

Keyboard Kapers

October 1, 2011

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President's Message

Frogs, Frogs and more Frogs.....I hope you enjoyed our themed meeting on September 15. The frogs are there to remind us that we need to LEAP ahead to be REMARKABLE.

Speaking of leaping ahead, fall is upon us and I for one am looking forward to the season. Don't get me wrong, I like all the seasons but Fall is my favorite. I love watching the leaves on the trees change color although I'm not a fan of them falling off and making me rake them off my lawn. Fall reminds me that every now and then you have to change things up.

As we leap into the 2011-2012 IAAP Year, it's time for us to change a little so we can bloom into a stronger organization. One way for us to do this is to individually sign the Member of Excellence Commitment Form and work toward achieving the designation. As a Chapter, we will work towards the Chapter of Excellence designation. I have signed the Chapter of Excellence Commitment Form on behalf of all of our members. Below is a recap of results to date towards meeting the Chapter of Excellence Criteria.

Criteria	Submission Deadline	Chapter Submission to Division Date
Send Annual Meeting Calendar	October 1, 2011	September 18, 2011
Send Budget and Financial Review/Audit Report	December 31, 2011	September 16, 2011
Hold Membership Drive / Submit Form	June 1, 2012	In Process
Hold New Orientation / Submit Form	June 25, 2012	In Process
Send Business Plan	April 30, 2012	September 16, 2011
Send Delegate or Proxy to Division Annual Meeting (IDAM)	Division Sets Deadline	In Process
Send Delegate or Proxy to EFAM (current year)	July 4, 2011	Completed
7% of members earn Member of Excellence	June 30, 2012	In Process

As you can see, we are half way there....WE CAN DO THIS!! Let's keep the momentum going. At the October meeting we will set up a committee for our April APW/Membership Drive Event—please consider being on this committee.

~ Liz

October Meeting Information

Date: October 20, 2011

Time: 5:45pm Networking

6:15pm Dinner

7:15pm Your Work Style in Color

Presented by Lindsey Levin, Office Team

8:15pm Business Meeting

Your on-the-job success depends largely on your ability to work well with others. But if there's one thing you can count on in the office, it's that no two people are completely alike. In this presentation we'll discuss overcoming common conflicts at work; handling difficult discussions when issues occur, your preferred work style; how to collaborate with other work style types and tips for overcoming common conflicts in the workplace.

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

(Meeting notice is available on our website (www.greaterohare-iaap.org))

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

**Liz Dorgan, CAP
President
Liz.Dorgan_CAPOM@yahoo.com**

**Philomena Abruscato
Vice President
Abruscato@worldkitchen.com**

**Cindy Johnson, CPS
Secretary
cjohnson7988@yahoo.com**

**Bernice Brown, CPS/CAP
Treasurer
B.brown@adbglobal.com**

Happy Birthday



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

Virginia Alequin, CAP
Becky Latko

October 6
October 18

Happy Anniversary

Happy Anniversary to the following members who are celebrating anniversaries in October:

Philomena Abruscato 2008
Susie Schneider, CPS 1987



November Program

Our program for November will be a program entitled "Time Management for the Business Professional". This program will provide you with ideas on how to realize where you are wasting time and how to solve it. Do you have time robbers that you want to get rid of? We'll discuss goals, using a calendar or planner, to do list, procrastination, avoiding interruptions and time management during meetings.

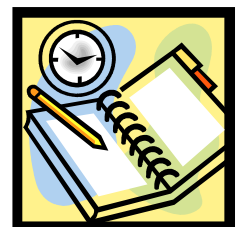
Our presenter for the evening will be Beth Randall, CPO, CRTS , Owner of Joe Organizer.



Date of Meeting: November 17

**Watch your Inbox or Mailbox
for more details!**

**This program has been approved
for 1 Recertification Point**



A graphic of a spotlight with a yellow beam shining on the text. The background of the spotlight is red and black.

Bernice Brown, CPS/CAP

Bernice Brown, Sales Operations Manager for Advanced Digital Broadcast, Inc. (Broomfield, CO / Geneva, Switzerland) joined the Greater O’Hare Chapter in 1989. She earned her CPS Certification in 1995 (recertified in 2006) and her CAP Certification in 2001 (recertified in 2011).

Bernice has held every office: President 2007-2009, Vice President 2005-2007, Secretary 1997-2000 and Treasurer 2011-2012.

Aside from being an officer, Bernie has also chaired the following committees: Bulletin 2001-2010, Certification 2008-2009, Membership 1996, IDAM Procurement 1999, Roster 1997-2012 and RTF 1996.

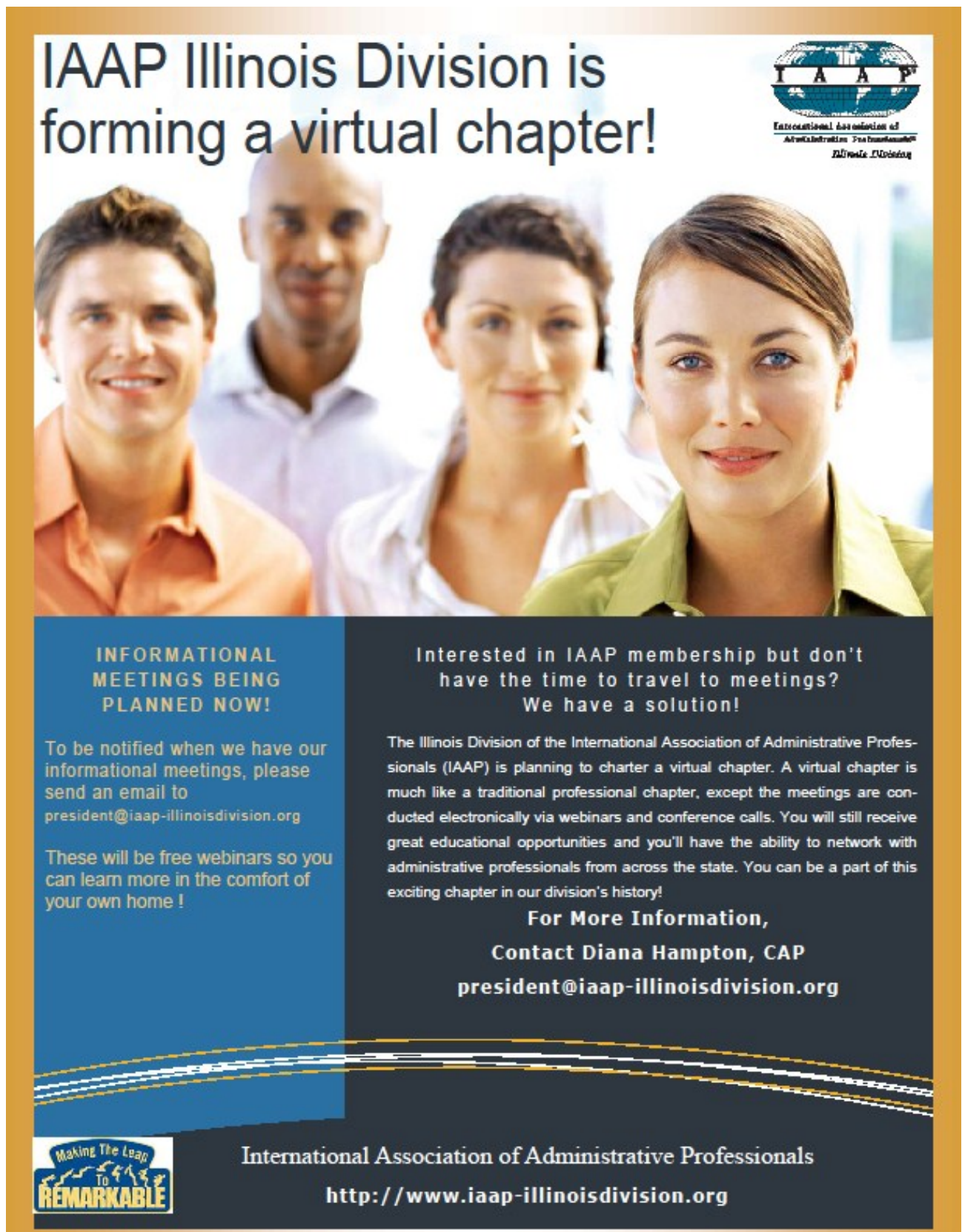
Bernie and her husband, Tom, have three daughters, Marianne, Christine and Debra . They are also proud grandparents to Robert and Sydney. When not working and working on the accounts for Greater O’Hare, Bernie enjoys crocheting and reading.

The most memorable IAAP Moment for Bernie was winning the Distinguished President’s Award in 2007.

Bernie’s words of advice for her fellow administrative professionals “Do any job to the best of your ability. Don’t let anyone tell you that you can’t do it. In my career, there were many jobs that I really wasn’t all that enthusiastic about but if it was part of the position I held or just lending a hand, I did it. To make your mark in your career, never say, “it’s not my job”. You will find out in the long run that you will be remembered as a team player. There isn’t an “I” in team. When you are good at what you do, you become the “go to” person for information and help. Finally, enjoy what you do. If it is a chore to go to your job, find another. You are wasting your talents. Your job should be a day well spent for which you will ultimately be well paid. “


**To be our next Spotlight—please contact Liz Dorgan
(Liz.Dorgan_CAPOM@yahoo.com)**

Illinois Division Happenings



The graphic features a central photograph of four diverse professionals (two men and two women) smiling. The background is a light blue and white gradient. The text is arranged in a clean, professional layout with a dark blue footer area.

IAAP Illinois Division is forming a virtual chapter!



International Association of
Administrative Professionals
Illinois Division

INFORMATIONAL MEETINGS BEING PLANNED NOW!


To be notified when we have our informational meetings, please send an email to president@iaap-illinoisdivision.org

These will be free webinars so you can learn more in the comfort of your own home !

Interested in IAAP membership but don't have the time to travel to meetings?
We have a solution!

The Illinois Division of the International Association of Administrative Professionals (IAAP) is planning to charter a virtual chapter. A virtual chapter is much like a traditional professional chapter, except the meetings are conducted electronically via webinars and conference calls. You will still receive great educational opportunities and you'll have the ability to network with administrative professionals from across the state. You can be a part of this exciting chapter in our division's history!

**For More Information,
Contact Diana Hampton, CAP
president@iaap-illinoisdivision.org**



International Association of Administrative Professionals
<http://www.iaap-illinoisdivision.org>

Illinois Division Happenings—Continued

IAAP Illinois Division Webinar

Meeting Planning 2.0: Beyond the Basics

Presented by Lisa Olson

Nov 3, 2011 • 7:00 pm CST

- Going past reserving the room, ordering the meal, and making travel reservations.
- Making small meetings sensational and large meetings memorable.
- How to add finesse and "wow" for all budgets.



Free for Illinois Division IAAP members!
Non-Division Attendees Only \$10.00!

Registration available @ www.iaap-illinoisdivision.org after October 3, 2011.

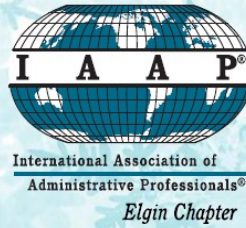


Webinar Hosted by Illinois Division

<http://www.iaap-illinoisdivision.org>



IAAP Chapter Events



The 23rd Annual Fashion Show *Remarkable Seasons of Fashion*

Fashions by **Dress Barn, Huntley Prime Outlets, Huntley**
 Date **Saturday, November 12, 2011**
 Location **The Seville, 700 Barrington Road, Streamwood**
 Tickets **Adults \$25.00 – Children \$15.00**
 Lunch **Noon (cash bar 11:00 a.m.)**



Fashion Show will begin at approximately 1:15 p.m.
VENDORS! RAFFLES! DOOR PRIZES!

Visit our website at <http://www.iaap-elgin.org>

To attend *Remarkable Seasons of Fashion*, Saturday, November 12, 2011, call Pat Pollmann, CPS (630) 864- 6395. **Please make checks payable to Elgin Chapter IAAP. Registration deadline is November 1, 2011.** Please return completed form to Pat Pollmann, 203 Regency Drive #619, Bloomingdale, IL 60108.

Name _____ IAAP Chapter _____
 Address _____
 Phone # _____ E-mail _____
 No. of Tickets _____ Amount Enclosed _____

Please choose one entrée for each person (form may be copied)

All meals include cup of soup, vegetable, potato, rolls and butter, dessert, coffee, tea, or milk.

- # _____ Warm Croissant Sandwich—Turkey/American cheese or Ham/Swiss (Circle One)
- # _____ Chicken Fingers with Fries (Children’s meal)
- # _____ Vegetarian Lasagna



IAAP Chapter Events - Continued

new date!



International Association of
Administrative Professionals
Golden Corridor Chapter

Golden Corridor Chapter, IAAP presents:

Planning for your SUCCESS!

October 15, 2011, 8:00am—12:30pm

**NIU Hoffman Estates, 5555 Trillium Boulevard
Hoffman Estates, IL 60192**

Don't put this off any longer!

At the last seminar that you attended on this topic, did you tell yourself that you need to update your resume? Have you been putting off creating your Professional Portfolio?

There is no need to point out that our global economy is still in a state of flux and although the job market is improving, you still need to have an exceptional resume and something extra that will help you stand out and get you to and through the interview.


This is the seminar that will put an end to your procrastination! Resume update, interview techniques, AND, create your professional portfolio! Dr. Sander Marcus and Dewoun Hayes MAED, CAP will provide information to create your winning tools for professional success!

SEMINAR AGENDA


8:00—8:40	Registration—continental breakfast	
8:40—8:45	Welcome	Linda Clark, CPS/CAP
8:45—10:15	Career and Job Search Strategies & Update Your Resume for Right Now!	Dr. Sander Marcus
10:15—10:30	break & networking	
10:30—12:00	Toolkit for S.U.C.C.E.S.S.	Dewoun Hayes MAED, CAP
12:00—12:15	Closing	JoEllen Pickett, CPS



Dewoun M. Hayes MAED, CAP will provide you with some of the tools needed to start a SELF Success Portfolio. She will also help you identify the steps you need to start climbing the ladder of success and to avoid most common mistakes and stumbling blocks on your way.



Dr. Sander Marcus is a Licensed Clinical Psychologist and a Certified Professional Résumé Writer (CPRW). Dr. Marcus has written and edited well over 10,000 résumés in a career spanning over 30 years. In addition, his other work directly with companies, his insights as a clinical psychologist, and his expertise as a "wordsmith" all enable him to quickly tailor a résumé to the specific needs and talents of each individual and the needs of the marketplace.

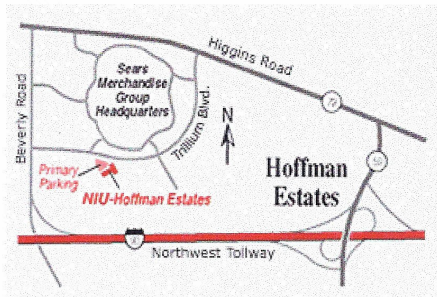


(3 recertification points awarded)



(see back for registration and directions)

For more details and registration information, please see next page.



NIU Hoffman Estates

5555 Trillium Boulevard
Hoffman Estates, IL 60192
(847) 645-3000 x 36
(815) 753-8850

[Driving Directions \(Mapquest\)](#)

[Local Hotel Information](#)

I-90 Westbound (From O'Hare International Airport)

Follow the signs for I-90 Westbound towards Rockford
Take I-90 past Route 53, Barrington Road and Route 59
Exit at Beverly Road
Turn right (heading north) onto Beverly Road
Turn right (heading east) onto Trillium Blvd.
NIU-Hoffman Estates is the second building on your right

I-90 Eastbound

Heading on I-90 towards Chicago exit at Route 59
Turn left (heading north) on Route 59
Turn left (heading west) onto Higgins Road
Turn left (heading south) onto Beverly Road
Turn left (heading east) onto Trillium Blvd.
NIU-Hoffman Estates is the second building on your right.

From Higgins Road

Take Higgins Road west (pass Barrington Rd, Route 59 & Trillium Blvd)
Turn left on Beverly Road (second light after Trillium)
Turn left on Trillium Blvd
NIU-Hoffman Estates is the second building on your right

Special sponsorship thanks to

NIU Outreach Centers
Hoffman Estates • Naperville • Rockford

Feedback from attendees to Dewoun's presentation: "I enjoyed the presentation, it was very informative. The presenter was very personal and engaging." "Great tools for work and life." "The presentation offered insightful information and relevant tools focused on developing and/or enhancing career objectives/goal-setting. It was well-timed and the interactive portions provided reiterative food-for-thought."

Register online at www.iaap-goldencorridor.org; by **Thursday, October 13**

PASSION & PURPOSE
GOLDEN CORRIDOR CHAPTER

Seminar cost \$25 payable to:

IAAP—Golden Corridor Chapter
PO Box 59551
Schaumburg, IL 60159



International Association of
Administrative Professionals®
Golden Corridor Chapter

Another option if you cannot use the online registration form:
Send an mail to: ann.kuhlmann@kodak.com with your registration information.

Cancellations must be received via email to andrea.turner@nsn.com
by Wednesday, October 12, 2011

After October 13, all registrations will be nonrefundable AND no-shows will be invoiced.
Payment may be presented at the door; checks payable to IAAP-Golden Corridor Chapter, or cash.

Recertification points (3) applied for and granted

The Housing Subsidies Program for Admins in Need of the Retirement Trust Foundation

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.

The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need). The Retirement Trust Foundation Housing Assistance and Vista Grande Grant policies were adopted March 20, 2010. To apply for HSAN one needs to download and fill out the Financial Assistance Application and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at www.iaap-rtf.org/programs/ain.html. If you feel you are qualified for program consideration (or know someone who is qualified), please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011.

When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at www.iaap-rtf.org.

Did You Know.....

Bernice Brown, CPS/CAP recertified on January 20, 2011

Vicky Giuliano, CPS/CAP recertified on March 8, 2011

Congratulations, ladies. Thank you for showing us that determination and perseverance pays off!



The flower for the month of October is the Calendula, Marigold or Cosmos and the gemstone is Opal or Tourmaline.



The Clock is Ticking...

Submission deadline for the
November issue of *Keyboard Kapers* is
Wednesday, October 26

Please submit content to
Liz.Dorgan_CAPOM@yahoo.com





We will continue our "Loose Change" collection for WINGS. Feel free to drop in any loose change from your wallet, purse, pockets, etc. (or maybe not so loose change but bills) and we will write a check to WINGS at the end of our fiscal year for the amount that was collected.

At our October 20 meeting we will be collecting the following items which are on the WINGS Fall Wish List.

Thanks in advance for your generosity.

Items in BOLD print are in high demand

Toilet Paper

Aluminum Foil

Dish Detergent

Laundry Detergent

Ziploc Bags

Toilet Cleaner

Plastic Wrap

Dust Pans

Kleenex

Mops

Baby Oil

Paper Towels

Baby Shampoo

Fantastic

33 Gallon Garbage Bags

Diapers: Size 4,5,6

Hand Soap

Scrubbing Pads/Sponges

Feminine Products

Dishwasher Detergent

A&D Ointment

Baby Lotion

Baby Wipes

Baby Wash

Bleach

Floor Cleaner

Pine Sol

Lysol

Dreft

Brooms

Batteries

Deodorant

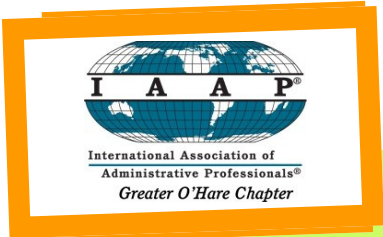
Light Bulbs



WINGS relies on the support of volunteers and financial contributions to continue providing housing and emergency shelter to women and children in need.

We offer a variety of opportunities for individuals, groups, large companies and small businesses to get involved.

Dates to Remember



EDITOR
Liz Dorgan, CAP
Liz.Dorgan_CAPOM@yahoo.com

Keyboard Kapers



October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Columbus Day	11	12	13	14	15
16	17	18	19	20 GOC Meeting	21	22
23	24	25	26	27	28	29
30	31 	Happy Halloween				

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.