



Wichita, Kansas

MINISA CHAPTER
CHARTERED 1942



2009-2010 Board of Directors

PRESIDENT

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DIRECTORS

Marianne Eyles CPS/CAP

Diana Smith

PARLIAMENTARY ADVISOR

Bethel Banzhaf CPS/CAP



Meeting Notice

PROGRAM: **Christmas Social**

DATE: Thursday, December 3, 2009

TIME: 5:30 p.m. Networking
6:00 p.m. Dinner and Activities

PLACE: Players Sports Bar & Grill
Banquet Room
6200 W. 21st Street, Wichita, Wichita

MENU Chicken Parmesan; Lasagna; Caesar Salad; Baby Potatoes;
Steamed Vegetables

COST: \$16 for dinner; \$4 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, November 30. 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 5 Meeting Minutes; Treasurer's Report;

"Develop a passion for learning. If you do, you will never cease to grow."

~ Anthony D'Angelo, author

Greetings from the President . . .

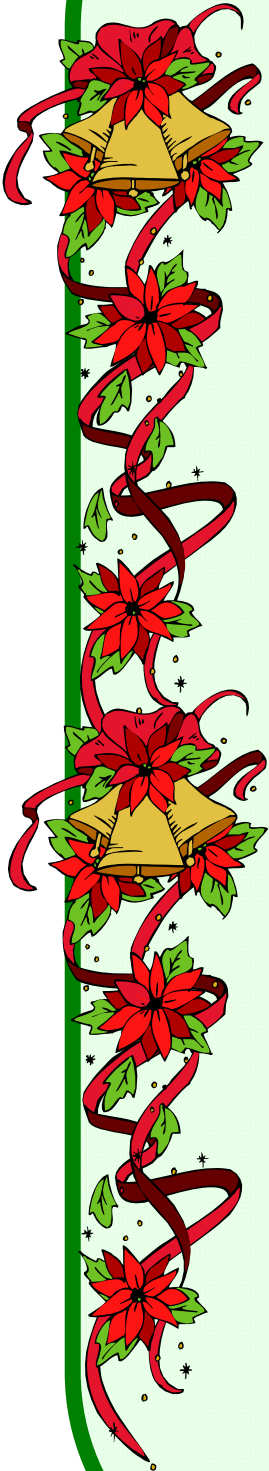


*On behalf of the Minisa Chapter Board, I wish
you the best of Holidays this year. May you find peace
and love in your heart
during the upcoming season.*

*Wishing you laughter and less stress along with a very
Merry Christmas
and Happy New Year,*

Patricia Coombs

Merry Christmas!








Dates to Remember

- December 3** Christmas social
- December 17** **Pow Wow** Deadline (e-mailed minisachapter@hotmail.com) submissions are greatly appreciated!!
- January 3** Chapter Meeting
- January 28** Board Meeting





Minisa Chapter IAAP

Christmas Social

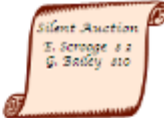
*Join us for dinner, entertainment, music,
and a relaxed evening of socializing.
A silent auction will be held as a fundraiser.*




Centerpiece
Contest/Drawing



Bring coats, scarves, gloves
for Dress for Success




Silent Auction
E. Scrogge \$2
G. Bailey \$10





Buffet Dinner

Thursday, December 3
5:30 - 9:00 pm
Player's Sports Bar & Grill
6200 West 21st
\$16.00 per person
Guests encouraged
RSVP to Cyndi Mullins by
Monday, November 30



Recipe
Exchange



COMMITTEE REPORTS



Finance Committee

Ruth Smith CPS/CAP, Chairman



The Finance Committee met November 4 to review the chapter's books for the first quarter of the fiscal year. Committee members in attendance were Bethel Banzhaf CPS/CAP, Diane Walters CPS/PLS and Ruth Smith CPS/CAP. The chapter financial records were found to be in order.

Membership Committee

Bethel Banzhaf CPS/CAP, Chairman



Our open house and membership drive on November 5, 2009 was a success. Three guests attended, one joined on the spot and the other two plan to join. The following week I met with a fourth lady who was not able to attend. All potential members were given packets of information to review.

Welcome New Members!

Teresa Virden
Reta Snyder

Many thanks to all those who helped make the evening a success: the skit actors – Diana Smith, Marianne Eyles CPS/CAP, Linda McCurdy CPS and Cyndi Mullins CPS/CAP; Linda for working so hard with the Olive Tree staff; Diana for providing door prizes, chocolates and the bingo items, Ruth Smith CPS/CAP for her testimonial, and all those who brought items for the display tables. Special thanks go to Pam Dinwiddie for securing our speaker. Mr. Swinicki presented excellent information on social media, yet only scratched the surface!

Ways and Means Committee

Bobbie Frye CPS/CAP, Chairman



We still have several Entertainment Books for sale at \$20. These make great gifts for Christmas. We ordered 15 this year and have sold only eight to date. Please let me know if you need any.

If you missed placing a wreath order we do have some for sale. Since we had to order specific quantities per wreath, we have a selection of items left. Please contact me if interested. Our profit to date is \$536 from the wreath project.

Our new shipment of Terri Lynn nuts and dried fruit arrived in October and all the good stuff is waiting for those chocolate and nut lovers to purchase. We have: **Cashews, Chocolate Cashews, Pistachios, Trail Mix, Yogurt Raisins, Chocolate Almonds, Chocolate Peanuts, Malted Milk Balls, Dark Chocolate Cranberry's and Gummi Bears.**

Don't forget our ongoing chapter items:

- **Casserole Carriers** – \$10
- **Chapter Cookbooks** – \$12
- **Office Angels** – \$2 (great item for a co-worker)
- **Enchiladas** – all profit is donated to the chapter.

Contact Bobbie Frye at 517-3548 or 253-8473 if you would like any of these items.

Program Committee

Ruth Smith CPS/CAP, Chairman



A Program Committee meeting will be scheduled no later than December 15 to prepare for our move back to WIBA for our January 7 meeting. When it was determined that Caffe Moderne did not meet our requirements, the members voted to return to WIBA but to use Truffles Catering.

Programs at a Glance

August 13, 2009

Climbing the Career Ladder in a Man's World
Michele Gors Paris, KPTS CEO

September 3, 2009

*Customer Service: Make it a WOW!**
Judy Whiley

October 1, 2009

*Managing Global Teams**
Bobby Burcham

November 5, 2008

Are You Part of the Social Media Explosion?
Kevin Swinicki
Olive Tree Restaurant
Membership Drive/Open House

December 3, 2009

Christmas Social
Players Sports Bar & Grill

January 7, 2010

*Non-Verbal Communication**
Sue Houser CPS/CAP

February 4, 2010

*Speaking with Clarity and Confidence**
Anne Maki, M.S., CCC-SLP

March 5, 2010

*Excellence and Leadership in Administrative Professionals**
Carol Zamaitis

April 1, 2010

*The Polished Professional**
Bethel Banzhaf CPS/CAP

May 6, 2010 (Annual Meeting: closed)

*Stressed Spelled Backwards is Not Dessert**
Dr. Georgia Ohlberg

June 3, 2010

*The Work-Life Balance Equation**
Brian Alexander Black
Installation of Officers

* CPS/CAP Recertification Points Awarded
– 60 minute programs

Service Awards Committee

Ruth Smith CPS/CAP, Chairman

The Service Awards Committee met Thursday, November 19 at Ruth Smith's house to review the nominations for the 2009-2010 Outstanding Member of the Year. Committee members in attendance were Marianne Eyles CPS/CAP, Diane Walters CPS/PLS and Ruth Smith CPS/CAP.



The OMY recipient will be announced at the January 7 chapter meeting. The 2008-2009 OMY recipient, Pat Coombs, will give her acceptance speech at the January meeting.

For Our Newer Members



What is an OMY or DSA Speech?

Minisa Chapter presents two awards each year to deserving members: the Outstanding Member of the Year (OMY) and the Distinguished Service Award (DSA). Award recipients have made significant contributions to the chapter and show "generosity of service, understanding shown, and continuing interest in the success of administrative professionals." Members with two or more years' membership in Minisa Chapter are eligible to receive the OMY. The award is presented in December or January and the following year, the recipient makes a thank you speech to the membership at the November meeting.

The Distinguished Service Award (DSA), awarded to a member who has belonged to IAAP five years or longer, is presented in March. The following year, the recipient gives her thank you speech at the February meeting.

The Service Awards Committee selects the recipients for these awards from nominations written by chapter members.

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.

Volunteer Opportunity

The Wichita Children's Home needs volunteers from December 14-24 (excluding 19-20, already full). Shifts are for two hours, beginning at 10 a.m., with the last shift beginning at 4 p.m.

Volunteers welcome guests and accept, sort and distribute donations.

If you can't come until after work, there's still something to do! Show up for 30-45 minutes to help out.

Please contact the volunteer coordinator, Beth Thummel, at 684-6581, ext. 234, or beth@wch.org.

Share Earned Appreciation

When appreciation is given for a job well done do you share the kind words with colleagues who also contributed to the project?

As a leader, it is important to remember that our individual success often depends greatly on the efforts of others.

The next time you are congratulated for your performance on a project that others contributed to, savor the compliment and then make sure to take time to pass along the praise. Your efforts to acknowledge your colleagues' contributions will motivate sustained superior performance for the future.

News From Around The Association . . .

International



2009-2010 Membership Growth Programs

Recruit 1 Rewards Program

A member who recruits one new member (not transferring member) in 2009-2010 will receive a letter of thank you from the international president.

Recruit 5 Rewards Program*

A member who recruits five new professional members (not transferring members) in 2009-2010 will receive a \$10 IAAP gift certificate.

Recruit 10 Rewards Program*

A member who recruits 10 new professional members (not transferring members) in 2009-2010 will receive a \$20 IAAP gift certificate.

Recruit 15 Rewards Program*

A member who recruits a minimum of 15 new professional members (not transferring members) in 2009-2010 will receive a \$30 IAAP gift certificate.

October Membership Drive*

The top five IAAP chapters that conduct a membership drive during the month of October 2009 and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP headquarters by November 30, 2009. New members and transfers must join the chapter by November 15, 2009 and a minimum of five new members must join to be eligible for this contest. Submit only one entry for this contest period.

2010 Administrative Professionals Week Membership Drive*

The top five IAAP chapters that conduct a membership drive during an Administrative Professionals Week® event that incorporates the international theme and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP headquarters by May 30, 2010. New members and transfers must join the chapter by May 15, 2010 and a minimum of five new members must join to be eligible for this contest. Submit only one entry for this contest period.

Build a Chapter Program*

Any chapter or division that sponsors a new IAAP chapter in the 2009-2010 year will receive an IAAP gift certificate in the amount of \$150.



Susan Shamali CAP
International President

*IAAP gift certificates may be used toward the payment of membership dues, Academy dues, *OfficePro* subscriptions, EFAM registrations, Certification Conference registrations, PEC registrations, CPS and/or CAP exam registrations, orders and chapter/division Web Communities.

Recommended Reading

Administrative Excellence: Revolutionizing our Value in the Workplace – Erin O'Hara Meyer, PHR, IAAP member (Beaver's Pond Press, Inc.). This book's perspective is on both an administrative professional and a human resource manager. Long overlooked and undervalued in the business world, admin professionals will gain insight and knowledge to increase visibility and to achieve extraordinary results in partnership with management. Includes sections to chart your own administrative excellence.



Be the Ultimate Assistant – Bonnie Low-Kramen, assistant to Olympia Dukakis and IAAP member (NK Publications). A celebrity assistant's secrets to working with any high-powered employer, this book provides real life tools and advice for every administrative professional to help you find the job, keep the job and be a huge success at the career of your dreams. This is an evolving profession and Low-Kramen paints a detailed picture of the changes and tips you need to know.

Be Who You Want, Have What You Want: Change Your Thinking, Change Your Life – Chris Prentiss (Power Press Publishing). "A deftly written and superbly presented compendium of insightful advice and practical assistance . . . Step-by-step procedures for accomplishing significant and enduring personal changes, the attainment of goals and desires, the overcoming of negativity and emotional obstacles to success (including letting go of the past), and the instilling of daily life with peace of mind, enthusiasm for, and the joy of, oneself and the surrounding world." – Midwest Book Review

The Complete Idiot's Guide to Meeting and Event Planning – Robin Craven and Lynn Johnson Golabowski (Alpha/Penguin Group). Provides essential resource lists for meeting locations and event activities, steps for preparing budgets and timelines, and troubleshooting tips for last-minute emergencies. This book covers how to negotiate with vendors, hotel contracts, legal issues, speakers, smart snacks, getting wired with A/V, and keeping everything on track.

The Complete Idiot's Guide to Robert's Rules – Nancy Sylvester, PRP, CPP-T (Alpha/Penguin Group). Provides easy steps and idiot-proof techniques for using agendas, motions, minutes and votes. This book will help you understand and apply parliamentary procedure in plain English. You will find a summary of the rules for a motion, how to apply them, and often a sample script. Do you sit back and saying nothing at meetings, afraid of using the wrong word or motion? Understanding parliamentary procedure will empower you to be able to contribute ideas and make a difference.

Complete Office Handbook, Third Edition – Susan W. Fenner, general editor (Random House Reference). The essential reference for today's electronic office and only office handbook recommended by IAAP for today's office professional. This handbook offers step-by-step guidance to help you succeed, whether you work in a two-person office or a major corporation. It provides sound advice and invaluable insights into how to survive and thrive in today's rapidly changing business environment. Purchase through the IAAP bookstore to receive your member's discount.

The Definitive Personal Assistant and Secretarial Handbook – Sue France, award-winning secretary, personal assistant and secretarial trainer (Kogan Page Limited). There has been a revolution in the office environment and today's assistant is a multi-skilled, dynamic member of the management team. This handbook is the ultimate guide for all management assistants; comprehensive and accessible, it will help you to maintain a professional image and achieve resounding success in your career. Sue France, a former *Times* Crème PA of the Year, has over 30 years' secretarial experience and was the UK training manager for over 600 administrative assistants at a global accountancy practice.

Designed for Success – Dondi Scumaci (Excel Books). The rules in today's workplace are often unspoken and the path is rarely well marked. This book covers the 10 commandments for women in the workplace to help you get ahead, take charge of your future, achieve the success and satisfaction you deserve, and make a difference to the organizations you serve and the lives you touch, without changing who you are. The second book in the series is *Ready, Set . . . Grow!* on how to discover your passion, overcome your fears, and create the life you've always wanted. Her next book, *Career Moves*, will be released in May 2010. (<http://www.dondiscumaci.com>) (Submitted by Norma Farnsworth CPS/CAP)

Developing the Leader Within You Workbook – John C. Maxwell; (Thomas Nelson). This workbook guides you through the practical, personal application of the principles for inspiring, motivating and influencing others from the classic *Developing the Leader Within You*. These principles foster integrity and self-discipline to generate positive change in your life and the life of your organization through effective, visionary leadership.

The Future: A Build-your-own Future Manual for Administrative Professionals – Warren Davis, keynote speaker at two IAAP conventions (Adibooks). Where will you be in three years? Who will decide that? The overriding purpose of this book is to help you see the big picture of what's happening now, get it into context, and then make sense of what's driving it

and where it's heading; and to understand the forces buffeting your organization and stimulate ideas about how you can best thrive in your current job or to help you recognize options and alternatives that may be worth exploring for YOU.

Good to Great: Why Some Companies Make the Leap . . . and Others Don't – Jim Collins (Harper Business). Collins spent five years trying to find out what differentiates good companies from great companies. The book presents 5 key findings, including what Collins terms "Level 5 Leaders"; a deep understanding of purpose and simplicity termed the "Hedgehog Concept"; a culture of discipline; the role of technology as an accelerator; consistent effort to produce results as opposed to big breakthroughs or radical change. There are many concepts that you can use on a daily basis, such as good is the enemy of great, and success in business is about who you are not what you do or how you do it.

The Gregg Reference Manual, Tenth Edition – William A. Sabin (McGraw-Hill Irwin). Not sure whether to capitalize a word, or how to type the time correctly? This manual presents the basic rules that apply in virtually any piece of writing, as well as the *fine points* that occur less often, with an abundance of examples and illustrations. If you write, edit or prepare material for distribution or publication, you will find this manual to be an essential tool on your desk.

I See Rude People: One Woman's Battle to Beat Some Manners Into Impolite Society – Amy Alkon (McGraw-Hill). "For most of my life, I didn't pay much attention to rudeness. And then, one day, I just couldn't take it anymore. Overnight, I was like that 'I see dead people' kid, except it was 'I see rude people'. They were everywhere: pushing, shoving, shouting into cell phones, leaving snotted-up Kleenex in the airplane seat for the next passenger." Behind Alkon's pranks is the message that "it isn't crazy to expect people to have manners and consideration; it's crazy when we're seen as crazy for expecting it." Alkon's hope is that this book will "galvanize at least a few people into performing their own interventions on the rude . . . and maybe life won't feel quite so much like one long wrestling smackdown."



Laughing All the Way to Work: A Survival Guide for Today's Administrative Assistant – Patricia Robb, IAAP member (Inkwater Press). This book "is the result of a combination of a sense of humor and thirty years' secretarial experience and living to tell the tale. Laughing is not a secretarial manual, but is a guide. A manual is useful, but a guide you will read. Laughing and survival are key words in the title because without the one you could never do the other. *Laughing* is filled with commonsense, practical and useful tools for the secretary that are not taught in the classroom but come from experience on the job. It is an easy-to-read book that entertains as well as educates. *Laughing* is not all about work, however. There is a section called 'The Rest of Your Life' to help the busy office worker with after-work hints and tips. *Laughing* will appeal to both the student just entering the administrative assistant field and the office worker already on the job." (<http://secretaryhelpline.blogspot.com>)

Leadership From Within - Peter Urs Bender (The Achievement Group). Leadership is a key ingredient to obtaining success in today's society. Most people see leadership as the act of leading someone else. For Bender, leadership begins with leading ourselves. His book describes the five key steps in leadership: know yourself; have vision and passion; take risks; communicate; check progress and results.

The Microsoft Crabby Office Lady Tells it Like it is: Secrets to Surviving Office Life – Annik Stahl (Microsoft Press). Whether you're in a cubicle or corner office, the Crabby Office Lady shows you how to be more productive on the job so you can really enjoy your time *off* the job. Humorous but practical, you'll find tips on how to succeed at work as well as tricks for working with Microsoft® Office programs to help simplify your life.

Robert's Rules of Order Newly Revised In Brief, the only authorized concise guide (Da Capo Press). A step-by-step guide to the rules for meetings. This short, simple book includes sample dialogues to get you confidently through motions, nominations, elections, debates, amendments; tips for keeping meetings orderly and on track; handy tables to tell you just what to say; clear explanation of duties for officers and committees; frequently asked questions.

Rude Awakenings: Overcoming The Civility Crisis In The Workplace – Giovinella Gonthier, former ambassador (Kaplan Business). Bad manners in the workplace affect productivity and service. This book addresses impolite business behavior, such as interrupting others, setting impossible deadlines, sending crabby e-mails and bullying co-workers and offers suggestions for various situations, from conferences and meetings to restrooms and copy machine areas.

Woe is I: The Grammarphobe's Guide to Better English in Plain English – Patricia T. O'Conner (G. P. Putnam's Sons). The title is a give-away of more amusement inside. Chapter headings include: "Plurals Before Swine" (blunders with numbers); "They Beg to Disagree (putting verbs in their place); "Verbal Abuse" (words on the endangered list); "Comma Sutra" (the joy of punctuation); and "The Compleat Dangler" (a fish out of water). If you're one of the shrinking number who consider good grammar not only important but fun, check out this book.

Birthdays

Debbie Konklin (December 6)
 Roberta Jones (December 13)
 Deb Moody (December 19)
 Bethel Banzhaf CPS/CAP (December 23)

December

Service Anniversaries

Nina Leeper (1955)



Computer Corner

Why Does My Computer Take So Long to Boot Up?

Do you sit in front of that computer monitor staring at the hourglass icon that has been up on your screen for five minutes? You keep asking yourself in frustration, "Why does my computer take so long to boot up?"

Regardless of your hard drive size, RAM, or whatever, there is usually one main issue that causes your computer to boot slowly. If you know why this happens, you can easily prevent it and make booting up much easier.

- ☞ When you install a new program, it puts itself in your start up folder. This makes it turn on when your computer starts up. When you get several of these, Windows[®] is so over burdened with programs that it is super slow.
- ☞ Go into the Start Menu, select Run, type in *msconfig*, which will bring up the System Utility Configuration. Select the Start-up Tab and deselect any programs that aren't needed upon start-up. If you are unsure about a certain program, then leave it.
- ☞ Once you have done this you can try deleting old programs that you don't use anymore by going to your Control Panel and selecting Add/Remove Programs.
- ☞ Finally, run a Disk Defrag to put all of the files that naturally get spread out over time back together. To do this, right click on My Computer, Properties, Tools, Defragment.
- ☞ Restart and notice the amazing change in boot up speed.

If you are still experiencing problems, go a step further and run a virus scan on your computer to make sure that there are no malicious files present.



Gadget of the Month

Shoeboxed is really an application, not a gadget, but it can be a lifesaver for you, your boss or anyone who has a hard time keeping track of receipts.

Take a photo of a receipt with your iPhone camera and Shoeboxed converts it into a data file and saves it to www.Shoeboxed.com. From the website, you can download the receipt straight to your ledger program. Shoebox can even convert a crumpled receipt or a colorful ticket stub.

There is a free trial of the service; after that, a \$9.95 minimum monthly membership allows for unlimited uploaded or e-mailed receipts that you scan.



November Highlights . . .

Linda McCurdy CPS, Bethel Banzhaf CPS/CAP, Photographers



IAAP Bingo: Pam, Marianne, Ruth



Margo and Teresa



Susan, Cyndi, Reta, Pam



Susan and Cyndi



Teresa, Cyndi, Pat



Diana and Pam



Linda and Judy



Kevin Swinicki, Speaker



Teresa, Ruth, Sue, Margo



Minisa members



Judy and Donna



Members



Learning About Social Media



Pam, Kevin



Business Meeting

One-Minute Idea

Inspire Yourself

How do you stay inspired? Simple. Start here:

- ◆ Who do you appreciate? Tell them!
- ◆ What are you grateful for? Tell yourself!
- ◆ What are you passionate about? Tell the world!

– Mary Marcdante



Care and Share



Minisa Chapter has several members who have serious medical issues, or have suffered a death in the family or who have family members with major medical problems. As we enter into the holiday season, let's keep one another in our thoughts and prayers.

. . . Style Editor

Bad Versus Badly

People often confuse the use of these two words because it involves one of those numerous exceptions to the grammar rules.

First, the rule. “Bad” is an adjective. It describes a noun or a pronoun. “Badly” is an adverb. It describes a verb. Think of it as answering the question “how.”

Examples (correct)

He received a bad review. (adjective describing a noun)

She sang badly. (adverb describing a verb – She sang how?)

The team played badly. (adverb describing how the team played)

Now, the exception. According to references, such as *Fowler's Modern English Usage*, when using the verb “to feel” or any of its variations, the correct word to use is “bad.”

Examples (correct)

Does she make you feel bad?

I felt bad about missing the trip.

When you say “feel badly,” it implies that you are referring – not to your emotions – but to your sense of touch. “I feel badly” means my ability to feel (with my fingers) is not good.

– Jane Watson

Author of *Business Writing Basics*, *The Minute Taker's Handbook*, and *Biztips — Grammar Collection 1*

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Chair: Pam Dinwiddie
Bethel Banzhaf CPS/CAP
Norma Farnsworth CPS/CAP
Patti Ferguson CPS/CAP

TO:

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
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

SPACE AVAILABLE:
Business card size

RATE:
\$15 for 11 issues

Advertising is accepted on a space available basis.

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

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