

Scribblings

IAAP Ak-Sar-Ben Chapter
Omaha, NE
Volume XLXIX, Issue 01
August/September 2009

COLLECT

We pledge ourselves to loving service, which is the foundation of good fellowship.

We promise to serve one another in every thought, word and deed through loyalty, cooperation and goodwill toward all.



International Association of
Administrative Professionals®

Chapter of Excellence

POWER of Commitment Ak-Sar-Ben Chapter

IAAP Mission Statement

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



International Education Forum and Annual Meeting 2009

The Ak-Sar-Ben Chapter was able to have representation at the International Education Forum and Annual Meeting July 25-30, 2009. President Ann Burke CPS/CAP, Kay Gale CPS/CAP, Delores VanAuken, and Jennie Cormier, attended the convention in Minneapolis, MN.

Long time parliamentarian, Delores VanAuken stated she learned a lot of new things about parliamentary procedure at the Annual Business Meeting. Voting took place on the several bylaws and standing rules. Here are the results of the voting:

- Proposed Bylaws Amendment 1 on new membership dues was amended and passed as amended. The amended amounts for members residing in the United States and Canada are: professional \$83,

professional-merited \$47, student \$50, associate \$180. The amounts for each category for members outside the United States and Canada are \$20 higher.

- Proposed Bylaws Amendment 2 on a \$15 processing fee for all new members passed.
- Proposed Bylaws Amendment 3 on raising annual affiliate fees from \$130 to \$155 passed.
- Proposed Bylaws Amendment 4 on payment of renewal of membership dues within 30 days after renewal date was amended and passed.
- Proposed Bylaws Amendment 5 on election of district directors and eliminating some no longer needed wording passed.
- Proposed Bylaws Amendment 6 on

(Continued on page 6)

This Issue

President's Message	2
Events & Announcements	3
Committee Activities	4
Certification Information	5
Tidbits	6

September 8, 2009

"COLLABORATIVE COMMUNICATION - UNDERSTANDING THE CONCEPTS OF WEB 2.0"

Ak-Sar-Ben Chapter Website
Personal Profiles & Social Networks
Member of Excellence information

Presenters:
Gladys Doerr CAP and
Ann Burke CPS/CAP, President

October 2009

Executive Recognition Event

October 13, 2009

7:00 am

Speaker: Mr. Wes Hall

Holiday Inn Central
72nd & Grover Streets
\$20/person

Please note
place, time &
cost changes
for this event.

IAAP members can thank their executives for the support they provide by inviting them to the Annual Executive Recognition Event.

The Buzz

My husband has been trying for days to fix a badly misshapen bicycle rim. His unwavering determination to make that wheel balance caused me to reflect on my own life that has been somewhat out of whack lately. Because the networks of our lives are so intertwined, one bent sprocket can really cause havoc in the other cogs of the well oiled machine.

Knowing how to achieve life balance is (supposed to be) relatively easy to figure out, being able to take the necessary steps to make that wheel spin smoothly, well... not so much. There are so many areas of our lives that we can work on, how do you know where to start?

Choose the Areas or 'Spokes' of Your Life That Matter to *You*

- Health
- Family / Relationships
- Self
- Faith / Spirituality
- Wealth
- Career
- Hobbies / Interests

You can see where many of these life choices will affect another area... the key is not giving *equal* time to all areas, but finding the right amount of time for all areas that works for YOU. For me, it is focusing on three specific areas: Self, Faith & Career. As the wheel of 2009 turns once again and summer comes to a close, I've reflected upon this past year. I see a new me emerging; a little older, somewhat wiser and (hopefully) a lot more patient. '*Longer to listen and slower to speak*' is my newest mantra. Fall always makes me feel like I should learn something new (maybe I just

miss being in school.) I have dug out my résumé and started to search for a new job that is more inline with my career choice. This isn't exactly the ideal time to be seeking out a new job; this is where the faith part comes in. It has taken a long time for me to figure out what I want to be when I grow up, but I am certain that I now know the answer... I am an Administrative Professional! This makes me content.

Keep in mind; balance only makes us efficient, not happy. True happiness comes from within; by being here, in this moment, right now. Life has a lot to offer; take a minute and shift your gears from autopilot to manual. Listen to what others have to share. Everything right now is as it is, and it always will be. Take a deep breath and smile.

My husband turns 50 in October (I know, I can't believe it either!) This makes him a Libra... the sign of the Zodiac that is represented by the scale or BALANCE. He fixed his broken wheel. I believe with patience, perseverance and persistence, or by channeling THE POWER OF COMMITMENT, I too will achieve the same.

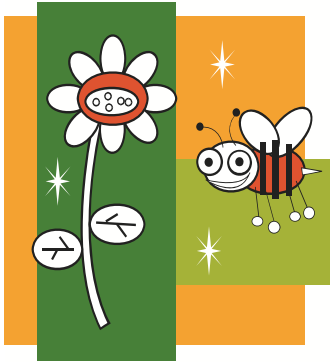
In the great words of the Black Eyed Peas...

Let's Get It Started for 2009-2010!

Blessed Bee!

~Anni~

"You must be the change you wish to see in the world." -Mahatma Gandhi



Ak-Sar-Ben Chapter
Executive Board
2009-2010

President

Ann Burke CPS/CAP
402-951-2922
aburke@goodwillomaha.org

Vice President

Shawnita Mack MCAS
402-496-2498
Shawnita.mack@ira-inc.com

Secretary

Beverly Miller
402-572-2164
Beverly.miller@alegent.org

Treasurer

Dianna McCarty CPS/MOSM
402-596-2408
dmccarty@oriental.com

Directors

Barb Schuler CPS/CAP/MOSM
402-926-7135
bschuler@hdrinc.com

Jan Colanino
402-548-4710
Janet.colanino@bcbsne.com





Receive a
cornucopia of
information at the
*Iowa-Nebraska
Division*

*Sixth Annual
Fall Education Conference*

October 10, 2009

Embassy Suites
La Vista Conference Center
12520 Westport Parkway
La Vista, Nebraska

10:00 - 10:30	Registration
10:30 - 12:00	Succession Planning
12:00 - 1:00	Lunch
1:00 - 1:30	Financials In A Snap
1:30 - 3:00	17 Essential Qualities of a Team Player

Donation Request

All Occasion Cards needed.

The Membership and Certification Committee is requesting donations of cards for all occasions: To wish our members a Happy Birthday, to congratulate members who will pass their CPS, CAP, MOS(M) and/or MCAS(M) exams, to pass on our heartfelt best wishes for a speedy recovery or condolences and prayers. Do you have any extra cards that you wouldn't mind donating to your Chapter? Maybe you know the perfect place to pick up some inexpensive cards that are really nice and are always appropriate for that special occasion requiring a card. Did you order a box from your children/grandchildren's school fundraisers?

Put your savings experience and great shopping ideas together and bring some cards to the next Chapter meeting for our Membership and Certification Committee to use. Everyone loves to receive a card in the mail. Make it possible for fellow members to receive a card on special occasions also.

Thanks for your donation! Barbara Schuler CPS/CAP/MOSM, 2009-2010 Chapter Director

Buzzing With Thanks



A Bee-g Thank you to
Jan Colanino and her husband
for opening up their home and
hosting the August Social for
the 13th year in a row!



*Get Your
Wild On!*

It's time for the
River City Roundup Heritage Parade
Sat., Sept. 26, 2009

- ★ The Knights of Ak-Sar-Ben are having the "Get Your Wild On" Heritage Parade.
- ★ The Ak-Sar-Ben Chapter of IAAP float will be participating in this event.
- ★ The parade begins at 10:00 a.m. with the route going through downtown Omaha and ending on 10th Street in front of the Qwest Center.
- ★ **We need you to represent our Chapter in this fun event.**
- ★ If you are able to participate in the parade or help get the float put together, please call Jennie Cormier at (402) 602-3184 or e-mail her at jcormier@fnni.com.
- ★ Please wear an IAAP shirt.

Float Assembly on Tuesday, Sept. 22nd.
More information to come.

Dates to BEE Remembered

Sept. 1	Executive Board Meeting
Sept. 8	General Membership Meeting
Sept. 29	Executive Board Meeting
Oct. 10	IA-NE Fall Educational Conference
Oct. 13	Executive Recognition Program Holiday Inn Central 7:00 a.m.
Oct. 18-21	Certification Conference Portland, OR

Membership Information

51 Members,
1 Dual Member
52 Members as of
8/31/2009

*For Roster Updates, visit
the Members Page on the
Chapter website at
www.iaap-aksarben.org*

Anniversaries

July

Ruth Kennedy	1989
Barb Schuler CPS/CAP/MOSM	2002
Mary Jackson	2007

August

Marilyn Brown CPS/CAP	1992
Diane Strnad	1992
Jan Colanino	1997
Susan Kuipers	2003
Cheselle Taber	2006
Rena Geise CAP/MOS/MCAS	2006
Lorie Mahoney	2008

September

Lynn Kroeger CPS/CAP	2002
Linda Lavelly CPS	2004

Birthdays

July

Bev Miller	18th
Ruth Kennedy	29th
Kelli Limones	24th

August

Patti Kahre	9th
LaDonna Gaines	10th
Rena Geise CAP/MOS/MCAS	26th
Lorie Mahoney	29th

September

Nancy Simpson	9th
Linda Halsey	10th
Shawnita Mack MCAS	14th
Diane Strnad	15th
Karen Ressegieu CPS	19th

Ak-Sar-Ben Chapter meetings are held the second Tuesday of each month at the Westside Community Center, 108th & Grover. Reservations should be submitted to Maggie Lynch, the Thursday before the meeting, at 402-932-7709, or e-mail to maggielynch.iaap@cox.net.

Board Meetings are held the first Tuesday of the month at 5:30 p.m. at Goodwill Industries 41st & Pacific Streets.

Ak-Sar-Ben Chapter Committees

- * Administrative Professionals Day Event
- * Audit/Budget
- * Bylaws & Standing Rules
- * Membership & Certification
- * Programs & Education
- * Publicity & Community Awareness
- * Records Retention

Committee Buzz



It's interesting to see the varied reactions from people who are asked to consider serving on the Bylaws and Standing Rules Committee. You see everything from glazed eyes to eyes wide-open from terror and they usually are vigorously-shaking their heads in the negative mode.

My reaction was initially the same when I became part of IAAP years ago. My conversion to becoming a passionate advocate for this Committee and its work happened when I had the opportunity to update a social organization's bylaws and standing rules for their electronic files. This epiphany was virtually overnight. My reaction was 'what a phenomenally simple and, at the same time, complex set of building blocks for guiding an organization in a

civilly-refined manner.' Being part of this Committee, I am able to stretch my skills and practice due-diligence. Likewise, I am challenged in word-smithing to create amendments that are clear and concise so members can agree on the necessity to approve the changes. In summary, I would encourage members to consider expanding their repertoire by volunteering to guide the mechanics of this association's chapter and become part of the Bylaws and Standing Rules Committee.

Bylaws & Standing Rules Committee
Pat Roth CPS/CAP, Chair

BEE Active in a Committee

<p>Do you balance your checkbook everyday? Do you call your banker if you are off by a nickel? Do you sort all your bills by denomination and face them all in the same direction?</p> <p>Audit Budget Committee needs your help. Contact Kay Gale CPS/CAP to become a committee member.</p>	<p>Webmaster Apprentice</p> <p>Looking for a creative way to expand your skills while showcasing our Chapter's information on the web?</p> <p>This could be your <i>opportunity to shadow our current webmaster and learn the process the right way.</i> Your attention to detail and diligent follow-through makes you the ideal future webmaster. Stretching your capabilities in this direction could enhance your skill set for current and future employers while earning points towards a Member of Excellence distinction.</p> <p>Contact Gladys Doerr at 399-4909 or Gladys.doerr@hdrinc.com</p>	<p> Membership Meeting Greeters</p> <p>Great smiles and friendly personalities are needed to serve as Greeters for the Ak-sar-ben Chapter membership meetings. Provide a warm welcome on behalf of the Ak-sar-ben Chapter, arrive 30 minutes early to welcome new guests and members, and direct to check in table. If interested, call Kimberly Dove at 457-1430 or sign up at the September meeting.</p>	
<p>Testimonials Needed</p> <p>The Membership Committee is looking for members to share their stories related to networking and ways they have benefitted from their Ak-sar-ben Chapter membership. Stories will be shared at the next Membership Recruitment Drive. Please send 3 to 4 sentences to Kimberly Dove via email at KDove@utahalee-cooper.org.</p>	<p>Do you want to meet and learn more about the members in the Ak-Sar-Ben Chapter? Would you like to help our membership grow?</p> <p>Join the Membership & Certification Committee</p> <p>Contact Kimberly Dove or Lynn Kroeger CPS/CAP</p>	<p>Give People Money And See Them Smile</p> <p>Are you an administrative professional who believes in continuing education for our leaders of tomorrow?</p> <p>Scholarship Committee is for you. Contact Chairperson Gladys Doerr CAP/MOS</p>	<p>Immediate openings</p> <p>Publicity & Community Awareness Committee</p> <p>Activities include Website development, RCR Parade, Adopt-A-Family, and Salvation Army. Verbal and written communication skills recommended. Contact Jennie Cormier at 402-602-3184 for more information.</p> <p>----- Party Planner seeks other party planners to put together the <i>party of the year.</i> ----- Contact Shawnita Mack MCAS to help with the Administrative Professional Day® Committee.</p>

DO YOU HAVE THE CAREER
ADVANTAGE?
COMMIT TO INVESTING IN
YOURSELF & GET CERTIFIED!

If you're looking for ways to get ahead in the workplace, look no further. The International Association of Administrative Professionals® (IAAP®) offers two professional certification ratings for administrative office staff. The Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) ratings are the industry recognized standards of proficiency.

Improve your professional qualifications, increase your knowledge and skills and raise your self-esteem by taking and passing the exams. You may be eligible to obtain college credits and get up to a 7% salary increase!* The CPS and CAP exams are based on the premise that an administrative professional** should have basic knowledge of administration, office systems, technology and management; as well as a general understanding of soft skills (human relations) principles.

Some of the examinations are based on knowledge acquired by an office professional through structured or formal education and/or informal reading. Employers expect their staff to be familiar with current techniques in office practice and procedures and thoroughly aware of the latest developments in organizational systems and cutting-edge technology.

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

*Recycling Used Prentice Hall
CPS/CAP Study Guides*

Help other members and non-members prepare for the CPS/CAP Exams - Recycle your used Prentice Hall CPS/CAP Study Guides. You may either donate them or ask a nominal fee. Please email Lynn Kroeger CPS/CAP to have your name placed on the list so you can be contacted if someone would be interested in acquiring used study guides to prepare for the CPS/CAP exams.



**Certified Administrative Professional
Certified Professional Secretary
Exams**

Opportunities are given twice a year for the IAAP-sanctioned Certified Administrative Professional® and Certified Professional Secretary® exams.

Examination Parts:

- 1 **Office Systems & Technology
(CPS and CAP exams)**
- 2 **Office Administration
(CPS and CAP exams)**
- 3 **Management
(CPS and CAP exams)**
- 4 **Advanced Organizational
Management
(CAP exam only)**

We recommend that the *Certification Review Guide* be used to direct any course of study. The *Certification Review Guide* is found on the website at www.iaap-hq.org/Cert/examrevw.pdf.

Exam Dates	Registration Deadlines
Nov. 6-7, 2009	August 15, 2009
May 7-8, 2010	February 15, 2010

Applications for registration can be found online at www.iaap-hq.org on the "Professional Certification" page.

Examination Fees: CPS EXAM CAP EXAM

Members

Processing Fee \$ 50 \$ 50

Registration Fee (all parts*) \$160 \$210

Registration Fee (retakes) \$ 60/part \$ 60 /part

Nonmembers

Processing Fee \$ 85 \$ 85

Registration Fee (all parts*) \$250 \$300

Registration Fee (retakes) \$ 100/part \$ 100/part

*Congratulations to
the newly Certified*

**Next Exam in
November**

Members of Excellence

- Marilyn Brown CPS/CAP/MCAS
- Ann Burke CPS/CAP
- Gladys Doerr CAP
- Kay Gale CPS/CAP
- Linda Kavan CPS/CAP
- Lynn Kroeger CPS/CAP
- Linda Lavelly-Martin CPS
- Dianna McCarty CPS/MOSM
- Kreyl McPherson
- Barb Schuler CPS/CAP/MOSM

For Member of Excellence information, visit IAAP HQ [Pathways of Excellence](#).

**IA-NE Division
Executive Board 2009-2010**

President
Maggie Loutsch CPS/CAP
Phone: 605-235-2298
maggie.loutsch@tyson.com

President-Elect
Kreyl McPherson
Phone: 402-968-4903
kreyl.mcpherson@hp.com

Secretary
Sherry Carlson
Phone: 515-955-1989
sherry@thompstoneich.com

Treasurer
Wendy Lyons CPS/CAP
Phone: 402-938-8599
wendy.lyons@conagrafoods.com

Northwest Division Director
Valerie S. King CPS/CAP
Phone: 507-255-4757
vking@iaap-hq.org

20 uses for Post-it® Notes.

3M began distributing Post-it® Notes nationwide in 1980. People have found many uses for them other than leaving a note for the boss or admin.



1. Mark your place in a book.
2. Mark the beginning and ending points for a reading assignment: immediate feedback on your progress.
3. Mark selected readings in an anthology.
4. Mark the notes or glossary at the back of a book for easy repeat access.
5. Mark passages in a library book.
6. Keep several Post-its on the inside cover of a datebook, planner, or notebook: now you're prepared to leave a note anywhere.
7. When you sit down to work, make a small-scale to-do list on a Post-it and stick it to your desktop.
8. Leave a Post-it on your alarm clock or inside doorknob as a reminder.
9. Avoid fines and late fees: put Post-its with due dates on library books and DVD rentals.
10. When there's no Scotch tape, cut the sticky edge from a Post-it to use as fake tape.
11. Use the sticky edge as a temporary label for a folder.
12. Fold the sticky edge into a hinge to hold a piece of paper or a postcard on a wall.
13. Wrap the sticky edge around a cable to identify it.
14. Use the sticky edge to clean between the keys of your computer keyboard.
15. Jot down less familiar keyboard shortcuts on a Post-it to keep by your computer.
16. Which way does the envelope go when you feed it into the printer? Draw a diagram on a Post-it and stick it on your printer.
17. If you drive an older car that doesn't remind you that you've left your headlights on, use a Post-it as a reminder. When you put your lights on in the daytime, stick a Post-it note on the driver's side window. When you leave your car, you'll see the note and remember why it's there.
18. Keep a Post-it on the refrigerator and jot down what you need from the supermarket.
19. When you go to the supermarket, remove the Post-it from the fridge and stick it on your wallet. At the store, stick the note to the handle of your cart and have both hands free for shopping. Toss the note when you leave the store.
20. Splurge! Use a whole pad of Post-its to make a flip book. (Thanks to my son Ben for this last tip.)

Michael Leddy is the author of "How to e-Mail a Professor". He blogs at Orange Crate Art.



International Association of
Administrative Professionals®
Ak-Sar-Ben Chapter

PO Box 45961
Omaha, NE 68145-0961

IAAP International
website
www.iaap-hq.org

Chapter website
www.iaap-aksarben.org

SCRIBBLINGS EDITOR:

Jennie Cormier
· work 602-3184
· fax 602-3518

Email jcormier@fnni.com

The *Scribblings* is a monthly publication of the IAAP Ak-Sar-Ben Chapter. Submissions are due the first Wed. of each month.

This newsletter is general in nature and is not to be relied upon as your only source of information.

(Continued from page 1)

Association members-at-large representation at EFAM and election of delegate and alternate passed.

- Proposed Bylaws Amendment 7 on changing the words "annual convention" to "annual meeting" passed. This ties in with the name change to International Education Forum and Annual Meeting.
- Proposed Bylaws Amendment 8 on adding a new membership classification of constitutional group failed.
- Standing Rules Amendment 1 on changing the words "annual convention" to "annual Meeting" passed.



Kay Gale CPS/CAP accepts the banner for Chapter of Excellence 2008-2009 from Northwest District Director Valerie S. King CPS/CAP