

International Association of  
Administrative Professionals®

Wichita, Kansas

**MINISA CHAPTER**  
CHARTERED 1942

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Sue Houser CPS/CAP  
[Sue.houser@spiritaero.com](mailto:Sue.houser@spiritaero.com)

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[Bfrye@cessna.textron.com](mailto:Bfrye@cessna.textron.com)

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[Cyndi.mullins@spritaero.com](mailto:Cyndi.mullins@spritaero.com)

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[syingling1@cox.net](mailto:syingling1@cox.net)

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## Meeting Notice

PROGRAM: **New Partnership – Manager/Administrator**

SPEAKER: **Monique Richardson CPS**

DATE: Thursday, April 5, 2007

TIME: 5:30 pm Networking  
6:00 pm Dinner  
6:30 pm Program (60 minutes for recertification points)

PLACE: Corporate Caterers Banquet Facility  
3920 W Douglas, Wichita

MENU: Garlic Herb Pasta with Shrimp and Vegetables; Sautéed Grilled Chicken; Seasonal Vegetables; Tossed Salad; Fresh Baked Rolls; Dessert; Coffee and Iced Tea

COST: \$13.00

**Reservations Required:** We recognize emergency situations do come up. If you need to cancel your reservation please contact:

**Bobbie Frye CPS/CAP (work 517-3548)**

no later than noon, Tuesday, April 3. The chapter is charged for the guaranteed number of meal reservations made, and members will be billed for reservations not canceled in time.

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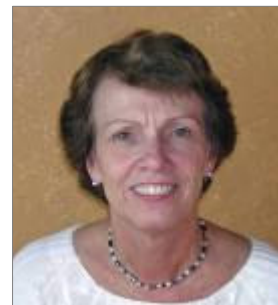
Inserts (to members only): March 1 Meeting Minutes, APW Flyer; IAAP Acronym List

**"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish."**

~ Cecile M. Springer

## Greetings from the President . . .

Finally, spring is just around the corner. By the time this *Pow Wow* is published, we will have already had our first day of spring, which is March 21. Birds, flowers, budding trees and Daylight Saving Time are all signs that we have survived another Kansas winter and are ready to experience all the sights and sounds of spring. Enjoy the awakening of your senses and take in all the wonderment of each beautiful spring day in Kansas.



The Minisa Chapter IAAP Distinguished Service Award for 2007-2008 was presented to Bobbie Frye CPS/CAP at our March 1 meeting. Bobbie has been a member of the chapter for over 14 years and has served Minisa Chapter as Secretary, Vice President three times, and President twice. She gives service to the chapter at every meeting and event she attends and rarely misses any function. Her dedication is an inspiration to Minisa members. Congratulations Bobbie!

The Minisa Chapter IAAP Outstanding Member of the Year for 2007-2008 was presented to Pat Pickard CPS at our February 1 meeting. Pat has been a member of the chapter for almost 40 years and has served Minisa Chapter as Secretary and President. She has also served as Kansas Division second Vice President, Secretary, and President. Most members know Pat as our parliamentary advisor and authority on *Robert's Rules of Order*. Congratulations Pat!

The March 1 chapter meeting was a great evening of celebration as Minisa Chapter celebrated its 65th anniversary and we honored Minisa's past presidents. Former members Pat Fogle CPS and Evelyn Fry joined us for this celebration. Frances Larson celebrated her 57th year with IAAP and Patti Ferguson CPS/CAP celebrated her 7th year with Minisa Chapter. What a great evening of celebrations!

Several Minisa members attended the Kansas Division Spring Seminar in Emporia, Kansas, on March 3. The seminar was hosted by Heartland Chapter and was very educational, with four excellent speakers. Those attending were Marianne Eyles CPS/CAP, Bobbie Frye CPS/CAP, Shirley Yingling CPS, Pat Coombs, Bethel Banzhaf CPS and myself.

The March 10 field trip to the Carriage Crossing restaurant in Yoder and the Kansas Cosmosphere in Hutchinson was a fun event attended by four of our chapter members and one guest. Our next chapter field trip will be on **April 14**. We will lunch at Aunt Hattie's Tea Room and then visit the Wichita-Sedgwick County Historical Museum. Please reserve this date on your calendar. Ruth will give further details at our April meeting.

Administrative Professionals Week® is **April 22-28** and we have several events coming up in conjunction with this. Please mark your calendars for the following events. I, along with any other members who wish to participate, will receive the APW Proclamation from the Mayor on **April 17** at 9 a.m. during the City Council meeting at City Hall. We will have more details as the event gets closer. **April 19** is Minisa's annual Education Seminar and will be held at the Best Western Airport Inn. Our APW networking event is **April 25** at Homewood Suites. Please feel free to bring guests so they, too, can learn about the benefits of membership.



Please remember to start working on your Kansas Division Professional Development Forms. They are due to me by **April 16**. These tie in with everything we have been talking about this year in reference to Kansas President Betty White's puzzle pieces: *Communicating, Connecting, Observing* and *Expanding* and International President Sandra Chandler's **5 C's**: Commitment, Continuing Education, Communication, Creativity and Connectivity. These forms represent how well we all have *communicated, connected, observed* and *expanded* through Commitment, Continuing Education, Communication, Creativity and Connectivity. The Professional Development Form indicates how you, as a member, have grown this past year. Remember, if you so desire, this form will be sent to your boss so he or she can see how IAAP contributes to your development and to the workplace. As always, please contact me if you have any questions.

*Sue Houser CPS/CAP*

## President's Star Search Award

The March Star Search Award goes to **Gayla Bridwell**. Although Gayla hasn't been a member of Minisa Chapter very long, she has gotten involved. She is on the Seminar Committee and Ways and Means. She is always willing to take on additional responsibilities and step in where needed. She will be an active member and a definite asset to the organization.

## Dates to Remember



<b>April 3</b>	Board Meeting
<b>April 5</b>	Chapter Meeting
<b>April 15</b>	<b>POW WOW</b> Deadline (e-mailed [ <a href="mailto:minisachapter@hotmail.com">minisachapter@hotmail.com</a> ] submissions are appreciated!)
<b>April 19</b>	Annual Education Seminar, Best Western Airport Inn, 9 am – 4:30 pm
<b>April 25</b>	Administrative Professionals Day <sup>®</sup> after work reception, Homewood Suites
<b>April 22-28</b>	Administrative Professionals Week <sup>®</sup>
<b>May 1</b>	Board Meeting
<b>May 2-3</b>	CPS and CAP exams
<b>May 3</b>	Chapter Meeting – Annual Meeting (business session closed for election of officers)

## DISTINGUISHED SERVICE AWARD Bobbie Frye CPS/CAP

The Minisa Chapter IAAP Distinguished Service Award for 2006-2007 was presented to Bobbie Frye CPS/CAP at the Minisa Chapter meeting on March 1, 2007.

Bobbie has been a member of the chapter for over 14 years and has chaired the Membership, Program and Ways and Means committees. She has also served on numerous others, including Education, Publications and Rules and Bylaws. Bobbie has also served Minisa Chapter as Recording Secretary, Vice President three times and President twice.

New members are an important goal for Bobbie, and she encourages administrative professional employees to join Minisa Chapter whenever possible. Bobbie recruited several of our newest members. She gives service to the chapter at every meeting and event she attends, and rarely misses any function. Her dedication is an inspiration to Minisa members.

Congratulations to Bobbie! She certainly deserves the honor of receiving the Minisa Chapter Distinguished Service Award for 2006-2007.



## COMMITTEE REPORTS

### Administrative Professionals Week Committee

*Cyndi Mullins CPS and Jacki Redd, Co-chairmen*

Mark your calendars for April 25, 4 p.m. - 6 p.m. to attend Minisa Chapter's Administrative Professionals Week<sup>®</sup> event. The planning sessions are almost complete. Confirmation has been received for both the location and the food that will be provided. Membership brochures have been ordered and will be available during this event. Flyers have been distributed. One action item left to complete is ordering the cake with the IAAP logo. The flyer is enclosed with this issue of the *Pow Wow* and can also be accessed on the chapter Web site at <http://www.orgsites.com/ks/minisaiiap/index.html>.

## Publicity/Community Service Committee

Monique Richardson CPS, Chairman

On March 11, Diana Loux and Monique Richardson CPS represented Minisa Chapter at the annual KPTS pledge drive. They answered phones and took pledges from 1:15 - 5 p.m.

On Tuesday, **April 3**, Minisa Chapter will rent a booth at the Butler Community College Career Fair at Towne East. We need volunteers to man the booth from 10 a.m. - 2 p.m., and to help with the set up and tear down at Towne East. Please contact Monique if you can help (even for half an hour) with this publicity endeavor. This is an excellent opportunity to promote our profession and association to those entering the workforce.

On Tuesday, **April 17** during the City Council meeting at City Hall, Mayor Carlos Mayans will present Sue Houser CPS/CAP with the APW proclamation. Anyone is welcome to attend. The meeting starts at 9 a.m. and proclamations are read shortly thereafter.

## Chapter History Committee

Linda McCurdy CPS, Chairman

The Chapter History Committee has tentatively scheduled the next session for Saturday, March 31, from 1 p.m. - 5 p.m. at the office of Bethel Banzhaf CPS.

In order to complete Delynn Nelson's scrapbook, the committee needs pictures for Minisa Chapter's regular meetings held September 5, 2002, March 6, 2003, and April 3, 2003, because Linda McCurdy CPS was unable to attend those three meetings. Any members who have pictures or items from those meetings that could be used for Delynn's scrapbook, please contact Linda McCurdy CPS via e-mail at [LLMcCurdy@aol.com](mailto:LLMcCurdy@aol.com) or call her at home at 316-721-2945.

The committee also needs to include pictures, flyers, registration forms, information, and any other items from any Kansas Division events for the 2002-2003 year, including annual meeting, seminars, workshops, etc. If you attended Kansas Division events or the 2003 IAAP International Convention that was held in Albuquerque, New Mexico, and have pictures or items from either of them, please contact Linda. Linda will pick up whatever you have, make copies, and return your originals to you. We would really appreciate your help! Thank you.

## Program Committee

Bobbie Frye CPS/CAP, Chairman

It's that time once again to decide where we want to hold our chapter meetings during 2007-2008. One location we are planning to review is the Best Western Airport Inn where our annual seminar is being held. If you know of any other locations you feel may be worth checking, please contact Bobbie Frye CPS/CAP.

Monique Richardson CPS is giving the April presentation on what it takes to build a partnership between the manager and administrator. Ruth Smith CPS did an excellent job teaching us how to act if we travel or have guests from other countries. It's great to have Minisa Chapter members taking advantage of developing their public speaking skills at our meetings. Speaking at our small group level will give us more strength to eventually speak to a larger group in the future.

## Programs at a Glance

### August 17, 2006

*Report of IAAP International Convention*  
Sue Houser CPS/CAP

### September 7, 2006

*Maximize Your Potential*  
Networking/Informational Reception

### October 5, 2006

*Assumptions and Needs: Impact to Performance\**  
Jan Eaton, Spirit AeroSystems

### November 2, 2006

*Writing with "You" Attitude\**  
Rob Dinwiddie

### December 7, 2006

*Wyldewood Cellars Winery Comedy*  
*Mystery Dinner*

### January 4, 2007

*Fun with Parliamentary Procedure \**  
Pat Pickard CPS

### February 1, 2007

*Let's Talk Strengths\**  
Sara Callendar, Cessna Aircraft

### March 1, 2007

*International Etiquette\**  
Ruth Smith CPS and Team

### April 5, 2007

*The New Partnership: Manager/*  
*Administrator\**  
Monique Richardson CPS

### May 3, 2007 (Annual Meeting: closed)

*Understanding Company Financial*  
*Statements\**  
Don Roswurm, Spirit AeroSystems

### June 7, 2007 (Installation of Officers)

*Understanding Sarbanes Oxley*  
Marva Benton, Cessna Aircraft

\* CPS/CAP Recertification Points Awarded  
(60 minute programs)

## Membership Committee

Bethel Banzhaf CPS, Chairman

### WELCOME NEW MEMBERS!

So far, four ladies have taken advantage of the special discount to join Minisa Chapter and pay for the seminar registration at the same time.

A big WELCOME goes to **Jill Coker, Carmen Ned-Valenzuala, Nancy Palyash and Jocelyn Pickard!** It's wonderful to have you on board!



At the invitation of Jocelyn Pickard, I met with a group of admins at Learjet/Bombardier during a lunch meeting on March 15. I distributed brochures and other information and discussed the benefits of IAAP membership and certification. There was a good response, and three of the admins above had already joined the chapter!

## Seminar Committee

June Crawford and Bethel Banzhaf CPS, Co-Chairmen

Everything is in place for our annual Education Seminar to be held on Thursday, April 19 at the Best Western Airport Inn. This is a full day seminar, from 9 a.m. - 4:30 p.m. Our presenter, Shari Peace, will teach us how to *Unleash Your Potential and Sharpen Your Productivity*. We hope to see our members attend, as well as many others in the Wichita business community. It's not too late to pick up a handful of brochures at the April meeting and pass them out to others! This is the major fundraiser for the chapter, as well as a big membership recruitment opportunity – so spread the word! We already have 70 registered!

## Ways and Means Committee

Gayla Bridwell and Bethel Banzhaf CPS, Co-chairmen

Thanks to everyone who responded to the ways and means interest poll at the March meeting. Based on members' interests, the committee will be following up with these projects:

- **Secretarial Services Auction** – Members will donate their time and services, people pay the chapter for the service.
- **Pin Sashes** – make and sell to our members, at Division events, and through the Web site.
- **Used Books** – bring your used books to the meetings. We will have a used book table at the April education seminar.
- **Chapter Cruise** – we are looking into the possibility of organizing a cruise; profits go to the chapter. All welcome!

## Retirement Trust Foundation

Ruth Smith CPS

We've collected \$168 this year from raffles and donations. Thanks to all of you who help support this very worthy cause.

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## About Our April Program and Speaker

**Monique Richardson CPS:** Monique has been employed by the Boeing Company and Spirit since September 1987, and is currently Executive Office Administrator to John Pilla, Vice President/General Manager on the 787 program at Spirit AeroSystems. Monique has been in the office administration world for 12 years and has been an active member of Minisa Chapter since joining in October 2005. Monique also serves on the Board of Directors for the Spirit/Boeing Employees Association and has been an independent Mary Kay consultant for the past nine years.

Monique received her CPS in November 2006 and is currently studying for the CAP exam. Monique's career plans from there will be to continue her college education to receive a bachelor's degree in business administration. Monique is married to a wonderful man, Delbert. They have six adult children and nine beautiful grandchildren.

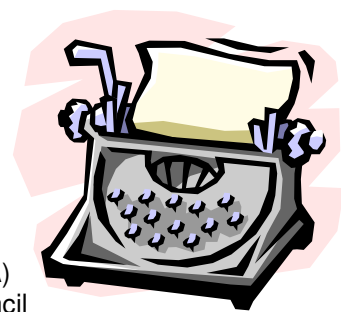
In **The New Partnership – Manager/Administrator Partnership, What Does It Take?**, Monique will discuss:

- Questionnaire for Administrators
- The New Administrative Assistants
  - What companies / managers are looking for
- Management / Administrators Responsibilities
  - Mutual expectations
- Management Empowering Opportunities
  - What tasks to empower to the administrator
- Management / Administrators Partnership
  - What is in it for you
  - What is involved
  - Individual responsibilities for the manager
- Determine Future Goals and Objectives
- Management Questionnaire

# Administrative Professionals Week®

## 2007 Theme: Shaping the Future

Administrative Professionals Week began in 1952 as an effort to honor administrative staff for their day-to-day work efforts and to attract more people to consider office and administrative careers. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.



The idea began with Mary Barrett, president of the National Secretaries Association (NSA) and C. King Woodbridge, president of Dictaphone Corporation. They were serving on a council addressing a national shortage of skilled office workers. Together with Harry Klemfuss, public relations account executive at Young & Rubicam, they originated the idea for a National Secretaries Week.

National Secretaries Week was created with two objectives in mind: to recognize "the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend," and to call attention "through favorable publicity, to the tremendous potential of the secretarial career." In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to **Administrative Professionals Week** and **Administrative Professionals Day** to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.



Administrative professionals hold a broader range of responsibilities today than ever before. While the administrative assistant has always coordinated information and communication in the office, today's assistant often serves at a much higher level.

Technology has empowered administrative professionals with timesaving systems and tools to process information and create a wide range of both electronic and print communications. Management relies on administrative professionals to organize the office, contribute on project teams, and solve problems. To be successful, the job demands top-notch interpersonal communication skills, a mastery of the latest office software and advanced knowledge of key business functions.

The following is a comparison of typical duties that show how the profession has evolved during the past two decades:

Then	Now
Take phone messages	▶ Coordinate communications, handle calls
Handle clerical details	▶ Manage projects
Identify problems	▶ Solve problems
Support one manager	▶ Work as partner and team player
Assignments are delegated	▶ Leads the improvement process
Good interpersonal skills	▶ Excellent interpersonal skills – oral, written, virtual
Is given constant direction	▶ Self-starter
Take minutes at business meetings	▶ Participate in meetings
Types dictated correspondence	▶ Mastery of integrated computer software applications
Collects information	▶ Researches, organizes and displays information
Considered a low-level clerk	▶ Is a contributing part of the management team

**Administrative Professionals Week is April 22-28, 2007, with Administrative Professionals Day on Wednesday, April 25.** Further information is available from the IAAP Web site, [www.iaap-hq.org](http://www.iaap-hq.org).

## News From Around The Association . . .

### KANSAS DIVISION ANNUAL MEETING: June 22-24, 2007

#### *"The Times, They are a Changin'" (Bob Dylan)*

Mark your calendars now to attend the Kansas Division Annual Meeting on **June 22-24** in Kansas City, Kansas. It's sooner than you think! You will enjoy networking with fellow Kansas members, see parliamentary procedure in action, attend first-class workshops, and just have fun! The KCK Sunflower Chapter has interesting trips and tours lined up, as well as a fun-filled opening event. Watch your e-mail for the registration form which will be arriving soon.

**PROFESSIONAL DEVELOPMENT FORM:** this is a record of your IAAP and related activities for the year from MAY 1, 2006 TO APRIL 30, 2007. The award is given to the Kansas member with the highest points, but this is also a very useful tool to show your supervisor during your performance review. Submit your form to Sue Houser CPS/CAP by May 1, 2007. Forms are available on the Kansas Division Web site at <http://ksdivision.freeyellow.com/index.html>. Other Division awards awarded at the Kansas Division Annual Meeting are the **CHAPTER OF THE YEAR** and **MEMBER OF THE YEAR**, as well as the membership contests.

Birthdays	Service Anniversaries
Patricia Coombs (5) Nina Leeper (9) Patti Neece (28)	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                         Lisa Baker CPS (2005)                          Gayla Bridwell (2006)                          Pam Dinwiddie (2006)                          Marianne Eyles CPS/CAP (1992)                          Norma Farnsworth CPS (2005)                          Terri Fiscus-Goforth (2003)                     </div> <div style="width: 45%;">                         Patti Neace (2003)                          Cindy Reints (2006)                          Mary Spachek (2002)                          Danielle Street (2006)                          Karen Waddell (2005)                          Kathy Wilhoft CPS (2004)                     </div> </div>



## Highlights of the March Meeting

Linda McCurdy CPS, Chapter Photographer

Diane, June, Shirley, Nina

Margo, Norma, Lisa, Bronda

Pam, Keri

Past Presidents: Evelyn, Nina, Pat

Presenter Ruth Smith CPS

Past Presidents' Recognition

Pat, Keri

Shirley, Diane

Mmmm . . . dessert!



## Must Have Shorthand

Shorthand, especially pen shorthand, is not dead by any means. This so-called old fashioned skill continues to be much in demand among corporate employers. In fact, a shorthand renaissance is occurring, according to a survey by the administrative recruitment consultants OfficeTeam. It suggests that despite the growing importance of technology, it is the personal touch that bosses are looking for. Many CEOs think fast on their feet. They want to dictate their ideas quickly and know they're not lost. They do not use recorders.

Nearly 60% of the employers interviewed by OfficeTeam because it encourages interaction between secretaries irreplaceable when it came to taking notes in taking quick notes. While the use of shorthand has technology, Mark Ingram of OfficeTeam says "Having shorthand can often mean the difference between getting and not getting a job if two candidates are evenly matched."



felt that shorthand did have a future, largely and their bosses. And it was felt to be meetings. Today it is predominantly used for undoubtedly declined with the advances in shorthand is still highly prized by employers,

## March Field Trip

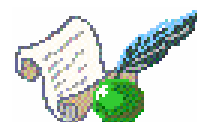
Norma Farnsworth, Linda McCurdy, Ruth Smith, and guest Joy Pearson met at The Carriage Crossing restaurant in Yoder for breakfast Saturday morning, March 10. We chatted through a yummy breakfast, then checked out the gift shop. Linda, Ruth, and Joy went on to the Kansas Cosmosphere for a full day of education and fun. Patti Ferguson met us shortly after we arrived and visited a while. She was busy getting ready for a premiere that evening and was unable to join us for the tour and shows, but did give us some good pointers on what to look for and see as we toured the facility. They've made a lot of changes in just the past couple of years. If you haven't been recently, put it on your "must see" list.



## April Field Trip

We had planned to visit the Tanganyika Wildlife Park in April but construction problems have delayed their opening until sometime in June. Plan B: We'll lunch at Aunt Hattie's Tea Room and then visit the Wichita-Sedgwick County Historical Museum. More details will be available soon.

## Care and Share



**Bobbie Frye CPS/CAP:** We had a great trip to Springfield for my niece's baby shower last month. This is her first baby and of course the older sisters can't wait to see how she raises this baby since she gave them so much advice on how to raise their children! The following weekend we met with family again for my brother and sister-in-law's surprise 25th anniversary party. We held it at the Parsonian Hotel in Parsons. The hotel is over 100 years old so the elevators took at least 15 minutes to go up one floor. Greg and I had to take the service elevator because there was no other way for wheelchairs to get to the room we reserved. We watched the wall as we went up and we barely moved; sometimes we appeared to drop down a bit. The hotel manager who escorted us up assured us that he had just added five gallons of oil in the elevator that morning so not to worry. I assisted in the planning and cooking for the event and it was quite a spread of food. They were genuinely surprised with over 100 family and friends in attendance. Another sister-in-law created a movie tribute with many photos and video clips from their 25 years together. It was truly a memorable event with some (happy) wet eyes during the video!

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## MINISA CHAPTER

### Publications Committee:

Editor: Bethel Banzhaf CPS  
[minisachapter@hotmail.com](mailto:minisachapter@hotmail.com)  
Staff: Andrea Beer  
Pam Dinwiddie  
Norma Farnsworth CPS  
Patti Ferguson CPS/CAP  
Cindy Reints  
Ruth Smith CPS

TO:

### WE'RE ON THE WEB:

[www.orgsites.com/ks/minisaiaap](http://www.orgsites.com/ks/minisaiaap)

# Newsletter Information

See your name in print! All chapter members are encouraged to submit articles, information, personal updates, anything you think would be of interest to other chapter members. All members who submit articles will receive incentive points.

### SUBMISSION DEADLINE

**3RD THURSDAY OF EVERY MONTH**

Submit articles to Bethel Banzhaf  
[minisachapter@hotmail.com](mailto:minisachapter@hotmail.com)  
P O Box 854, Wichita, KS 67201  
phone 269-2137, fax 269-9348

### SUBMISSION REQUIREMENTS

FONT: Arial  
SIZE: 10  
PARAGRAPH: justified  
NAMES: first and last  
CPS/CAP: always, no comma  
ALL COPY **must be proofed**

### ADVERTISING

SPACE AVAILABLE:  
Business card size

RATE:  
\$15 for 11 issues

Advertising is accepted on a space available basis.

Submit check with your business card made payable to Minisa Chapter, IAAP, c/o Bethel Banzhaf, P O Box 854, Wichita KS 67201

*The editorial staff reserves the right to edit all material submitted for publication.*