

International Association of
Administrative Professionals®

Wichita, Kansas

MINISA CHAPTER
CHARTERED 1942

2006-2007 Board of Directors

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Meeting Notice



PROGRAM: **Understanding Sarbanes Oxley**

SPEAKER: **Marva Benton**, Cessna Aircraft

DATE: Thursday, February 1, 2007

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

PLACE: Corporate Caterers Banquet Facility
3920 W Douglas, Wichita

MENU: Giant Tortellini; Chicken En Croute; Salad; Seasonal Vegetables; Dessert; Coffee; Iced Tea

COST: \$13.00

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

Bobbie Frye CPS/CAP (work 517-3548)

no later than noon, Tuesday, January 2. 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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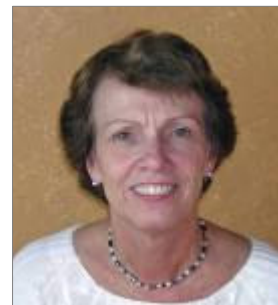
Inserts *(to members only)*: January 4 Meeting Minutes; Fundraiser Suggestion Form

"A feeling of continuous growth is a wonderful source of motivation and self-confidence."

~ Brian Tracey

Greetings from the President . . .

Well, it appears that winter is finally here. I was beginning to think that we weren't going to have much of a winter but the last couple of weeks have proven me wrong. I hope everyone is driving safely and staying warm and dry. I would like the focus of this letter to be continuing education. We are just about mid-way through our chapter year and I want to re-emphasize the continual learning opportunities our chapter and our division offer to members. In my last letter I talked a little about ways for our chapter to excel; I would like to talk this month about ways that our individual members can excel through lifelong learning. As our members grow, so will our chapter. Our members are our chapter and the chapter will reap the benefits of each member's individual achievements. It is a win-win situation.



It is a fact that more employers are now seeking specific, advanced skills in assistants at every level. They want proof of competency in key areas – and it isn't always easy to identify what they're looking for because of how quickly administrative expectations and goals are changing. The good news: knowledge is power. Having certain skills and traits make it much easier to navigate the career path so you can achieve the success you want and deserve. Being provided with an avenue to continual learning empowers you with the ability to challenge yourself, enrich your life and make your career the very best it can be.

Minisa Chapter offers educational programs at 75% of our meetings. We also offer an educational seminar every April that is open to members and non-members. We try to reach a larger target audience every year. The seminar this year will be April 19. Other educational opportunities offered through Kansas Division are the Spring Workshop (March 3), Kansas Division Annual Meeting (June 22-24), Leadership Workshop (held in August) and Fall Workshop (held in October). The International Convention offers many educational workshops and will be held July 29 through August 1 in Tampa, Florida. I encourage each member to attend as many of these functions as their schedule will allow.

The Nominating Committee is busy putting the final touches on the 2007-2008 officer ballot. If you are contacted by the Nominating Committee, please remember that this too is a personal growth opportunity. Committee chairmen and officers have a unique opportunity to learn what IAAP and Minisa Chapter are all about. Please be thinking if you would like to help the chapter and expand your knowledge base at the same time.

Our next chapter field trip will be February 10; this was moved from January 13 due to weather conditions. We will go to the Wichita Art Museum and Exploration Place. Please mark your calendar and watch for e-mails from Ruth Smith CPS. Ruth will also give further details at our February meeting.



I have covered all of Kansas President Betty White's puzzle pieces: *Communicating, Connecting, Observing* and *Expanding*. International President Sandra Chandler's **five C's** are: **C**ommitment, **C**ontinuing Education, **C**ommunication, **C**reativity and **C**onnectivity. I have covered four of Sandy's five C's and would like to address the fifth one this month, which is *Continuing Education*. Continuing education is one of the most important goals for the administrative professional. Technology is advancing so rapidly that it takes extensive and continual training to keep current in the many different roles that administrative professionals must play. We wear so many hats that our learning must be non-stop. We should embrace every opportunity for self-improvement, increased knowledge and professional growth.

Sue Houser CPS/CAAP



New Member Welcome – Fern DeShazer and sponsoring member, Monique Richardson CPS

Dates to Remember



February 1	Chapter Meeting; Distinguished Service Award vote
February 6	Ways and Means Committee meeting, 5:30 p.m., Bethel's office
February 15	CPS and CAP exam application DEADLINE for May exam
February 15	POW WOW Deadline (e-mailed [minisachapter@hotmail.com] submissions are appreciated!)
February 27	Board Meeting
March 1	Chapter Meeting; Distinguished Service Award presentation
March 3	Kansas Division Spring Seminar, Emporia
March 4-7	Professional Education Conference, San Diego, California

OUTSTANDING MEMBER OF THE YEAR Patricia A. Pickard CPS

Pat Pickard CPS was honored as 2006-2007 Outstanding Member of the Year at the IAAP Minisa Chapter meeting on January 4.

Pat has been a member of the chapter for almost 40 years and has chaired or served on numerous committees, including Rules and Bylaws, Education, Membership, and Ways and Means. She has also served Minisa Chapter as recording secretary and president and served the Kansas Division as second vice president, secretary, and president. Besides the chapter, she is very involved in other organizations, her church and volunteering.

Most members know Pat as our parliamentary advisor and authority on *Robert's Rules of Order*. This year she has been sharing her knowledge with other members. She also teaches *Robert's Rules of Order* to other groups outside the organization.

Congratulations Pat! You are most deserving of the honor of 2006-2007 Outstanding Member of the Year.



COMMITTEE REPORTS

Administrative Professionals Week Committee

Cyndi Mullins CPS and Jacki Redd, Co-chairmen

The APW committee is scheduled to meet on Wednesday, January 24 at the Southside Education Center on E 47th Street, Room E203.

Ways and Means Committee

Gayla Bridwell, Co-chairman

We are looking for suggestions on fundraisers the chapter can do. Please share you ideas with the committee using the suggestion form included with this issue of the *Pow Wow*. Include as much information about the project as you can find out. Return the forms to Gayla before the committee meeting scheduled for February 6. We are also looking into a dental insurance plan where the chapter would receive a percentage. Come to the February meeting to find out more.

Community Service/Publicity Committee

Monique Richardson CPS, Chairman

An upcoming opportunity for Minisa Chapter members to participate in a community service activity is the MS Walk. Every year since 2001 I've had a team take part in the MS Walk. If anyone is interested in joining the team or in giving a donation, please contact me. The 2007 MS Walk will take place on April 14 at Sedgwick County Park. More information will be forthcoming.

Chapter History Committee

Linda McCurdy CPS, Chairman

Marianne Eyles CPS/CAP took charge of our meeting/scrapbooking session on January 20, 2007, since Linda McCurdy CPS was out of town. Work has started on Delynn Nelson's president's scrapbook. The session was held at the office of Bethel Banzhaf CPS.

Our next meeting/scrapbooking session is scheduled for January 27 and will also be held at the office of Bethel Banzhaf CPS. Marianne Eyles CPS/CAP will be in charge of this session also. Thank you, Marianne, and the committee members for all your help!

Education Committee

June Crawford, Chairman

I have sent out scholarship forms to 10 high schools in the area and 11 colleges. If anyone knows of someone (not a relative) who is working toward a degree in the business area, and they need some financial help, please send me their name and address and I will be happy to send an application to them. They are due back March 15 so don't delay too long. Thanks for your help.

Membership Committee

Bethel Banzhaf CPS, Chairman

Incentive points awards will be presented at the February meeting. A new member orientation was conducted for our new members on January 25, with four of our new members in attendance.

Service Awards Committee

Linda McCurdy CPS, Chairman

It is time to elect Minisa Chapter's Distinguished Service Award recipient for the year 2006-2007. Members eligible to vote will nominate members eligible to receive the award with written nominations and bring them to the February meeting. Linda McCurdy CPS, Service Awards Chairman, will e-mail or mail written nomination forms and information the week of January 22. If you are unable to attend the meeting, members eligible to vote may e-mail or mail one written nomination to Linda McCurdy CPS, 1337 Seville St., Wichita, KS 67209-1891, to arrive no later than February 16, 2007. The award will be presented at the March 1, 2007 meeting.

Seminar Committee

June Crawford and Bethel Banzhaf CPS, Co-Chairmen

Five hundred brochures were printed and are ready to be folded, labeled and mailed. A workday is scheduled for Saturday, February 3 – ALL members are encouraged to help! The speaker's contract is ready to be signed. June and Bethel are scheduled to meet with the Best Western representative to view the facility and work on the contract.

Brochures will be available at the chapter meetings – please take some to give to your co-workers and friends. If you would like brochures to be mailed, please provide June or Bethel with the names and addresses.

Programs at a Glance

August 17, 2006

Report of IAAP International Convention
Sue Houser CPS/CAP

September 7, 2006

Maximize Your Potential
Networking/Informational Reception

October 5, 2006

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

November 2, 2006

*Writing with "You" Attitude**
Rob Dinwiddie

December 7, 2006

Wyldewood Cellars Winery Comedy Mystery Dinner

January 4, 2007

*Fun with Parliamentary Procedure**
Pat Pickard CPS

February 1, 2007

*Sarbanes Oxley**
Marva Benton, Cessna Aircraft

March 1, 2007

*International Etiquette**
Ruth Smith CPS and Team

April 5, 2007

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

May 3, 2007 (Annual Meeting: closed)

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

June 7, 2007 (Installation of Officers)

Discover Your Strengths
Sara Callendar, Cessna Aircraft

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

Retirement Trust Foundation

Ruth Smith CPS



WANTED – RTF Items! Was one of your New Year's resolutions to get more organized? We can help! Bring an item or two to the February 1 meeting for the RTF raffle. Not only does the RTF benefit, but your item could be just what someone else needs. Sounds like a win-win-win to me!

We collected \$12 at the January meeting, bringing this year's total to \$120.

Chapter Field Trips

Ruth Smith CPS

February Field Trip

The January trip to the Wichita Art Museum and Exploration place was postponed due to bad weather. We'll try again on Saturday, February 10. An updated schedule for the year and a signup sheet for the February trip will be available at the February 1 meeting.

News From Around The Association . . .

KANSAS DIVISION SPRING SEMINAR – Saturday, March 3, 2007 – 8:30 a.m. – 4:00 p.m.

Hosted by Heartland Chapter at Newman Regional Health, Emporia State University School of Nursing, 1127 Chestnut Street, Emporia, Kansas, 66801.

Join your fellow Kansas members for a day of education, networking and fun – all for the low cost of \$30! You will learn about:

- ❖ *The Essentials of Workplace Communication* – Nancy LeClear
- ❖ *Simplicity and Balance* – Judith Schemm and Michael Richard
- ❖ *Organizational Tips and Tricks* – Colleen Neill CPS/CAP
- ❖ *The Sandwich Generation* – Marla Pearson, LBSW



CPS/CAP Recertification Points awarded: 5

COST \$30 IAAP Members - \$35 Non-IAAP Members - Includes lunch and handouts

Birthdays Stacy Derebery (1) Shirley Yingling CPS (8)	February	Service Anniversaries Bethel Banzhaf CPS (1996) Patricia Coombs (2006) Bronda Robbins, CTM (2006)
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We're Glad You Asked!

Q: What is DSA? The **DISTINGUISHED SERVICE AWARD** is awarded to a member of Minisa Chapter who has belonged to IAAP five years or longer and who has made significant contributions. Qualifications are continued service contributions to IAAP. Submission of written nominations takes place at the February meeting and the award is presented at the March meeting.



Who is eligible? Only those who have been members of Minisa Chapter five years or longer with the exception of the current president and those who have received the honor within the last 10 years are eligible to receive the award.

Who is eligible to vote? Only those members who have belonged to IAAP for five or more years. These members will submit written nominations for their chosen candidate to the Service Awards Committee.

What Kind of Member Are YOU?

Are you an active member,
The member who would be missed?
Or are you just contented
That your name is on the list?

Do you attend our meetings,
And mingle with the flock,
Or do you stay at home
And criticize and knock?

Do you take an active part
To help the work along,
Or are you satisfied to be
The kind that “just belongs”?

There’s quite a program scheduled
That I’m sure you’ve heard about,
And we’ll appreciate it if you, too,
Will come and help us out.

Think it over, member,
You know right from wrong.
Are you an active member,
Or do you just belong?

- Anonymous

15 Excuses for Calling in Sick

When you need a day off work, what do you do? Research indicates that one in four workers consider sick days equivalent to vacation time. *CareerBuilder.com* recently surveyed employees who call in sick with bogus excuses. Thirty-two percent said they called in sick when they felt well at least once during the last year, down from 43 percent in the 2005 survey. This could be because some employers are evolving to a PTO (paid time off) system, which is a more flexible way for workers to take time off from work. However, workers should heed company policies and their responsibilities as an employee.

The most popular reason for missing work is cited as “R and R”. Almost half of the workers surveyed said they needed to relax, while 24 percent wanted to catch up on sleep. Other top reasons included running personal errands (20 percent), doctor’s appointments (17 percent), plans with family and friends (16 percent) and housework (16 percent).

When asked to share the most unusual excuses workers gave for missing work, hiring managers revealed some of their favorites:

1. Employee was poisoned by his mother-in-law.
2. A buffalo escaped from the game reserve and kept charging the employee every time she tried to go to her car from her house.
3. Employee was feeling all the symptoms of his expecting wife.
4. Employee called from his cell phone saying that he was accidentally locked in a restroom stall and that no one was around to let him out.
5. Employee broke his leg snowboarding off his roof while drunk.
6. Employee's wife said he couldn't come in to work because he had a lot of chores to do around the house.
7. One of the walls in the employee's home fell off the night before.
8. Employee's mother was in jail.
9. A skunk got into the employee's house and sprayed all of his uniforms.
10. Employee had a bad case of hiccups.
11. Employee blew his nose so hard his back went out.
12. Employee's horses got loose and were running down the highway.
13. Employee was hit by a bus while walking.
14. Employee's dog swallowed her bus pass.
15. Employee was sad.



Highlights of the January Meeting

Linda McCurdy CPS, Chapter Photographer



Pat Pickard CPS and Dr. John Rempel PRP, our parliamentary authorities



June, Shirley and Diana



Sue, Gayla, Pat and Bobbie



Keri, Monique, Bethel and Marianne



Monique and Fern



Cyndi busy with minutes, Patricia, Diane



Diana and Shirley

Book Recommendation

Submitted by June Crawford

If anyone needs some cheering up and a good funny-sad book to read during these dark, cold days, get *Marley and Me*. It is hilarious. It's about a couple who are planning to have a baby soon, but the wife decides they should get a dog and that would be good practice for taking care of a baby! The dog they choose is not your everyday-pee-on-the-carpet dog. He has a very strong "personality" and they learn a lot about dogs, rather than the other way around. It's happy, sad and just what you need to read. I'm sure your local library has a copy if you don't want to buy it, or I will be happy to loan you my copy

A Word a Year: 1905-2005

In the following extract from *fanboys and overdogs, the language report*, Susie Dent selects a single word to represent each of the last hundred years. Can you guess what the word of the year is for 2005?



A survey of a century's worth of new words is as surprising as it is revealing. Language has the ability to reinvent itself as circumstances require, and many of the words we consider modern have in fact been resurrected from an earlier era.

The following chronology selects a single word for each year in the last one hundred. Not all of the words indicate historical significance, but each captures something of the cultural climate of the year in which it was coined.

1905 peace economy	1932 brown shirt: a Nazi	1957 the Pill	1983 theme pub
1906 tyrannosaurus	1933 supermarket	1958 sex kitten	1984 body-popping
1907 Boy Scout	1934 supernova	1959 Barbie	1985 Prozac
1908 Dow Jones	1935 boondoggle: a trivial undertaking	1960 rave (noun)	1986 to multitask
1909 jazz	1936 bingo	1961 game show	1987 smiley
1910 wimmin	1937 spam	1962 bossa nova	1988 voguing
1911 flight-path	1938 private eye	1963 machine-washable	1989 luvvly jubbly
1912 rinky-dink	1939 tickety-bo	1964 disco	1990 smackdown
1913 migrant labor	1940 Jim Crow: a rooftop spotter of enemy aircraft.	1965 nanny state	1991 hotdesking
1914 crossword	1941 daisy-chainer	1966 center fold	1992 poptastic
1915 trench fever	1942 zoot suit	1967 sleaze	1993 fashionista
1916 blimp	1943 Laundromat	1968 Klingon	1994 dotcom
1917 triple vaccine	1944 boot camp	1969 moonwalk	1995 ladette
1918 D-day	1945 cold war	1970 Third World	1996 alcopp
1919 white collar (adj)	1946 Gulag	1971 gonzo	1997 blamestorming
1920 new poor	1947 pop single	1972 dole queue	1998 text message
1921 quantum energy	1948 cappuccino	1973 deconstruct	1999 ASBO
1922 yobbo	1949 aromatherapy	1974 baby boomer	2000 speed dating
1923 environmentalism	1950 McCarthyism	1975 refusenik	2001 war on terror
1924 nuclear family	1951 fast food	1976 Thatcherite	2002 SARS
1925 blind date	1952 spycatcher	1977 makeover	2003 freedom fries: an alternative term for 'French fries', chosen by some Americans as a critique of the French protest against the invasion of Iraq.
1926 haute cuisine	1953 UFO	1978 me generation	2004 podcasting
1927 national lottery	1954 double helix	1979 nouvelle cuisine	2005 su doku
1928 boogie-woogie	1955 tikka	1980 Reaganomics	
1929 Wall Street Crash	1956 tax-and-spend	1981 street cred	
1930 Intelligence Service		1982 Valspeak: short for 'Valley Speak'	
1931 Filofax			

Source: Oxford.com

Participate In National Wear Red DaySM

Everyone (men too!) can support the fight against heart disease in women by wearing red on **February 2, 2007 – Go Red For Women DaySM**. It's a simple, powerful way to raise awareness of heart disease and stroke. By joining together with thousands of women, companies, organizations and cities across America, you'll help the American Heart Association support ongoing research and education about women and heart disease.

Wear Red To Work

Companies can offer an additional incentive for employees to participate by allowing them to wear red and jeans to work on Wear Red Day in exchange for a \$5 donation to the American Heart Association. Participants also can wear a red dress sticker – the symbol for women's heart health – to show the world that they "take heart" in women's health. On Friday, February 2, Macy's will celebrate National Wear Red Day by offering a 15% savings pass to anyone wearing red in their stores.



What To Wear

Go Red For Women DaySM has its own dress code. Wear your favorite red clothes or accessory – a red blouse, a red dress pin, a fabulous red handbag – put on red lipstick, or sport a red tie and red socks. Go red *in your own fashion* to show your support for women and the fight against heart disease.

Help save family, friends and co-workers from heart disease, the number one killer of American women, and men, by participating in the American Heart Association's **National Wear Red Day**. Contribute \$5 or more, wear red and jeans to help support vital education programs and research. To learn more about how you can help save lives – maybe even your own – visit goredforwomen.org.

Embrace Risk and Never Stop Learning: Be an IAAP Leader!

The following article appeared in a recent issue of the *Great Lakes District District Update* newsletter – excellent encouraging advice on why YOU should consider taking leadership roles within IAAP. Before you say “No,” take a few minutes to reflect on the following strategies from the very readable book, *Leadership The Eleanor Roosevelt Way*, by Robin Gerber. Here are a few excerpts that apply to IAAP leaders:

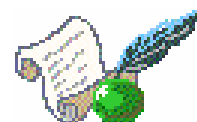
Embrace Risk:

- Recognize that all risk takers struggle with and overcome internal doubts and fears. Focus on your abilities, your talents, your strengths.
- Accept that you will never be able to plan for or control every contingency; such is the nature of risk.
- Practice the positive – in your mind, in your discussions, in your relationships, in your actions. The glass is always half full if you want it to be.
- Be optimistic. Ask yourself: “What is the worst that can happen?” Get a realistic handle on your doubts and fears, then move ahead.
- Replace the “I can’t” refrain in your mind with “I can.”
- Remember that real change is the reward for leaders who accept risk and take action to bring about their dreams.

Never Stop Learning:

- Learn from everyone by inviting others to teach you.
- Give any new idea a few minutes of your time. You never know what you can learn or how your leadership will be enhanced.
- Keep your organization and your brain healthy by accepting challenge and revelation.
- Be a leader who is a learner; be a learner who is a teacher; be a teacher who is a leader who motivates others to lead and learn.
- Discover the things about yourself that will add to your confidence and competence as a leader.

Becoming a committee chairman or an officer at the chapter or division level does involve embracing risk as well as opportunities to learn new things. So, please say “Yes” when you’re asked to move to the next level in your service to IAAP.



Care and Share

Lisa Baker: Lisa's mother finished her third and final round of chemotherapy. Her bone marrow test shows she is in remission.

Patricia Coombs: One of my nephews, Billy Moore will be home in February 7-21 from Iraq for two weeks R and R. We need to put him on a prayer request for safe travels. For the moment he is the only one out of five nieces and nephews who is currently in Iraq. The other four are stateside but we don't know for how long.



Delynn Nelson: I took Ella to St. Joe ER Sunday and learned that she has pneumonia. I hope she gets well soon. I missed Friday due to her temp of 102°F. Robin decided to start clearing some of the snow off the porch and sidewalk and Ella and I watched from inside. I was going to take a picture of the snow and Ella looking outside, when she turned around and smiled at me. I think it is a great photo of her and had to share it with you. Hope everyone's new year is going well.

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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**

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\$15 for 11 issues

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