

Golden Opportunities



Golden Corridor Chapter

2009 Calendar

Service Project for 2008-2009

Local Food Pantry

April Meeting Topic

**"Finding Balance as You
Juggle It All"**

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IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

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Letter from the President

Dear Golden Corridor Members and Friends:

Hey - we had a great time at last month's Impact event. If you were there, I'm sure you were laughing all the way home. It was great seeing our members and guests having a good time, enjoying an evening of laughter, door prize drawings and some silent auction high stakes bidding.

I'd like to remind everyone that April is our Part II for recruiting new members. If you recall, we will be refunding the chapter portion of the membership dues (\$12) for any new member that joins IAAP by the end of April. Also, we will have a photographer taking head shots (members and guests) from 5:30 until 6 or when finished. So, it's time to update your LinkedIn and facebook profile with an actual photo instead of the shaded head.

April is APW month - Please plan on attending and bring a friend!

April – it's our month! Our chapter's 12th anniversary is April 27. Also, it's Administrative Professionals Week from April 19-25, 2009, and Administrative Professionals Day is on April 22, 2009. So, how do the members of Golden Corridor Chapter celebrate? We will have a fitting celebration! Join us find out!

Our April speaker, **Kathleen Peterson, President of Equinox Associates, Inc.**, "**Finding Balance As You Juggle It All**" - this is something that challenges all of us. We hope to see you *and your friend* there! Join us on April 16.

Andrea

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President's Report – April

- Illinois Division Leaders conference call – I participated in the March ID Leaders conference call.
- 2009 IDAM: Please note that the 2009 IDAM Online Registration began on March 8. Also, the link to the ID Website for access to the 2009 Illinois Division Proposed Amendments to the Bylaws and Standing Rules is at: <http://www.iaap-illinoisdivision.org/Program/Run/SiteAdmin/PageManager.aspx?pid=5705>.
 - We are looking forward to seeing our members at IDAM in Oak Brook on April 24 – 26. Be sure to stop in at the Hospitality Suite – our portion of the annual meeting responsibilities. On that note, *if anyone has a connection and can supply some additional snacks, soda, pretzels and popcorn* have been donated, but more is needed.
- Nominating Committee – I received a call from Nomination Co-chairs Barbara Turek CPS/CAP and Susie Witwickie a few weeks ago with good news. They will be presenting the slate of officers for 2009 – 2010 at our April meeting.
- Illinois Division Chapter Anniversaries: I have sent letters of congratulations to all the February and April chapter anniversaries: Kishwaukee (53 years, February); Greater Lakes (40 years, February); Abe Lincoln (66 Big WOW years, April); Chicago Lake Shore (60 years, April); Alton (63 years, April), Two Rivers (5 years), and Greater Will County (2nd year).

Other News and Musings from Andrea:

I've spent the last few weeks (in my spare time) going through the files containing old board meeting notes, general meeting notes, our *Golden Opportunities* newsletters, researching our history. Our chapter had phenomenal beginnings!

- 1998-1999: Golden Corridor had the very first web site--no other Illinois Chapter had a website! We were the only Illinois chapter, including Illinois Division, linked to International Association.

- 2000-2001: Golden Corridor Chapter hosted PEP, "Improving the Professional You", at the Hyatt Regency Woodfield. JoLynn Altvatter CPS was the Chapter Coordinator, Marie Herman CPS, CIWD was the Chapter Assistant Coordinator.
- 2003-2004: GCC President Kathy Harper reported in the 52nd Illinois Division Annual Meeting (IDAM) chapter reports, that Golden Corridor Chapter had grown to 85 members in the seven years since its Charter.
- Additionally, the most significant undertaking by the members was the submission and acceptance by the Illinois Division for bid to be the Host Chapter for the 2005 IDAM meeting, April 22 – 24, 2005.

When I was installed as chapter president in 2007, my theme was "Herbs" to represent growth. Last year's theme was a "clock" to symbolize a **time** of endings, new beginnings, new adventures, and new heights to attain for this chapter. **Time** to bring another year for higher aspirations, new and higher goals...

In spite of my efforts, Golden Corridor Chapter will not grow unless we step back and possibly repeat what was done in the first years of our chapter. Yes, we have had some new members these past two years, but we are just maintaining our membership level, not growing. History has shown us that chapters on an average will lose annually 20% of their members. These losses are due for a number of reasons, moving, changing of jobs, retirement, dissatisfaction in the chapter, etc. In our 12th year, we are currently in at 53 members – I haven't done the math to figure the percentage from 2005...

We encourage our members to invite guests to our meetings, but this is not enough. I believe we need a committee that can put a strategic plan into place; devise a plan to introduce IAAP to the businesses in Schaumburg and our surrounding suburbs, participate in Job Fairs -- if that makes sense, and have a representative from OfficeTeam attend our meetings, as they used to. This is what it took to grow in the first place. This is not something that the current board or the incoming board can, or should, undertake, although participation would be welcome. If you would like to see our chapter grow to its potential, I encourage you to

participate in this endeavor. Please let me know if you are interested in being a part of this Strategic Task Force. I will be stepping down from the board in June, but not stepping down from my association to the success of this chapter.

News from the Corresponding Secretary

Our sincere condolences are extended to Chris Cain on the loss of her dear Mother on March 23rd. Mrs. Laura Palewski was 90 years old at the time of her death.

Best wishes to Carol Kotlarz for a speedy recovery. Carol, a Zurich employee and a 6-year veteran of the Golden Corridor Chapter, is having shoulder surgery on April 24th. We hope to welcome her back in May.

I sent an announcement to the Daily Herald with our speaker information and a reminder for our monthly meeting. I did not see anything in the paper but I may have missed it. I also contacted one of our chapter members in March, Sherry LaCerra, who works for Paddock Publications. I asked her for help in publicizing information regarding IAAP and especially the Golden Corridor Chapter. She forwarded my request to her Assistant City Editor. Hopefully, this will result in Andrea being interviewed by the Daily Herald, potentially, for APW.

With our Impact meeting behind us, this month our efforts have been focused on IDAM. Our annual meeting will be held at the Doubletree Hotel in Oak Brook the weekend of April 24th. We need to develop a schedule to cover the Hospitality Suite during the event. The Suite will be open on Friday from 10:00 am – 7:00 pm, Saturday from 6:15 – 8:15 am and Sunday from 7:00 – 8:15 am and 12:30 – 1:30 pm.

Community Service

We continue to collect non-perishable food and baby products as part of our monthly registration fee at each of our meetings. As you know, the need for help is growing and food pantry donations have been declining during these difficult times. Please continue your support if you are able to do so.

Fundraising

We have now concluded our fundraising efforts for 2008-2009. My rough count is that we earned approximately \$2,000 in fundraising dollars this year. Thank you for your sales efforts on behalf of the Golden Corridor.

If you have any comments, ideas, complaints or suggestions regarding future fundraising campaigns, please let us know. Fundraising is a team effort. Monies from fundraising help Golden Corridor to provide quality speakers for our meetings as well as helping to keep the cost of our meetings affordable.

Photo Session at April Meeting: Reminder from Don regarding head shots: If you have previously declined this opportunity or haven't yet decided, I just want to remind you again about this offer and suggest reason why you might consider doing it.

1. It's inexpensive, and unlike going to a formal sitting at a studio, you won't have to buy anything; the digital file will become yours to keep.
2. If your company uses photos in org charts, this would be a great way for you to get a nice quality photo (as opposed to a badge picture that is probably not the greatest).
3. You can use the photo for online professional networking sites (such as LinkedIn).

These are just a few of the reasons. Also, as previously communicated, the nominal \$10 fee will become less per person if we have more than 10 people partake in this opportunity. This offer is open to ALL attendees at our April meeting. So be sure to let Don know if you're interested. The photographer will be available at 5:30 for those who arrive early.

To Negotiate or Not to Negotiate – How to Get the Best Compensation Package Possible

If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. **Going in unprepared.** Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual *Salary Guide*, and talking with members of your professional network.
2. **Over- or underestimating your leverage.** Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. **Being inflexible.** While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. **Fixating on base salary.** Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.
5. **Failing to get it in writing.** Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's

key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employers will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call the Schaumburg office at (847) 885-6228.



Important Dates

April 18, 2009

Greater O'Hare Chapter Annual Luncheon and Fashion Show
Elk Grove Village, IL

April 22, 2009

Administrative Professionals Day

April 24-26, 2009

IDAM
Double Tree Resort
Oakbrook, IL

May 1-2, 2009

CPS/CAP Exam
Various Locations

July 26-29, 2009

IAAP International Convention
Minneapolis Convention Center
Minneapolis, MN

August 15, 2009

Last day to register for November CPS/CAP Exam

September 19, 2009

2009 ID Professional Enrichment Program

April Birthdays

Carol Anderson CPS	Apr. 12
Sandra Conley	Apr. 3
Donna Draplik	Apr. 7
Carol LeDoux	Apr. 8
Deborah Morris	Apr. 23

April Anniversaries

The following Golden Corridor members celebrate their anniversary with the Chapter in April:

Sandra Conley
Linda Robinson CPS/CAP
Darice Ruiz
Dianne DeBellis
Carol LeDoux
Cindy Simmons
Theresa Torres-Taylor



A Golden Minute

No news – nothing going on this month? Hopefully there will be news next month after attending IDAM!

Welcome Spring

