

International Association of  
Administrative Professionals®  
Wichita, Kansas

**MINISA CHAPTER**  
CHARTERED 1942

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## Meeting Notice



PROGRAM: **Networking and Informational Reception**

DATE: Thursday, September 7, 2006

TIME: 5:30 pm Networking and Visiting Information Tables  
6:15 pm Dinner  
6:45 pm Business Meeting

PLACE: Corporate Caterers Banquet Facility  
3920 W Douglas, Wichita

MENU: Southwest Grilled Chicken, Baked Ham, Salad, Chef's  
Choice Side, Dinner Rolls, Dessert, Tea and Coffee

COST: \$13.00

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

**Bobbie Frye CPS/CAP (work 517-3548)**

no later than noon, Monday, September 4. The chapter is charged for the guaranteed number of meal reservations made, and members will be billed for reservations not canceled in time.

#### Inside . . .

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Inserts (*to members only*): Minutes of June 7 and August 14 meetings, Treasurer's Report, International Convention Report, Proposed 2006-2007 Budget

**"Any supervisor worth his salt would rather deal with people who attempt too much than with those who try too little."**

- Lee Iacocca

## Greetings from the President . . .



Summer is coming to a close, International Convention is over, and the new IAAP year is beginning. September 7 is our “Networking and Informational Reception”, October 5 is Executive Night, October 7 is the Chapter garage sale, and October 21 is the Kansas Division Fall Workshop to be held in Topeka. We definitely have a very busy two months ahead of us. These activities present opportunities for chapter growth (Networking and Informational Reception), networking (Networking and Informational Reception), fundraising (garage sale), continuing education (Fall Workshop), and educating our employers about the value of IAAP (Executive Night).

A vote was taken at the August Social to move our 2006-2007 Minisa Chapter meetings from Four Points Sheraton to Corporate Caterers, 3920 West Douglas. The Program Committee is meeting next week to get our 2006-2007 programs finalized so our new membership brochure can be published.

Minisa Chapter will hold its “Networking and Informational Reception” on September 7 at Corporate Caterers Banquet Facility, 3920 West Douglas. This is our main membership drive for the year and it would be great if each member could invite a guest. Further details will be announced as they are decided.

Executive Night will be held on October 5. Please plan to invite your executive to attend this special evening. It will be an opportunity to honor your executive and to further educate employers what IAAP is all about.

The Ways and Means Committee will hold a garage sale as a fundraiser on October 7 at the home of Marianne Eyles CPS/CAP. Mark your items and plan to participate as we will need lots of help setting up, manning the sale, and tearing down.

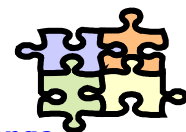
The Fall Workshop will be held on October 21 in Topeka and will be hosted by the Kaw Chapter. Carpools will be available and we encourage all members to attend. More details on the workshop will be available at the September and October meetings.

Marianne Eyles CPS/CAP, Bethel Banzhaf CPS, and I attended the Kansas Division Leadership Workshop in Emporia on July 22, hosted by the Kansas Division. The Division Board members each gave a great presentation on their responsibilities and provided many tips for new officers. I, as a new chapter president, learned a great deal about the inner workings of the board.



Bobbie and I just returned from the 2006-2007 IAAP International Convention, which was held in Reno, NV. Our new International President, Sandra Chandler CPS, announced her theme as “**Shaping the Future.**” One thing President Chandler stressed was that each of us is an essential piece in IAAP, and the puzzle is **not** complete unless all of us are actively involved and linked together in building a stronger association. A brief outline of President Chandler’s key goals and objectives are “**Chandler’s 5 C’s:** Commitment, Continuing Education, Communication, Creativity, and Connectivity.

Our Kansas Division President, Betty White CPS, followed along with the International theme when she announced her theme as “**Partnering Through Challenge and Change.**” This is Betty’s symbol and her puzzle pieces are labeled: Communicating, Connecting, Observing, and Expanding.



**Through Challenge and Change**

Please note that both themes have Communication and Connectivity as key goals so our chapter’s goals will be to communicate and connect.

Let’s keep communicating and connecting as we work to achieve our goals this year.

*Sue Houser CPS/CAP*

## Dates to Remember



- September 5** Board Meeting
- September 7** Chapter Meeting: Membership Drive – come and go reception
  - Business meeting will include approval of the 2006-2007 budget
- September 21** **POW WOW** Deadline (e-mailed [[minisachapter@hotmail.com](mailto:minisachapter@hotmail.com)] submissions are appreciated!)
- October 3** Board Meeting
- October 5** Chapter Meeting: Executive Night and Executive of the Year Presentation
- October 7** Chapter Garage Sale – Marianne Eyles' garage
- October 21** Kansas Division Fall Workshop hosted by Kaw Chapter, Topeka

## 2006 INTERNATIONAL CONVENTION AND EDUCATION FORUM



*Hotel check-in*



*Delegates' credentials registration*



*Tammy Mapes CPS/CAP, Kaw Chapter*



*Before the Business Session*



*Don Bretthauer CAE, Business Session*



*Office Expo*



*Some of the almost 2,000 attendees, business session*



*New International Board*

### Special Thank You From Bobbie Frye CPS/CAP and Sue Houser CPS/CAP

Sue and Bobbie want to thank Minisa Chapter for giving us the opportunity to attend the International Convention once again. We wish everyone could experience it at least once. It is so beneficial for the president and vice president to attend to help them understand how the organization works from the top level down to the chapter level. We could not have attended if our chapter was not willing to fund our travel and registration. We challenge all members of Minisa Chapter to be more willing to work on fund-raising functions so Minisa Chapter may continue to offer this and other opportunities to our members in the future. The knowledge attendees take away from International Convention is so important for the leadership of our chapter. Thanks again for providing us with this great opportunity!

*(More Convention Photos at Members' Place, [www.iaap-hq.org](http://www.iaap-hq.org))*



## COMMITTEE REPORTS

### Budget Committee

*Bobbie Frye CPS/CAP, Chairman*

The Budget Committee met on Monday, August 21. There were several changes that you may want to take note of and be ready to discuss at the September meeting. Please see the proposed budget included with this issue of the *Pow Wow*.

### Executive Night Committee

*Gayla Bridwell, Chairman*

Margo Landis and Gayla Bridwell (Chair) form the Executive Night Committee this year. Executive Night will be held October 5, 2006 from 5:30 to 7 p.m. at Corporate Caterers Banquet Facility where the award winning recipient will be announced.

We encourage all of you to invite your executive to attend our dinner and program meeting. All executives in attendance will be recognized. The cost of the dinner for your executive will be \$13. This cost will not be paid by the chapter so please plan to pay for your executive or, if you choose, ask your executive to pay for his or her own dinner. We plan to have invitations printed and distributed at the September 7 meeting

Please nominate your executive for “**Executive of the Year.**” The forms require you to list your executive’s (1) contribution to International Association of Administrative Professionals and/or the administrative assistant’s personal development, (2) administrative assistant-boss relationship; (3) the executive’s professionalism, (4) contribution to community, and (5) any additional remarks or recommendations. The candidate forms will be judged by three judges not associated with IAAP or with your place of employment. They will remain anonymous by having a number assigned to each form.

**Nomination forms are due to Gayla Bridwell no later than September 8, 2006.**

### Finance Committee Report

*Mary Spachek, Chairman*

The Finance Committee met on August 1 at Mary Spachek’s office at KU School of Medicine-Wichita. The committee members found the checkbook up to date and balanced. The committee members are excited about welcoming two members to the committee.

### Membership Committee

*Bethel Banzhaf CPS, Chairman*

Incentive Points awards for the final half (January-June) of the 2005-2006 year will be presented at the September meeting. A big thank you to Delynn Nelson for keeping track of the points this year.

The membership committee will be holding a **membership drive** in place of a program at the **September 7 meeting**. Flyers have been circulated via e-mail, and over 100 have been mailed. All members are encouraged to bring at least one prospective member. There will be no formal program this year. Instead, we’ll have several tables showcasing different benefits of IAAP membership. As people visit the tables, they will be given information and network with our members. Since we will not be giving formal testimonials, it’s up to YOU to talk with each guest and give your “elevator speech” (see page 7) on why you’re a member of IAAP, and specifically Minisa Chapter. But don’t stop there – encourage the person to join there and then at the membership sign-up table!

### Program Committee

*Bobbie Frye CPS/CAP, Chairman*

The Program Committee will meet to finalize programs at 5:30 p.m. on Monday, August 28 at Bobbie Frye’s CPS/CAP office. We have speakers confirmed for our October and November meetings but are still working to confirm others. The membership voted at the August Social to change locations to Corporate Caterers for all our 2006-2007 meetings. I believe this is a great choice since we will not be competing with other meetings and our price will be kept at \$13. They did purchase a lapel microphone that we can use at our meetings. It was available at the Social; however, Ben was busy getting ready for a large catering job the next day and forgot to let me know. I was under the impression it would be a couple of months before they were going to have one. Please be sure to invite guests to the September meeting since it is our membership drive.

## Ways and Means Committee

Bethel Banzhaf CPS, Chairman

**Entertainment Books 2007** are now on sale for \$25. If you go to movies or eat out, you will easily recoup your costs and start saving in a very short time. The books will be available at all meetings – take some with you to sell to friends, neighbors and co-workers.

**Garage Sale – Saturday, October 7, 2006.** Marianne Eyles has graciously agreed to let us use her driveway for this. If you have things you'd like to get rid of, consider donating them to the chapter garage sale. Please make sure you have the prices marked on each item. We will need helpers to work in shifts, and tables, clothes racks, etc. to display items.

## News From Around The Association . . .

### KANSAS DIVISION

Mark your calendars now to attend the **Kansas Division Fall Workshop on Saturday, October 21, 2006.** Kaw Chapter will be hosting this event in Topeka. They already have two speakers lined up for a total of three hours of continuing education which will qualify for recertification points.

Carol Spiker will present *True Colors* – different personalities related to colors. Ina Razo will present *Developing Leadership in Yourself and Others*. She will tie it into our IAAP theme "Shaping the Future" and "Creating Excellence."

### INTERNATIONAL

The speeches presented at the International Convention by outgoing President Enlow, Executive Director Bretthauer and incoming President Chandler are available at Members' Place at [www.iaap-hq.org](http://www.iaap-hq.org). Read the Strategic Plan update to discover all the exciting things that are in store for the association.

| Birthdays  | Service Anniversaries |
|--|-----------------------|
| Mary Ecker (23rd)<br>Marianne Eyles CPS/CAP (30th) |                       |

September

## Roster Updates

### SHIRLEY YINGLING CPS

e-mail: [Syngling1@cox.net](mailto:Syngling1@cox.net)

Shirley is no longer working at Southwest Paper



## How to Handle the Titles of Works

When we make reference to the title of a work, how do we know whether to italicize the title or enclose it in quotation marks?

Generally speaking, when we cite the title of a work that stands alone as a single entity, such as a newspaper, magazine, book, or movie, we should use italics. When we refer to the titles of works that appear inside those larger entities, such as articles, poems, songs, we should enclose them in quotation marks.

However, there are some exceptions. The titles of unpublished manuscripts should not be italicized, despite the fact that they are complete entities. In contrast, when a single poem is published as a book, for instance, "'Twas the Night before Christmas," any quotation of the title should be italicized: *'Twas the Night before Christmas*. And if a novel, a long poem, or a play is collected in a particular anthology, we still italicize any reference to the title because originally the work was published as a separate entity.

One reason we find these guidelines difficult to remember is that many newspapers persist in putting book and movie titles in quotation marks. Newspaper style, however, is unique to that industry and often does not reflect the style we should use in other writing situations.

Those of us who learned to type on a typewriter were taught to underline since we were unable to italicize. Some people still prefer to underline, but that practice is now considered outdated. Remember that underlining and italicizing serve exactly the same purpose, so do not use both in a single document. When composing with word processing software, use italics. We generally reserve underlining for those occasions when we are writing by hand or using a typewriter.

One final note: these rules refer to handling titles when referring to them in writings other than the works to which the titles belong. Actual titles as they appear at the beginning of works should be neither set in italics nor enclosed in quotation marks.

#### TEST YOURSELF (answers on page 7)

In the following sentences, which titles should be set in italics and which should be enclosed in quotation marks?

1. David read an article entitled *Exceptional Customer Service* in a publication called *The Wichita Business Journal*.
2. The song *You've Got a Friend* appeared on Carole King's best-selling album, *Tapestry*.
3. Our local theater will stage Rodgers and Hammerstein's *Oklahoma* next summer.
4. The company newsletter, *Insider's Weekly*, includes a column called *One of Us*, which profiles individual employees.
5. Detective Daniels' favorite episode of the *Andy Griffith Show* is *Barney Gets His Man*.

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## *Highlights of the August Meeting . . .*

*Linda McCurdy CPS, Chapter Photographer*



## Care and Share



**Lisa Baker:** On Thursday, August 17 we found out that my mother has Acute Myelogenous Leukemia and has been in the hospital since Friday, August 18. She started chemotherapy on Monday, August 21. She will have chemotherapy for 10 days and then they will perform another bone marrow test on Wednesday, September 6 to see what the chemo has done for her.

**Lyn Wasko:** It is with heavy heart that we report the passing of a former Minisa Chapter member, Lyn Wasko CPS. Lyn, a member from 1978-1999, was a past president and very involved in the Chapter until her health and disability prevented her from continuing with her membership. From the *Eagle* obituary: "Wasko, Lyndal "Lyn" Norris, 60, City of Wichita, administrative assistant, passed away Wednesday, August 16, 2006. Survivors include her mother, Sue Tooill of Wichita [also a former Minisa Chapter member and past president]. In lieu of flowers, a memorial has been established with the Kansas Humane Society, 4218 Southeast Blvd., Wichita, Kansas 67210. An online guestbook is available at [www.cochranmortuary.com](http://www.cochranmortuary.com)."

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**What is an Elevator Speech?** It's a brief, well-practiced overview of an idea for a product, service, or project that your mother should be able to understand. The pitch is so called because it can be delivered in the time span of an elevator ride (say, thirty seconds). It should contain (1) a hook, (2) 150-225 words, (3) passion, and (3) a request.

### Answers to Test Yourself (from page 6)

1. David read an article entitled "Exceptional Customer Service" in a publication called *The Wichita Business Journal*.
2. The song "You've Got a Friend" appeared on Carole King's best-selling album, *Tapestry*.
3. Our local theater will stage Rodgers and Hammerstein's *Oklahoma* next summer.
4. The company newsletter, *Insider's Weekly*, includes a column called "One of Us", which profiles individual employees.
5. Detective Daniels' favorite episode of the *Andy Griffith Show* is "Barney Gets His Man."

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TO:

WE'RE ON THE WEB:  
Under construction

# 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](mailto:minisachapter@hotmail.com)  
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**

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