

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.L.landis@spiritaero.com

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POWER
of
Commitment

Meeting Notice

Executive Night



PROGRAM: **Managing Global Teams**

SPEAKER: **Bobby Burcham**

DATE: Thursday, October 1, 2009

TIME: 5:30 p.m. Networking
6:00 p.m. Dinner
6:20 p.m. Program

Note: there will be no business Meeting

PLACE: Office This – Hello Goodbye Conference Room
4031 E. Harry (old Wichita Mall), Wichita

MENU Chicken Picatta; Beef Brisket; Garlic Herb Potatoes; Vegetables;
Seasoned Rice Pilaf; Salad; Cake and Cheesecake

COST: \$16 for dinner; \$3 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, September 29. 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): September 3 Meeting Minutes; Proposed Chapter Budget; Treasurer's Report

"You don't have to be a 'person of influence' to be influential. In fact, the most influential people in my life are probably not even aware of the things they've taught me."

~ Scott Adams



Greetings from the President . . .



October is here and the little ones will soon be out in full costume for us to enjoy. Fall is definitely in the air. The beautiful colors on the trees will soon be making us thank the Lord we have the opportunity to enjoy the awesome sight. The mild weather we are enjoying and wet summer has kept the lawns a luscious green. It sure is much nicer walking outdoors with the cooler temperatures. If you have the chance, step outside and take a few deep breaths.

I am looking forward to meeting your executives at our Executive Night on October 1. Deb Moody and Jenny Stephens have done an excellent job coordinating this special event. Deb will be announcing the Executive of the Year. I would like to see everyone in attendance whether you bring your boss or a guest. Guests are always welcome.

Bobby Burcham from Spirit AeroSystems, Inc. will present the program *Managing of Global Virtual Teams*. This should prove to be an interesting evening. Since we will be having dinner at *Office This*, there will not be a business meeting after dinner.

Have you registered for the Kansas Division Fall Seminar? It will be hosted by Kansas Judicial Pros Chapter at Office This in Wichita on Saturday, October 3. The chapter will pay your registration if it is sent to Jocelyn Pickard by the deadline. Cynthia Otieno Ongeche will present *Your Money Action Plan* and Detective Randy Stone will present *Computer Threats – Know What To Look For!* This will be a great opportunity to network with other Kansas Division members and an excellent way to earn recertification points and meet one of the criteria for Member of Excellence. I am looking forward to seeing you on Saturday.



I have been notified of only a couple committee meetings so far. If your committee has not met yet, it is probably time to do so. Please be sure to include me on your meeting notice and I will do my best to attend. If you are on a committee, please give your input, after all, this is your chapter.

The study group is working hard for the November 2009 exams and are planning a “mock” exam within the next couple of weeks. Please keep all those sitting for the exams in your prayers. They are devoting their time to meet this goal.

The Membership Committee is working hard to organize our membership recruitment meeting on November 5. Be thinking about who you would like to invite to learn about IAAP and what it can mean for them professionally and individually. The flyers should be ready for distribution soon. If you have information you would like have put on the Kansas Division website for other chapters to benefit from, please contact Betty White CPS, webmaster.

The result of the meeting venue has been determined. We will hold our monthly meetings at WIBA with Truffles catering. Caffe Moderne is a beautiful place with delicious food but is too small to fit our needs and very noisy.

We are working on meeting our goals, and it will take all of us as a **team** to make this happen. So far, the chapter has met six of the required 14 criteria for **Chapter of Excellence**. How many criteria have you completed for **Member of Excellence**? One of the items on the chapter’s strategic plan is to assist our members achieve *Member of Excellence*, so if there is any way we can do this for you, please let me know.

The next board meeting will be held October 29 at Gander Mountain at 5:30 pm. Any member is welcome to attend and I encourage you to do so. Your comments, questions, and suggestions are always welcome. If you just want to know what takes place at these meetings stop by, you don’t have to say anything.

Patricia Coombs





Dates to Remember

October 1	Chapter Meeting – Executive Night – Hello Goodbye Conference Room, Office This (old Wichita Mall)
October 3	Kansas Division Fall Seminar – Wichita, Kansas – Hello Goodbye Conference Room, Office This
October 15	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
October 29	Board Meeting
November 5	Chapter Meeting – Membership Recruitment
November 6-7	CPS and CAP exams
November 19	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)

About Our Program and Speaker

Bobby Burcham is senior manager with Spirit AeroSystems, Inc. Born in Alabama, Mr. Burcham has lived in Kansas for the past 25 years working as a human resources manager with Boeing and now Spirit AeroSystems. He has extensive experience in the field of compensation, labor relations, strategic planning, and most recently global HR and workforce planning.

He has two master's degrees: one in education and one in human and organizational development. Presently he is working on a doctorate in organizational leadership through the University of Phoenix.

In **Managing Global Teams** we will learn:

- Definition of Virtual Teaming in Business Today
- Why do we use them so extensively?
- Support Functions of Virtual Teams
- Virtual Collaboration Culture
 - A Framework for Working Across Boundaries
 - Emotional Bandwidth of Virtuality
 - Leading Virtual Teams
- V-Etiquette when working virtually
- Virtual Assistants: Entrepreneurs today and tomorrow
 - "A Virtual Assistant (VA) is an independent entrepreneur providing administrative, creative and/or technical services. Utilizing advanced technological modes of communication and data delivery, a professional VA assists clients in his/her area of expertise from his/her own office on a contractual basis."

COMMITTEE REPORTS



Budget Committee

Upon further review of the approved budget, errors were found in the addition. A revised budget has been submitted for inclusion in the *Pow Wow* and a subsequent review with the membership will be required at our next business meeting.



Executive Night Committee

Debra Moody CPS, Chairman



Executive Night will be held at Office This, 4031 E. Harry St., Wichita, on October 1, 2009. Networking starts at 5:30 p.m., dinner and the program will be from 6 p.m. – 7:45 p.m. The alarm is pre-set to engage at 8 p.m. so all participants must be out of the building to avoid setting off the alarm.

Invitations were distributed to those who wanted them at the IAAP meeting on September 3. The judges are in receipt of the nomination forms. The deadline for the tally sheets was close of business on September 17.

We are working with Professional Image Center (Ashley) and have secured the plaque for the award winner; however, we are awaiting the information for the engraving. Trophies for executives in attendance have been secured; we are also awaiting responses so we can finalize the number of trophies needed as well as engraving.

We are currently researching bids for fresh flowers for the table centerpieces and will have that in place as soon as possible. Note that this cannot be done too far in advance since the price fluctuates with the market. On October 1, Deb Moody and Jenny Stephens will meet at 3 p.m. at Office This to assemble centerpieces.

Membership Committee

Bobbie Frye CPS/CAP, Chairman



Our open house membership drive will be on November 5, 2009. Administrative professionals need to excel and take the lead by positively influencing the profession. Invite your colleagues to come explore how IAAP can help you to change, adapt and keep moving ahead while constantly facing changes in the workplace.

Look forward to door prizes, raffle, welcome gifts for guests, and members will be entered into a GRAND PRIZE drawing for each prospective member they bring. Details and a flyer will shortly be emailed to you – please post it in your work area, tell a friend, and try to get as many people as you can to come and participate. Two movie tickets will be given to the member who gives us the most contact names to add to our mailing list – send these to Diana Smith. It will be an exciting night and a wonderful opportunity for Minisa Chapter to unite and show what IAAP has to offer.

Certification Committee

Sue Houser CPS/CAP, Chairman



CPS Mock Exam and CPS/CAP Review Classes

There will be a CPS mock exam for Parts 1-3 on October 10. The times will be:

- Part 1 - 8:30 a.m. to 11 a.m.
- Part 2 - 12 p.m. to 2 p.m.
- Part 3 - 2:15 p.m. to 4 p.m.

The location will be the Spirit HR Service Center located at 3420 South Oliver, Wichita, Kansas (corner of 31st and Oliver). Please notify Cyndi Mullins at 523-5116 if you are planning to take any part of the mock exam.

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 Whitley

October 1, 2009

*Managing Global Teams**

Bobby Burcham

November 5, 2008

Power of Commitment

TBD

Networking/Open House

December 3, 2009

Christmas Social

TBD

January 7, 2010

*Non-Verbal Communication**

Sue Houser CPS/CAP

February 4, 2010

*Speaking with Clarity and Confidence**

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

Program Committee

Ruth Smith CPS/CAP, Chairman



Caffe Moderne notified us following the August meeting that they would start charging \$75 more if we use the audiovisual equipment. Based on members' comments, the committee decided Caffe Moderne is too small and too expensive (with the additional charge) for our monthly meetings. The October 1 Executive Night meeting will be held at Office This.

The Program Committee has researched several options for our December social and will narrow the choices down to three to be presented to the members by e-mail and ballot at the October meeting.

Ways and Means Committee

Bobbie Frye CPS/CAP, Chairman



We have a new Christmas fundraiser in the works this year. Hopefully it will be well received. **Mickman Brothers Christmas Wreaths** will be sold during October. You can have the company ship them directly to an out of town friend or relative with a note written by you, if you prefer. Great gift for those people you don't get to see often. I will have packets at the October meeting but if you are not attending the meeting, please contact me and I can mail one to you. You can collect money as you go or upon delivery, whichever is easiest for you.

The **Used Toner Cartridge** fundraiser is also still in affect. If you have any printer or copier toner cartridges you would like to donate. Please get them to me and I will take them to work for recycling.

Entertainment Books are here and on sale for \$20. They will be at the meeting if you would like to purchase one yourself to help the chapter or if you would like to check out a couple to sell to others.

I am still making **Enchiladas** almost every weekend so if anyone has any special occasions or just wants a quick supper, please let me know and I will add you to the list. Minisa Chapter profits \$10 off each dozen sold.

Miscellaneous items for sale include: **Cookbooks, Casserole Carriers, Papa Murphy Discount Cards, IAAP Pin Sashes,** and **Office Angels.**

We will also have a table at the **Rose Hill Fall Festival on October 10.** If you would like to volunteer for this, it's not too late. We have morning or afternoon shifts.

Publicity/Community Service Committee

Submitted by June Crawford



Dress for Success is looking for winter coats, hats, scarves and gloves. If you would like to help with this project, please bring items to chapter meetings or June Crawford will pick them up.

Retirement Trust Foundation

Cyndi Mullins CPS/CAP, Liaison



Minisa members contributed \$16 for the Retirement Trust Fund (RTF) at our September 3 meeting by purchasing tickets for white elephant items. Tickets sold for 25 cents each or five for \$1. Members donated gently used or new items for the drawing held after the business meeting. Since we will not have a business meeting October 1, there will not be drawing. However, we will continue in November.

We will track your donation for the Family of Givers program. **Fiscal year** contributions to the Trust in the following categories will provide for donor recognition within the association and related donor benefits.

Sustaining: \$100 to \$499 (RTF pin and holiday cards)

Leadership: \$500 to \$999 (RTF pin, paver and holiday cards)

Pacesetter: \$1,000 and up (RTF pin, paver, holiday cards, plaque and special recognition)



For Our Newer Members

Questions?

Do you have questions or concerns about anything the chapter does or does not do, or the association as a whole? Maybe others have the same questions! Perhaps you would like more detailed information about something or have heard something mentioned at a meeting and didn't know what it meant.

If so, send your questions to Pam Dinwiddie, Publications Chair, and we will post the information in this space.

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.

CPS and CAP Certification Update



Upcoming Deadline and Exam Dates	Exam Study Group	Mock Exams
<p>August 15, 2009 Application deadline for the November 6-7, 2009 CPS and CAP exams</p> <p>November 6 – CAP exam November 7 – CPS exam</p>	<p>CPS CAP Study Group</p> <p>The coordinator is Jenny Stephens. Please contact Jenny directly at bonanza7@bonanza.org if you are interested in joining the group.</p>	<p>October 10, 2009 Spirit HR Service Center 3420 S. Oliver</p> <p>Exam Site Wichita will be a testing site for the November 2009 CPS and CAP exams.</p>

During the Exam

Everyone gets fearful taking tests. Some people get really afraid. Before the exam, put things in perspective. Remind yourself that your entire future does not rest on this one exam. Over study for the exam. Remind yourself of past successes. Don't give the test the power to define you as a person. Visualize completing the test without anxiety and doing very well.

1. On the exam day get there early and avoid speaking negatively with others, "I just know I will do poorly. I am so nervous." Instead, practice breathing and muscle relaxation and invite others to do that with you.
2. When the examination starts, take a few deep breaths, relax your body, clear your mind of all anxiety. You are now ready to take the test calmly and to do well on it.
3. Read the entire exam carefully. Answer the questions about which you know the most first; make a small mark by those you will come back to later. Read each question very carefully. Be sure you follow the instructions.
4. Timing is important. Plan your time. Do not rush. Answering ten questions poorly may give you a lower score than answering nine questions slowly but more completely. Be sure to allow some time to go over your answers and to fill in omissions. Don't look at the clock constantly. After each third of the test, take a quick look, and continue. Don't break your focus.
5. Skip those questions which you cannot answer immediately. The answer may come to you later. When the test is over, forget it. If you studied, reviewed the material and did the mock exam, you should do well on your exams.



News From Around The Association . . .

KANSAS DIVISION



Fall Seminar: October 3, 2009

The Kansas Judicial Pros Chapter is co-hosting the Kansas Division Fall Seminar in Wichita. They have two great speakers lined up and five recertification points have been applied for.

**Saturday, October 3,
2009**

9 a.m. – 4:30 p.m.

**Office This
Hello-Goodbye Room
4031 E Harry St
Wichita, Kansas**

Lunch is included

WHEN: Saturday, October 3

TIME: 9 a.m.-4:30 p.m.

WHERE: Office This – Hello Goodbye Conference Room
4031 E. Harry Street (the old Wichita Mall)
Wichita

WHAT: *Your Money Action Plan* by Cynthia Otieno Ongeche

Computer Threats – Know What to Look For by
Detective Randy Stone, Wichita Police Department

COST: \$40 member; \$45 non-member

DISCOUNT: \$25 member; \$40 non-member: postmarked September 18

This is a great opportunity to attend a division event right on our doorstep. Enjoy the education, networking with other Kansas members, and good times!

REGISTRATION DEADLINE: September 29, 2009

The registration form is available from Kansas Division President Leek, President Pat Coombs or the website: <http://www.iaap-kansas.org>.

INTERNATIONAL

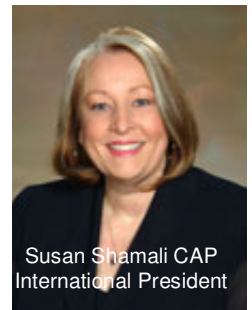
From International President Shamali

I'd like to provide further clarification and clear up a number of misunderstandings that have been communicated.

First, there will be no International Theme pin (formerly referred to as a president's pin) this year due to cost. This pin was given out to those who recruited new members. The decision to eliminate this pin was driven by our financial picture in terms of the cost of the pin as well as shipping and handling incurred in mailing it out.

Second, the Membership Growth Awards program is being reviewed by the Board of Directors as part of the overall assessment of expenses related to products and services.

Third, we are doing away with the IMPACT program and replacing it with a Membership Recruitment program. **Fourth**, new membership packets will be sent out electronically. By providing this information electronically, members receive their information more timely and will be pushed out to the web community to create their login and password identity, allowing them access to IAAP products and services at the time their membership starts.



Susan Shamali CAP
International President



**With winter not very far
away, Dress for Success is
looking for**

WINTER COATS

hats

scarves

gloves

**Please contact June
Crawford if you have items
to donate.**



Dues Increase Information

With the dues increase passing at EFAM this year there is some information that all members should be aware of.

Dues can be paid for as many years as wanted before December 31, 2009 at the current dues rate.

There are specific stipulations:

- The international, division and chapter dues must all be paid for the year(s) you want to pay in advance.
- A check may be sent but it must note which year(s) are being paid. If you prefer to pay by credit card you must call International HQ with the credit card number and state which year(s) you desire to pay.
- Your anniversary date is not affected.

The current International dues are (*paid by December 31, 2009*):

- Professional \$58
- Merited \$26
- Student \$24
- Associate \$155

Dues as of January 1, 2010, will be:

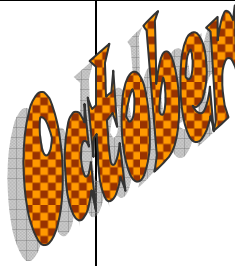
- Professional \$83
- Merited \$47
- Student \$50
- Associate \$180

There is no change in division and chapter dues:

- Kansas Division dues: \$12
- Minisa Chapter dues: \$10

Birthdays

Jacki Redd– October 18
 Diane Walters CPS/PLS – October 19
 Jeanelle Seals – October 21
 Terri Fiscus-Goforth – October 22
 Kirsten Adams – October 29
 Diana Smith – October 29

**Service Anniversaries**

Fern DeShazer (2006)
 Margo Landis CPS/CAP (2005)
 Diana Loux (2006)
 Linda McCurdy CPS (1988)
 Cyndi Mullins CPS/CAP (2005)
 Jacki Redd (2005)
 Monique Richardson CPS/CAP (2005)
 Ruth Smith CPS/CAP (2005)

Computer Corner

Move or Copy Files at Will

Intuitively, when you drag a file from one place to another, it would seem reasonable that the file will be moved, not copied. That is, when you see an object disappear from a location, it shouldn't still be there next time you look. One of the worst inconsistencies in Windows® is what actually happens to files when they're dragged. Dragging from one place to another on the same disk ends up moving the files, while dragging from one disk to another copies them. If you're just dragging EXE files, a shortcut is created, and the file is neither copied nor moved.



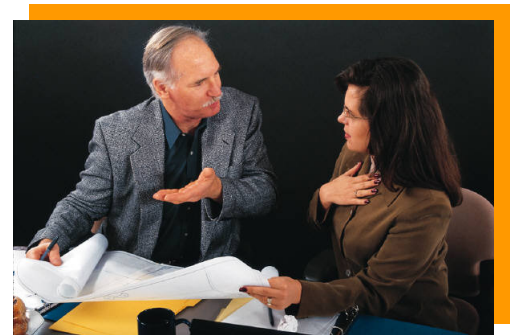
To cope with this, follow the following instructions:

- ◆ To copy a file under any situation, hold the Ctrl key while dragging.
- ◆ To move a file under any situation, hold the Shift key while dragging.
- ◆ To choose what happens to dragged files, drag them with the right mouse button, and a menu will appear when the files are dropped.
- ◆ Notice that the mouse cursor changes depending on the action being taken. A small plus (+) appears when copying, and a curved arrow appears when creating a shortcut.

* Note: There is no way to set the default action when dragging files – a glaring omission.

10 Things Your Manager Wants You to Know

1. Don't take it personally when I'm abrupt. Bosses don't necessarily handle stress any better than anyone else does.
2. I can't make a federal case out of every issue that's important to you. When it comes to doing battle with my own boss or other departments, please let me pick my battles on your behalf.
3. I am not King Solomon. When you and a co-worker both want the desk next to the window, play rock-paper-scissors.
4. Don't give me a reason to watch you like a hawk.
5. You're the expert on how to do your job, not me. Don't be frustrated that I don't know the details. I have a different job description than you do.
6. When you're angry with me, let me know.
7. Are layoffs coming? Don't ask me to tell you what I can't talk about. I like you, but not enough to jeopardize my job.
8. Bring me problems as far in advance as possible. I can help you out of a jam if I have lead time.
9. Give me feedback on my management style, but be tactful and constructive.
10. I can help you if you goof up, but don't do anything really stupid.



Source: Liz Ryan, founder Liz Ryan Consulting

Pathways to Excellence

- Certification
- Commitment
- Communication
- Education and Training
- Fiscal Responsibility
- Leadership Development and Roles
- Marketing, Research and Community Outreach
- Programs and Participation
- Recruitment and Retention
- Strategic Planning

Our chapter did a great job last year on the “**Pathways to Excellence**” program. We achieved our Chapter of Excellence and we had **eight members** achieve **Member of Excellence!**

As administrative professionals we are always trying to improve ourselves and learn new things. One way to achieve this is by earning the Member of Excellence. Doing so requires a little work but the rewards are well worth the effort. The new program year started July 1, 2009 and you have 11 months to achieve eight of the 11 criteria. The checklist to the right is the Member of Excellence criteria.

The Chapter of Excellence requires a lot more work and this is something your Board of Directors works on all year. We are committed to making sure that as professional administrators, your chapter is a Chapter of Excellence!

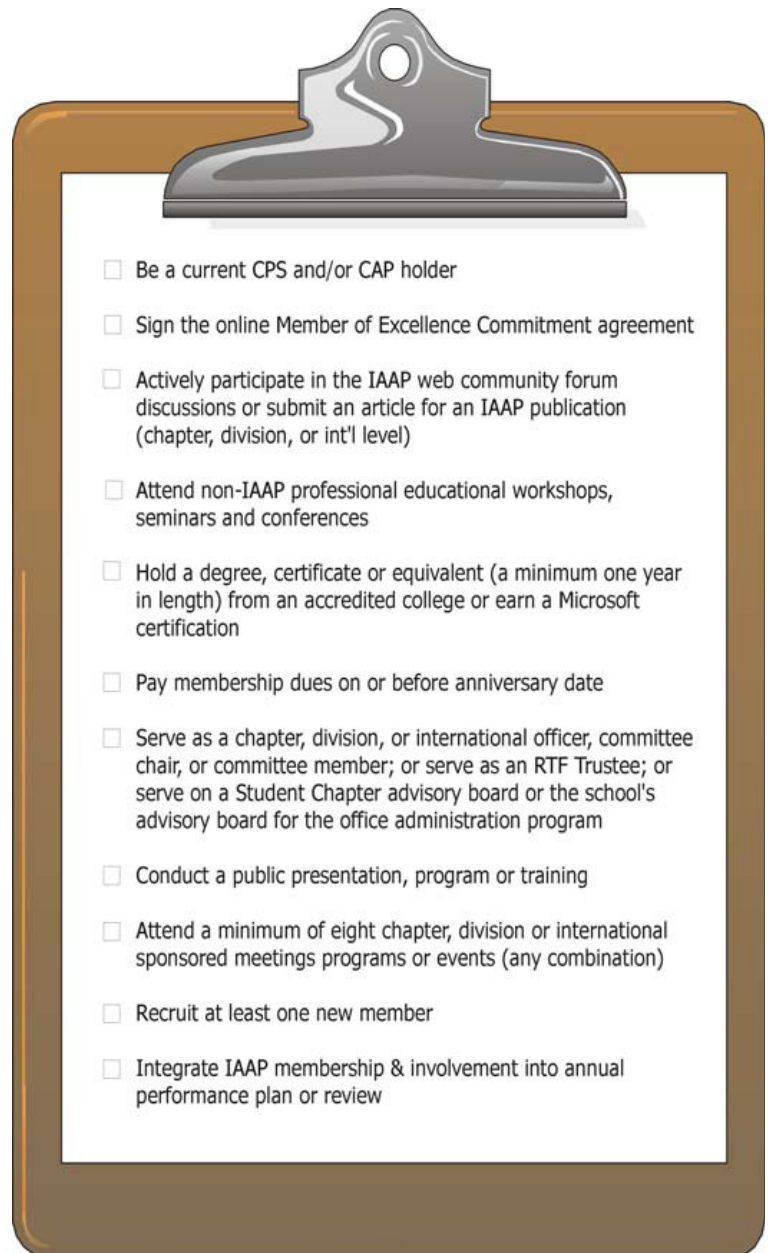
In November we will be reviewing the Pathways to Excellence program for the 2009–2010 year.

Are you excited to be a part of this program?

If you wish to get started on your Member of Excellence and have questions, or if there is anything that the chapter can do to assist you in your quest, please feel free to contact one of the board members.

And to clear up a misconception that some have – you do NOT have to be CPS or CAP certified to attain Member of Excellence! It is only one of the criteria, so if you meet eight of the others you’ll qualify!

Good Luck!



- Be a current CPS and/or CAP holder
- Sign the online Member of Excellence Commitment agreement
- Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or int'l level)
- Attend non-IAAP professional educational workshops, seminars and conferences
- Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
- Pay membership dues on or before anniversary date
- Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
- Conduct a public presentation, program or training
- Attend a minimum of eight chapter, division or international sponsored meetings programs or events (any combination)
- Recruit at least one new member
- Integrate IAAP membership & involvement into annual performance plan or review

For information on how to become a Member of Excellence

please refer to: <http://pathways.iaap-hq.org/IAAPHQ/Pathways/MemberofExcellence/Default.aspx>

September Highlights . . .

Linda McCurdy CPS, Bethel Banzhaf CPS/CAP, Photographers



Pat opens meeting



Judy Whiley, Speaker



Finance Committee Report



June and Sue



Pat and Terri



Margo and Deb



Sue, Margo, Marianne



Linda and Ruth



Presentation to Jocelyn



Norma, Diane, Jocelyn, Judy



Linda presents scrapbook to Sue



Bethel presents certificate from KDAM



Ruth, photographer pro tem



RTF white elephant drawing

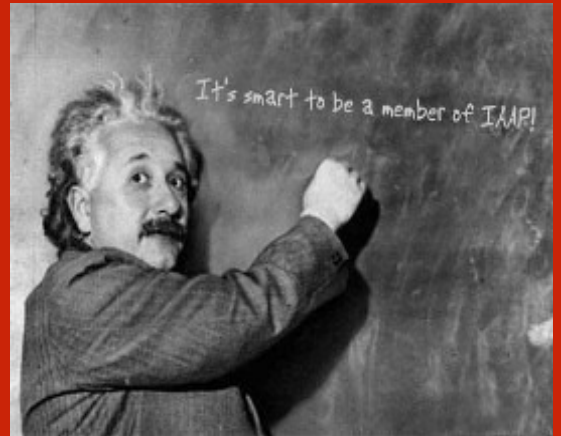
One-Minute Idea

Tips on Prioritizing Assignments

Many years ago I learned of the priority labeling system where you give your assignments a rating based on A, B, C and then 1, 2, 3.

Each section (A, B, or C) has a group of assignments and then you based those assignments on importance with a priority rating of 1, 2, or 3 (three being lowest). It works wonders, especially when everyone thinks their 'assignment' is more important than the last person.

~ Lynn Fernandez CAP



Care and Share



Bobbie: I wish to thank all of you who sent me cards or called after the loss of my dad. I received around 50 cards and was overwhelmed knowing all my friends were thinking of me during that time. We know Dad is in a better place now and is being well taken care of. He suffered for around five years with various medical issues and now he suffers no more. THANK YOU for caring!!

I also appreciate your understanding in my home situation with my husband. It has come to the point that I need to be there for him as much as possible to give him the will to continue with his life. After 34 years in the wheelchair, things are getting much harder for him and his desire to live is not there for much longer. Therefore, I will not be attending many of the IAAP functions in the future. I will continue to be on committees and assist where I can but need to be home when he is there to encourage him and give him something to strive for. Anything I can do to help him will give me that much more time with him. He is still working and coming home to the garage to work a couple hours at night but there is a huge difference in what he can do compared to last year and every night he says, "I don't know how many more times I can do this." Please keep him in your prayers.

... Style Editor

a.m and p.m.

The designations for morning and afternoon are written in the lowercase with periods between each letter.

Examples

10 a.m. 3:15 p.m.

Note: There is a space between the number and the abbreviation.

In some print documents, you can use small capitals (small caps) – A.M. and P.M. – if you have that option. However, **avoid the use of all-capital letters.**

Examples

10 AM (**incorrect** — large caps) 10 A.M. (**correct** — small caps)
3:15 P.M. (**incorrect** — large caps) 3:15 P.M. (**correct** —small caps)

Don't use *AM*. This is the abbreviation for "amplitude modulation." Its most common use is with radio stations.

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

ADVERTISING

SPACE AVAILABLE:
Business card size

RATE:
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