

International Association of
Administrative Professionals®

MINISA CHAPTER
Wichita, Kansas

CHARTERED 1942



2010-2011 Board of Directors

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The **PowWow** is a monthly
publication of Minisa Chapter.



69th Anniversary

Meeting Notice

PROGRAM: The Spirit of Working Together

SPEAKER: Mona Drouhard

DATE: Thursday, March 3, 2011

TIME: 5:30 p.m. Networking
6:00 p.m. Dinner
6:20 p.m. Program (60 minutes for recertification points)
7:30 p.m. Business Meeting

PLACE: Spiritual Life Conference Center
7100 E. 45th St. N., Wichita

MENU Pork Tenderloin with Apple Glaze Sauce, Yukon Gold Potatoes,
Vegetable, Garden Salad, Dessert, Coffee, Iced Tea

COST: \$13.50 for dinner; \$4 for meeting only
*** **Late Cancellations and No Shows will be billed**

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

Jocelyn Pickard (work 946.3289)

no later than noon, Monday, February 28. 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): Treasurer's Report; February 3 Meeting Minutes;
RTF SW District Challenge

"One key to successful leadership is continuous personal change. Personal change is a reflection of our inner growth and empowerment."

~ Robert E. Quinn



Greetings from the President . . .



True to form, March came in like a lion. Every time I think winter is finally over, it turns wintery again. Punxsutawney Phil predicted an early Spring. I think my Aunt Marjorie was more accurate. She said if Phil sees his shadow, that means six more weeks of winter. If he doesn't, it's only another month and a half. One nuisance in March is that we "spring forward" by setting our clocks forward one hour on March 13. I don't know about you, but I already know I'll be tired until I get that hour back in November. Another negative of spring in Kansas is that we usually experience severe weather, including tornadoes. I hope March goes out like a lamb. In the meantime, we can look forward to spring "bustin' out all over."

Our February 3 speaker, Cheryl Neubauer, presented *Expand Your Skills Through Volunteering*. It wasn't exactly what we expected, but was enjoyable.

We recognized nine past presidents at our March 3 meeting. Bethel Banzhaf, CPS/CAP, Pat Coombs, June Crawford, Bobbie Frye, CPS/CAP, Marianne Eyles, CPS/CAP, Betty Gray, Sue Houser, CPS/CAP, Cyndi Mullins, CPS/CAP, and Nina Leeper were presented with roses in recognition of their service to Minisa Chapter. The program, *The Spirit of Working Together*, was given by Mona Drouhard. Comments on Mona's presentation material and style were very favorable. We will definitely be inviting her back.

I've tossed my hat in the ring for a position on the Kansas Division Board. Minisa Chapter approved submission of my application for Kansas Division treasurer at the March meeting. Election of officers will be held at KDAM in June. Thank you all for your vote of confidence.

Save the Date: Block out your calendar on Friday, April 22 for the Minisa Chapter Education Seminar. It will be held at the Hotel at Old Town. We'll begin with registration at 8:15 and end with door prizes at 4:15. In between will be a workshop led by Susan Meyer. If you haven't heard Susan before, you're in for a treat. We'll also have a Vendors' Mart for your shopping pleasure. This is an event not to be missed!

The Kansas Division Annual Meeting (KDAM) committee is hard at work to plan the best KDAM ever. It will be held June 17-19 at the Hyatt. A "save the date" flyer was sent March 9. Details will be sent as they become available. Minisa Chapter is the host for this year's KDAM, so we would like to see a large number of Minisa members in attendance. There will be trips and tours, entertainment, presentations, and division business. It's also a great opportunity to connect with friends from other chapters and those who haven't yet joined IAAP. Another "don't miss it" event!

Yes, this paragraph is a repeat, but it's worth repeating. We're still on track to attain Chapter of Excellence again, thanks to our members. One of our members said she wasn't working on her Member of Excellence because she didn't think there was any way she could complete eight of the criteria. Please don't assume you can't meet the criteria until you've discussed them with a current MoE. You might be surprised at the different ways you can meet criteria that you thought were unobtainable. There is still time for you to become a Member of Excellence. If you have questions about the criteria or ideas on how you can meet them, contact any board member or current MoE for assistance.

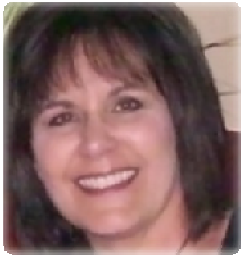




Dates to Remember

March 3	Chapter Meeting: Past Presidents Recognition, DSA Presentation
March 5	Kansas Division Spring Workshop, Overland Park
March 6-9	IAAP Spring Conference – Tampa, Florida
March 16	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
March 31	Board Meeting – Gander Mountain
April 7	Business Meeting
April 21	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
April 22	Education Seminar – Hotel at Old Town – Susan Meyer, <i>What the Heck Just Happened?</i>
April 25-29	Administrative Professionals Week®

About Our Program and Speaker



In 1996, **Mona Drouhard** found her passion for teaching when she developed a program and served as lead instructor for the Wichita Area Technical College Customized Training organization to help unemployed and under-employed adults build their skills for potential employment with local manufacturing firms. Since that time she has developed and teaches many courses for Spirit AeroSystems, Inc. including *Setting Goals and Reaching Them*, *Communicating with Difficult People*, *Team Development and Health*, *Integrated Product Team Orientation*, and *Effective Meeting Management*. She is a certified Achieve Global instructor teaching *Managing the Performance of Others* for Spirit as well as a values course for the Basics of Spirit Supervision program.

Mona holds a Bachelor of Science degree in Human Services Psychology from Friends University and a Master of Science degree in Adult, Occupational and Continuing Education from Kansas State University.

The Spirit of Working Together involves learning how to work together better as a team and how to communicate effectively. The program will include information on the five dimensions of team health (Working Together, Processes, Team Organization, Communication Climate and Team Mission) as well as the four stages of team development (Forming, Storming, Norming and Performing.) It will also include a brief discussion on the barriers to effective communication.

Handouts will include a tip sheet with ideas on handling difficult people and an outline of the Five Dimensions of Team Health and the Four Stages of Team Development.

COMMITTEE REPORTS



Retirement Trust Foundation

March is RTF month! There will be a special presentation and fundraiser at the March meeting! Come prepared to have fun and participate in the Southwest District Challenge (see insert)! If you cannot attend the meeting, you may donate by sending your check to IAAP headquarters or donate directly online. **All donations must be received at headquarters by March 31.** For more information, visit www.iaap-rtf.org.



Ways and Means Committee

Bobbie Frye, CPS/CAP, Chair



Since we have several new members, I would like to explain the ways and means committee goals.

The goal of the ways and means committee is to raise enough funds to support the yearly administrative expenses of Minisa Chapter. The committee pursues fundraising projects throughout the year and tries to involve *all* members of the chapter. The funds raised are used to procure monthly speakers, send members to EFAM and division functions and for operating expenses of the various committees and projects. A percentage is earmarked for the educational scholarship given each year. Our chapter tries to offer a variety of fundraising items and does not expect anyone to participate in all projects; we hope most members will find something that they can contribute to.

Some projects make small amounts of money while others bring in larger amounts – it all adds up! For instance, Entertainment Books bring in less than \$100 a year, however, if a handful of our members buy them each year, we may as well profit from those who purchase yearly . . . \$100 will cover the travel expense allowed for our delegate/alternate to attend KDAM. Our Friendship Tea profited around \$350 last year, which could cover a cost of the delegate's or alternate's airfare to EFAM. The Educational Seminar is our largest means of income and it could cover most of our other general expenses, including the scholarship (excluding KDAM and EFAM).

The committee is always looking for new ideas and would like your input on things we could offer in the future. If you do submit an idea, the more information you can check on before submitting to the committee is a big help. We don't always have time to make the phone calls to get all the details but will do the best we can to follow up. Most ideas are worth the time and no project is too small for us. Even \$20 helps to offset one of our committee's expenses.

In order to continue sending members to EFAM and KDAM, we need to bring in more money to the chapter. Most chapters do not pay registration to KDAM meetings and some do not pay for their delegate and alternate to go to EFAM. Minisa Chapter has been fortunate enough to provide this perk to our members and we would love to continue offering it with the help of our chapter members.

If you have an idea or would like to be a part of the committee, please contact Bobbie Frye, CPS/CAP at 253-8473.

Items in process include:

- **Educational Seminar** – invite co-workers to attend the April 22, 2011 seminar.
- **Friendship Tea Event** – invite friends and family; seating is limited to 80. Registered last year – 49 but it was not open to the public. The tea is open to members, friends and family. Event is April 30 from 2-4 p.m. at the Cross Point Free Will Baptist Church, 1515 E Harry.
- **Terry Lynn Nuts and Candy** – Bobbie has the items available to purchase at meetings or you can check some out to sell yourself.
- **Toner and Cell Phone Recycling** – Collect used toner cartridges and cell phones and get them to our committee members. They will be turned in for recycling and we receive a check.
- **Minisa Chapter Cookbooks** – These were published a few years ago and sell for \$10.
- **IAAP Pin Sashes** – Bobbie will take your order; cost is \$10.

Programs at a Glance

August 5, 2010

K-9 Search and Rescue
Karen Fillenworth

September 2, 2010

*Dysfunction Junction**
Michelle Lohrengel

October 7, 2010

*The Heart of a Leader**
Sharon Taylor, CPS

November 4, 2010

Resume Magic
Kyelene Flaming, PHR
Membership Recruitment

December 2, 2010

Christmas Social
White Elephant Gift Exchange

January 6, 2011

*Event Planning and Organization**
Krista Blaes

February 3, 2011

*Expanding Your Skills through Volunteering**
Cheryl Nuebauer

March 3, 2011

*Communicating with Difficult People**
Mona Drouhard, MSEd

April 7, 2011

*Protect Your Health: Ergonomics in the Workplace**
Muci Chali Zarzar

May 5, 2011 (Annual Meeting: closed)

*Windows 7® and MS Office® 2010**
Karen Skillman, CPS/CAP

June 2, 2011

*Making a Winning Presentation**
Peggy Gross
Installation of Officers

* CPS/CAP Recertification Points Awarded
– 60 minute programs

Education Seminar

Bethel Banzhaf, CPS/CAP, Co-chair



April 22, 2011

The education and membership committees have secured the Hotel at Old Town for our annual Education Seminar on April 22. We are thrilled that Susan Meyer will be our presenter, with the topic *What the Heck Just Happened? Dealing with People Who Don't Play Well*. Those of you who attended the division fall workshop know this will be an excellent program. You won't want to miss this chance to further your education, network with peers from other companies and return to work rejuvenated! We also have some surprises lined up for this year's seminar.

Diana Hinson has worked extremely hard on our vendor mart and we have a full house of vendors! Many thanks go to all those who helped with securing vendors this year.

Education Committee



Minisa Chapter offers one scholarship per year to a college student in the business field. Applications have been sent to area schools. Please spread the word – if anyone knows of a likely candidate application forms can be downloaded from the chapter website. Contact June Crawford for more details. The committee has not received any applications yet, and the deadline for applications to be turned in is March 15.

For Our Newer Members



Board Nominations

As we begin to think about a new IAAP year, it's a great time to reflect on our personal and professional goals. One significant way to impact your professional life and make a real difference to Minisa Chapter is to resolve to become more involved. And one of the best ways to do that is to run for office and serve the chapter in a leadership role. This will enhance your professional career and expose you up to a world of new experiences.

Why not consider serving on the board? If you feel you're not ready for the board, we have several committees that all need chairs. For more information on any of these roles, talk to the current board members or committee chairs – they will be very happy to provide all the information you need. Still not quite ready? You can "shadow" an officer or committee chair, or even co-chair, in order to learn the responsibilities and duties.

Positions to be filled:

President elect (succeeds automatically to president the following year)

Secretary

Treasurer

Directors: two

The Nominating Committee was formed at the February meeting: Marianne Eyles, CPS/CAP (chair), Margo Landis, CPS/CAP, Deb Moody, CPS/CAP, Diana Smith and Jenny Stephens, CPS. When this committee contacts you about serving on the 2011-2012 board, please seriously consider serving the chapter in this way, and honing your leadership skills at the same time!

*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.*

**Enthusiasm is one of the most powerful engines of success.
When you do a thing, do it with all your might. Put your whole soul into it.
Stamp it with your own personality. Be active, be energetic and faithful,
and you will accomplish your object.
Nothing great was ever achieved without enthusiasm.**

Quote by Ralph Waldo Emerson

CPS and CAP Certification Update



Upcoming Deadline and Exam Dates	Exam Study Group	Mock Exams
<p>February 15, 2011 Application deadline for the May 6-7, 2011 CPS and CAP exams</p> <p>May 6 – CAP exam May 7 – CPS exam</p>	<p>CPS, CAP Study Group</p> <p>The coordinator is Deb Moody, CPS/CAP. Please contact Deb if you are interested in joining the group.</p>	<p>TBD Contact Deb Moody, CPS/CAP (316) 523-3428</p> <p>Exam Site TBD</p>

Top Ten Tips for Women in Business

1. Have confidence in your abilities.
2. Work on your negotiating skills.
3. Realize that men and women think and make decisions differently.
4. Network internally as well as externally.
5. Use your network.
6. Volunteer for special projects.
7. Learn to “toot your own horn” effectively.
8. Be patient.
9. Maintain friendships with other women.
10. Work smarter, not harder.

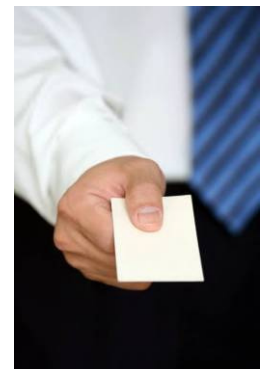


Business Cards Tips

Here are some things to consider when choosing your business cards, according to image consultant, Kathryn Lowell.

Unless you're in a creative field, use light-colored sturdy paper stock and easy to read sans serif fonts like Tahoma, Arial and Verdana in navy blue or black.

- ◆ Have a maximum of two industry-relevant degrees/certifications after your name. Use a job title only if you have a specific skill that narrows your profession, such as accountant.
- ◆ Include a link to an online portfolio or profile such as LinkedIn.com; just make sure it is professional and free of typos.
- ◆ Include your home or cell phone number, making sure your voice mail message is appropriate.
- ◆ Your e-mail address should include your name but no cutesy adjectives. Use one of the free e-mail accounts if necessary. Generally, G-mail is considered more professional than Hotmail and Yahoo.



Present your card by pulling it from a tasteful cardholder, making sure your cards are crisp and clean, with no handwritten corrections. Give cards to only those people you plan to follow-up with within a week. When you do contact the person, be sure to refer to your conversation in some way to refresh his memory.



Hotel at Old Town Conference Center

210 N. Mosley, Wichita, KS
9 a.m. to 4 p.m.

Minisa Chapter Education Seminar

Learn a positive approach that takes the stress and frustration out of dealing with disagreements and conflict.

**Members
registr.
just \$64**

**Friday, April 22, 2011
Wichita, Kansas**

Workplace conflicts are facts of life. Whenever you bring together people with different backgrounds, values, and personalities, conflicts are inevitable. But that doesn't mean you have to let these personal disagreements affect your career and productivity. Knowing how to work through disagreements and handle confrontation can make a big difference in your career. Come discover proven techniques to manage conflict and build stronger workplace relationships.

What the Heck Just Happened?

Dealing with People Who Don't Play Well with Others or When Critical Conversations Become Convolutd

Whenever we bring together people with different backgrounds, values, and personalities, conflicts are inevitable. But that doesn't mean you have to let these personal disagreements impact your career and productivity. You have to take control of the situation if you want results. Let Susan Meyer show you how at this highly interactive and energized workshop that will cover:

Why Can't We all Just Get Along?

Handling Critical Conversations with Credibility

Conflict Resolution Techniques

Dealing with D.R.I.P.s at Work: Difficult, Rude, Irritating People

Handling the Pressure When the Heat is on

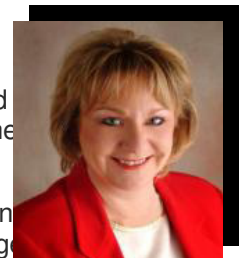
Susan Meyer

Susan Meyer has spoken to over a half-million people in eight countries. She is a published author, owner, trainer, and occasional guest commentator on the Fox and NBC networks in Kansas City. She co-authored five books including *SOS for Stress!* and *Power Tools for Success*.

Susan launched her career in the restaurant business building and leading teams. As training manager for the world's largest Pizza Hut franchisee, she guided all levels of training for 450 restaurants, managed a training center, published the company newsletter, and earned her certificate in employment law.

Susan then joined Fred Pryor Seminars and began an eight-year adventure conducting one-day seminars and serving as a management consultant to companies worldwide. She consistently earned high audience ratings and trained and mentored many new speakers. In 1995, Susan started SpeakerUSA, Inc., a consulting company dedicated to developing and delivering customized training programs. Today, SpeakerUSA boasts over 100 clients.

Susan is known for her engaging, humorous leadership style. Audiences applaud her ability to inform, involve, and inspire—and you will too!



Birthdays

Sue Houser, CPS/CAP (March 1)
Marsha Ector-Haney (March 12)
Margie Williams (March 25)



Service Anniversaries

Patricia Coombs (2006)
Jocelyn Pickard (2007)

Computer Corner

Keyboard Shortcuts

Using keystrokes instead of menus to perform many functions results in increased productivity for the user. These are the most asked for shortcuts, but there are several places to find more if you want to do some research.

Print Preview Ctrl+F2
1.5 Line Space Ctrl+5 (Highlight desired text first)
Save As F12

The link below gives additional keyboard shortcuts for:

- Microsoft Windows
- Microsoft Excel
- Microsoft Word
- Microsoft Internet Explorer
- Microsoft FrontPage
- Microsoft Outlook
- Macintosh and Apple

<http://www.computerhope.com/shortcut.htm>



Writers Needed



Are you a budding writer just waiting to put something in print? Here's your chance. If you are interested in submitting articles, news items, tips and tricks for the chapter newsletter, we want to hear from you. If you want to see it, we'll print it. This is your newsletter and we want to make it as informative as possible for you.

Don't forget that submitting an article will give you one point towards Member of Excellence.

Please send your articles to Bethel Banzhaf, CPS/CAP at MinisaChapter@hotmail.com.

News From Around the Association . . .

KANSAS DIVISION

Spring Workshop



DATE: **Saturday, March 5, 2011**
TIME: 9 a.m. – 4 p.m.
PLACE: Johnson County Administrative Building, 111 S. Cherry St., Olathe, Kansas
COST: \$25
TOPICS: ***Public Speaking Principles***
How to Build Relationships with Persons of Influence
Dealing with Difficult Customers
SPEAKERS: Derek Lundberg
Judy Rix
Chief Dan Field
RECERTIFICATION POINTS: 3

\$5 of each registration
will be donated to the
RTF.

Don't miss out on this opportunity to increase your knowledge, network with other administrative professionals, and have fun! The chapter will pay the early bird registration fee for any member who wishes to attend. Please e-mail your completed registration form to our treasurer, Cyndi Mullins, CPS/CAP. A carpool sign-up sheet will be available at the March chapter meeting.

Contact any Kansas Division board member if you have questions or need assistance. Forms and other division documents/information are available from any Kansas Division officer or the website: <http://www.iaap-kansas.org>.

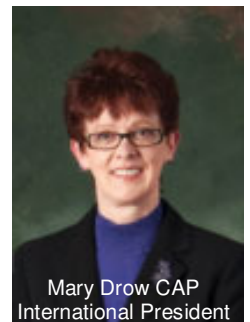
INTERNATIONAL

2011 Spring Conference

Bounce Back—Bounce Higher

March 7-9, 2011, Tampa, Florida

Tough economic times are easing. Business is getting back on its feet and consumers are starting to spend again. Although it looks like things are returning to normal, they're not. Today's business environment has shifted to a New Normal.



Mary Drow CAP
International President

These changes have affected the role of the administrative professional. Admins continue to be given and take on more responsibilities beyond the scope of their original job positions and work experience, becoming the hub for collaborative endeavors. People are working longer and harder and are required to learn the skills they don't know to do the jobs they've never done before.

You may still register by sending the [registration form](#) and payment to headquarters via mail or fax.

Hyatt Regency Tampa – \$189 per night.

Designed for Success – A Book Review

Dondi Scumaci, in her book *Designed for Success*, says that sometimes the most difficult person we manage is our boss. But if we don't manage them appropriately, we can expect unrealistic deadlines, unclear expectations, ambiguous assignments and faltering support. In her book she lists some scenarios that may help you develop a better working relationship with your boss.

If your boss is . . .

Unorganized

- Build in reminders
- Confirm priorities frequently
- Make your plan more visible
- Offer to take something off her too-full plate

Reactive

- Help your boss anticipate issues and develop contingency plans
- Ask questions to help your boss think proactively; for example, "What if...?" "How should we plan to...?" "How can I help you prepare for ...?"

Unavailable or Missing

- Find ways to work more independently
- Find alternative ways to communicate
- Keep communication flowing from your end with written updates and status reports
- Be prepared to discuss key issues – who knows when a missing boss may reappear
- Be concise, because you may only have thirty seconds to explain your situation or circumstance

Making a Bad Decision

- Provide recommendations with supporting data
- Use facts, not feelings, to voice your concerns
- Present a compelling case for the right decision
- Once you've made your stand, respect your boss's decision – even if you disagree with it – and move on

Incompetent

- Demonstrate loyalty. Do what you can to make your boss look good, and never complain to co-workers
- Ask your boss for what you need to be successful
- Become more of a resource
- Seek advice from a mentor

A Control Freak

- Make your plan more visible
- Share information
- Focus on building trust and credibility
- Position yourself as a partner
- Negotiate for more latitude

A Complete Jerk

- Turn off the "jerk filter" in your brain and think of your boss as a customer
- You aren't required to like your boss, but you aren't allowed to undermine, sabotage, or organize a campaign to overthrow her
- Ask accountable questions: "How am I contributing to the problem?" "What does my boss need?" "How can I invite a different response from my boss?"
- Understand that you are in one of those accept, change, or leave situations. You have choices.

Dondi Scumaci is an international speaker, author, and expert in leadership development and communication. Her other books include: *Ready, Set . . . Grow* and *Career Moves*.



Save the Date!

Mark Your Calendars Today!

June 17-19, 2011

Minisa Chapter is hosting the 68th Kansas Division Annual Meeting in Wichita, Kansas.



Hyatt Regency downtown

Join us for our APW commemoration at the education seminar – April 22!

Minisa Chapter membership in February 2011: 42

The IAAP theme for 2010-2011 is

PASSION & PURPOSE

- ★ *What is your passion?*
- ★ *Do you have purpose?*
- ★ *Are you committed?*

Want to help with KDAM 2011?

- Sign up for any sub-committee
- Chair a sub-committee
- Sign up for an individual task

Need more information?

Contact Jenny Stephens, CPS at bgstephens@cox.net

Minisa Chapter's VISION is . . .

To bond the minds, hearts, bodies and actions of our members.

To form a firm foundation for progress, friendship, education and professionalism.

To provide opportunities for teamwork, networking and educational endeavors.

To promote interest in the secretarial profession and other office support positions.

To provide motivated leaders to steer our members through the fast-changing environment in order to keep pace; and

To encourage and challenge our members to reach greater heights.

Adopted: 1994

February Pictures . . .

Bethel Banzhaf, CPS/CAP, Photographer

Diana Hinson, Teresa Virden, Bobbie Frye, Jocelyn Pickard, Diana Smith, June Crawford and Ruth Smith fold, label and sort seminar registration flyers ready for mailing.



One-Minute Idea

Make a Difference

As we recognize Women's History month and the 100th anniversary of International Women's Day (March 8), it is fitting to think about legacy. While it is important to live in the present, focusing on the here and now, we all need to have a vision of where we're going so we can chart our course. Legacy is your unique mark in the world; it links the present with the future.

What will you do to make a difference in your family? Your community? Your work? The world? What are you doing to make the world a better place for future generations?



Pet Duck
creations llc

Custom Lanyards and Jewelry

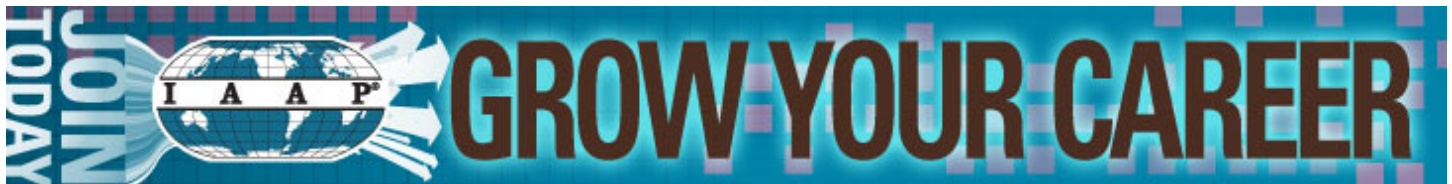
Teresa M Virden 316-617-8875
petduckcreations@gmail.com
<http://www.squidoo.com/PetDuckCreations>



Cheryl Cnad
316.312.6954

Ribbon. Gift Of Choice. Gifts With Impact.
Think Out Of The Box With Ribbon!
cg.outofthebox@gmail.com
cgnad.ordermygift.com

Out Of The Box
Incentives



... *Style Editor*

Hyphen

Use a hyphen to join two words that serve as a single adjective preceding a noun.

Examples

Only double-insulated wire should be used.
She usually takes a middle-of-the-road position.

Do not use a hyphen when the words forming the adjective follow the noun.

Examples

Use only wire that is double insulated.
Don't drive in the middle of the road.

Bethel Banzhaf, CPS/CAP
P O Box 854
Wichita, KS 67201



MINISA CHAPTER

Publications Committee:

Bethel Banzhaf, CPS/CAP
Bobbie Frye, CPS/CAP
Margie Williams

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

THIRD THURSDAY OF EVERY MONTH

Submit articles to Bethel Banzhaf:
minisachapter@hotmail.com

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

All copy is subject to editing for length and clarity and is printed at the discretion of the editorial staff.