

International Association of
Administrative Professionals®

MINISA CHAPTER

Wichita, Kansas

CHARTERED 1942

2010-2011 Board of Directors

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The **Pow Wow** is a monthly publication of Minisa Chapter.



Meeting Notice



PROGRAM: Dysfunction Junction

SPEAKER: Michelle Lohrengel

DATE: Thursday, September 2, 2010

TIME: 5:30 p.m. Networking
6:00 p.m. Dinner
6:20 p.m. Program
7:30 p.m. Business Meeting

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

MENU Pork Tenderloin in Apple Demiglaze Sauce, Yukon Gold Potatoes, Asparagus, Garden Salad, Rolls, Coffee, Tea

COST: \$13.50 for dinner; \$4 for meeting only

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, August 30. 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; August 5 Meeting Minutes
Proposed 2010-2011 Chapter Budget



Greetings from the President . . .

“A perfect summer day is when the sun is shining, the breeze is blowing, the birds are singing, and the lawn mower is broken.” ~ James Dent

We are most definitely in the “dog days of summer.” According to Wikipedia, the name comes from the ancient belief that Sirius, also called the Dog Star, in close proximity to the sun was responsible for the hot weather. It can also refer to a “dull lack of progress.” That certainly doesn’t apply in our case.

If you missed the August 13-14 Kansas Division Leadership Workshop in Emporia, you missed a good time. Members who attended were: Bethel Banzhaf, CPS/CAP, Pat Coombs, Marianne Eyles, CPS/CAP, Sue Houser, CPS/CAP, Linda McCurdy, CPS, Deb Moody, CPS/CAP, Cyndi Mullins, CPS/CAP, Jocelyn Pickard and I. Education, food, friends, fun and rain were all in abundance. Thanks to all of you who took time from your busy weekend to attend. We hope the next event, the Kansas Division Fall Seminar, will entice even more of you. At this time, we only know it will be held in Kansas City in October. Details will be shared as they become available.

Criterion number nine for Chapter of Excellence requires that four officers, including the president and treasurer, as well as chairs for the rules and bylaws, program, membership and certification committees attend leadership training. I’ll confirm, but I believe we have satisfied criterion number nine with our attendance at the Leadership Workshop. We’re on our way to another Chapter of Excellence award!

Have you started working on your Member of Excellence (MoE) designation? The MoE designation is available to all IAAP members. You do not need to be CPS or CAP certified, nor do you need to be an officer or director. What a great way to open a discussion with your boss on the benefits of IAAP membership as a tool for professional development!

While we’re on the subject of professional development . . . Kansas Division President Sharon Taylor, CPS is currently reviewing the Professional Development Record (PDR) form in an effort to make it easier to complete. This is another great tool that you can include on your performance plan at work. It provides a record of all the things you do throughout the year (not just IAAP-related) that help you grow as a professional and increase your value to your company. When the PDR revisions are complete, I’ll send the form so you can start filling it in. You’ll be amazed at how much you’ve accomplished whyou start documenting it.

The Executive Night Committee is working hard to firm up plans for this year’s event. A change in format will eliminate the executive “competition” conducted in the past. We hope this change will encourage more members to invite their executives to join us in celebrating ALL of our executives as winners. The committee will have the details for you at the September 2 meeting. I hope to see you there.

Stay out of the sun as much as possible, wear your sunscreen, and hydrate, hydrate, hydrate. Make it a personal goal to survive the dog days of summer in better shape than your lawn.

Ruth Smith, CPS/CAP



Dates to Remember



September 2	Chapter Meeting – Approve Budget
September 17	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
September 30	Board Meeting
October 7	Chapter Meeting – Executive Night – Spirit Aerosystems Executive Conference Room
October 9	Kansas Division Fall Seminar – Kansas City, Kansas – Cabela's
October 21	Pow Wow Deadline (e-mailed [minisachapter@hotmail.com] submissions are greatly appreciated!)
October 28	Board Meeting

About Our Program and Speakers

Dysfunction Junction

Michelle Lohrengel, Senior Manager, Leadership and Organization Effectiveness at Spirit AeroSystems, will talk about teamwork. Ms. Lohrengel's program will be based on the book *The Five Dysfunctions of a Team* by consultant and best-selling author, Patrick Lencioni.

Lencioni believes that teamwork is the ultimate competitive advantage and that it is powerful but rare in today's business world. He says, "If you could get all the people in an organization rowing in the same direction, you could dominate any industry, in any market, against any competition, at any time."

The key message is that only by overcoming the five dysfunctions of a team can a team succeed. These are:

- Inattention to Results
- Avoidance of Accountability
- Lack of Commitment
- Fear of Conflict
- Absence of Trust

COMMITTEE REPORTS



2010-2011 Chapter Budget

We will be voting on the new chapter budget at the September meeting. This is an important item for the members to vote on, so please attend the business meeting if you can. The chapter funds belong to all members and there will an opportunity to discuss individual line items and changes suggested by members.



Program Committee

The Program Committee will meet at the Spiritual Life Center prior to the chapter meeting September 2. The committee will discuss possible program topics and speakers for our monthly meetings, so if you have a program topic or possible speaker you'd like to recommend, please let Jocelyn Pickard, committee chair, know as soon as possible.



Membership Committee

Bethel Banzhaf, CPS/CAP, Chairman

We were so pleased to welcome Brenda Arnold, Cindy Roth, Cheryl Neubauer and Jana Smith as guests at the August meeting. Many thanks to Marie Harville, Marianne Eyles, CPS/CAP, Jocelyn Pickard and Deb Moody, CPS/CAP for inviting their co-workers to visit a chapter meeting.



We encourage each member to continue to share with your co-workers and friends how you have grown through your IAAP membership. Invite a "future member" to our next chapter meeting and keep a supply of brochures to hand out. If you would like the committee to contact someone, or have ideas on how we can find new members, please let us know.

Save the Date!
**Special
Membership
Recruitment Event**
November 4, 2010

Don't forget to invite several guests to our **membership drive during the regular November 4 meeting**. Remember – it's never too early to start talking about it. We all lead very busy lives and the more notice you give your colleagues about the meeting the more likely they will be able work it into their schedules. We have some fun activities lined up and are working with one of the IAAP sponsors for a special program.

As always, if anyone has questions regarding membership and its benefits please feel free to contact me at MinisaChapter@hotmail.com.

Ways and Means Committee

Bobbie Frye, CPS/CAP, Chairman

The Ways and Means Committee is off to a great start. Diane Walters, Pat Coombs and I took vacation from work to volunteer for the primary election polls. The checks we earned (approximately \$370 total) will be donated to our chapter. There is still time to get your name in to volunteer for the general election on November 2. If we had a few more willing to help on this fundraiser, we could really make some good money. Let me know if you are interested. Thank you to those already signed up.



Our second project for the year was our Pampered Chef party held on August 7. I received orders from 10 members and 30 non-members for a total amount of \$1,812. Minisa Chapter will receive 15% of the sales for a profit of \$284.18 plus \$9 for the three bookings the consultant picked up. The booking profit will be issued once the shows are held. Thank you to the following members for supporting this effort: Susan Niswander, Terri Goforth, Deb Moody, Bobbie Frye, Diana Smith, June Crawford, Linda McCurdy, Bethel Banzhaf, Pat Coombs and Ruth Smith.

Tupperware forms will be handed out at the September meeting for those wishing to assist with the next fundraiser. Orders will be due back to the committee by September 24. If you need me to meet you to collect the orders and money, please contact me at 253-8473 to work out details.

There will also be brochures and forms available at the meeting for Terri Lynn items. If you cannot take items to sell at work, you could have a brochure available for others to view, take orders up front, and then deliver when available. Our new shipment will arrive the first week of October.

The new 2011 Entertainment books have arrived and can be purchased for only \$25! Using two or three coupons will cover the cost of the book. Take a friend to lunch, get one meal free and split the cost of the other meal. You can eat for \$3-\$5 each at many places, not to mention the non-food benefits. If you shop at Dillons, you can recoup \$20 with four shopping trips!

For Our Newer Members



Kansas Division Educational Events

Minisa Chapter is part of the Kansas Division of IAAP. Every year, the division sponsors two workshops or seminars in order to provide professional development and networking opportunities for all Kansas IAAP members. Each event (one in the fall and one in the spring) qualifies for CPS and CAP recertification points. A **workshop** consists of at least three hours of professional education with the remaining time allocated for Kansas Division business, information, planning, etc. A **seminar** is at least five hours of professional education with no more than half an hour allotted to division/association information and announcements. Each event is hosted by a different chapter, typically in its home city. A five-year rotation schedule of host chapters has been developed and is available on the division website.

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.

Computer Corner

Create an Adobe PDF File from an Access® Database

Adobe Acrobat® (.PDF) offers a great method of sharing data across the Internet while preserving formatting. It's simple to generate these files from an Access database.

1. Ensure Adobe Acrobat is installed on your system. (Note: You need the full version of Acrobat, which is a commercial product, not the free reader.)
2. Open Access.
3. Open the database.
4. Open the Form, Report, Table or Query that you wish to turn into a .PDF file.
5. Select Print from the File menu.
6. Change your printer name to "Adobe Acrobat" using the drop-down menu.
7. Click OK.
8. When the "Save PDF File As" dialog box opens, enter a file name for your Acrobat file.
9. Click Save.



Open the file using Acrobat Reader and ensure that the process has been completed successfully.

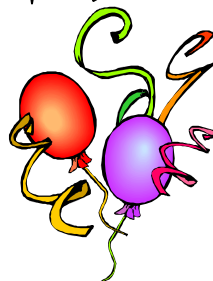
Birthdays

Teresa Virden – September 20
Cherie Schulte – September 27
Marianne Eyles, CPS/CAP – September 30

Service Anniversaries

Debbie Blasdel (2006)
Deb Moody, CPS/CAP (2008)

September



News From Around the Association . . .

KANSAS DIVISION



Upcoming Event: Fall Workshop, October 9, 2010

The Kansas Division Fall Workshop will be hosted by KCK Sunflower Chapter at Legends in the Village West Shopping area at 10300 Cabela Drive, Kansas City, Kansas. The registration form is available at <http://www.iaap-kansas.org> and is due back to Kansas Division Treasurer Betty White, CPS by September 18. Send a copy of your registration to our chapter treasurer, Cyndi Mullins, CPS/CAP, as the chapter will pay the early bird registration for any member who wishes to attend. Take advantage of this great offer and get your registration form in right away.

Workshop topics include how to navigate the IAAP Web community, Facebook, LinkedIn, and project management. Since this is a workshop rather than a seminar, only three recertification points will be awarded.

Fall Seminar Registration Deadline: September 18, 2010.

Have you visited the Kansas Division website lately? If you were unable to attend the Leadership Workshop in August, the presentations are available on the Members Only page.

Included in the Succession Planning documents is an individual development plan – just the thing to help you get started on your goals for successful performance in your current position. The individual development plan (IDP) is not just a tool to move you closer to your career goals, it should also be used to develop skills in your current position. If you do not have a formal performance review at work, use this form to complete criterion number 11 for **Member of Excellence** this year.

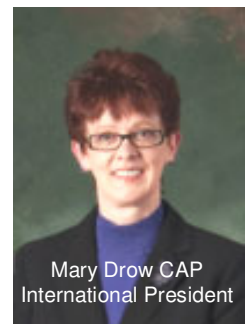
Leadership presentations from previous years as well as other division documents are available in the Kansas Division resource library.

Kansas Division website: <http://www.iaap-kansas.org>.

INTERNATIONAL

These items are currently available on IAAP's Web Community:

- Webinar recording
For those who missed the *Introduction to the IAAP Web Community* webinar or experienced problems with the audio, a recorded version is now up on the site. The presentation is about 50 minutes long.
- 2011 EFAM in Montréal
Hotel reservations for the 2011 EFAM in Montréal are open. Information is available on the Hotels and Transportation page of the IAAP website.
- August Connections
- International Theme Pins
The 2010-2011 International Theme is Passion and Purpose. Order your theme pins today!
- Fall Conference
The 2010 Fall Conference, October 17-20, is in Louisville, Kentucky, at The Seelbach Hotel.
- 2010 EFAM Speeches
Copies of speeches from EFAM in Boston given by Susan Shamali, CPS/CAP, Don Bretthauer, CAE and Mary Ramsay-Drow, CPS/CAP.



For more information, go to the members' page at www.iaap-hq.org.

What Is a Professional?

As with everything in life, it all starts with **ATTITUDE**. Each of us needs to portray a positive attitude. Our attitudes will determine our department's attitude. There are some specific things we can do to project a professional image.



- First, start with yourself. Feel good about yourself.
 - You have the choice to have a positive attitude – it's your choice how you respond.
 - We need to approach each task with a **positive** attitude.
 - Learn to be a change agent. Don't be afraid of change. Listen to new ideas. Encourage others to approach change positively.
 - Set goals for yourself. Know where you are going and what you want to accomplish.
 - Be flexible. If Plan A doesn't work, go to Plan B. Re-prioritize your tasks if you need to.
 - Get organized. Take a time management class. Learn to set daily priorities and to plan daily, weekly, and monthly.
 - Learn to be a problem solver. If you have a problem, do not go to your supervisor until you have a solution for that problem.
 - Gather information about the problem – be well informed.
 - Evaluate the information and develop alternatives.
 - Recognize the consequences of the alternatives.
 - Make a decision and inform others of it.
 - Take action on your decision.
 - One problem we face is work overload. A key to solving this is to have open communication with our supervisor, approach our work with a positive attitude, ask questions about the tasks that are being done, and stay organized. Always ask for help when you need it.
 - Develop good communication skills.
 - Learn everything you can about your organization.
 - If you don't know the answer, say you don't but offer to find it out. **Keep your promise**
 - Understand the other person's viewpoint – listen, listen, listen.
 - When communicating negative information, include positive information.
 - Learn to work well with others. Work relationships exist to help us get our work done. Build a network of relationships both inside and outside the company.
 - Deal positively with others' feedback. Be assertive in that you are pleasantly direct; you are being honest.
 - Being assertive helps you to set priorities and organize your time.
 - Being direct and honest helps to communicate self-respect and respect for others.
 - Be receptive to others. Be open to feedback. This also helps lead to greater self-understanding. Being receptive helps you to:
 - Listen to others.
 - Take criticism, maintain your poise, and use that information to do a better job.
 - Learn to keep a healthy balance between being assertive and being receptive.
 - Learn to resolve conflicts. Because you have a positive attitude, you can become a problem solver.
-
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Chapter Highlights . . .

Linda McCurdy CPS, Bethel Banzhaf CPS/CAP, Photographers



Kansas Division Leadership Workshop, Flint Hills Technical College, Emporia



Kansas Division 2009-2010 President Martha Leek, CPS presents 2010 Professional Development award to Bethel Banzhaf, CPS/CAP and 2010 Member of the Year award to Judy Wilson, CPS/CAP



Recognition of Kansas Division's 2009-2010 Members of Excellence: Johnson County, Kaw and Heartland chapters



Kansas members working on Kansas Division's strategic plan update

One-Minute Idea

Outdoor Meeting Tip

If you're in charge of an outdoor get-together, make sure you can move the function inside if the weather changes, advises author Betsy Wiesendanger.

If you're at a hotel, that might mean reserving the ballroom. At a public park, look for a nearby museum.

And, if restroom facilities are not provided, arrange for one portable toilet for every 100 guests.

QUICK! NAME THE LEADING ASSOCIATION FOR ADMINISTRATIVE PROFESSIONALS.

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Have an article, book review, idea, suggestion or quick tip to share? **We love member submissions!**

Please send your thoughts to MinisaChapter@hotmail.com using the submission guidelines listed on the back page.

The submission deadline is the **THIRD** Thursday of the month.

... *Style Editor*

Useless Prepositions

Prepositions are important words in a sentence. They link words or phrases to other words in terms of time, space or relationship. Some common prepositions are *in, of, at, on, for, with, to, between* and *by*.

However, some people tend to overuse them. Your sentences will become stronger if you omit prepositions that add nothing to the meaning.

Examples of useless prepositions

Where is James *at*?

Where did he go *to*?

Please continue *on with* your work.

I need to fill *up* my coffee mug.

Return the survey *on* or *by* September 13.

The class should be finished *at* about 4 p.m.

Revised

Where is James?

Where did he go?

Please continue with your work.

I need to fill my coffee mug.

Return the survey by September 13.

The class should be finished about 4 p.m.

Remember: In business writing, don't waste your reader's time with useless and irrelevant information.

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



MINISA CHAPTER

Publications Committee:

Chair: Pam Dinwiddie
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
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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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

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