



Minisa Chapter in Wichita, Kansas Celebrating 65 Years 1942 – 2007



International Association of Administrative Professionals (IAAP)

T I M E L I N E

During World War II, the US government issued frantic calls for secretaries, clerks, and others who could assist in the war effort. Secretaries "manned" the home front and the office front as many women entered factories, war plants, and various jobs formerly held by men. **In 1942, to provide a network for secretarial staff, the National Secretaries Association (NSA) was established.** The statement of purpose was "to unite socially, educationally, and professionally the members of the secretarial profession." The letters on the association emblem were B and L for Better Learning – Better Letters – Better Living.

The president of the National Secretaries Association's first chapter (Kaw Chapter in Topeka, Kansas) was Florence Overbey, who enlisted in the Women's Army Corp (WAC). Another founding member, Anita Harwick of Topeka, joined the US Navy's Women Accepted for Volunteer Emergency Service (WAVES). Numerous other National Secretaries Association members enlisted in the women's branches of the US military. Others volunteered services for local branches of the Red Cross, or selling war bonds, handling correspondence, and other volunteer activities.

On March 5, 1942, Minisa Chapter of the National Secretaries Association was organized and the third chapter to be chartered. Our charter was signed by 31 members. "Minisa" is an Indian name meaning "Red Waters at Sunset" and was chosen after some deliberation. It carries out the history of Kansas – original Indian territory, and our city name, which is also Indian.

In May 1942, Articles of Incorporation for National Secretaries Association were filed under the laws of the State of Missouri. Autonomous Chapters sprouted all over the Midwest in the mid-40s, and soon spread across the country.

At the time Minisa Chapter was organized, Maude McFall was appointed President and Elsie Martin, Vice President, until election of officers in June 1942.

In June 1942 Nola Babb was elected President of Minisa Chapter for the year 1942-1943. Meetings were held the first Thursday of the month, and one of the first things the members did was to formulate the constitution and bylaws, which have been amended from time to time as we have grown and progressed.

The first issues of NSA's magazine, *The National Secretary* (now *OfficePro*), were published in 1943. In 1944, efforts began to unify the chapters into one centrally-governed association, similar to its structure today.

During the 1943-1944 year, membership dropped off due to the war years, and there was a big turnover in labor and also among secretaries, but Minisa Chapter initiated several new members. **One bright spot of this year was the publishing of Minisa Chapter's first bulletin, the *Minisa Pow Wow*, with Mary La Rue and Olive Prince as editors.** It was not issued regularly, nothing large or fancy, but the members were proud of it. In 1944, National headquarters saluted the editor of the *Pow Wow* and its reporters for developing the bulletin into one of the "newsy" newsheets among NSA's many chapters. The tradition continues today with the *Pow Wow* having received Kansas Division awards for best newsletter for the past several years.

To join the association in 1942 one paid \$26 initiation fee and \$2.50 per year, and there was no regular meeting place. Many times members met in members' homes for a dessert meeting. Arrangements were made with the Lassen Hotel for chapter meetings. Each member paid for her chair, at a cost of 10 cents per meeting.

At the beginning of the 1944-1945 year, Minisa Chapter had 31 members. **The chapter's first yearbook was published, which contained yearly programs, committee members, and roster. The first Boss' Night was November 2, 1944, at the Lassen Hotel.**

The first NSA inter-chapter meeting was held in April 1944 in Omaha, Nebraska, with members from Kansas City, Des Moines, Lincoln, and Omaha in attendance. At this meeting, a plan was drafted for establishment of a district comprising chapters in that area.

In 1944 by decision of the Board of Governors, Kaw Chapter (the first NSA chapter organized) was officially designated as the Mother Chapter of NSA. The chapter was to occupy a place of seniority at all conventions.

After the war years, the first nationwide convention was held at Kansas City, Missouri, on February 23-24, 1946. From the attendance there it was possible, for the first time, to gauge the progress of NSA on a national scale. The convention register included names of approximately 200 members, 49 of whom were voting delegates. There were 115 chapters at that time.

Upon convening for this first convention, the members assembled learned that there was no provision in the Articles of Incorporation and Bylaws for election of officers from the membership. The members demanded the right to elect their own officers, and on the convention floor they chose the form of government they desired.

In July 1946, Amended Articles of Incorporation for NSA were filed in the State of Missouri, which vested the control of the association in the membership, established a democratic form of government, with equal rights of every chapter to a voice in association affairs, and gave the members the right to elect their own officers.

In the year 1947-1948, Minisa Chapter started holding social meetings the third Thursday of each month.

In October of 1948, **Minisa Chapter was host to the Tri-State meeting (Arkansas, Kansas, and Oklahoma) with our National President, Irene Gadelman, as speaker. Members were proud that Velda Harness was elected Vice President for the Southwestern District for 1948-1949. At the 1948 National Convention, Grace Farnsworth represented Minisa Chapter in the "Secretary of the Year" contest and placed third.**

Minisa Chapter worked closely with other chapters. In May 1949, Minisa was host to a Spring Get Together with members from Oklahoma, Missouri, Arkansas, and Texas. This was an informal meeting to exchange ideas and make suggestions on how to better our organizations as well as our profession.

The Regional meeting was held in Wichita in November 1950.

The first Certified Professional Secretary® examination was administered in August 1951. There were 281 candidates at 15 examination centers and 61 certificates were awarded (today there are more than 250 exam centers worldwide). Today, Minisa Chapter has 18 members who have attained their certification.

On March 21, 1953, Minisa Chapter held its first One-Day Secretarial Institute, which became an annual event.

National Secretaries Week (renamed Administrative Professionals Week® in 2000) originated in 1952 and is sponsored annually by IAAP. It is observed the last full week in April with Wednesday now designated as Administrative Professionals Day®.

The year 1952-1953 was the beginning of State Organization, and the first State President was our own Frances Alley Dodd. It was then changed to Division Meeting.

In April 1954, Minisa Chapter was host to the first State Meeting. This year, the Chapter became a member of Inter-Club Council. In October 1954 the Four-State Regional meeting was held in Wichita.

The Articles of Incorporation for NSA were amended to establish an international status, and the first chapter outside the continental United States or its territories was installed at Niagara Falls, Ontario, Canada, in 1954. Chapters were formed in Mexico City, 1959, and Helsinki, Finland, 1960, prior to the Bylaw Amendment in 1962 providing for affiliate status worldwide.

One of the highlights of the year 1955-1956 for Minisa Chapter was the organization of the Christine Chapter in Newton, Kansas, chartered on April 18, 1956.

The year 1955-1956 was also **Minisa Chapter's first year to present an outright scholarship of \$300 to a student attending the University of Wichita for a secretarial course.** Previous to this time, we had helped students taking secretarial courses with a scholarship loan fund.

According to a document from 1959-1960, that year's Minisa Chapter *Pow Wow* Committee was formed with seven members serving on the committee who decided how the *Pow Wow* would be prepared. They planned to meet once a month to staple the *Pow Wow* and prepare it for mailing at least a week before the next month's meeting.

A Secretarial Seminar was held on April 11, 1959. The seminar was offered by The College of Adult Education and The College of Business Administration and Industry of The University of Wichita in cooperation with Minisa Chapter. This was the first entry of a secretarial seminar in the chapter history information. However, as listed above on March 21, 1953, Minisa Chapter held its first One-Day Secretarial Institute, which became an annual event. There is no indication as to how long this forerunner of the Minisa Chapter seminar continued in the chapter history books.

Members voted by mail referendum to change the name of the National Secretaries Association (NSA) in February 1981 to Professional Secretaries International® (PSI), clarifying identity of the membership in a new decade for the professional secretary.

In July 1989, the NSA Bylaws and Standing Rules were amended to provide full membership status to members located outside the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada. In 1992, these units became known as chapters at large.

Minisa Chapter and Professional Secretaries International (PSI) both celebrated their 50th anniversary in 1992!

In 1994, PSI purchased the building and site of our present world headquarters offices in Ambassador Park, a business subdivision in Kansas City, Missouri. A building dedication ceremony was held on April 8, 1995.

At the 1995 International Convention in Seattle, Washington, delegates voted to approve a bylaws amendment that added "The Association for Office Professionals" as a tag line to the name of the association.

In August 1998, PSI member delegates at the 54th annual Convention and Education Forum in Atlanta, Georgia, voted to change PSI's name to the International Association of Administrative Professionals (IAAP), to reflect the varied job titles used by administrative support staff in today's workplace.

In the year 2000, IAAP changed the name of Professional Secretaries Week® and Professional Secretaries Day® to Administrative Professionals Week® and Administrative Professionals Day®.

In 2001, IAAP introduced the Certified Administrative Professional® (CAP®) program, an additional advanced certification.

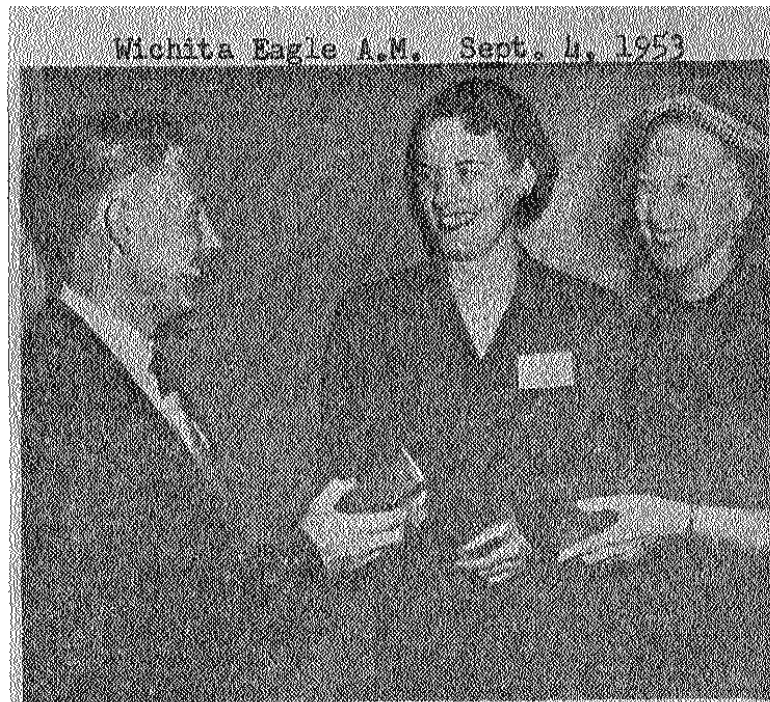
The prominence of IAAP is a tribute to the faith, courage and tenacity of its members. IAAP continues to provide education and training and set standards of excellence recognized by the business community on a global perspective. Our present and future vision is "to inspire and equip all administrative professionals to attain excellence."

Minisa Chapter has a distinguished and proud past. We are looking forward to a promising future as we continue to evolve with trends in the business world and the profession's changing roles and responsibilities.



FIRST BOSSES NIGHT

First Boss' Night, Minisa Chapter IAAP – November 2, 1944 at the Lassen Hotel.



FLYING FINGERS WIN PRIZES—Bob Conklin, Wichita representative of the Underwood Typewriter company is shown presenting personal gifts to Velda Harness and Fernela Fowler, at a dinner and meeting of the Minisa chapter of the National Secretaries' association, at the Allis hotel Thursday night. The gifts were for their efforts in a contest to "Beat the Champ" Chester Soucek, former world's champion typist. In the handicapped contest, Miss Harness and Miss Fowler were among the 22 of 500 contestants who beat the champion last July, at the annual convention of the association held at Seattle, Wash.



MINISA CHAPTER PRESIDENTS—Minisa Chapter of National Secretaries Association was organized in 1942. Shown above are some of the women who have headed the chapter during the past 10 years. They are (left to right): Seated, Irene Graham, 1948-49; Mary LaRue Tucker, 1945-46; Velda Evans Harness, 1946-68, and Fernella Fowler, 1951-52; standing, Frances Alley, 1950-51; Grace Farnsworth, 1949-50, and Nola Bobb, 1942-43. Others (not pictured) who have held the office of president of the chapter are: Rosalind Black, 1943-44, and Arlene Staerber Phillips, 1944-45.

PRESENTATIONS OF MEMBER YEAR GUARDS
25 years - 35 years - 45 years



Esther & Jean poised & ready
"Shall we dance?"



Faye (35 yrs) & Jean C. (25 yrs)



Erma (35 yrs), Maxine (35 yrs)
Velda (45 yrs)

★
VELDA HARNES, CPS has been a member of Minisa Chapter since 1946! She served as chapter president from 1946 to 1948...talk about jumping right in and taking the reins of command!! Velda also served as vice president of the Southwest District. She was also a trusted advisor for Esther.