

International Association of
Administrative Professionals®
Wichita, Kansas

MINISA CHAPTER
CHARTERED 1942

2006-2007 Board of Directors

PRESIDENT
Sue Houser CPS/CAP
Sue.houser@spiritaero.com

VICE PRESIDENT
Bobbie Frye CPS/CAP
Bfrye@cessna.textron.com

SECRETARY
Cyndi Mullins CPS
Cyndi.mullins@spritaero.com

TREASURER
Shirley Yingling CPS
syingling1@cox.net

DIRECTORS
Marianne Eyles CPS/CAP
Linda McCurdy CPS

PARLIAMENTARY ADVISOR
Patricia Pickard CPS

Meeting Notice

PROGRAM: **Fun With Parliamentary Procedure**

SPEAKER: **Patricia Pickard CPS**

DATE: Thursday, January 4, 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: Sautéed Chicken and Garlic Herb Pasta with Grilled
Vegetables and Shrimp; 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.

Inside . . .

President's Page	2
Dates to Remember	3
Committee Reports	3-5
News From Around the Association	5-6
January Birthdays and Anniversaries	6
Roster Updates	6
Parliamentary Procedure Quiz	7
Up Close and Personal with Nicki Calhoun	8-9
Highlights of the December Meeting	9
Attitude; Be A Professional; Are You A Good Listener?	10
Care and Share, Advertisements, Answers to Quiz	11

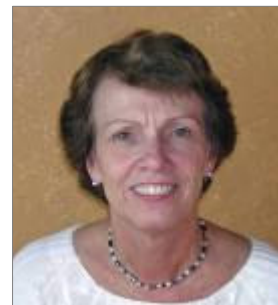
Inserts (to members only): November 2 Meeting Minutes

"In absence of clearly defined goals, we become strangely loyal to performing daily acts of trivia."

~ Author Unknown

Greetings from the President . . .

Christmas has come and gone and I trust everyone had a joyous and relaxing holiday. The time shared with family is always a memory to treasure. We did the usual decorating, shopping, and eating and are now putting decorations away, paying bills, and dieting. With the holidays behind us, the new year is upon us and presents us with new and exciting opportunities to look forward to in 2007. There will be several opportunities in 2007 for Minisa Chapter to excel and to be rewarded for this excellence. Let's all pull together and make this a very memorable and rewarding year for our chapter. It takes all of us pulling together as a whole to achieve our goals.



The first order of business will be to turn in Minisa Chapter's entry for the 2007 Avery Great Results Chapter Achievement Award. Five IAAP chapters and one division that best demonstrate excellence will receive a cash prize to help sponsor programs and seminars. Each chapter submitting an application will receive its choice of a consolation prize even if they don't win one of the cash prizes; therefore, no chapter goes away empty handed.

Another opportunity for award winning excellence will be the Chapter of the Year Award. The Division Chapter of the Year Nomination Form will be due May 1 to Betty White CPS, Kansas Division President. Some other awards that will be presented at the 2007 Kansas Annual Division Meeting will be the IMPACT Contest. For each IMPACT program held, the chapter that successfully recruits the most new members through an IMPACT meeting will receive an award. There will also be awards given for various membership achievements: Chapter Member Increase Contest, Chapter Member Retention Contest and Individual Star Recruiter Contest. There will also be judging for the Top Chapter Newsletter and the Top Chapter Web site. As you can see, there are many opportunities for Minisa Chapter to shine so I encourage all members to work hard so our chapter can walk away with several individual as well as chapter awards.

We had approximately 25 members and guests in attendance at Wyldewood Cellars on December 6 for our chapter Christmas event. We all, at least most of us, participated in wine and cheese tasting and shopping before proceeding on to the show and dinner. Everyone laughed a lot and had a great time.

Several members and friends went to Lindsborg, better known as Little Sweden, on Saturday, December 9, to shop and participate in the St. Lucia Festival. We saw dancing in the streets, had tea and lunch in a quaint tea room and enjoyed Christmas aromas and music. The weather was perfect and everyone was in a festive mood by the end of the day. The next outing will be on January 13 to the Wichita Art Museum. Further details will be available at our January meeting.

The Seminar Committee continues to make progress on our April 19, 2007 seminar. Our speaker will be Shari Peace from *Peace Talks*. Brochures will be ready in January and will be mailed by February. Please spread the word, mark your calendars and plan to participate in preparation activities. We really need to have a good turnout as this is our major fundraiser of the year.



I have covered all of Kansas President Betty White's puzzle pieces: *Communicating, Connecting, Observing, and Expanding*. International President Sandra Chandler's **5 C's** are: **C**ommitment, **C**ontinuing Education, **C**ommunication, **C**reativity, and **C**onnectivity. I have covered three of Sandy's 5 C's and would like to address one of the remaining two this month. With the new year approaching, it seems appropriate to discuss **C**ommitment. We all know it takes commitment and discipline to accomplish almost anything worthwhile. I hope we can all apply this commitment and discipline to accomplish some of the goals I discussed in the first part of this letter. Let's commit to making this one of the best years ever for our chapter.

Sue Houser CPS/CAP

President's Star Search Award I am reaching the end of my Star Search Award nominations. I have a recipient for January but will need some more nominations for the remainder of the IAAP year. Please nominate any chapter member who you feel has made a significant contribution to the success of Minisa Chapter. The nomination should be just a paragraph or two. Members who have already received the award are: Bobbie Frye CPS/CAP, Shirley Yingling CPS and Cyndi Mullins CPS. This award will be presented at each chapter meeting for the 2006-2007 IAAP year.



Dates to Remember



January 2	Board Meeting
January 4	Chapter Meeting; Outstanding Member of the Year Presentation
January 18	POW WOW Deadline (e-mailed [minisachapter@hotmail.com] submissions are appreciated!)
January 30	Board Meeting
February 1	Chapter Meeting; Distinguished Service Award election
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 3	Kansas Division Spring Seminar, Emporia

January Program: *Fun With Parliamentary Procedure*



“On second thought, operator, cancel the call to the riot squad and send over a parliamentarian.”

All members are equal and their rights are equal. Parliamentary procedure offers democratic rule, flexibility, protection of rights and a fair hearing for everyone.

- ❖ Is a set of rules for conduct at meetings.
- ❖ Allows everyone to be heard and make decisions.
- ❖ Enables the group to expedite the flow of business.

The membership administers the affairs of the chapter. The officers carry out the members’ wishes.



COMMITTEE REPORTS

Community Service Project

Monique Richardson CPS, Chairman



Some of the items that Minisa Chapter members donated for our Adopted Family’s Christmas which were delivered on December 21.

Community Service/Publicity Committee

Monique Richardson CPS, Chairman

Many thanks to all who bought gifts and donated money for our Adopted Family. Our Minisa Chapter raised \$190 and was able to purchase 95% of everything on their wish list. Shirley Yingling CPS donated a couch and it was delivered with the wonderful assistance of Bobbie Frye CPS/CAP and her son on Monday December 18. On Thursday, December 21 the gifts and food were delivered to the Garcia family.

Next year we will do something different, so send in your ideas.

Thank you from the Community Service Committee.

Education Seminar Committee

June Crawford, Bethel Banzhaf CPS, Co-chairmen

The annual Education Seminar details have been finalized and approved by the Board of Directors. The brochure is being printed and will be ready for mailing by mid-February. Copies will be available on the chapter Web site and at all chapter meetings for members to distribute to friends and co-workers. We are excited to again offer a one-day seminar!

DATE: **Thursday, April 19, 2007**

PLACE: Best Western (airport)

TOPIC: **Unleash Your Potential and Sharpen Your Productivity!**

SPEAKER: Shari Peace (www.sharipeace.com)

COST: IAAP members \$79 – non-member early bird \$99, regular \$119

Please help spread the word so we can increase our attendance – this is one of the best tools we have to “advertise” IAAP in the Wichita business community. The purpose of the education seminar is three-fold:

1. offer quality education to the business community,
2. recruit new members into Minisa Chapter,
3. make a profit in order to fund our scholarships and chapter activities.

Mark your calendars now and plan to attend!

Nominating Committee Report

Norma Farnsworth CPS, Chairman

The 2007-2008 Minisa Chapter year will be here before we know it. The Nominating Committee is looking for candidates to fill the following board positions. The committee is beginning this process early to give members an opportunity to discuss the positions with current officers and to “shadow” them before taking office.

- President (Bobbie Frye CPS/CAP resigned from this position)
- Vice president (will automatically succeed to president the following year)
- Secretary
- Treasurer
- Directors (2)

This is a great opportunity to contribute to the chapter and grow professionally and personally. If you are interested, please let one of the Nominating Committee members know by December 6 (Norma Farnsworth CPS, Ruth Smith CPS, Shirley Yingling CPS, Pam Dinwiddie, Bethel Banzhaf CPS).

Information about the offices and responsibilities can be found in the Bylaws and Standing Rules section of the 2006-2007 Roster packet everyone received recently. And don't hesitate to ask current board members about their positions.

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

*TBD**

Gary Kral, Cessna Aircraft

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)

CONGRATULATIONS!

Minisa Chapter has two members who sat for the Certified Professional Secretary® exam in November 2006 and passed!!

Margo Landis CPS
Monique Richardson CPS

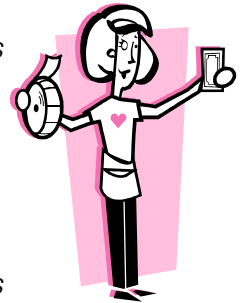


Minisa Chapter is so proud of you both for persevering – congratulations to each of you!

Retirement Trust Foundation

WANTED – RTF Items! As you clean out your drawers, closets and garages to make room for your new Christmas treasures, be sure to set aside an item or two for the January 4 raffle. The more items we get, the more winners we'll have!

Ruth Smith CPS



Chapter Field Trips

Ruth Smith CPS

December Field Trip

Minisa members and guests traveled to Lindsborg on Saturday, December 9 for our monthly field trip. We visited a couple of stores before the Swedish Dancers began. A group of seasoned dancers were accompanied by an accordion player and fiddler and performed many traditional Scandinavian dances. Following a bit more shopping, we gathered at the Stockholm Restaurant for a scrumptious luncheon tea buffet. Then it was off to the stores again.

A few of us stayed to watch the Swedish Folk Dancers at 2:30 p.m. The dancers are students at Bethany College and commit to four years of weekly practice. These dancers were high octane. The boys swung the girls around as they held them on their hips and made chairs from their crossed arms to carry the girls. One dance was a race between the dancers and the fiddlers. Another was a competition between four of the boys dancing over crossed swords to see which would be left standing. My favorite was a "fight" between two of the boys. All in all, I believe everyone had a good time.

Members who attended were Bethel Banzhaf, Marianne Eyles, Norma Farnsworth, Bobbie Frye, Sue Houser, Cyndi Mullins, and Ruth Smith. Guests were Marguerite Lindstrom, Joy Pearson, and Kathy Trevolt.

January Field Trip

Our next field trip will be Saturday, January 13, 2007. We plan to tour the Wichita Art Museum and possibly the Titanic artifact exhibit at Exploration Place. That's the first day of the exhibit, so I don't have all the details yet.

News From Around The Association . . .

INTERNATIONAL

Action>Direction is prepared and distributed to help inform IAAP members of recent International Board actions and activities. The International Board of Directors held their Fall Board Meeting at the Marriott Tampa Waterside Hotel, Tampa, Florida, November 3-4, 2006.

- The Board held a full day session reviewing and updating the 2006-2010 IAAP Strategic Plan. The session was facilitated by Mickie Rops, a professional association consultant.

- Due to high demand, the Board approved additional funding of \$10,000 for the *Division/Chapter Cooperative Marketing Assistance Program for the 2006-2007 IAAP year*.
- The Board approved a change to the policy regarding chapter disbandments. Effective with the 2006-2007 IAAP year, the deadline for a chapter to disband is now April 30. Disbandments received May 1–June 30 will be processed in the next fiscal year.
- The Board approved the following registration fees for the 2007 International Convention and Education Forum: Early Bird registration \$475; regular registration \$500; and late registration \$525.
- Information, procedures, and forms are now available to submit nominations for the International Board, The Retirement Trust Foundation (The Trust) Trustees, International Committees, and The Trust Committee. Forms are available in the “Members’ Place” area of the IAAP website, under “Forms”. Please note that the certified or registered mail postmark or e-mail deadline is January 15, 2007 for applications. Beginning this year, chapter recommendations and signatures will not be required for those members wishing to volunteer for IAAP Standing Committees and The Trust Committee.
- The procedures and sample format for submission of Proposed Amendments to International Bylaws and Standing Rules and Resolutions is also available with the Nominations forms on the IAAP web site. Please note the postmark or e-mail deadline of February 1, 2007.
- The Board approved the recommendations of the Employer Advisory Group Sub-Committee to move forward with its plan to invite potential advisory group members to serve as an education resource with future activities to include a series of panel discussions.
- The new Web-Base community network and Web site hosting service for divisions and chapters is now in beta testing phase. This new system is designed to integrate every level of IAAP into a robust online community. Details on the Web 2.0 project, including a Frequently Asked Questions section, will be available on the IAAP Web site. Divisions and chapters may participate in a free trial period until January 2007. To participate, please contact IAAP Information Technology Department Manager, Scott Adamson at sadamson@iaap-hq.org

More news and member resources are available at Members’ Place at www.iaap-hq.org.

<p>Birthdays Delynn Nelson (1) Margo Landis (2) Janet Southards CPS (13) Margaret DeWitt CPS (23)</p>	<p>January</p>	<p>Service Anniversaries Mary Ecker (1977)</p>
--	-----------------------	--

CAP Study Group

Those who are interested in taking the Certified Administrative Professional® exam in May 2007 will be meeting in January to plan study sessions and mock exams. If you want to get a head start, review material is available at a members’ discount from Prentice Hall (order through Members’ Place at www.iaap-hq.org) or CPSReview.com.

Roster Updates

New Members

DEBBIE BLASDEL

DEBBIE KONKLIN

Chapter Publicity?

Minisa Chapter was recently asked to provide information about the chapter and IAAP by someone at *The Wichita Business Journal*. This publication is currently compiling information on Wichita-area **Professional Associations and Organizations** for an editorial listing scheduled to publish January 19, 2007. There is no charge for this listing. Publish date is January 19, 2007, so those members who have access to the *Journal* may want to watch for this listing to appear.

How about a Parliamentary Puzzler?



Are you unsure of what to do or say in a meeting? Tongue-tied by motions? Here's a chance to see what you know about motions and parliamentary procedure before our program on January 4 (answers on page 11).

1. _____ is used to obtain information about meeting procedure.
 - a) Parliamentary Inquiry
 - b) Point of Information
 - c) Point of Order
2. **Previous Question** means _____.
 - a) call for the assembly to return to the agenda
 - b) if adopted by a two-thirds vote, debate ends and a vote is immediately taken
 - c) a request for the secretary to read the motion aloud
3. **Other than the Articles of Incorporation, the highest body of rules in an organization is** _____.
 - a) Robert's Rules of Order
 - b) bylaws
 - c) standing rules
4. **A quorum is** _____.
 - a) the largest number that can be expected to attend a meeting, except in bad weather
 - b) a majority of the members present
 - c) the minimum number of members who must be present for business to be transacted
5. **A main motion** _____.
 - a) brings business before the assembly
 - b) cannot be amended
 - c) is the highest ranking motion
6. **If a member makes a motion that is not in order,** _____.
 - a) he should be censured
 - b) he should be ruled out of order by the chair
 - c) the chair may suggest an alternate motion
7. **If the bylaws require an election to be by ballot,** _____.
 - a) a voice vote can be used if there is no objection and there is only one nominee for each office
 - b) this provision can be suspended by unanimous consent, and a rising vote used instead
 - c) this provision cannot be suspended, even by a unanimous vote
8. **Division of the question** means _____.
 - a) to separate a motion into two or more parts, each capable of standing as separate motions
 - b) to retake a voice vote by a rising vote
 - c) to have members who favor a motion and those who oppose it to move to opposite sides of the room



9. **The motion to Lay on the Table can be used to _____.**
a) kill a motion
b) temporarily set aside a motion because something of immediate urgency has arisen, without a time set to resume its consideration
c) postpone consideration of a motion until the next meeting, in order to find out additional information
10. **A meeting at which the proceedings are secret is called _____.**
a) a convention of delegates
b) an executive session
c) a mass meeting
11. **A member asks for a Point of Order. You must _____.**
a) give the board information about the substance of the debate
b) wait until there is a second from another board member
c) make a ruling on the procedure being followed
12. **When a main motion is on the floor _____.**
a) it may only be amended twice
b) the maker of the motion and the seconder must vote for it
c) it must be disposed of before you allow another main motion to be made
13. **The president has discretionary authority to _____.**
a) order the end of debate on a motion and bring the motion to a vote
b) refer a motion to a committee or postpone discussion of it
c) recognize one speaker before another
14. **A motion is not official until the chair announces it as carried or lost _____.**
True False
15. **A unanimous vote is the same as consensus _____.**
True False



NEW MEMBER



Up Close and Personal with . . . Nicki Calhoun

Joined Minisa Chapter: July 2006

How did you hear about IAAP? From Sue Houser and Norma Farnsworth.

Why did you join? I am interested in taking the CPS test.

What companies have you worked for, and in what capacities? Boeing and Spirit AeroSystems in office administration.

Where do you work now, and what is your job title? Executive Office Administrator for James M. Urso, Vice President Supply Chain Management at Spirit AeroSystems.

What tasks do you perform? A lot! Office administration.

What areas do you feel particularly talented in? Organization and coordination.

What is one of your professional (or personal) goals? To take the CPS test in the near future.

What do you like best about your job? Working with different people and feeling like I've accomplished something at the end of the day.

What skillsets do you bring to your job, like PC skills? Proficient in PowerPoint, Excel and Outlook.

Where do you see yourself in five years? Hopefully at the same company – I love my job and would like to stay in the same role.

What advice would you give someone entering your field today? Take lots and lots of computer classes and be very flexible – things change around here by the minute!

Why do you think it is important to join and be involved in an organization like IAAP and Minisa Chapter? For the information sharing, networking, etc.

Please share with us about your family: I am married and have four step-children and three dogs.

What hobbies and interests do you have? I love to read, shop, shop and shop.

Highlights of the December Social

Wyldeewood Cellars Winery Comedy Mystery Dinner Theater

Submitted by Norma Farnsworth CPS

The Minisa Chapter of IAAP held their December social at the Wyldeewood Cellars Winery on Thursday, December 7. Approximately 22 members and guests attended the dinner and show. For many, it was the first time they had been to Wyldeewood Cellars near Mulvane.

The evening started off with a wine and cheese tasting opportunity while wandering through the gift shop. The show was “The Spy Who Killed Me” and was presented by the performers who also were the waiters and waitresses for the evening. The audience was tasked with figuring out who committed the murder (with a little help from the players.) Everyone enjoyed the evening and the entertainment.



Linda McCurdy CPS, Chapter Photographer

It's All About Attitude!

As we begin a new year, and perhaps new resolutions or goals, let's keep in mind these insightful words by Chuck Swindoll:

The longer I live, the more I realize the impact of **attitude** on life.

Attitude, to me, is more important than education, than money, than circumstances, than failures, than success, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company . . . a church . . . a home.

The remarkable thing is we have a choice every day regarding the **attitude** we embrace for that day.

We cannot change our past . . . we cannot change the fact that people act in a certain way. We cannot change the inevitable.

The only thing we can do is play the one string we have, and that is our **attitude** . . . I am convinced that life is ten percent what happens to me and ninety percent how I react to it. And so it is with you . . . we are in charge of our **attitude**.

Be A Professional

Proud of your profession.

Respected by those you interact with.

Organized – you know the exact status of your project(s).

Forthright – you are sincere, open and honest.

Education – you continue to build technical and interpersonal skills.

Successful in your role as an office professional.

Savvy – your practical know-how is always a plus.

Impressive to others.

Open to new ideas and change.

Noticed because of your excellence.

Adventuresome – you are not afraid to take risks.

Listened to because you know what you're talking about.



Are You a Good Listener?

Mentally count how many times you remain silent in your next conversation. If you count only a few, you may need to give others more opportunities to offer ideas, ask questions and show that they understand what you've said.

According to Marsha Petri Sue, the following can help you improve your listening skills:

1. **Turn off your self-talk.** We tend to talk to ourselves while others are talking to us, and therefore cannot hear what they are saying. We think much faster than we speak, so slow down and focus on their words.
2. **Hear what the other person is saying.** Often we filter what others are saying through our own interpretations. Thinking ahead to how you'll respond becomes a filter. You must eliminate filters to hear what the other person is saying.
3. **Physically let the person know you are listening.** Eighty percent of our message is delivered in how we appear to the other person. A positive nod of the head, a verbal "uh-huh" shows that person you are listening. Avoid body language that shows you are mentally not listening (folded arms, looking around the room).
4. **Paraphrase using "I" language.** People don't always say what they mean. Repeat key words back to the person to make sure you've understood what they've been saying. For example, say: "So, if I understand you. . ."

Practice Your Listening Skills: record your side of the next eight telephone conversations you have. When you play it back to yourself make a note of what you want to change and focus on that. Most habits take an average of 30 days' consistent practice to change.


“Great listeners are the most successful people regardless of endeavor; sales, business, coaching, etc.”

Care and Share



June Crawford: I want to thank everyone for their prayers for my sister. She is now home and recovering very well. The doctor said it is nothing short of a miracle that at her age (almost 80) and with diabetes, she stayed in the hospital less than a week! I think it's all the prayers that were said for her. Thanks so much.


Dress for success . . . but pay less!
The Working Woman's Shop
A Consignment Boutique



Women's Clothing - Casual to Formal
 Home Décor and Gifts

2075 N. West St. T-W-F 10:00-5:30
 Wichita KS 67203 Thurs 10:00-7:00
 316-943-3388 Sat 10:00-4:30

www.workingwomanshop.com



Shop **AVON** at your home or office.

Personal delivery and a
 100% satisfaction guarantee!

Delynn Nelson,
AVON Independent Sales Representative

For a current book or to place an order call:
 (316) 776-9372 or email : iluvavon@cox.net

Answers to Parliamentary Puzzler (page 7)

1. The correct answer: **A** – Parliamentary Inquiry is used to obtain information about meeting procedure.
2. The correct answer: **B** – Previous Question means if adopted by a two-thirds vote, debate ends and a vote is immediately taken.
3. The correct answer: **B** – Other than the Articles of Incorporation, the highest body of rules in an organization are bylaws.
4. The correct answer: **C** – A quorum is the minimum number of members who must be present for business to be transacted.
5. The correct answer: **A** – A main motion brings business before the assembly.
6. The correct answer: **C** – If a member makes a motion that is not in order the chair may suggest an alternate motion.
7. The correct answer: **C** – If the bylaws require an election to be by ballot, this provision cannot be suspended, even by a unanimous vote.
8. The correct answer: **A** – Division of the question means to separate a motion into two or more parts, each capable of standing as separate motions.
9. The correct answer: **B** – The motion to Lay on the Table can be used to temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration.
10. The correct answer: **B** – A meeting at which the proceedings are secret is called an executive session.
11. The correct answer: **C** – You must make a ruling on the procedure being followed.
12. The correct answer: **C** – A motion must be disposed of before you allow another main motion to be made.
13. The correct answer: **C**– The president has discretionary authority to recognize one speaker before another.
14. The correct answer: **T**– A vote is not official until the chair announces it as carried or lost.
15. The correct answer: **F**– A unanimous vote is one in which there are no votes in opposition (a 1-0 vote is "unanimous" even if there are 100 members present).



Bethel Banzhaf CPS
P O Box 854
Wichita, KS 67201



MINISA CHAPTER

Publications Committee:

Editor: Bethel Banzhaf CPS
minisachapter@hotmail.com
Staff: Andrea Beer
Pam Dinwiddie
Norma Farnsworth CPS
Patti Ferguson CPS/CAP
Cindy Reints
Ruth Smith CPS

TO:

WE'RE ON THE WEB:
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**

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, P O Box 854, Wichita KS 67201

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