

Golden Opportunities



Member of IAAP

2008 Calendar

Service Project for January
WINGS

January Meeting Topic

**Power Struggles – How to Identify,
Resolve and Avoid Them**

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The editor reserves the right to edit
submissions for length or content.

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

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Letter from the President

Happy New Year!

The first half of the 2007 – 2008 membership year has gone by so quickly. It was nice to have some time to spend the holidays with family and friends, have a break from work, etc., and come back refreshed and ready to focus on the remainder of the membership year, among other things (my real job).

Typically, January has many of us are thinking about our goals for 2008. As you begin to think about your goals for 2008, consider stretching your professional development by taking on a leadership role. Golden Corridor, as well as Illinois Division, provides various opportunities – at varying degrees of involvement. As I have said many times these past few months and won't hesitate to mention it again – the Golden Corridor Board is composed of terrific, hard working, dedicated professionals, but they are stretched thin by doing double duty as officers and as well as on a committee or two. So, if you have some talent that you want to put to use, want to increase your level of involvement in the chapter – please let me know. (Go ahead, make my day!).

Our January 17 meeting topic is "Power Struggles – How to Define, Identify and Avoid Them" with **Timothy Hayes, Psy.D.**, Licensed Clinical Psychologist. We also have some updates regarding our April Impact meeting and other GCC business that may be of interest to you. Be sure to send in your meeting registration – your GCC friends are looking forward to seeing you again!

Andrea

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JANUARY COMMUNITY SERVICE PROJECT: WINGS

In 1985, a man named Louis Tosto did something that he normally would not do. He picked up a man who was hitchhiking and learned that he was homeless and sleeping in the forest preserve. Louis was shocked to hear the stories of homelessness in the suburbs and even more appalled to learn of the absence of services to help these individuals. From this experience, Louis and a group of concerned individuals investigated the issue of homelessness in this somewhat affluent area of the Northwest Chicago suburbs. The group learned that there were very few services available for the homeless, and that women and their children were most in need. Through collaborations with the Northwest Suburban Council for Community Service and Alexian Brothers Medical Center, they created Housing and Shelter Program (HASP), which was incorporated in 1986.

The program provided resources and arranged emergency housing for women and their children facing homelessness. In 1988 HASP purchased its first home with the capacity to house 10 women and children each night with a maximum stay of 3 months. In 1989 HASP changed its name to **WINGS Program, Inc.** (Women In Need Growing Stronger) and by 1990 **WINGS** began providing transitional housing for up to 2 years, counseling, and other supportive services.

Today, **WINGS** operates 24 apartments and homes, a 15,000 sq. ft. Safe House and 3 resale stores in Chicago's north and northwest suburbs in Cook and Lake counties. The current maximum capacity is 90 women and children each night, but the actual number served fluctuates depending upon family size. In fiscal year 2005, **WINGS** provided 21,306 nights of transitional housing, food and supportive services for 42 women and 118 children.

Proceeds from **WINGS'** 3 resale stores (Niles, Palatine and Schaumburg) provide revenue to support **WINGS** long and short-term housing and Safe House for women and children fleeing domestic violence and homelessness. Merchandise sales also help supply food,

counseling, career services, and legal and medical referrals to families in need.

Items that are currently on **WINGS** wish list include:

- Gift Certificates (Jewel, Dominick's, Meijer, Walgreen's, Kohl's, Payless Shoes, etc.)
- New Pajamas, Slippers, Alarm Clocks, etc.
- Baby Items (diapers, shampoo, Vaseline, baby food, etc.)
- Office Supplies, Cleaning Supplies, Personal Hygiene Items, etc.
- Household Items, Linens, Furniture, Toys (Call 847-884-7599 for furniture pickup)
- Any and all Food Items

Tax deductible donations by check should be paid payable to **WINGS**.



Thank you for your generosity.

FUNDRAISING

Our fundraising for the year ending 2007 concluded with strong numbers for our chapter. The results are as follows:

Carson's Coupon Days =	\$ 515.00
See's Candy =	\$ 400.00
Fun Pasta =	\$ 411.20
TOTAL (as of 12/31/07)	\$1,326.20

However, the budget that was presented in September included \$2,000 for fundraising. This means we still need to raise \$673.80 to achieve our 2007-2008 goal. The Board will be looking at additional fundraising options over the next few weeks to achieve our final goal. We have not received any feedback regarding either your See's candy or Fun Pasta experiences. If you have suggestions, comments, criticisms, etc. please share them with us.

If you have questions, please contact Jane Holland.

HOW YOUR VIRTUAL IDENTITY CAN AFFECT YOUR CAREER

With the rapid growth of the Internet, more and more professionals are leading a “second life” online. But your activities in this alternate universe may have lingering effects in the real one, especially if you are looking for a new job.

Many employers now search online for information about prospective hires. And some have even chosen not to hire someone based on what they discovered in their web searches.

But employers aren't just looking for red flags. They also are seeking evidence that a potential new hire is invested in the administrative profession through participation in trade associations, industry blogs or message boards. Following are some tips for creating a positive digital footprint:

Stack the deck in your favor. Websites such as ZoomInfo.com allow you to post positive information about yourself, ensuring that online sleuths see your best side. Consider including details about your professional accomplishments, qualifications and industry involvement on these types of forums.

Make the most of social networking sites. LinkedIn.com and other online networking sites are good venues for learning about job openings and making new contacts. But be selective about who you allow into your network. Prospective employers who have access to your contact list may get in touch with these professionals during a reference check.

Share your insights. Posting your comments on industry forums or authoring online articles in your area of expertise is a smart way to reinforce your professional reputation.

Create your own website. You can bolster your online presence with a personal site that contains links to articles administrative professionals might find interesting and information about your skills and achievements.

Be prepared to explain. If there is unflattering information about you online that you cannot remove, be prepared to offer an explanation to employers who might inquire about it.

Keep in mind that your online activities can often become public, and search engines make it quick and easy for others to learn about you. If you want to make a good impression in the real world, build your virtual reputation on solid ground.

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.

2008 IMPACT MEETING

Attention GCC Members - Golden Corridor's 2008 IMPACT meeting will again be held at the Wellington Restaurant in Arlington Heights. Be sure and mark Thursday, April 17th, on your calendar as a MUST SEE event. This year we plan on including vendor tables. We are currently in the process of gathering raffle items. Our committee is also seeking donations from employers for this major fun and educational event. Please update your employer on the many leadership, growth and educational opportunities that are available to you through your membership in IAAP. Also please solicit their involvement and demonstrated support with a product or monetary donation. All supporting organizations will be recognized in our advertising and program flyers. The success and continuing growth of our Chapter depends on the support of its members. More details will be available in future newsletters and at chapter meetings.



BIRTHDAYS

Ann Kuhlman	12/7
Evelyn Simmons	12/10
Susan Ciccone	12/17
FaySchafernak CPS/CAP	12/29
Naomi Brandner CPS	1/3
Gina Kruse*	1/6
Elizabeth (Betty) Clinton	1/20
Kelly Doman	1/25
Susan Witwicki	1/29

*Indicates Charter Member

ANNIVERSARIES

Jane Holland	12/1
Diane Kuczak	12/1
Fay Schafernak CPS/CAP	1/1

IMPORTANT DATES

February 15, 2008

Deadline for CPS/CAP Exam Registration

March 2, 2008

Professional Education Conference
Charleston Riverview Hotel, Charleston, SC

April 18-20, 2008

Illinois Division Annual Meeting
Pere Marquette, Peoria, IL

April 17, 2008

Golden Corridor Impact Meeting
Wellington Restaurant, Arlington Heights

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

Congratulations are in order to Golden Corridor member **Linda Robinson CPS/CAP**. Linda sat for the CAP Exam in November and received notification just before Christmas that she had passed. Way to go, Linda!

Following Elizabeth Winters' presentation at the November meeting, **Jodi Bucholz** sent this link to share with GCC members:

<http://www.affordablemeetings.com>. The sight provides information on meeting planning conventions sponsored by Hospitality Sales and Marketing Association International (HSMIA). A two day convention will be held at Navy Pier April 9-10, 2008. Jodi attended last year and said it was a wonderful opportunity to get information regarding meeting planning. Best of all, it was FREE. Jodi, thanks for sharing!

Just a reminder from Debra Leonard-Porch, 2008 Illinois Division President-Elect, that IDAM is quickly approaching. Dates for this year's event are April 18-20 at the Pere Marquette Hotel in Peoria. Look for more information to be sent shortly.