

Golden Opportunities



Member of IAAP

2008 Calendar

Service Project for February
American Heart Association

February Meeting Topic

The Heart of the Matter

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

February 2008
Issue 14

Letter from the President

It's February!

The shortest month of the year – even this year, with an extra day. Happy Leap Year! A short month and it will soon be the beginning of Spring.

It's also the month when valentines are sent to friends and loved ones. Happy Valentine's Day! And with that said, since hearts are associated with Valentine's Day, February is American Heart Month. *[Cardiovascular diseases, including stroke, are our nation's No. 1 killer. To urge Americans to join the battle against these diseases, since 1963 Congress has required the president to proclaim February "American Heart Month."].*

"**The Heart of the Matter**" is Golden Corridor's February program with guest speaker Rosie Jeretina, RN, BSNc. American Heart Association is also this month's focus for our Community Service. I'm looking forward to this month's program since although heart disease is sometimes thought of as a "man's disease," it is the leading cause of death for both women and men in the United States, and women account for 52.8% of the total heart disease deaths. We all have known someone close that has experienced a loss or health issue in this area, so we hope you will join us on February 21st.

Our Chapter has another fundraising campaign underway for the month of February since we are shy of our \$2,000 goal. See's Candy has a selection of irresistible Spring and Easter candy. The Pasta sales were also very popular last November. This is an opportunity for some repeat or missed opportunities while boosting our Chapter's Income! Contact Jane Holland (JHolland@Dentsply.com) for See's Candy and the Pasta fundraisers. And don't forget, you and your friends can take advantage of Carson's Community Day event which is on March 1. Buy the coupon for \$5 each and, along with all the other discount coupons, they give you \$10 off on a regular or sale price item of \$10 or more! What a deal – see Kathy Harper for these booklets.

If you plan on attending the Illinois Division meeting in April and/or the International Convention in July, please let me know. We will need to appoint delegates for these annual meetings, so knowing of those planning on attending will help with the selection.

Leap Year, Valentine's Day, our February IAAP chapter program – what more could you ask for in one short month! Well, at the end of the month, I am planning on taking a few days off to get my Freddie (my 16 month old grandson) fix in Texas. I am so looking forward to that – and to see you all at the next meeting!

Andrea

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TIPS ON STAYING AHEAD IN A CHANGING WORKPLACE

The office workplace is changing rapidly. Administrative professionals are being given greater responsibilities. What can professionals do to adapt to these changes and maximize their value to their employers? International Association of Administrative Professionals® (IAAP®) offers seven tips:

1. Become a computer software expert. Demonstrate your mastery of "office suite" software packages which typically include word processing, spreadsheet, database, presentations, and scheduling software. Learn to navigate the Internet, and gather information via the World Wide Web to further your organization's goals and to serve customers' needs. Become a "Web Master" or a Web content provider for your employer.
2. Actively pursue continuing education. Attend business-related workshops and seminars or pursue a college degree program. Polish your written and verbal communications skills.
3. Learn how to plan conferences and meetings. Make the meetings well organized and user friendly through good room and site selection, meeting arrangements, and audio-visuals. Understand audio- and video-conferencing. Become adept at presentation software such as Microsoft's PowerPoint.
4. Be a good teacher and leader. Many administrative professionals are training and supervising other staff. IAAP offers many opportunities to practice organizational leadership roles.
5. Become a communications hub for your workplace. Clients and vendors often judge the character of a business by the quality and efficiency of its administrative support staff. Customer service skills are critically important. Interpersonal skills (tact, diplomacy, negotiation) are also essential.
6. Be an adept organizer and "Information Manager." Utilize computerized data as well as paper office records to provide information needed by managers. Today's administrative staff increasingly conduct research and help manage projects from conception to completion.
7. Get involved in selecting and maintaining office equipment. Stay abreast of the types of available office equipment and what is most suited to your organization. Seek out appropriate vendors. Learn to oversee equipment purchases, evaluate office supply needs, and schedule maintenance.

Article reproduced from IAAP website at www.iaap-hq.org.

FUNDRAISING

We are continuing our fundraising efforts: Carson's Community Days (March 1), Fun Pasta, and See's Candy.

Kathy Harper has Carson's™ Community Day coupons for sale at \$5 each. We are also continuing both the Fun Pasta and See's™ Candy fundraisers. See's Candy will be distributed during the week of February 25. Remember, it takes about 10-14 days for receipt of pasta once the order is placed. If you need an order for a specific date, let Jane know when you turn in the order so we can accommodate you. If you have questions, contact Jane Holland at jholland@dentsply.com.

ICEBREAKERS...LINDA ROBINSON

Linda Robinson CPS/CAP joined the Golden Corridor Chapter as a Charter Member in April 1997. She has been Chapter Treasurer for two years, and the Membership Chair for four years. Linda has been employed with Kester, Inc. for 34 years and is Executive Assistant to the President/CEO as well as supporting the CFO and other Executive members. Unfortunately, her position is being eliminated as of February 1, 2008 so she will be job searching in the near future.

Linda passed the CPS exam in November 1998 and in November of 2007, she passed the CAP exam at Joliet Junior College.

When Linda is not at work, she enjoys spending time with her husband, Mike, and family including five great-nieces Ava & Alyssa age 4 (identical twins), Lauren 3, Ashlee 22 months, and Sarah 1 year as well as playing computer games, reading, and watching television.

She believes in being involved in the Chapter and encourages all members to grow with the Chapter by joining a committee, either as Chairperson or team member. The experience is extremely rewarding and has nurtured many new friends as well as professional associations.

MEMBERSHIP

As Membership Chair, Linda Robinson would like to remind everyone that Golden Corridor is sponsoring a membership drive for the 2007-2008 year. The member who brings in the most new members will receive the Grand Prize...the Chapter's share of the 50/50 money collected throughout the year. In case of a tie, the money will be split. As of the end of January, Susie Witwicki is the leader. Contact Linda for further details.

FEBRUARY COMMUNITY SERVICE – AMERICAN HEART ASSOCIATION

Our program this month is titled “The Heart of the Matter” and will be presented by Rosie Jeretina, RN, BSNc. Rosie has been a nurse in the cardiac field for over 25 years and she is currently the Supervisor of the Cardiac and Pulmonary Rehab department at Good Shepherd Hospital.

The American Heart Association offers the following simple steps to begin reducing our risk for heart disease.

- Celebrate with a checkup. Let each birthday remind you that it's time for your yearly checkup. Talk with your doctor about how you can reduce your risk for heart disease. What is your cholesterol level?
- Get up off the couch. Step, march or jog in place for at least 30 minutes most days of the week.
- Quit smoking in 4 steps. Can't go cold turkey? Cut the number of cigarette you smoke each day in half; then cut that number in half; cut it in half again; finally cut down to zero!
- Drop a few pounds. If you use up 500 more calories a day than you take in, you'll lose a pound a week (3,500 calories in a pound). So save 200 to 300 calories a day by not eating that dessert and increase your physical activity.
- Become a salt detective. Check out the Nutrition Facts panel on packaged foods to see how much sodium (salt) they contain. Aim for a total intake of no more than 2,300 milligrams (about a teaspoon of salt) per day.

Rosie will review these details and more with us on the cardiac risk factors that we can monitor and change. Let's make 2008 a heart healthy year.

Also, our Community Service project for February is the American Heart Association. Your tax deductible contributions may be made out to the: American Heart Association.



BIRTHDAYS

Chris Cain	2/5
JoLynn Altvetter	2/14
Dianne Debellis	2/16

*Indicates Charter Member

IMPORTANT DATES

February 15, 2008

Deadline for CPS/CAP Exam Registration

March 2, 2008

Professional Education Conference
Charleston Riverview Hotel, Charleston, SC

April 10, 2008

Golden Corridor Impact Meeting
Wellington Restaurant, Arlington Heights

April 18-20, 2008

Illinois Division Annual Meeting
Pere Marquette, Peoria, IL

April 23, 2008

Administrative Professionals Day

May 2-3, 2008

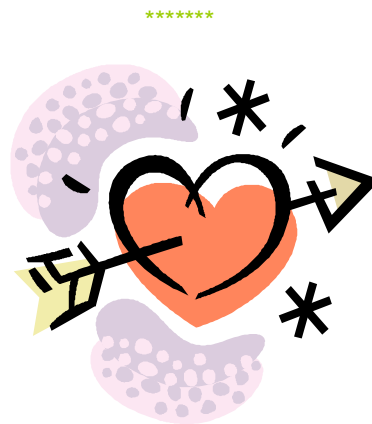
CPS/CAP Exam
Various Locations

July 27-30, 2008

International Convention & Education Forum
Hilton Riverside, New Orleans, LA

BULLETIN BOARD

JoEllen Pickett CPS was nominated by Golden Corridor Chapter for the IAAP Award for Excellence. Her nomination was for her continued contribution and support of her chapter as a charter member for over ten years, as a past Illinois Division officer, and for the impact she has provided to her employer, Motorola. The two Award recipients will be notified by President McCoy no later than June 1st. Good luck, JoEllen!



Happy Valentine's Day To All