

International Association of
Administrative Professionals®

Wichita, Kansas

MINISA CHAPTER
CHARTERED 1942



2009-2010 Board of Directors

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pjcoombs01@gmail.com

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ruth.smith@spiritaero.com

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Margo.Landis@spiritaero.com

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Meeting Notice



PROGRAM: Administrative Professionals Finding Career Success

SPEAKER: Carol Zamaitis, Kansas Division Treasurer

DATE: Thursday, March 4, 2010

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: WIBA Conference Room
445 N. Waco St., Wichita

MENU Baked Ham, Au Gratin Potatoes, Mixed Green Salad with Strawberries and Almonds, Rolls, Dessert; Iced Tea, Coffee

COST: \$18 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, March 1. The chapter is charged for the guaranteed number of meal reservations made, and members will be billed for reservations not canceled in time.

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Inserts (to members only): February 4 Meeting Minutes; Treasurer's Report

"Don't get too comfortable with who you are at any given time, you may miss the opportunity to become who you want to be."

~ Jon Bon Jovi



Greetings from the President . . .



Wow! The weather is definitely different this year. It is the end of February and snow is expected again this weekend. I am so ready for spring. We all need to get outside and enjoy the sunshine when it is possible. This is a very busy time of year for accountants across the United States. It is either feast or famine and many long hours.



Minisa Chapter has nominated Sue Houser CPS/CAP as president-elect for Kansas Division. Good luck Sue. The Minisa Chapter has been represented the last several years with members serving at the division level and International level.



Our March meeting will be very busy. We will be honoring all of Minisa's past presidents. Please plan to join your fellow members for an evening of fun. Our guest speaker will be Carol Zamaitis, Kansas Division treasurer, and she will present *Excellence and Leadership in Administrative Professionals*. Our Distinguished Service Award recipient will be announced this evening so you won't want to miss it.



We have ten ladies signed up to attend the Kansas Division Spring Seminar in Manhattan which is co-hosted by Heartland and Flint Hills Chapters. Gail Hermesh and Colleen Neill CPS/CAP will be presenting *Positive Impact* and *Chaos is the Cutting Edge of Change* respectively. Recertification points will be available for those who need them. Several new members will be attending and I know they will leave Manhattan with information they will be able to take back to their offices and apply.



The Education and Membership committees have been working hard for our seminar in April. This is a great project that requires a considerable amount of teamwork to put on. The program and speakers have been finalized and the brochures are ready for distribution.



The Nominating Committee may be contacting you to serve on the board next year. This is an excellent opportunity to learn how the chapter works and a way to grow personally. If you would like to help the chapter and increase your knowledge, this is the perfect opportunity for you. Is your goal to become an IAAP **Member of Excellence**? Serving in a leadership role with fulfill criterion number seven.



Start planning now to attend our annual retreat to be held in June. More details to follow. This will be when we set our goals and budget for next year.



Our next meeting will be at Wichita Independent Business Association, 445 N. Waco. Our meeting starts at 6 p.m. with networking at 5:30 p.m. Bring a friend you think would benefit from membership in our association. Criterion number 10 on **Member of Excellence** is to "recruit one new member."



We are working on the details for our annual Chapter Retreat to be held in June so place a tentative "save the date" on June 26. Further details will be coming soon.



The 2010 International Education Forum and Annual Meeting (EFAM) will be held in Boston, Massachusetts this year. There will be opportunity for lots of networking as well as educational workshops. I would like to encourage each of you to try to attend an International meeting at least once. It will be an experience that you will talk about for a long time.



Have an awesome March. Hopefully the weather will improve and you can get out and about a little more. I hope to see all your smiling faces at the meeting.

Patricia Coombs

The will of God never takes you to where the Grace of God will not protect you.

Dates to Remember



- March 4** Chapter Meeting – 68th Anniversary and Past Presidents' Recognition
- March 6** Kansas Division Spring Seminar, Manhattan, Kansas
- March 10** Ways and Means Committee Meeting, Bobbie Frye's house
- March 8-10** IAAP Professional Education Conference, Reno, Nevada
- March 18** **Pow Wow** Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
- March 25** Board Meeting
- April 2** Annual Education Seminar – Hotel at Old Town

OUTSTANDING MEMBER OF THE YEAR 2009-2010 CYNDI MULLINS CPS/CAP

Cyndi Mullins CPS/CAP was presented with the Outstanding Member of the Year award on January 7.

Cyndi openly displays admiration and respect for the values and vision of IAAP and Minisa Chapter. As ex officio, she has continued to serve the chapter with due diligence and active participation. Cyndi currently chairs the Budget and Communication committees and serves on an additional five committees. She has spent countless hours educating herself concerning association bylaws as well as studying *Robert's Rules of Order*.

Cyndi encourages members to participate in chapter, division and international events and challenges personal excellence by promoting certification. However, not everything is business; she always has a smile and a word of cheer for those around her. She makes a difference in the lives of members and Minisa Chapter.



COMMITTEE REPORTS



Finance Committee

Ruth Smith CPS/CAP, Chairman



The Finance Committee met February 2 to review the chapter's books for the second quarter of the fiscal year. Committee members in attendance were Bethel Banzhaf CPS/CAP, Diane Walters PLS CPS/CAP and Ruth Smith CPS/CAP. The chapter financial records were found to be in order.

Program Committee

Ruth Smith CPS/CAP, Chairman

Minisa members were asked by President Coombs at the February 4 meeting to consider a different venue to lower the meeting cost. As long as we have at least 22 members attend the full meeting at WIBA, including dinner, we will break even at \$18 per person. No decision was made.



Ways and Means Committee

Bobbie Frye CPS/CAP, Chairman

NEW: a **chapter garage sale** is being planned for May and details will be forthcoming. The committee will be looking for items to sell and volunteers if anyone is interested in helping. The Ways and Means Committee is scheduled to meet on March 9 from 5:30 to 6:30 p.m. to discuss this and other projects. If you have any ideas for fundraisers, please let the committee know.



GET YOUR CHOCOLATE FIX from Terri Lynn! We still have plenty of cashews, chocolate cashews, pistachios, trail mix, yogurt raisins, chocolate almonds, chocolate peanuts, malted milk balls, dark chocolate cranberry's and gummi bears. Prices vary from \$5 to \$10.

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.
- ✓ Dental Insurance – use the special link on the chapter website.
- ✓ Recycled Toner Cartridges – contact Bobbie Frye if you have any used toners to dispose of.

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

Service Awards Committee

Ruth Smith CPS/CAP, Chairman

The Service Awards committee met via e-mail on February 16. Members reviewed nominations received for the 2009-2010 Distinguished Service Award and selected the recipient. The award will be presented at the March 4 meeting. Committee members participating were Marianne Eyles CPS/CAP, Diane Walter PLS CPS/CAP and Ruth Smith CPS/CAP.



The 2008-2009 DSA recipient, Patti Ferguson CPS/CAP, sent her regrets that she will be unable to attend Minisa Chapter meetings or to give her acceptance speech.

Publicity/Community Service Committee

Arrangements have been made with Mayor Brewer to present the Administrative Professionals Week® proclamation to President Coombs during the education seminar on April 2 at the Hotel at Oldtown. Mayor Brewer will join us for lunch following the presentation.



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

*Understanding Accents in the Workplace**
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

Education Seminar

Bethel Banzhaf CPS/CAP, Co-chairman



The Membership and Education committees (“Seminar Committee”) finalized the registration fees and seminar brochure. Approximately 900 were printed, and several members got together to fold, seal and label the brochures for distribution. Several brochures have been hand delivered so far: 100 at Cessna, 30 at KUMC, 30 at Learjet/Bombardier, 120 at Spirit AeroSystems and 30 at Butler County College. We cut down the amount mailed to just over 300 and plan to hand deliver brochures to several of the large office buildings downtown. The brochures can be downloaded from the chapter website and will be available at the March meeting, so please take a handful and give them out.

Because of the tight economy the committee decided to reduce our regular registration fee by \$20 and to offer half-day sessions as another option. The seminar is the chapter’s major fundraiser for the year, as well as a great opportunity to recruit new members: those who join and pay for the seminar at the same time save 13%.

Vendors needed: if you know of potential vendors, please let the Diana Smith know. The vendor registration form can also be downloaded from the chapter website. The vendors will be in the same room so they have the added benefit of hearing the speakers.

Special Thanks To Our Seminar Brochure Folding Volunteers!

June Crawford, Marianne Eyles CPS/CAP, Bobbie Frye CPS/CAP, Sharon Spaans, Ruth Smith CPS/CAP, Jocelyn Pickard, Linda McCurdy CPS and Bethel Banzhaf CPS/CAP

Volunteers make it happen – We cannot survive without you!!!!

About Our Program and Speaker



Carol Zamaitis has been a member of IAAP since August 2001. She has been serving as Kansas Division treasurer since January 2009 and was Kansas Division Nominations Committee chair for 2008-2009. Carol served as Johnson County Chapter president, as well as secretary for two terms, and has chaired several chapter committees.

Carol joined Southeast Kansas Education Service Center in 1998 as administrative assistant to the director of Career and Technical Education and was primarily responsible for maintaining the director’s calendar and correspondence as well as personnel records and accounts payable. In 1999, the director was promoted to associate executive director and both he and Carol were given additional responsibilities. Carol coordinates and processes a \$375,000 Carl Perkins Grant with 47 Kansas districts. She supervises the processing of accounts payable, inventory control and the marketing secretary, and continues serving as personnel officer.

Carol earned her Associate of Science degree with Baker University in May 2008. She has two daughters who are in college.

In **Administrative Professionals Finding Career Success**, Carol will be sharing ideas on:

- how to be more successful as an administrative professional
- how to enrich your professional contribution
- leadership qualities for administrative professionals
- what a mentor is
- the impact of a mentor
- tips for finding and working with a mentor
- how to create a five-year professional development plan

The Power of You: Commitment to Excellence Seminar

Friday, April 2, 2010
Wichita, Kansas

Hotel at Old Town Conference Center
210 N. Mosley, Wichita KS / 316.262.7300

Full Day

Early Registration only
\$79 per person
– \$99 After March 16
(\$74 per person 5 or more)
\$59 IAAP® member
SAVE 13% when you join IAAP at the same time!
\$173 per person for those who join IAAP* in conjunction with registration for this seminar.

*Use the special registration/application form insert.

Half Day

Early Registration \$49 per person
– \$59 After March 16
(\$44 per person 5 or more)
\$39 IAAP® member
SAVE 13% when you join IAAP at the same time!
\$147 per person for those who join IAAP* in conjunction with registration for this seminar.

*Use the special registration/application form insert.

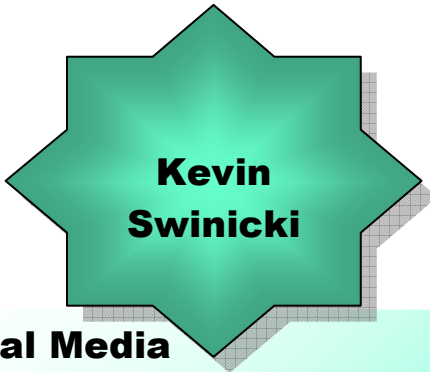
Morning Workshop

8:15 a.m. – 9:00 a.m. Register
9:00 a.m. – 10:30 a.m. Social Media
10:30 a.m. – 10:45 a.m. Break
10:45 a.m. – 12:00 p.m. Social Media

12:00 p.m. – 1:00 p.m. Lunch
(provided)

Afternoon Workshop

1:00 p.m. – 2:30p.m. Leadership
2:30 p.m. – 2:45 p.m. Break
2:45 p.m. – 4:00 p.m. Leadership
4:00 p.m. – 4:15 p.m. Door Prizes
4:15 p.m. Tour of Hotel (Optional)



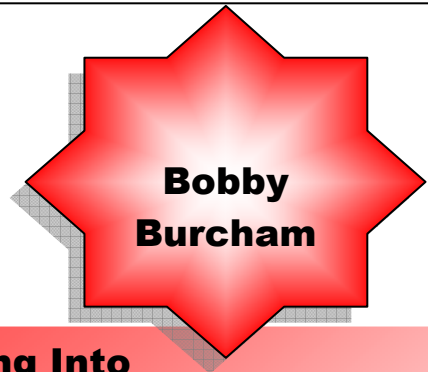
Kevin Swinicki

The Social Media Explosion

9 a.m. to 12 p.m.

Are you part of the social media explosion or are you being left behind?

- Creating corporate and personal brand interactivity
- What is social media?
- Why would anyone want to tweet?
- Is your company using social media to engage customers?
- How can social media help or hurt you professionally?



Bobby Burcham

Stepping Into Leadership

1 p.m. to 4 p.m.

- How to take charge, even when you're not in charge
- When tasks pile up know how to prioritize – and re-prioritize – to meet changing needs
- Assertive or persuasive – which is the better leadership trait?
- How doing the work and managing the work are two very different things
- The myth of, "It's not my job so I don't have to do it."

For Our Newer Members



Minisa Chapter's Scholarship



The Minisa Chapter of IAAP was chartered in March 1942 and provides a professional setting for members to network, receive and provide continuing education, and help the community. With this in mind, the chapter has established a scholarship for students who are pursuing a degree or certificate in a business-related area. The chapter awards at least one scholarship annually to a student attending an accredited college or business school. The Education Committee administers the scholarship, reviews the applications and may interview the finalists. The recipient is notified by the end of April and presented with a certificate at the next chapter meeting. The scholarship is awarded for the fall semester and is paid directly to the college. The deadline this year is **March 30**, and the criteria and scholarship application can be downloaded from the chapter website at <http://www.orgsites.com/ks/minisaiaap>.

At the February 4, 2010 chapter meeting, the members of Minisa Chapter voted to name the scholarship **The Patricia A. Pickard CPS Scholarship** as a memorial to our friend and mentor, Pat Pickard CPS. Pat was a strong advocate for continuing education and was always encouraging Minisa Chapter members to learn and grow.

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.

Are You in the FOG?



Join The Trust's Family of Givers Program

Do you know why IAAP members celebrate March? Yes, March is Trust month! March is one of the two months in the year in which there is a major focus on the Retirement Trust Foundation – its purposes and benefits, along with supporting a myriad of fundraising efforts undertaken on behalf of the Trust throughout the IAAP membership.

Since its inception, The Trust's mission has been simple: to assist elderly and needy administrative professionals. As a result, IAAP, through The Trust, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to The Trust, with no corporate or association sponsorship.



The new mission statement of the Retirement Trust Foundation is, "To provide assistance for housing to Administrative Professionals, age 55 and older, who are in need." It is a succinct, focused mission statement, and one that is relevant to many who are struggling financially in these challenging economic times. The Trust provides financial assistance to admins who live in a retirement center **anywhere** in the United States or Canada and meet the financial requirements.

Like Vista Grande, the Financial Assistance Program is funded through your contributions. Why not get in the **FOG** and join the **Family of Givers**? This outstanding program offers recognition while providing a tax benefit. Annual cumulative contributions are recognized as you reach different levels: **Sustaining** (\$100 to \$499), **Leadership** (\$500 to \$999) and **Pacesetter** (\$1,000 and up). You may donate at any chapter or division meeting, or through the RTF website.

SW District Challenge: The international RTF Committee has issued a challenge to the Southwest District divisions: there will be a prize for the division with the highest donations per capita. The winner will be announced at the district caucus at EFAM in Boston.



When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the Trust has built and maintains just such a center. Through the Financial Assistance program, we can ensure that Della Herring's dream lives on. For more information, go to www.iaap-rtf.org.



Pathways to Excellence

Paving Your Way to Excellence

IAAP's Excellence program is based on 10 principles including certification, fiscal responsibility, leadership development and strategic planning.

There are three components – Member of Excellence, Chapter of Excellence and Division of Excellence. Within each component, IAAP has established criteria and a minimum basis for qualification; for example, to achieve Chapter of Excellence, a chapter must meet 14 of 19 criteria.

What does this mean to **you**? You, too, are being asked to commit to excellence as a member of Minisa Chapter. The **Member of Excellence** program is designed to enrich your life and enhance your career. Working toward this award will broaden your knowledge of the administrative assistant profession, encourage your participation in your local chapter, and increase your effectiveness, both personally and professionally.

There are 11 criteria for the Member of Excellence designation. Please note, though, that you need complete only eight criteria to be recognized as a Member of Excellence. These include attending non-IAAP sponsored training programs, serving on a chapter or division committee, and paying your membership dues on or before your anniversary date.

It's not too late to get started! The first step along the pathway to becoming a Member of Excellence is to sign the on-line Commitment Agreement. This first paving stone will set you on your personally rewarding Pathway to Excellence. Join us today in making Minisa Chapter the best it can be! Follow the Pathways to Excellence links on the chapter website for more information.



2008-2009	Members of Excellence <ul style="list-style-type: none"> ▪ Diane Walters PLS CPS/CAP ▪ Ruth Smith CPS/CAP ▪ Cyndi Mullins CPS/CAP ▪ Sue Houser CPS/CAP ▪ Norma Farnsworth CPS/CAP ▪ Marianne Eyles CPS/CAP ▪ Bethel Banzhaf CPS/CAP 	Minisa Chapter
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CPS and CAP Certification Update



Upcoming Deadline and Exam Dates	Exam Study Group	Exams
<p>February 15, 2010 Application deadline for the May 7-8, 2010 CPS and CAP exams</p> <p>May 7 – CAP exam May 8 – CPS exam</p>	<p>CPS CAP Study Group</p> <p>If you are interested in joining a chapter study group, please contact Sue Houser CPS/CAP, Certification Committee chair, at sue.houser@spiraero.com.</p>	<p>May 7, 2010 CAP exam</p> <p>May 8, 2010 CPS exam</p> <p>Exam Site TBD</p>

News From Around The Association . . .

Kansas Division



Spring Seminar – Saturday, March 6, 2010

The Kansas Division Spring Seminar will be held at the Super 8 conference room in Manhattan, Kansas. This event will be co-hosted by the Flint Hills Chapter and the Heartland Chapter and will include five hours of professional development. Mark your calendars now and plan to attend – you will enjoy the day with your IAAP friends from other chapters and return to work rejuvenated and ready to try new ideas. It's not too late – you can still attend!

Kansas Division Annual Meeting – June 11-13

KDAM will be here before we know it, it so mark your calendars now and plan to attend with fellow IAAP members from around Kansas. The Johnson County is co-hosting with the Kansas Division Board in Overland Park, Kansas. Watch the division website for more details.

There will be trips and tours on Friday afternoon followed by a fun, informal opening event in the evening. The business session happens on Saturday morning and there will be a vendor mart and two workshops (Saturday afternoon and Sunday morning) that will qualify for recertification points. The banquet on Saturday night is a time of celebration and member recognition, and incoming Division President Sharon Taylor CPS will let us know what the new year has in store.

In addition, International President Susan Shamali will be with us for the weekend – what better chance to get to know a member of the international board than spending a weekend in her company! Minisa Chapter will be hosting KDAM in 2011, so attending this year will help you know what to expect when our turn comes.

International

IAAP Web Community

IAAP News

What's The Latest from Headquarters?

Watch the "IAAP News" section on the Web Community home page to get a glance at the latest news from the International Board and headquarters.

This is a great way to quickly locate links to the most recently communicated information.



Susan Shamali CAP
International President

2010 Salary Trends: Administrative and Office Support

Starting Salaries for administrative professionals are projected to decrease by an average of 2.2 percent in 2010. However, demand is steady for administrative candidates with broad expertise and the ability to multitask, especially within teams that have been stretched thin and have redistributed work among fewer employees. In addition, firms want support staff who are confident as they approach unexpected situations, quick to learn new skills and able to help others adapt to change.

Many firms continue to report challenges finding highly skilled candidates, despite current unemployment figures. According to Max Mesmer, chair and CEO of Robert Half International, “Recruiting difficulties are the result of a number of factors, including continued competition for



Firms want support staff who are confident as they approach unexpected situations, quick to learn new skills and able to help others adapt to change.

the best workers, the unwillingness of professionals to leave secure positions and employers themselves being more selective to avoid costly hiring mistakes. To keep up with business demands and reduce the need for additional layoffs, many firms have increased their reliance on interim professionals and temporary-to-full-time arrangements.”

The new Robert Half *Salary Guides* include the *2010 Salary Guide* for accounting and finance, *The Robert Half Technology 2010 Salary Guide* for technology professionals, and the *Office Team 2010 Salary Guide* for administrative positions.

The guides are produced to offer hiring managers information on prevailing salaries in their geographic areas and insight into the latest employment trends. This year for the first time, the salary guides will be accompanied by online Salary Centers featuring up-to-the-minute information and analysis. The Salary Calculators allow users to quickly access the starting salary range for their specified position and location and can be accessed at www.roberthalf.com and www.officeteam.com.

Integrity

“Integrity is never being ashamed of your reflection.”

Without a doubt, your personal integrity is your most prized possession. Each day, that integrity is constantly tested, and you have an opportunity to prove it or lose it with every decision you make. Doing the right thing is not always the easiest thing — but it is always the right thing to do. Choosing to do the right thing — even when it’s painful — ensures you will maintain your most precious possession throughout your personal and professional journey.

“There is no pillow as soft as a clear conscience.”
John Wooden

“The time is always right to do what is right.”
Martin Luther King, Jr.

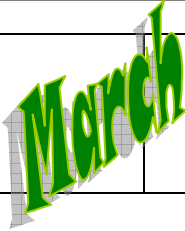
“A good name is more desirable than great riches; to be esteemed is better than silver or gold.”
Proverbs 22:1

“What lies behind us and what lies before us are tiny matters compared to what lies within us.”
Ralph Waldo Emerson

“Until you make peace with who you are, you’ll never be content with what you have.”
Doris Mortman

Birthdays

Sue Houser CPS/CAP (March 1)
Marsha Ector-Haney (March 12)



Service Anniversaries

Jocelyn Pickard (2007)

Computer Corner

Locate an Address with Contact Maps

Microsoft Office Outlook® can do more than just store your contact information. Outlook Contacts has a map feature that can help locate a contact's address for you.

If you have entered a complete address for a person or business in your contact list, it takes only a few clicks to bring up a map for that location. And if you want written directions, that is only another click away.

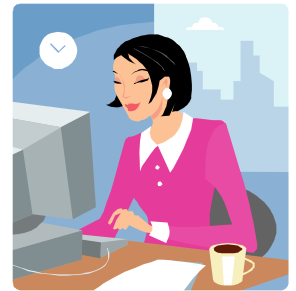
View a map for an address in Contacts:

In an open Contact, in the **Addresses** section, click the arrow, and then click the type of address that you want to find on a map — **Business, Home, or Other**.

Tip The **Addresses** section is in the lower-left portion of the contact form (contact form: A view of an individual contact that contains all the information stored in the contact.). The arrow is next to a button that displays one of the address types.

On the **Contact tab**, in the **Communicate** group, click **Map**.

Along with viewing a map that shows the location of the contact's address, you have the options to zoom in or out, print the map, and get written directions.



Letter from Our February Speaker

Hi, Ruth,

I very much enjoyed my visit with your Minisa group last evening, and I wanted to thank you, Bethel, and everyone for inviting me to speak. It was an honor. Thank you also for your kind gift which I appreciate so very much. I spend LOTS of time in the Border's Bookstore, how did you know?!

I will have your group, and those who've been laid off, in my thoughts and prayers. Truly, my heart goes out to them, and I hope they find employment soon. I am happy to help if I can, in any way. Perhaps I'll connect with some on LinkedIN.

I wouldn't be surprised if there is a group on LinkedIn for "Administrative Professionals" or some other title. It's worth looking into. And if anyone has a membership to SHRM (Society for Human Resource Management), they certainly might have job announcements, and would be worth joining on LinkedIN.

All the best! Thanks again,

Anne K. Maki, M.S., CCC-SLP
President/CEO, Clear Speech Specialists, Inc. Email: Clearspeechks@aol.com



February Highlights . . .

Linda McCurdy CPS, Photographer



Diana and Margo



Diana, Bethel, Signe



Deb, Signe, Sharon



Sharon and Diana



Pat and Gayla



Diane



RTF drawing: Cyndi, Deb



Pat and Carolyn



Teresa, Marianne, Sue



President Coombs



New Member Welcome: Marie, Teresa and Signe



Bethel "pinning" Marie

One-Minute Idea

Are You A Key Employee?

How do you identify and retain the best people on a team? Lots of key traits can't be quantified. In any work group, though, the most valuable people will share two important characteristics:

1. They are good team players, ready and able to support the team's goals above their personal objectives.
2. They make people around them look better by teaching, coaching, and supporting their work.

~ Leigh Branham

Donate Your Old Cell Phones

Minisa Chapter is collecting old cell phones for the Harbor House (run by the Catholic Charities) as a community service project. All personal information will be deleted.

If anyone would like to donate their phones, just bring them to any chapter meeting.

Contact the Publications/
Community Service Committee if
you have any questions.



Care and Share



Nina Leeper is recovering from a ruptured appendix (December 23) at the Presbyterian Manor. Nina is our most senior member and has been a faithful member of Minisa Chapter since 1955!

Shirley Yingling CPS: Shirley's father recently passed away in North Dakota. Please keep Shirley and her family in your thoughts and prayers.

... Style Editor

When to Omit "That"

Sometimes the word "that" is used when it should be omitted. "That" is used when the information following is essential to the meaning.

Examples

Here is the information that you requested.
Their idea is something that I would like to work on.
I recommend that you attend the meeting.

Note: Don't place a comma in front of "that." (Always place a comma in front of "which.")

However, some editors believe a sentence will be smoother if you remove "that" when it is not needed.

Examples

Here is the information you requested.
Their idea is something I would like to work on.
I recommend you attend the meeting.

If you are uncertain as to whether to include it, read the sentence to yourself. If it sounds better with the word omitted, remove it. If you need it for rhythm or clarity, let it remain.

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



MINISA CHAPTER

Publications Committee:

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/MinisaAAP>

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

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