



Wichita, Kansas

MINISA CHAPTER
CHARTERED 1942

2008-2009 Board of Directors

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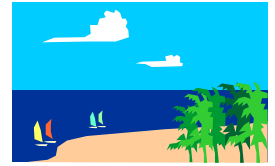
DIRECTORS
Pam Dinwiddie
Bobbie Frye CPS/CAP

PARLIAMENTARY ADVISOR
Patricia Pickard CPS

The **Pow Wow** is a monthly publication of Minisa Chapter.



Meeting Notice



PROGRAM: Report on IAAP International Convention

REPORT BY: Cyndi Mullins CPS/CAP

DATE: Thursday, August 14, 2008

TIME: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Convention Report and IAAP Website Tutorial

PLACE: Tallgrass Country Club
2400 N Tallgrass (and Rock Road), Wichita

MENU: Muffuletta Patti Shells; Shrimp Crostini; Mini Crab Cakes;
Cocktail Meatballs with Honey BBQ; Cheese Platter;
Coffee and Iced Tea

COST: \$18 for *hors d'oeuvres*; \$2 for meeting only

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

Monique Richardson CPS/CAP (work 523.4866)

no later than noon, Monday, August 11. 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*): June 5 Meeting Minutes; Chapter Retreat Minutes;
Treasurer's Report; Chapter Calendar; Roster

"Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing."

~ Abraham Lincoln

Greetings from the President . . .

Laissez Les Bon Temps Rouler! – Let the good times roll! Great food; great service; good times . . . yes, that was New Orleans. Sue Houser CPS/CAP, Monique Richardson CPS/CAP, Ruth Smith CPS/CAP, Marianne Eyles CPS/CAP, Bethel Banzhaf CPS/CAP and I enjoyed a week of fun, excitement and education at the 63rd International Convention and Education Forum in New Orleans, Louisiana. The business portion of the convention held many interesting and sometimes confusing aspects. I learned more about parliamentary procedure than I had previously known.



We began the month with our annual Chapter Retreat. I want to thank everyone who volunteered for committees. If you have not had the opportunity to join one or more of the committees, please review the guidelines or talk with one of our members and find out how rewarding it can be.

Some of the goals for the 2008-2009 year set at our annual retreat are:

- Increase membership by a net gain of three
- Marketing: one face-to-face meeting at a company for recruitment
- Ensure notices of meetings, events, etc., continue to be published in the *Wichita Eagle*
- Gain \$4,000 through ways and means
- Increase attendance, profit and vendors at our annual April seminar
- At least two IAAP members to give presentations
- Average of eight members at Kansas Division events
- Participate in two community service projects

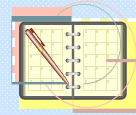
Vice President Monique Richardson CPS/CAP and her team have some very exciting events and programs for us this year. Pay close attention to the *Pow Wow* and your e-mail for upcoming meeting notices. There are sure to be programs and events you won't want to miss!

The new *Pathways to Excellence* awards program was reviewed at Convention and it includes members as well as chapters and divisions. Everyone will have an opportunity to achieve recognition for the chapter's success. There are 10 points in the *Pathways to Excellence* criteria: Certification; Commitment; Communication; Education and Training; Fiscal Responsibility; Leadership Development and Roles; Marketing, Research and Community Outreach; Programs and Participation; Recruitment and Retention; Strategic Planning. Each level – member, chapter and division – have these 10 points, but different levels of award criteria. Members need only meet 8 of the 11 award criteria to become a Member of Excellence. I hope everyone takes an opportunity to achieve this goal. The web page for the *Pathways to Excellence* program is <http://www.iaap-hq.org/pathwaystoexcellence/index.htm>.

Kansas Division and Minisa Chapter received several awards at the International Convention and Education Forum in New Orleans. Congratulations to Marianne Eyles CPS/CAP and Betty White CPS. Marianne received the Distinguished Chapter President's Award and Betty received five IAAP awards for Kansas Division! Spirit AeroSystems, Inc. won the IAAP Award for Excellence for companies with over 1,000 employees this year. Our own Sue Houser CPS/CAP received the Award for Excellence plaque on behalf of Minisa Chapter, and Spirit's Senior VP/Chief Technology Officer John Pilla accepted the award for Spirit.

At the June 2008 Kansas Division Annual Meeting held in Emporia, Kansas, Minisa Chapter received the following awards: Star Recruiter in Kansas Division – Bobbie Frye CPS/CAP; Best Chapter Website Award; Membership Recruitment Award for Greatest Net Increase of New Members. Without your involvement, our chapter could not attain these rewards.

Cyndi Mullins CPS/CAP



Dates to Remember

August 14	Chapter Meeting
August 21	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
August 22-23	Kansas Division Leadership Bootcamp – The Cottage House Hotel, Council Grove, Kansas
August 28	Board Meeting
September 4	Chapter Meeting – Approve Budget

Driving Directions to Tallgrass Country Club

The membership voted to hold our chapter meetings at the Tallgrass Country Club this year (2400 N. Tallgrass St.) There is a map link under the calendar on the chapter website at: <http://www.orgsites.com/ks/MinisaAAP>.

Heading East on 21st

- East of Rock Road; you will need to be in the left lane.
- You will pass the next light that crosses between Dillons and Bradley fair.
- 0.12 miles from Rock Road you will see a Morgan Stanley office building on your right. Directly across from there you will see a left turn lane. **The street name is Tallgrass.** Turn left.
- Follow the “s” curve as far back as you can.
- There will be a parking lot on your left – do not enter in the first drive – go to the second or third driveway. This is where you will park.

Heading West on 21st

- Go past Webb Road; you will need to be in the right lane.
- You will pass Wichita Clinic on the left.
- 0.36 miles from Wichita Clinic you will see a Morgan Stanley office building on your left. Directly across from there you will see a left turn lane. **The street name is Tallgrass.** Turn left.
- Follow the “s” curve as far back as you can.
- There will be a parking lot on your left – do not enter in the first drive – go to the second or third driveway. This is where you will park.

Signs for Minisa Chapter will be posted in the building to lead you to the meeting room.



COMMITTEE REPORTS

2008-2009 Chapter Budget

We will be voting on the new chapter budget at the September meeting. Committee chairmen are requested to review their committee expenditures on the June 2008 Budget Statement (enclosed with this issue) and submit their proposed budget for 2008-2009 to Marianne Eyles CPS/CAP, Budget Committee chairman, by August 15.



Program Committee

The Program Committee met on June 23 and discussed possible program topics and speakers for our monthly meetings, as well as meeting themes. The committee members are investigating speakers to finalize the program list. In attendance at the meeting were Monique Richardson CPS/CAP, Norma Farnsworth CPS/CAP, Jacki Redd, Cyndi Mullins CPS/CAP and Bethel Banzhaf CPS/CAP.



Membership Committee

New member orientations were held on June 23 and July 21 and several of our new members attended. For those unable to attend either of those sessions, another one will be scheduled soon so watch your e-mail inboxes for details.

The Membership Committee is planning a **membership drive which will be held during the regular September meeting**. This is a great time to ask your co-workers, friends and acquaintances who are admins to come find out who we are. We will be mailing flyers and need names from you to add to our mailing list. You won't want to miss out on this fun and informative evening so mark your calendars now!

At the September meeting we will be presenting incentive point awards for the second half (January to June) of the 2007-2008 year. Many thanks to Delynn Nelson for tallying these points once again. Remember that these coupons now have expiration dates.



We need YOU!

HOW?

New Committees Are Forming









We encourage all our members to get involved in committees if they can. Some committees meet once or twice a year, others meet more often. Committee members are not obligated to attend every committee meeting: feedback and decisions can be made by e-mail.






Learn more about the chapter, make new friends with others on the committee, and learn new skills. The relaxed atmosphere of our meetings makes the networking very "user-friendly." You are among friends and what better way to learn about IAAP?





Minisa Chapter's committees are listed on pages 5-7 with a short description of what each committee does. Please review the list to help you decide where you might help us out this year.

Contact the committee chair listed to learn more or to sign up. Consider saying "yes" when a committee chair asks you to help. Feel free to help with more than one committee if you would like!

COMMITTEES – FAST FACTS

Committee	Activities
ADMINISTRATIVE PROFESSIONALS WEEK® Jocelyn Pickard	<ul style="list-style-type: none"> ▪ plans activities and promotions for Administrative Professionals Week® and Administrative Professionals Day®. ▪ arranges with the seminar committee to distribute APW® materials at seminar 
BUDGET Marianne Eyles CPS/CAP	<ul style="list-style-type: none"> ▪ prepares annual budget for vote at September meeting ▪ chaired by immediate past president 
CERTIFICATION Sue Houser CPS/CAP	<ul style="list-style-type: none"> ▪ promotes CPS and CAP program ▪ custody of chapter exam review material and mock exams 
CHAPTER HISTORY Linda McCurdy CPS	<ul style="list-style-type: none"> ▪ custody of all chapter archives; updates annually ▪ prepares president's scrapbook (funds permitting) ▪ must approve purging of <u>any</u> chapter files 
COMMUNICATIONS Patricia Coombs	<ul style="list-style-type: none"> ▪ secures reservations for chapter events (the committee's list of reservations will not necessarily reflect everyone who is attending the meeting. Sometimes the membership committee will have prospective members coming; other times guests and members will make last minute reservations with the VP. The VP is ultimately responsible for the complete meeting reservation list). ▪ keeps in touch with members who do not attend meetings ▪ keeps membership chair and president informed of member illnesses, reasons why someone stops coming to meetings, membership problems ▪ reports absent members' news to membership at meetings 
EDUCATION Chair needed	<ul style="list-style-type: none"> ▪ plans educational events for the chapter and business community ▪ oversees chapter's lending library ▪ distributes scholarship application forms, evaluates applicants and presents scholarships according to guidelines ▪ co-sponsors annual education seminar (see Seminar Committee) 
EXECUTIVE NIGHT Margo Landis CPS/CAP	<ul style="list-style-type: none"> ▪ arranges executive recognition for the October meeting ▪ administers the Executive of the Year award for the October meeting 
FINANCE Mary Spachek?	<ul style="list-style-type: none"> ▪ reviews chapter books quarterly and reports to membership ▪ assists treasurer ▪ passes books to new treasurer from year to year ▪ oversees use of chapter computer and printer in custody of treasurer ▪ immediate past treasurer serves on this committee ▪ follows guidelines set forth by international treasurer ▪ arranges for audit at board's discretion 

Committee	Activities
<p>MEMBERSHIP Bobbie Frye CPS/CAP</p>	<ul style="list-style-type: none"> ▪ promotes membership growth by coordinating at least one membership campaign per year ▪ maintains chapter membership strength through the retention of existing members ▪ extends acts of courtesy on behalf of the chapter ▪ acts as the hostess for the chapter ▪ prepares name badges for guests at all events ▪ updates the chapter brochure annually ▪ conducts new member orientations ▪ co-sponsors annual education seminar (see seminar committee) 
<p>NOMINATING Voted on in March</p>	<ul style="list-style-type: none"> ▪ committee of five ▪ elected by the membership from ballots prepared by the president ▪ only president and vice president ineligible to serve on the committee ▪ chaired by the person who receives most votes; plus the four members with the next highest votes ▪ prepares ticket of officers to present to the membership “at least one week prior to the annual meeting in May” (bylaws) 
<p>PROGRAM Monique Richardson CPS/CAP – by virtue of her office (vice president)</p>	<ul style="list-style-type: none"> ▪ secures meeting place and sets menus for the year ▪ by September, schedules speakers for all monthly meetings for the year, providing programs of general interest or educational programs of interest to administrative professionals ▪ provides list of programs, speakers and menus to publications and membership chairs for publication in the roster and chapter brochure ▪ coordinates reservations with communications committee ▪ arranges for a member to give the invocation at each meeting ▪ confirms number of dinner reservations with facility ▪ introduces speaker at chapter meeting ▪ custody of lavalier microphone; hooks up and tests AV equipment before the meeting ▪ Recognition of past presidents and chapter anniversary at March meeting ▪ conducts survey of possible meeting locations for the next program year to be voted on by members at May meeting ▪ distributes volunteer and suggestion forms to members in May in preparation for the next chapter year 
<p>PUBLICATIONS Pam Dinwiddie</p>	<ul style="list-style-type: none"> ▪ publishes and distributes the monthly newsletter, the <i>Pow Wow</i> ▪ publishes the chapter roster annually as soon as program list is complete (September) ▪ distributes roster to all members by October ▪ maintains the chapter website and keeps it up-to-date ▪ updates chapter letterhead at the beginning of the year and distributes to all officers and committee chairmen 
<p>PUBLICITY / COMMUNITY SERVICE Chair needed</p>	<ul style="list-style-type: none"> ▪ responsible for publicity for the chapter and IAAP locally ▪ submits advance notice of all meetings to the press, keeping to deadlines set by editors ▪ sends press releases with photos to media for <u>all</u> chapter special events, awards, chapter and division elections, etc. ▪ coordinates with membership, education and APW committees to publicize events ▪ arranges for the city mayor to read proclamation for APW ▪ organizes chapter community service projects 

Committee	Activities
<p>RULES AND BYLAWS Pat Pickard CPS</p>	<ul style="list-style-type: none"> ▪ reviews chapter, division and international bylaws and standing rules ▪ submits any proposed amendments to the membership ▪ ensures chapter bylaws conform to division and international bylaws ▪ sends amended chapter bylaws to division bylaws committee for approval 
<p>SERVICE AWARDS Ruth Smith CPS/CAP</p>	<ul style="list-style-type: none"> ▪ chaired by most recent OMY recipient ▪ only past recipients may serve on committee ▪ administers the Outstanding Member of the Year Award in December ▪ administers Distinguished Service Award in March ▪ honors members who reach 25, 35, 45, 50, 55, 60 years' membership 
<p>WAYS AND MEANS Bobbie Frye CPS/CAP</p>	<ul style="list-style-type: none"> ▪ raises the necessary funds to cover the costs of the chapter's programs and activities for the year ▪ plans and promotes fundraising projects for the year ▪ keeps accurate account of income 
<p>SEMINAR: Membership and Education Committees Bobbie Frye CPS/CAP and ???</p>	<ul style="list-style-type: none"> ▪ annual education seminar in the spring (usually week before APW) ▪ co-coordinated by membership and education committees ▪ starts preparing in the fall ▪ finds quality speaker(s) to attract large crowd ▪ finds suitable venue and signs contract, including meals as needed ▪ reserves hotel accommodation for any out of town speaker ▪ determines budget for all costs and income associated with seminar ▪ keeps accurate financial records ▪ prepares registration brochure for mailing by mid-February ▪ updates seminar mailing list annually ▪ secures vendors, if any ▪ arranges Avery packets, goody bags, door prizes, raffles, other "incentives" as needed ▪ prepares folders with speaker's handout, membership info, evaluations ▪ prints name badges for all attendees ▪ secures recertification points or CEU certificates ▪ purpose of the education seminar is four-fold: <ul style="list-style-type: none"> - attract new members - provide professional development for the community - fundraiser - get our name into the business community 

For Our Newer Members



IAAP Award for Excellence

The IAAP Award for Excellence was created in 1992 to recognize an employer organization that has established policies and programs to encourage and support the advancement and effectiveness of administrative professionals. There are two awards: one for companies with less than 1,000 employees and one for companies with over 1,000. Each year the awards are presented by our international president at the banquet at the International Convention; the company and nominating chapter each receive an award.

FYI is a feature column for the benefit of all members. Information presented is to assist new members as they begin to explore chapter offerings.

News From Around The Association . . .



KANSAS DIVISION

Leadership Bootcamp: August 22-23, 2008

Saturday, August 23,
2008

9 a.m. – 4 p.m.

The Cottage House
Hotel
Council Grove, Kansas

Lunch is included

(No cost)

Chapter officers, aspiring leaders and career-minded administrative professionals are invited to an exciting, educational and fun workshop! All members will benefit from this one-day workshop.

There is no charge for this workshop and all members are encouraged to attend. There will be a carpool.

Stay overnight at The Cottage House Hotel for an informal time of fun and socializing on Friday evening. Bring your favorite table games and share the fun! Make your hotel reservations directly with the hotel if you plan to stay overnight (800-727-7903).

REGISTRATION DEADLINE: August 18, 2008

The registration form is available from any Kansas Division officer, President Cyndi Mullins CPS/CAP or the website: <http://www.iaap-kansas.org>.

INTERNATIONAL

After careful evaluation of the unique challenges and opportunities for IAAP, the international board began down the path to turn IAAP into a remarkable association by 2010. As members you can track if the board has fulfilled its mandate by staying aware of what direction the association is headed. You can find the project plan at: <http://www.iaap-hq.org/projectplan2008.pdf>.

The first phase includes:

- Redefining the mission and value statements
- Evaluating existing and future programs
- Aligning the association resources
- Developing a customer service culture
- Training members, chapters and divisions to create a customer service culture
- Creating a baseline membership survey
- Developing and maintain data-driven strategies
- And more



Barb Horton CAP
International President

At the Post-Convention Board meeting, sub-committees were appointed to deal with the following initiatives:

1. Code of Ethics review
2. Division Annual Meeting attendance by board members
3. Board Orientation Manual review
4. Monitoring and assessing Pathways to Excellence

In addition we'll be redesigning the website, reviewing membership resources and developing a marketing plan.

Work has already begun on the motion from the floor at Convention that all chapters of IAAP be given online membership registration capability with the implementation no later than January 1, 2009. The second motion to define misconduct as applied to any IAAP officer at any level of the association will begin soon.

Pathways to Excellence

The IAAP Pathways to Excellence Recognition Program is designed to raise **your** value as a career-minded administrative professional by becoming a **Member of Excellence**, a **Chapter of Excellence** and a **Division of Excellence**. The program is based on ten principles:

- Certification
- Commitment
- Communication
- Education and Training
- Fiscal Responsibility
- Leadership Development and Roles
- Marketing, Research and Community Outreach
- Programs and Participation
- Recruitment and Retention
- Strategic Planning

Member of Excellence

A **Member of Excellence** will attain a minimum of **eight** of the following **eleven** criteria:

1. Be a current CPS and/or CAP holder.
2. Sign the online Member of Excellence Commitment agreement.
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level).
4. Attend non-IAAP professional educational workshops, seminars and conferences.
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft® certification.
6. Pay membership dues on or before anniversary date.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training *at least 60 minutes in length*.
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



Winning members will receive a Member of Excellence certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

Completed criteria will be submitted through an online process. The Member Commitment form, a validation spreadsheet and a sample website submission form for members are available on Members' Place at www.iaap-hq.org.

Chapter of Excellence

A **Chapter of Excellence** will attain a minimum of **14** of the following **19** criteria:

1. Sixty percent of the chapter meetings offer recertification points.
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year.
3. Sign the online Chapter of Excellence Commitment agreement.
4. Publish at least six newsletters/e-newsletters.
5. Participate in the IAAP Web Community.
6. Publish meeting calendar for the year with education and/or training topics by September 1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events.
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer.
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the bylaws, certification, education and membership committees; and submit new officers and committee chairmen listing to headquarters by the July 1 deadline.
9. A minimum of four officers and chairmen of the bylaws, certification, education and membership committees; participate in at least one IAAP Leadership/Succession Planning training event of *at least 60 minutes in length*.
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum.
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee.
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event.
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program.
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent.
15. Conduct at least one IMPACT meeting.
16. Conduct a new member orientation program.
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase).
18. Sponsor a new IAAP Professional Chapter or Student Chapter.
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey.



Winning chapters will receive a Chapter of Excellence podium banner (first year), a banner year patch, and either \$100 cash or \$150 credit toward subscription to the IAAP Web Community.

Completed criteria will be submitted through an online process. The Chapter Commitment form, a validation spreadsheet and a sample website submission form for chapters are available on Members' Place at www.iaap-hq.org.

August

Birthdays

Debbie Blasdel (2)
 Diana Loux (3)
 Linda McCurdy CPS (3)
 Dee Johnson (7)
 Ruth Smith CPS (16)
 Patti Ferguson CPS/CAP (26)
 Susan Niswander (26)

Service Anniversaries

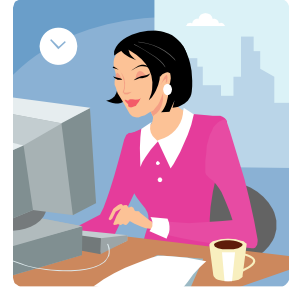
Debbie Carter (2007)
 June Crawford (August 1994 *Minisa*)

Computer Corner

Charting In PowerPoint®

Adding a Chart

1. View the slide onto which the chart is to be inserted.
2. From the toolbar, click the Insert Chart icon.
3. Since a chart is created from worksheet data, you have to enter information into this small worksheet.
4. Move the cursor to each of the cells in the small worksheet, and delete the current information in each of the cells.
5. Enter your data into the worksheet.
6. Click outside of the chart when finished.
7. Another way to place a chart on the slide is to copy it from Excel® and then past it onto the slide.



Animating a Chart

If you add animations, each part can be brought in separately to focus people's attention on the appropriate data element at the appropriate time. It can also help people appreciate the relationship between different pieces of data, and make each piece of data more meaningful.

1. Add, or create a chart in a PowerPoint slide.
2. Right-click the chart and choose Custom Animation.
3. Click the "Add Effect" button at the top of the task pane.
4. Click "Entrance" and choose of the listed animations, or click "More Effects" and choose one of the 52 extra effects.
5. From the task pane, double-click the chosen animation.
6. On the "Chart Animation" tab, click the dropdown arrow in the "Group Chart" field and choose "By Series."
7. Click OK and run the presentation to see the effects. Each series should display individually.

CPS Study Group

Are you ready to take the next step in your career? Certification is a **Mark of Excellence** and tells everyone you're serious about your career! The next CPS/CAP exams are **November 7-8, 2008**, and the deadline to submit applications is August 15.

Several members have established a CPS study group for all those interested. The exam is now the new blueprint, so make sure you use the latest version of the review material, whether the Prentice Hall books (5th edition) or the Metcalf material.

CPS Exam Study Group: The coordinator is Jenny Stephens. Please contact Jenny directly at bonanza7@bonanza.org if you are interested in joining the group; the members of the study group plan to take the May 2009 exam.

The study groups are open to anyone, not just chapter members. And if you're not ready to sit for the exam in November, the study group will still be valuable for when you do take it. Several people have already signed up – why not join them?



Chapter Highlights . . .

Linda McCurdy CPS, Photographer



Minisa Chapter's New Board



Installation of Board



Marianne hands over the gavel to Cyndi



Chapter Retreat



The Gathering of the Nuts



New Member Orientation

Congratulations Minisa Chapter!



Minisa Chapter at KDAM



Kansas Division Best Website Award



Bobbie Frye, Kansas Division's Star Recruiter



Bethel Banzhaf installed as Kansas Division President



Marianne Eyles receives Distinguished Chapter President's Award at Convention



Award for Excellence: Minisa Chapter and Spirit AeroSystems, Inc.

One-Minute Idea

Brainstorm Via Fax and E-Mail

If team members work at different locations, use fax and e-mail to brainstorm while working on an important project.

The project leader outlines the project then faxes or e-mails the document, along with a routing list, to the first person on the list. That person provides input and sends it to the next person. Then the project leader takes the appropriate action.

Adapted from *Indispensable You! Simple Things You Must Do to Keep Your Job Today (and Tomorrow)* (Dartnell)



Care and Share



Bronda Robins CTM: Bronda and her fiancé, Ron Boley, have set the date of August 29, 2008 for their wedding. Congratulations to Bronda and Ron! We wish Bronda, Ron and the children many years of happiness together.

Is Your Contact Information Correct?

We have been getting several "undeliverable" notices when e-mails are sent to chapter members. Please check your e-mail, telephone and address information on the Minisa Chapter roster included with this *Pow Wow* and send your corrections to Membership Chair Bobbie Frye CPS/CAP.

If your e-mail address is incorrect, you will not receive any of the e-publications or other important IAAP information. It is each member's responsibility to also inform headquarters of any address changes.

On the **Members' Place** home page at www.iaap-hq.org, click on the "Dues Renewal/Address Change" box. Follow the instructions on the registration/login page (if new to the system, see link to "Existing Members" login information). Once you've logged in to e-series (see your name in top left corner) click on your name – this will take you to your membership profile.

To edit the information in your profile, click on the "edit" gray button at top. You'll see several fields that can be edited, such as your address, e-mail, etc. Make the changes, then hit the "submit" gray button at the bottom of the profile page.

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Bethel Banzhaf CPS/CAP
P O Box 854
Wichita, KS 67201



MINISA CHAPTER

Publications Committee:

Chair: Pam Dinwiddie
Bethel Banzhaf CPS/CAP
Pat Coombs
Patti Ferguson CPS/CAP
Bobbie Frye CPS/CAP
Bronda Robbins CTM

TO:

minisachapter@hotmail.com

WE'RE ON THE WEB:

<http://www.orgsites.com/ks/MinisaAAP>

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

THIRD THURSDAY OF EVERY MONTH

Submit articles to Bethel Banzhaf
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**
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