



Wichita, Kansas

MINISA CHAPTER
CHARTERED 1942

2009-2010 Board of Directors

PRESIDENT

Patricia Coombs
pjcoombs01@gmail.com

PRESIDENT-ELECT

Ruth Smith CPS/CAP
ruth.smith@spiritaero.com

SECRETARY

Margo Landis CPS/CAP
Margo.L.landis@spiritaero.com

TREASURER

Jocelyn Pickard
Jocelyn.pickard@aero.bombardier.com

DIRECTORS

Marianne Eyles CPS/CAP
Diana Smith

PARLIAMENTARY ADVISOR

Bethel Banzhaf CPS/CAP

POWER
of
Commitment

Meeting Notice



PROGRAM: **Climbing the Career Ladder in a Man's World**

SPEAKER: **Michele Gors Paris, President/CEO, KPTS**

DATE: Thursday, August 13, 2009

TIME: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Program
7:15 p.m. EFAM Report: Pat Coombs, Ruth Smith CPS/CAP

PLACE: Caffe Moderne
300 N. Mead (Old Town/Warren Theatre Square), Wichita

MENU Manicotti; Antipasto Salad; Roasted Garlic Bread;
Coffee and Iced Tea

COST: \$16 for dinner; \$3 for meeting only

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

Ruth Smith CPS/CAP (work 526.3568)

no later than noon, Monday, August 10. 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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" You were born to win, but to be the winner you were born to be, you must plan to win and prepare to win. Then, and only then, can you legitimately expect to win. "

~ Zig Ziglar

Greetings from the President . . .

Summer has come and gone and I hope you had an enjoyable one. We are ready to start a new year with IAAP. Get your skates on as we are on a very interesting path this year following our new theme, Commitment to Excellence. *Pathways to Excellence* continues to be our goal this year with the opportunity for everyone to help our chapter to be successful as we strive to become a *Chapter of Excellence* again, as well as *Members of Excellence* individually.

On June 13, we had our chapter retreat where we set our goals for the coming year. It was a very busy day with a few challenges along the way. If you did not attend, please put it on your calendar for next year so your voice will be heard. This is your chapter and we value your input.

Also in June, we were in Topeka to celebrate Kansas Division's accomplishments and conduct division business by amending bylaws and electing officers. Our new Kansas Division board is: Martha Leek CPS, president; Sharon Taylor CPS, president-elect; Carol Zamaitis, treasurer; Sue Houser CPS/CAP, secretary. Congratulations to all! Minisa Chapter was presented with the Best Chapter Website and Best Chapter Newsletter awards.

The 64th International Education Forum and Annual Meeting (EFAM) was held July 26-30 in Minneapolis, Minnesota. Minneapolis was a beautiful, clean city, as all in attendance will confirm. Ruth Smith CPS/CAP, Margo Landis CPS/CAP, Bethel Banzhaf CPS/CAP, Cyndi Mullins CPS/CAP, Sue Houser CPS/CAP and I enjoyed a week chock full of excitement, education and fun. Margo and I were attending for the first time and I learned some interesting facts about parliamentary procedure that I had not known. The amendment to increase membership dues was reconsidered after failing to pass by the necessary two-thirds vote initially. After much passionate discussion for and against, and several votes on possible amounts, the dues increase passed with the following: professional member \$83, professional-merited \$47, student \$50, associate \$180. The amounts for each category for members outside the United States and Canada are \$20 higher. This will take effect in January 2010 but members may renew early at the current amount. This gives each of us time to prepare and start saving. If you are serious about your professional development and believe that IAAP is key to your growth, now is the time to start. Guest speakers, learning workshops, and the ability to visit other Kansas chapters for knowledge that help with your everyday tasks are just a few of the perks you have as a member.

At EFAM, Kansas Division received the Avery Dennison Award and Division of Excellence banner: both were presented to outgoing Kansas Division President Bethel Banzhaf CPS/CAP. On behalf of Minisa Chapter, I received the Chapter of Excellence banner during the Southwest District Caucus.

The Kansas Division leadership workshop will be in Topeka on August 22 so mark your calendars. We will have carpools going if you would like a ride. The leadership workshop is not just for those in leadership. It is open to any IAAP member and will be a day filled with great information you can bring back to your office and utilize.

The chapter voted in May to change our meeting location to Caffe Moderne, 300 N. Mead, Suite 108. They are located in Old Town near the Warren Theater with ample parking in the garage nearby.

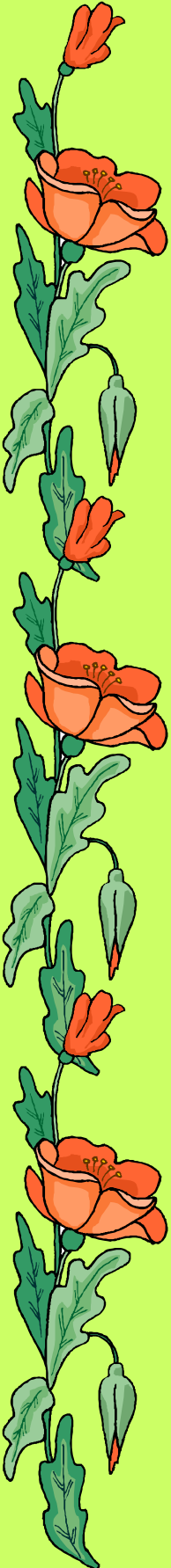
Some of the goals set at our annual retreat for 2009 – 2010 are:

- Attain *Chapter of Excellence*
- Twelve members attain *Member of Excellence*
- Have nine prospective members attend meetings during the year
- Ways and Means - \$4200
- Seminar – increase attendance by 10%
- Kansas Division events attendance: average eight members
- Community Service Project – three projects
- Continue Recognition/Incentive Points
- Revive the trips and tours and social events
- Chapter members to give presentations – two members

I am looking forward to the challenge of meeting our goals. It will take all of us as a **team** to make this happen.

I feel humbled and honored to be your chapter president this year, and am looking forward to growing as a person in the leadership role you have chosen for me. Remember, we are a **team** and **together** we will accomplish many things this year!

Patricia Coombs





Dates to Remember

August 13	Chapter Meeting
August 15	CPS and CAP Exam Application Deadline
August 20	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
August 22-23	Kansas Division Leadership Workshop – KNEA Headquarters, Topeka, Kansas
August 27	Board Meeting
September 3	Chapter Meeting – Approve Chapter Budget

About Our Program and Speaker

Michele Gors Paris is the new president and CEO of KPTS Television, a non-profit educational organization serving Kansas since 1970. Michele will speak about her experiences ***Climbing the Career Ladder in a Man's World***.



Michele is a single parent with two children and four – yes, four dogs – and would have more if she could. She has been working in broadcasting since 1980, and made her start in radio as a news anchor right out of high school while attending college. With a degree in broadcast journalism, she has worked in news for the past 28 years in various roles such as editor, photographer, producer, reporter, anchor, executive producer and news director.

Michele came to Wichita in 2005 as news director at KWCH. She made the move to public television in November of last year as President/CEO of KPTS. Travels in television took her all over the country working in such cities as Las Vegas, Tampa and Memphis, to name a few. Born and raised in Mason City, Iowa, she cherishes her Midwestern roots and upbringing. When asked what her career high was she will proudly tell you she won an Emmy (*yes an Emmy!*) for News Excellence in 2003 while working as vice president of news for WREG-TV in Memphis.

COMMITTEE REPORTS



2009-2010 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 2009 Budget Statement (enclosed with this issue) and submit their proposed budget for 2009-2010 to Cyndi Mullins CPS/CAP, Budget Committee chairman.



Program Committee

The Program Committee met on August 6 and discussed possible program topics and speakers for our monthly meetings. The committee members are investigating speakers to finalize the program list. In attendance at the meeting were Cyndi Mullins CPS/CAP, Pat Coombs, Diane Walters CPS/PLS and Bethel Banzhaf CPS/CAP. Have you seen a presentation or program that you think would benefit our membership? Is there a topic that you would like some more information on? Please submit your ideas to Ruth Smith CPS/CAP as soon as possible.



Membership Committee

Bethel Banzhaf CPS/CAP, Chairman

A new member orientation was held in June and several of our new members attended. For those unable to attend, another session will be scheduled soon, so watch your e-mail for details.

Although we provide an extensive new membership orientation, there is so much information to remember it is hard to take everything in. During the chapter's strategic planning session in May, one of the items discussed was to start a mentoring program to supplement the new member orientation. More seasoned members will spend several months mentoring our newer members on the ins and outs of Minisa Chapter and the association as a whole. The Membership Committee will be working on the parameters for this program and will be calling for volunteer mentors soon.



At the September meeting we will be presenting incentive point awards for the second half (January to June) of the 2008-2009 year. Remember that these coupons now have expiration dates.

Our chapter's total membership as of June 30 stands at 53. I encourage each member to continue to share with your friends and co-workers how IAAP membership has benefited your career and invite them to our next chapter meeting. Speaking of friends and co-workers, I'm also excited to announce that we will again be hosting a **membership drive during the regular November meeting**. So be on the lookout for more information as we get closer to the date and remember – it's never too early to start talking about it. We all lead very busy lives and the more notice you give your friends and co-workers about the meeting the better chance they will be able work it into their schedules. I always like to say that "busy people get the most done" and planning ahead is one of the reasons!

The Membership Committee will also be looking at new ideas for membership recruitment during the coming year. Please let me know if you have any suggestions or would like the committee to send IAAP information to anyone you think would benefit from joining.

As always, if you or anyone has questions regarding membership and/or its benefits please feel free to contact me at either MinisaChapter@hotmail.com or 269-2137.

2009-2010 Committees

We need YOU!



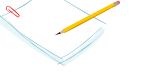







Committee assignments were made at the chapter retreat, but there are still many "gaps" to be filled. It's not too late to volunteer to contribute to the success of our chapter in the coming year. We have several committees that could use **YOU!** Minisa Chapter's committees are listed on pages 5-7 with a short description of what each committee does.






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 committee meetings makes the networking very "user-friendly." You are among friends and what better way to learn about IAAP?

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

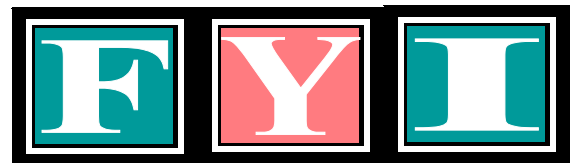
COMMITTEES – FAST FACTS

Committee	Activities	<i>Administrative Professionals Day</i> 
ADMINISTRATIVE PROFESSIONALS WEEK® Chair needed	<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 Cyndi Mullins 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 ▪ procures recertification points for all qualifying chapter programs 	
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 Cyndi Mullins CPS/CAP	<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 Deb Moody CPS	<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 Ruth Smith CPS/CAP	<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</p> <p>Bethel Banzhaf 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</p> <p>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 president-elect 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</p> <p>Ruth Smith CPS/CAP – by virtue of her office (president-elect)</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</p> <p>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</p> <p>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</p> <p>Bethel Banzhaf CPS/CAP</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</p> <p>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</p> <p>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:</p> <p>Membership and Education Committees</p> <p>Bethel Banzhaf CPS/CAP</p> <p>and</p> <p>???</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



August Social

Minisa Chapter's August meeting is more of a social get-together than a formal chapter meeting. Some years we have a "fun" 30-minute program, some years there is no program. The August Social is the time when our chapter delegate to the Educational Forum and Annual Meeting presents her report on the business conducted at EFAM, and the alternate tells us about the entertainment side of EFAM. There is generally no business meeting at the August Social.

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 . . .



Leadership Training for the Career-Minded Professional: August 21-22, 2009

Saturday, August 22, 2009

9 a.m. – 4 p.m.

**KNEA Headquarters
715 SW 10th, Room 211B
Topeka, Kansas**

Lunch is included

(No cost)

Every summer Kansas Division provides a one-day workshop free of charge to help our members and our chapters on their *Pathway to Excellence* during the new IAAP year.

Chapter officers, aspiring leaders and career-minded administrative professionals are invited to an exciting, educational and fun workshop to assist YOU unleash your *Power of Commitment!* All members will benefit from this one-day workshop.

- *Chapter Leadership Orientation*
- *Web Community – create/update profiles*
- *IAAP Jeopardy*
- *Kick-off Pathways to Excellence (P2E)*
- *Introduce contests and awards for the coming year*

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

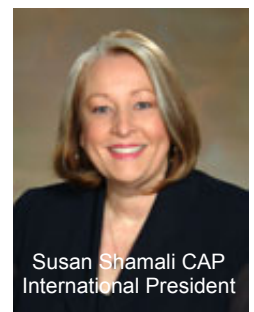
Arrive early and join the division board for supper and an evening of fun and games. Stay overnight at the Senate Suites for an informal time of fun and socializing on Friday evening. Bring your favorite table games and share the fun! Make your hotel reservations directly with the hotel if you plan to stay overnight (800-488-3188).

REGISTRATION DEADLINE: August 14, 2009.

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

2009 Certification Conference

Make plans now to attend the 2009 Certification Conference, ***Sharp Skills for Tough Times***, October 18-21. The Portland Marriott Downtown Waterfront is now making rooms available for the 2009 Certification Conference at \$159 per night single/double. This is a \$30 price rollback. In keeping with this effort to make the conference more affordable in these tough economic times, IAAP is also rolling back early bird conference registration to the fees for IAAP members. Active CPS and CAP holders who register between June 1 and July 31 will pay \$495, also a \$30 savings; nonmembers will pay \$615.



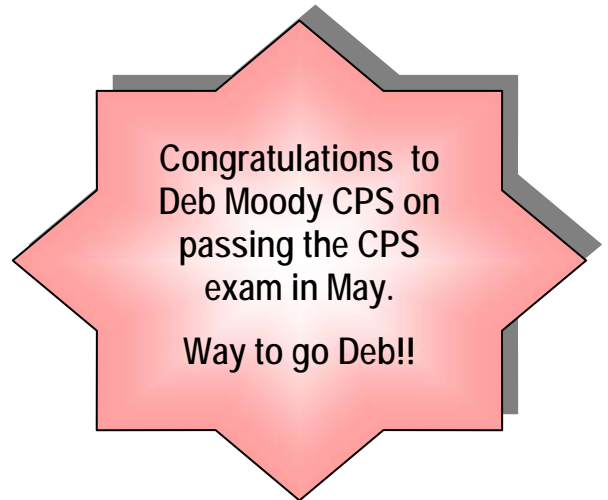
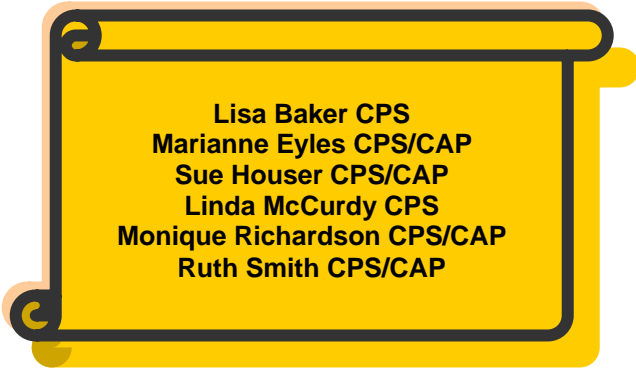
Laura Stack Webinars

IAAP is sponsoring a series of 10 webinars on Outlook[®], featuring Laura Stack, The Productivity Pro. You can sign up for all 10 (and get a special member discount of \$349) or choose the ones that most interest you. Single sessions are only \$39 each. You can opt for 2003 or 2007 versions and get 10 recertification points for the entire package. Sessions start September 4 (so you'd better hurry and enroll) and are held weekly. If a date is not convenient for you, you can access the recorded event for 60 days. This really is an amazing offer. Laura Stack is always one of the highest-rated presenters at IAAP events. For more information and to register, go to http://www.theproductivitypro.com/s_outlook-virtual-training.html.

Congratulations Minisa Chapter!



Minisa Chapter members listed on the Kansas Division Professional Development Honor Roll for 2008-2009:



Pathways to Excellence

Member of Excellence

Minisa Chapter has eight **Members of Excellence** for 2008-2009!

- Diane Walters CPS/PLS
- Ruth Smith CPS/CAP
- Monique Richardson CPS/CAP
- Cyndi Mullins CPS/CAP
- Sue Houser CPS/CAP
- Norma Farnsworth CPS/CAP
- Marianne Eyles CPS/CAP
- Bethel Banzhaf CPS/CAP



Chapter of Excellence

Thanks to all the members of Minisa Chapter, we attained Chapter of Excellence for 2008-2009 and will display the banner at all meetings!



How Your Virtual Identity Can Affect Your Career

With the rapid growth of the Internet, more and more professionals are leading a "second life" online. However, your activities in this alternate universe may have lingering effects in the real one, especially if you are looking for a new job.

Many employers now search online for information about prospective hires. And some have even chosen not to hire someone based on what they discovered in their web searches.

But employers aren't just looking for red flags. They also are seeking evidence that a potential new hire is invested in the administrative profession through participation in trade associations, industry blogs or message boards.

Following are some tips for creating a positive digital footprint:

- ❖ Stack the deck in your favor. Websites such as ZoomInfo.com allow you to post positive information about yourself, ensuring that online sleuths see your best side. Consider including details about your professional accomplishments, qualifications and industry involvement on these types of forums.
- ❖ Make the most of social networking sites. LinkedIn.com and other online networking sites are good venues for learning about job openings and making new contacts. But be selective about who you allow into your network. Prospective employers who have access to your contact list may get in touch with these professionals during a reference check.
- ❖ Share your insights. Posting your comments on industry forums or authoring online articles in your area of expertise is a smart way to reinforce your professional reputation.
- ❖ Create your own website. You can bolster your online presence with a personal site that contains links to articles administrative professionals might find interesting and information about your skills and achievements.
- ❖ Be prepared to explain. If there is unflattering information about you online that you cannot remove, be prepared to offer an explanation to employers who might inquire about it.

Keep in mind that your online activities can often become public, and search engines make it quick and easy for others to learn about you. If you want to make a good impression in the real world, build your virtual reputation on solid ground.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.



Birthdays

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

Service Anniversaries

June Crawford (August 1994 *Minisa*)

August

Computer Corner

SEARCHING FOR AND REPLACING GRAPHICS

This tip works with Microsoft Word 97[®], Word 2000[®], Word 2002[®], and Word 2003[®].

Word allows you to search not just for text, but also for special characters that normally do not print. One of these special characters is a marker indicating where a picture is inserted in your document. To search for graphics, follow these steps:



1. Choose Find from the Edit menu. Word displays the Find tab of the Find and Replace dialog box.
2. Click on the More button, if it is available.
3. Make sure the Find What box is empty and the cursor is located in the box.
4. Click on Special, then choose Graphic. Word inserts ^g in the Find What box.
5. Set other searching parameters, as desired.
6. Click on Find Next.

Unfortunately, while you can search for graphics, you cannot easily replace one graphic with another. There is a way to work around this, however. You can replace one graphic with another by following these steps:

1. Click on the new graphic; the one you want to serve as a replacement for the old graphic.
2. Press Ctrl+C. Word copies the graphic to the Clipboard.
3. Choose Replace from the Edit menu. Word displays the Replace tab of the Find and Replace dialog box.
4. Click on the More button, if it is available.
5. Make sure the Find What box is empty and the cursor is located in the box.
6. Click on Special, then choose Graphic. Word inserts ^g in the Find What box.
7. Make sure the Replace With box is empty and the cursor is located in the box.
8. Click on Special, then choose Clipboard Contents. Word inserts ^c in the Replace With box.
9. Click on the Replace All button.
10. When the replacements are complete, click on Cancel.

If the graphic you copied in step two was originally inserted with the "Link to File" option selected, the graphic inserted by the replace command will also have this attribute. Likewise, if you resize the graphic before performing these steps, the graphic inserted by the replace command will retain the dimensions of the resized graphic.

CPS and CAP Certification Update



Upcoming Deadline and Exam Dates	Exam Study Group	Mock Exams
<p>August 15, 2009 Application deadline for the November 6-7, 2009 CPS and CAP exams</p> <p>November 6 – CAP exam November 7 – CPS exam</p>	<p>CPS CAP Study Group</p> <p>The coordinator is Jenny Stephens. Please contact Jenny directly at bonanza7@bonanza.org if you are interested in joining the group.</p>	<p>TBD Contact Sue Houser CPS/CAP 316-526-0793</p> <p>Exam Site Wichita will be a testing site for the November 2009 CPS and CAP exams.</p>

Be All You Can Be! Time to Consider Certification!

Earn the Certified Professional Secretary® (CPS®) rating or Certified Administrative Professional® (CAP®) rating through IAAP! Professional certification shows employers, clients and associates that you are committed as a professional. It is a mark of excellence that you carry with you everywhere you go.



Certification provides opportunities to enhance your career success through:

- ❖ **JOB ADVANCEMENT** – Certification gives you a competitive edge for promotion and hiring.
- ❖ **PROFESSIONAL SKILLS** – You will learn more about office operations and build skills by studying for and taking the CPS or CAP exam.
- ❖ **SALARY** – A recent IAAP membership profile study shows that CPS holders earn an average of \$2,228 more per year than those who do not have certification.
- ❖ **ESTEEM** – Attaining certification demonstrates to your employer and yourself that you are committed as a professional.
- ❖ **COLLEGE CREDIT** – Many colleges and universities offer course credit for studying for and passing the CPS and CAP exams.
- ❖ **CERTIFICATION CONFERENCE** – Receive the benefit of annual state-of-the-art education and networking with other professionals in the administrative field.

CPS/CAP Exam Study Group



Several members have established a CPS/CAP study group for all those interested. The exam is 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.

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 November 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?

Next certification exam will be given November 6-7, 2009.

Deadline to register is August 15!

Exam Fees Effective with the November 2009 Exams

	CPS Exam	CAP Exam
Members (no change in fees)		
Processing Fee	\$50	\$50
Registration Fee – all parts*	\$160	\$210
Registration Fee – retakes	\$60 per part	\$60 per part
Part 4 of CAP exam only**		\$120
Nonmembers (new fees)		
Processing Fee	\$85	\$85
Registration Fee – all parts*	\$250	\$300
Registration Fee – retakes	\$100	\$100
Part 4 of CAP exam only**		\$160

Chapter Highlights . . .

Linda McCurdy CPS, Bethel Banzhaf CPS/CAP, Photographers



Minisa members



Inspirational message



Sue and Margo



Pat Jones, Dress for Success



Minisa members networking at the June meeting



Sharon Taylor, Kansas Division secretary, and daughter



Installation of board



Cyndi passing gavel to Pat



Pat presents Cyndi with plaque



Strategic planning session



Chapter retreat



KDAM Opening Event



Business session convenes



KDAM workshop



KDAM banquet



Division President Banzhaf, Int'l Treasurer Rannals



Minisa Chapter at KDAM



Martha presents plaque to Bethel



KDAM certification lunch



New division board



EFAM business session, President Horton



Minisa Chapter, EFAM banquet



EFAM: SW District division presidents



EFAM Evening of Welcome



Hilton Minneapolis Hotel lobby



EFAM SW District caucus

One-Minute Idea

Breaks: The 20-20-20 Rule

Remember to take breaks. You know, the ones you keep forgetting to take because you get so engrossed in what you're doing.

Every **20** minutes, take a **20**-second break and look **20** feet away. Incorporate this simple 20-20-20 rule into your life whenever possible. Set a timer and after 20 minutes take 20 seconds to rest your eyes and look at something other than your work. Daydream. Envision what your business will be like in five years. Look out the window. Stand up and stretch. One creative individual drinks water during computer work so that a restroom break is necessary after the 20 minutes!



Care and Share



Cyndi Mullins CPS/CAP: I would like to thank Minisa for their thoughts, prayers and cards after my father's passing. Although my dad's passing was sudden and unexpected, he did not suffer and that gives me peace. The cards, notes and caring are very much appreciated. Thank you.

Wanted – Newsletter Contributions!

If you have anything “newsworthy” to include in our chapter newsletter, please do not hesitate to submit it. Contributions are always welcome, including:

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- Original article written by you
- Article from another source as long as you provide written authorization from the author

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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

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