



Wichita, Kansas

MINISA CHAPTER  
CHARTERED 1942

**2008-2009 Board of Directors**

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Cyndi Mullins CPS/CAP

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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.



## Christmas Social



SHOW: **Crouching Santa, Hidden Reindeer**

WHERE: **Mosley Street Melodrama**

DATE: Thursday, December 4, 2008

TIME: 6:00 p.m. Doors Open  
6:15 p.m. Dinner  
7:50 p.m. Show

PLACE: 234 N. Mosley in Old Town  
Wichita

MENU: Catered by Pig In and Pig Out – All you can eat buffet  
Desserts and full bar are extra

COST: \$26 (dinner and show)

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

**Robin Ruse (work 828-6578)**

no later than noon, Monday, December 1. 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): November 6 Meeting Minutes; Treasurer's Report;  
Christmas Social Flyer; Community Service Projects Flyer

**"It's not that some people have willpower and some don't. It's that some people are ready to change and others are not."**

~ James Gordon, MD

## Greetings from the President . . .

Cool days and even cooler evenings welcome the last month of the year. I hope everyone had a very safe and happy Thanksgiving. I was fortunate enough to spend the time with my family in Amarillo.

Our IMPACT meeting with Alicia Holloway was a fun evening. Alicia had some very insightful information to share with our members and guests. Our guests included Lynnette Arney and Vita Benevenga, guests of Marianne Eyles CPS/CAP. And one of our guests brought a guest! We also celebrated anniversaries including Debbie Konklin with two years and Shirley Yingling CPS with 18 years. Nina Leeper will celebrate 53 years with Minisa Chapter this month. Congratulations to everyone. And thank you to the members and guests who attended the IMPACT meeting. It was an inspiring event.

Some of you may have heard that Sue Houser CPS/CAP had some surgery recently. She is still recovering, but doing well. Sue anticipates she will return to work December 4. Please keep Sue in your thoughts and prayers.

At our last meeting, we selected a Nominating Committee to begin preparing for the 2009-2010 Board. Chairman Jocelyn Pickard and her committee may be contacting you to serve on the board. Please consider this opportunity for growth and a chance to step out of your comfort zone. It does take some commitment, but it can be a fulfilling and rewarding opportunity to show your skills.

International President Barb Horton selected another book for her Book of the Month reading. This month it is *The Five Dysfunctions of a Team* by Patrick M. Lencioni. Mr. Lencioni reveals “the five dysfunctions that go to the very heart of why teams, even good ones, often struggle.” Although his book is based on his work with CEOs, it is adaptable for ALL individuals interested in teamwork, even Minisa Chapter.

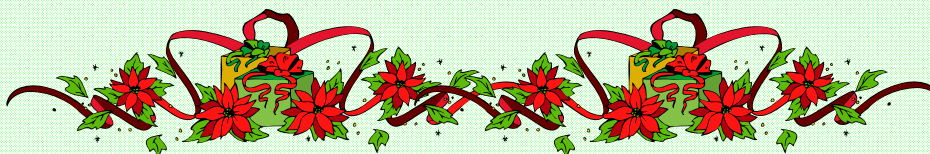
I hope everyone took the opportunity to read the Outstanding Member of the Year (OMY) award information Ruth Smith CPS/CAP e-mailed and selected a candidate for this award. Ruth and the committee will be reviewing the nominations and making a selection to announce at our January meeting. And for those who were not able to make the November meeting, you missed a really good acceptance speech given by Miss Smith. If you have not had an opportunity to chat with Ruth, you have missed out on a wealth of information and humor.

Remember to bring your donations with you to the December social for our community service project: new socks and gently used clothing for the homeless shelter. Our December Social will be at Mosley Street Melodrama on December 4. If you haven't already done so, contact Robin Ruse to see if there is still room to join the members attending the social.

Since the first Thursday falls on New Year's Day, our next meeting will be held the second Thursday, January 8. Our new meeting venue is still being determined. An e-mail will be sent as soon as the selection has been made. Please watch for your e-mail for the new location.

Wishing everyone a safe and happy holiday,

*Cyndi Mullins CPS/CAP*



## Dates to Remember



- December 4** Christmas Social – Mosley Street Melodrama
- December 9** Board Meeting and Chapter Strategic Planning Session
- December 18** **Pow Wow** Deadline (e-mailed [[minisachapter@hotmail.com](mailto:minisachapter@hotmail.com)] submissions are greatly appreciated!)
- January 8** Business Meeting – Outstanding Member of the Year Presentation
- January 15** **Pow Wow** Deadline (e-mailed [[minisachapter@hotmail.com](mailto:minisachapter@hotmail.com)] submissions are greatly appreciated!)
- January 29** Board Meeting

# Christmas Social

## Crouching Santa, Hidden Reindeer

*Sigh for the dainty heroine, cheer for the hero, and boo and hiss the villain (a little bit of well-aimed popcorn doesn't hurt either.) Then, sit back and enjoy a musical comedy revue full of singing, dancing and laughs brought to you by some of the best talent Wichita has to offer.*



**WHERE: Mosley Street Melodrama**

**DATE:** Thursday, December 4, 2008

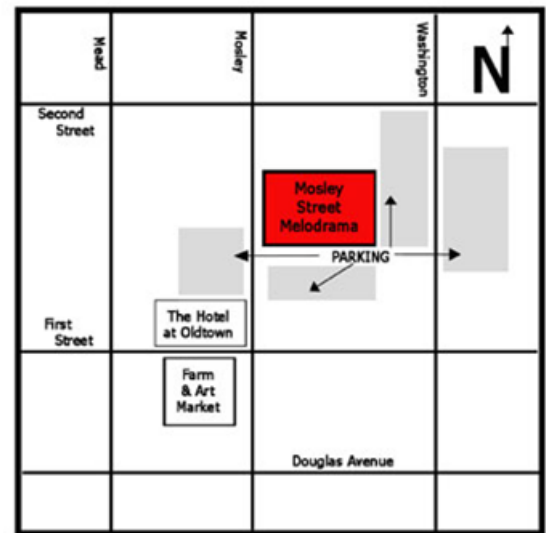
**TIME:** 6:00 pm Doors Open

Mosley Street Melodrama lies in the heart of Wichita's historic Old Town. It is located at 234 N. Mosley Street, between First and Second, and between Mosley and Washington. There is parking directly south of and behind the theatre, as well as across the street in the parking garage.

## Directions

From I-35, take the 1st/2nd Street exit. Take 2nd Street west to Mosley Street. Turn left.

From Kellogg, take the Washington exit. Travel north to 2nd Street. Turn left and travel one block to Mosley Street. Turn left.



## COMMITTEE REPORTS

### Community Service Projects

Robin Ruse, Co-Chairman



**December:** Warm socks to warm hearts will be the theme for December. Please bring new socks, any size (men's, women's or children's) to the December social. The socks will be delivered to guests at the area homeless shelter. **Note:** All chapter community service projects are voluntary for any interested members who would like to participate.

## Membership Committee

Bobbie Frye CPS/CAP



The membership committee held its IMPACT membership drive at the November meeting. Our RSVP list included five guests; however, only three guests were present. Each guest was given a packet with information on our chapter and the organization. We did not receive any applications that evening, but we hope our guests will return and join at a later time. The committee is following up with guests and those who were unable to attend.

Thank you to those who invited guests to the meeting, and to Ruth Smith CPS/CAP and Sue Houser CPS/CAP for giving testimonials on how IAAP and certification has benefited them.

## Program Committee

**Change of Meeting Location:** Due to extenuating circumstances, it has become necessary to change meeting locations beginning January 2009. The membership will be asked to vote on a new location, so when you receive a ballot by e-mail, please take a few minutes to vote. The meeting location affects all members so your opinion matters!



## Service Awards Committee

Ruth Smith CPS/CAP, Chairman

The Service Awards Committee received two nominations for the **Outstanding Member of the Year** award and will announce the winner at the January meeting. The nomination form and information on the Distinguished Service Award will be provided soon.



## Ways and Means Committee

Bobbie Frye CPS/CAP, Chairman

To support Minisa Chapter's operating budget, the Ways and Means Committee needs your help selling the items listed below. The funds raised from these projects are necessary to provide programs and services for our members.

These items would make GREAT Christmas gifts and help support the chapter at the same time.

- **Entertainment books** – \$20 each. We have only sold eight out of 23 and we must decide soon if we want to send them back or sell through January. They make excellent holiday gifts.
- **Terri Lynn Nuts and Candy** – Various prices. Another excellent stocking stuffer!
- **Papa Murphy's Take and Bake Pizza Coupons** – \$5 discount on the best pizza in town.
- **Casserole Carriers** – \$10
- **Chapter Cookbooks** – \$12
- **Enchiladas** – Contact Bobbie Frye at 517-3548 or 253-8473 if you would like to place an order. All profit is donated to the chapter.

In addition, if you have **empty toner cartridges to recycle**, please get them to Bobbie Frye and the money received will go into the scholarship fund.

## Programs at a Glance

### August 14, 2008

*Report of IAAP International Convention*

Cyndi Mullins CPS/CAP

### September 4, 2008

*From To Do . . . To Done\**

Gary Sachs, Esselte Corp.

### October 2, 2008

*Humor Me\**

Dr. Julie Gilpin-McMinn

### November 6, 2008

*What's Hot and What's Not in Employee Selection*

Alicia Holloway, Select Search LLC  
Networking/Membership Drive

### December 4, 2008

*Christmas Social*

TBD

### January 8, 2009

*Etiquette At Work\**

Office Team

### February 5, 2009

*Computing Tips/Technology\**

TBD

### March 5, 2009

*Certification: How and Why*

Sue Houser CPS/CAP

### April 2, 2009

*Swing Into Action: Keeping You on Par for Strategic Success\**

David Walker

### May 7, 2009 (Annual Meeting: closed)

*Event Planning: Who, What, When, Where, Why\**

Robin Ruse

### June 4, 2009

*Your Partner In Success\**

Pat Jones

Installation of Officers

\* CPS/CAP Recertification Points Awarded  
– 60 minute programs

## Ruth Smith CPS/CAP, 2007-2008 Outstanding Member of the Year, Acceptance Speech Presented on November 6, 2008



From an early age, I pretended to be a secretary. (I'm still pretending.) To save our hardback books, my parents bought me a typewriter when I was 11 years old. There was no turning back. I've had other jobs, but have been an administrative professional, in one form or another, since I was 15.

A little background on how I came to Minisa Chapter. I had a dream a few years ago that my funeral was held in Spirit's large auditorium. I had spent so much time at work that the majority of my friends were other Spirit employees. I decided that I needed to expand my social life to include more non-work activities. Not too long after that dream, Sue Houser asked me to attend a Minisa Chapter meeting. Imagine my surprise to learn that:

- a) there was an organization specifically for us, kindred souls who understand how much more there is to being an administrative professional than typing, filing, answering the phone and doing our nails;
- b) that the organization isn't just about work, but that the members are also involved in community service and enjoy social events together; and
- c) that said organization would allow me to join.

I believe that the payback for any endeavor is directly proportional to what you invest in it. I joined Minisa Chapter in 2005. I waded in by volunteering for a couple of committees and worked my way up to treasurer. The more involved I became, the more potential I saw in myself and those around me. The payback has been even better than I expected. The support and encouragement I received while I was studying for my CPS and CAP certifications was incredible. I've expanded my comfort zone, grown personally and professionally, and made new friends. I'm proud to be a card-carrying member of Minisa Chapter.

I was humbled and honored to receive the 2007-2008 Outstanding Member of the Year Award at the February 2008 meeting. How awesome that someone took time from her busy schedule to nominate me and that I was deemed worthy! Did you know . . . if you type and highlight the word "outstanding" in MS Word and press Shift+F7, you'll learn that it also means exceptional, terrific, wonderful, stupendous, dazzling, and marvelous. That's how I feel every time I look at the plaque I received that night.

Thank you, Minisa Chapter, for naming me your 2007-2008 Outstanding, Exceptional, Terrific, Wonderful, Stupendous, Dazzling, and Marvelous Member of the Year.

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## For Our Newer Members

### Nominating Committee

The purpose of the Nominating Committee is to submit a ticket of one or more candidates for each office to the membership at least one week prior to the annual meeting in May. The Nominating Committee is one of the most important committees in an organization because it is responsible for choosing the future leaders of the organization.

During the November business meeting, the membership selected the Nominating Committee from ballots provided by President Mullins. The member who received the most votes is the chairman and the next four names with the most votes are the other members of the committee. This year's Nominating Committee is: Jocelyn Pickard (chair), Pam Dinwiddie, Sue Houser CPS/CAP, Margo Landis CPS/CAP and Robin Ruse.



The committee will meet and personally call all members in order to get a ticket of candidates for the new Board of Directors. If you are ready to volunteer for a board position, don't wait to be asked – call Jocelyn! The Nominating Committee must nominate at least one candidate for the following positions: **President, Vice President (will succeed automatically to president), Secretary, Treasurer, Directors – two.**

When the committee calls to ask if you're willing to serve on the board, please consider taking a leadership role in the chapter. You may be afraid to go outside your comfort zone, but the experience you gain and the personal and professional growth are well worth it! Being a member of the Nominating Committee does not prevent someone from being nominated for a position.

## News From Around The Association . . .



### KANSAS DIVISION

#### Professional Development Form

The Kansas Division board has decided to continue the Professional Development Form and is finalizing it for distribution to Kansas members. The information required complements the *Member of Excellence* criteria, but there are more categories to record your professional development. The purpose of the PDF is to recognize members' educational and IAAP participative accomplishments. Many members find the form helpful when it comes time for their annual review. The awards (chapter president and member) are presented at the Kansas Division Annual Meeting in June.



IAAP. They may volunteer to chair or serve on committees, mentor another member or student, promote awareness of IAAP in the workplace or community, or exhibit qualities that exemplify good leadership.

Any member may recognize another member in Kansas Division; it does not have to be an officer of your chapter, it does not have to be someone in your chapter, it is just a great way to say thanks for all you do and a job well done. You may nominate as many people as you like.

Nominations may be submitted any time during the year. This is an ongoing recognition and awards will be presented throughout the year. Download the nomination form from: <http://www.iaap-kansas.org/> and send your nomination to Kansas Division President Bethel Banzhaf CPS/CAP.

#### President's Recognition of Excellence Award

This is an ongoing award that recognizes those Kansas Division members who make a difference in support of

### INTERNATIONAL

**IAAP now has a Facebook page.** It's open for IAAP members and your admin co-workers and friends who may be thinking about joining the association. To join, get on Facebook and do a search for International Association of Administrative Professionals. No approval is necessary to join.

Facebook is a social networking website. Users can join networks organized by city, workplace, school and region to connect and interact with other people. Users create profiles including photos and lists of personal interests, exchange private or public messages, and join groups of friends (such as an IAAP group). Social networking is big on the Internet, especially with younger generations, but more and more people of all ages are joining these groups such as LinkedIn, Facebook and MySpace.



A few tidbits (from the *Shift Happens* piece on globalization and technology going around on YouTube) show how important it is to keep up with technology:

1. One out of eight couples married in the US last year met online.
2. As of September 2006, there were more than 106 million registered users of MySpace.
3. If MySpace were a country, it would be the eleventh largest (between Japan and Mexico).
4. The average MySpace page is visited 30 times per day.
5. The number of text messages sent and received every day exceeds the population of the planet.

Facebook is a great way to engage the younger segment of our association. It is a great way to keep members informed and a way for them to stay connected wherever they may be. IAAP is embracing technology that provides an opportunity to reach out to high school and college students, letting them know more about IAAP and how it can benefit them.

Facebook is a primary method of communication for younger workers. IAAP having a presence in social networking is a way to attract potential new members by reaching out to the younger generations that don't know about our organization.

Check out the IAAP Facebook group out! Search for "International Association of Administrative Professionals," (not IAAP) hit the "groups" tab, and it should be the second one down. You need to type it in exactly like this "International Association of Administrative Professionals". You will then find three different groups called International Association of Administrative Professionals.

**Birthdays**

Debbie Konklin (December 6)  
 Danielle King (December 12)  
 Roberta Jones (December 13)  
 Danielle Gabor (December 20)  
 Bethel Banzhaf CPS/CAP (December 23)

**Service Anniversaries**

Nina Leeper (1955)



## Computer Corner

### Accomplish Two Tasks at Once With the Paste Special Command (Microsoft Excel®)

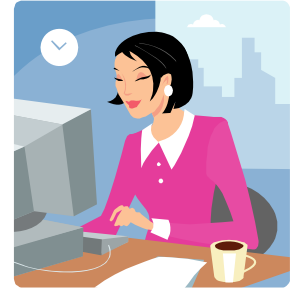
The **Paste Special** command offers several options for effectively controlling what and how you paste your Excel data. One of those options includes performing calculations with the data you're ready to paste and the data in the cells to which you're pasting.

For example, let's say you'd like to copy the Quarter 1 Sales to another cell in your worksheet and then add the copied value to the figure in the cell where you're pasting. You can do it all in one step:

- ☞ Select the cell and press [Ctrl] C to copy it.
- ☞ Then, select the cell containing the value with which you'd like to sum the copied data.
- ☞ Choose Edit | Paste Special from the menu bar to access the Paste Special dialog box.
- ☞ Then, select the Add option button in the Operation panel and click OK.

The new cell's original value is overwritten with the sum of the two values. So as long as you're aware that you can't preserve the value in the cell or range to which you're pasting, you can perform simple operations while you move data. In addition to summing, you can also multiply, subtract and divide.

**Word®**: eliminate the time it takes to reformat text that you paste into a document from another source, with the Paste Special feature in Word. When you're ready to paste, go to the Edit menu, click Paste Special, then choose Unformatted Text. Text comes in matching the rest of your document.



## ... Style Editor

### Two CEOs or Two CEO's?

To make capital letters and abbreviations ending in a capital letter plural, it is best to just add a lowercase s\*, not add an apostrophe.

#### Correct

Two CEOs      Five MPs      Two Ph.D.s  
 Three M.D.s      Three Bs

The only time one would use an apostrophe with an abbreviation is if possession is involved.

#### Example

The CEO's salary (one CEO)      The MPs' staff (the staff supporting more than one MP)

\*A few reference books do accept the use of an apostrophe before the s (two CEO's) to form a plural; however, the apostrophe is unnecessary in most instances.

## Maister's Laws of the Job Search

This was written in 1982 for MBA students who came to me with questions about career choices. It has since been reproduced around the world in a variety of books, magazines and journals, including in a few editions of *What Color Is Your Parachute?* I used it as the basis for the chapter, "No Regrets," in *True Professionalism* (1997). This is the original version.

- You can't decide what you want from a job until you're clear on what you want from life.
- Some people have been too busy "succeeding" to figure out what success means to them. Don't look for a job until you've thought it through.
- First figure out what you want in life. Then go look for it.
- It's easy to fool yourself as to what you really want from life.
- There are a lot of people around you who will tell you what you should want from life: parents, teachers, friends. You don't have to accept their answers. Don't get stamped.
- Ban the word "should" from your job search.
- We all want to impress people. The tough part is figuring out precisely who we want to impress and why.
- You can't impress everyone simultaneously. Different people are impressed by different things: money, status, intellect, character, contribution to society and so on, forever. What do you want to be admired for? By whom?
- We all want respect and prestige. But in whose eyes? It ain't necessarily those of other students (because six months from now you won't see most of them ever again).



- The key to what you really want lies in something that you don't like to admit. "I don't like to admit it but I need to be the center of attention." OK; find a job that will let you show off. "I don't like to admit it but I really want to be rich." Fine; go out and get rich. "I don't like to admit it but I'm a snob." That's all right; go work with "upper class" people.
- Play to your "evil secrets"; don't suppress them.
- You are a lot less flexible than you think.
- Some people are big-city types; others are happier in small towns. Which are you? It's more important than you think.

- Changing jobs is easier than changing family, and a lot less painful.
- Your happiness will be determined much more by what job you've got than by what company you're working for or what industry you're in. Most people choose an industry, then choose a company, then choose a job. It's the wrong order.
- You can't figure out what you want in life by going to interviews.
- The more interviews you attend, the more confusion you'll feel.
- The more confusion you feel, the worse the decision you'll make.
- The goal is to get the right job offer, not the most job offers.
- There is nothing as pathetic as someone getting depressed about being turned down by a company they didn't want to go work for anyway.
- Don't sell: buy! You can either buy yourself a job or be bought by one.
- If your new job doesn't work out, the divorce will be a lot more painful for you than for your employer. So you should be a lot pickier than they are in deciding whether to "get married." Don't sell: buy!
- Nothing impresses an interviewer more than someone who knows what they want and why. Don't sell: buy!

- What do you really need to know about the job you'll be doing to be sure you'll be happy? Don't be afraid to ask. Check it out to be sure. Don't sell: buy!
- You'll be happier if you like and respect the people you'll be working with: bosses, peers, subordinates, customers. Do you know who you like and respect? Is it these people? Don't sell: buy!
- People don't care about how much you know until they know how much you care. Enthusiasm and the hard work it inspires counts for more than an extra piece of ability.
- Don't worry about whether you'll be good at it: If it turns you on, you'll be good enough. If it doesn't, you won't.
- Your "strengths" are irrelevant; what you like is critical.
- Don't plan too far ahead. In five to ten years, you'll be a different person who will want different things from life.
- Do it because it will make you happy now, not because it will (if it works out) make you happy tomorrow.
- Don't serve any pure apprenticeship, something that you'll hate and will do only because it will lead somewhere. If you hate it, you'll never get through it.
- All job choices are risky, so think about how you'll feel if it doesn't work out. If you'll be able to say, "I'm glad I tried it anyway," then consider the job. If you can't imagine saying that, don't bother pursuing it any further.
- Remember, the point of life is to be happy.
- All other goals (money, fame, status, achievement, responsibility) are merely ways of making you happy and are worthless in themselves."

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*Nothing impresses  
an interviewer  
more than  
someone who  
knows what they  
want and why.*

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## Christmas Cards to Military

The US Army is warning the public of a hoax e-mail asking recipients to send holiday mail to soldiers at Walter Reed Army Medical Center. The e-mail instructs recipients to send Christmas cards to "A Recovering American Soldier," and lists Walter Reed's Washington, DC, mailing address.

Under a 2001 policy designed to improve security, the medical center cannot accept mail addressed to "Any Wounded Soldier" or "A Recovering American Soldier."

Instead, the public is asked to visit the military's **American Supports You** website for information about more than 300 nonprofit organizations dedicated to helping US soldiers and their families: <http://www.americasupportsyounow.com/index.aspx>.

The **American Red Cross** is sponsoring a national "Holiday Mail for Heroes" campaign to receive and distribute holiday cards. For complete information on how to participate, visit the American Red Cross

website. Holiday Mail for Heroes, P. O. Box 5456, Capitol Heights, MD 20791-5456.

Another source to check out would be your **local recruiting facilities** and/or **reserve units**. These facilities/units would have current information about our soldiers who receive the least mail.

And don't forget those service members who are in **Veteran's Hospitals**. They have served our country well and many receive little or no visitors throughout the year, let alone during the Holidays.

Thank you for supporting our men and women; their families truly appreciate it.



## Highlights of the November Meeting . . .

Linda McCurdy CPS, Photographer



Alicia Holloway, Speaker



President Mullins



Ruth Smith, testimonial



Nina Leeper – member for 53 years!



Marianne looking at scrapbook



Pat and Nina



Margo and Cyndi

## Kansas Division Fall Seminar . . .



Kansas Division President Banzhaf – photo presentations to Sharon Clark, Colleen Neill CPS/CAP, Betty White CPS



Attendees and presenter, Tiffany Hentschel

## One-Minute Idea

### Hand-check visibility.

To determine whether a PowerPoint® slide will be legible when projected, presentations expert Diane DiResta says to place it on the floor and try reading it while standing. For flip charts, make sure that the letters are at least three inches high.

**Before buying a computer or software** call the manufacturer's toll-free help numbers. *Reason:* If you can't get through or must hold a long time, you'll be better able to decide which companies you don't want to deal with.

Source: Bill Altier, Princeton Associates, Inc.

## Mission Critical

**When busy office professionals need help, they call their friends at the local Chapter of IAAP®.**



**Phone: Cyndi Mullins CPS/CAP 523-5116**



## Mail On Time For The Holidays

With more than 20 billion pieces of mail being processed during the holidays, make sure your letters and packages don't get lost in the mix. Avoid the rush – mail early.

- *First week of December:* get Parcel Post® packages to the post office.
- *Second week of December (not later!):* Send all greeting cards.
- *Third week of December:* Send all Priority Mail®.
- *By December 22:* Send all Express Mail®.

*“Christmas – that magic blanket that wraps itself about us, that something so intangible that it is like a fragrance. It may weave a spell of nostalgia. Christmas may be a day of feasting, or of prayer, but always it will be a day of remembrance – a day in which we think of everything we have ever loved.”*

~ Augusta E. Rundell

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Wichita, KS 67201



## MINISA CHAPTER

### Publications Committee:

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

TO:

[minisachapter@hotmail.com](mailto:minisachapter@hotmail.com)

### WE'RE ON THE WEB:

<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**  
**ONE SPACE** after periods

### ADVERTISING

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