Dorgan, CAP

Special Committees

WINGS	Pat Reid, CPS
Chapter of Excellence	Cindy Johnson, CPS

September Meeting Information

Date: September 15, 2011
Time: 5:45pm Networking
6:15pm Dinner
7:15pm Business Meeting

Place: Pescatore Palace, Franklin Park IL

Reservation form will be emailed the week of August 29. For members without email a hard copy will be mailed.

Happy Anniversary

Pat Reid, CPS

August 1986 (25 years)

Virginia Alequin, CAP

July 2006 (5 years)

Liz Dorgan

August 2007 (4 years)



Happy Birthday



Geraldine Thill

July 1

Josephine Kaufman

July 13

Bea Shaw

July 30

Liz Dorgan, CAP

August 7

Mary Kubasiak

August 22

Rosemary Bartley

August 28

Illinois Division Upcoming Events

Illinois Division Leadership Conference

August 6, 2011

Pontiac, IL

See page 6 for Details

Professional Enrichment Program

September 30-October 1, 2011

Bloomington, IL

See page 7 for Details

IDAM 2011-2012

June 8-10, 2012

Lisle, IL

Details TBA

International Upcoming Events

EFAM

July 23-28, 2011

Montreal, Quebec

Canada

Fall Conference

Formerly the Certification Conference

October 9-12

San Diego, CA

Registration Began June 1

See IAAP Website for more details



International Association of
Administrative Professionals®
Greater O'Hare Chapter

EDITOR

Liz Dorgan, CAP

Liz.Dorgan_CAPOM@yahoo.com

Keyboard Kapers

July/August 2011

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6 ID Leadership Conference Pontiac, IL
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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.



IDLC



2011 ILLINOIS DIVISION LEADERSHIP CONFERENCE

AUGUST 6, 2011 • 9:00 A.M. - 5:00 P.M.

LOCATION: PONTIAC CITY HALL CHAMBERS, 115 W. HOWARD STREET, PONTIAC, ILLINOIS

AGENDA

- ◎ WELCOME & TEAM BUILDING D. HAMPTON
- ◎ STUFF YOU NEED TO KNOW: IAAP GOVERNANCE STRUCTURE D. HAMPTON
- ◎ WILD & CRAZY RULES : CHAPTER FINANCIAL PROCEDURES & POLICIES L. OLSON
- ◎ CHAPTER DELEGATES VOTE: IL DIVISION 2011-2012 BUDGET L. OLSON
- ◎ I CAN'T FIND IT! HOW TO SEARCH HQ WEB & FIND WHAT YOU NEED M. HERMAN
- ◎ FREE TRAINING: HQ WEBINARS, EGROUUPS, & BLOGGING M. HERMAN
- WORKING LUNCH**
- ◎ GO VIRTUAL: HOW TO SET UP SKYPE AND WEBINARS FOR YOUR CHAPTER D. HAYES
- ◎ HELP WITH BYLAWS: CHAPTER BYLAWS REVIEW SCHEDULE A. OETJENS
- ◎ STRIVING FOR EXCELLENCE: PATHWAYS TO EXCELLENCE REPORTING D. HAMPTON
- ◎ IT WAS DUE WHEN?: DUE DATES FOR CHAPTERS D. HAMPTON
- ◎ FREE STUFF: CHAPTER AVERY TOOLS JUST FOR IAAP T. STEWART
- ◎ BUILD THE FUN & THEY WILL COME! D. HAMPTON
HOW TO HAVE FUN MEETINGS TO ENCOURAGE CHAPTER ATTENDANCE!
TOOLS TO INCREASE YOUR MEMBERSHIP

PLEASE RSVP TO DIANA.HAMPTON@OSFHEALTHCARE.ORG BY JULY 29, 2011.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 309-208-9542.

PROFESSIONAL ENRICHMENT PROGRAM

**IAAP Illinois Division Presents:
Unlocking the Secrets of Enhancing Your Skills**
Hosted by: the Central Illinois Admins Chapter

Be sure to save the date for the 2011 Professional Enrichment Program!
This year's event will take place at Central Illinois's only Four-Diamond AAA rated Hotel and Conference Center. The day will be filled with plenty of great speakers and networking opportunities.
Stay tuned for additional details in the near future.

Saturday, October 1, 2011
Marriott Hotel & Conference Center
201 Broadway ~ Normal, IL

And since you're coming.....

Get a Clue!

**IAAP Central Illinois Admins Presents:
Live Clue - Who Did What, With What, and Where??**
You won't want to miss the fun!

Save the date to come join us for a fun, interactive game (or games if time allows!) of Clue - uncover the mystery of the office scandals, and don't forget to come armed with your arsenals of trivial knowledge! Stay tuned for additional details in the near future.

Friday, September 30, 2011
Marriott Hotel & Conference Center
201 Broadway ~ Normal, IL