

# Golden Opportunities



Golden Corridor Chapter

2009 Calendar

Service Project for 2008-2009

**Local Food Pantry**

June Meeting Topic

**"Time & Money Saving Tips  
For Event Planning"**

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

June 2009  
Issue 27

## Letter from the President

Dear Golden Corridor Members and Friends:

**Counting Down:** June – this is my last meeting month, newsletter month, etc, as President. What a journey I have had, beginning as Recording Secretary in 2006, then elected President the following year. My huge learning curve was eased immediately from past Illinois Division & Chapter President, JoEllen Pickett CPS, Past President Kathy Harper CPS/CAP, and also Vice President (as well Past President) Fay Schafernak. I am grateful to them and others for their patience and help along the way, which is why I have resurrected the long forgotten in our chapter – Past President Advisory Committee. Each year that one of our chapter presidents steps down and continues to be involved in IAAP, adds another treasured resource to incoming board members.

**Outgoing Board members will continue to be involved:** Corresponding Secretary Jane Holland, will continue to provide our chapter with a means of income as Chair of the Fundraising Committee as well as enrich our community as Chair of Community Service. We can expect to see a continuation of our excellent programs as Vice President Fay Schafernak assists incoming VP Lisa Nuske as a member of the Program Committee. And, as I hand the gavel to President-Elect, Evelyn Szalkowski, as a member of the Strategic Planning Committee (and finding it difficult to just let go), I/we will be putting together an outline for our chapter's future growth and continued success.

**Education Forum and Annual Meeting: 2009: Minneapolis, Minn. July 26-29,** is IAAP's premier event taking place during the summer with over 1800 attendees. This event offers more than 50 education workshops focusing on topics from management skills to leadership development... As I have mentioned at our May meeting, this year's International Convention holds promise to be controversial with the Proposed Bylaws and Standing Rules Amendments (<http://community.iaap-hq.org/> in Professional Resources) requesting dues increase of \$25. While there is an increased number of you participating in the IAAP Web Community eGroups, I ask that you take time to read the International Board of Directors Position Paper that I have had available at the last few month's meetings (located in the IAAP Web Community *Member Resources, Frequently Requested Documents*). We will be sending our Delegate to EFAM ready to vote on behalf of you, our member!

Don't write off our June meeting as a non-event – as this could not be further from the truth! **On June 18** our 2009 – 2010 Officers will be installed by Illinois Division President Debra Leonard-Porch. As many of you may know by now, we can't end the year without Recognitions, including our five (yes Five!) Perfect Attendance winners. We look forward to seeing you our last meeting of the membership year, as always, bring a friend, administrative assistant or not – *these topics are NOT exclusive to Administrative Professionals!*

Andrea

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## President's Report – June

- Illinois Division Leaders conference call – While in Texas, I participated in the May ID Leaders conference. Agenda items included 26 Weeks to Administrative Excellence – Free 26 week Webinar Series by Office Dynamics and Underneath It All – by Joan Burge. I mentioned the Webinar in June 2 email weekly email distribution. Also on the agenda was the Division Leadership Seminar: More Keys to Success... - Saturday, June 20. Open Discussion were the Proposed Amendments to International Bylaws and Standing Rules. This will be on our agenda at the June meeting as Golden Corridor members prepare our Delegate for voting. For information, please review the IAAP-HQ Position Paper at <http://www.iaap-hq.org/MPDocs/BoardPositionPaper.pdf>.
- Education Forum and Annual Meeting: (July 26 – 29 at the Minneapolis Hilton Hotel & Minneapolis Convention Center.) Are you going? Currently, GCC members that are planning on attending EFAM are JoEllen Pickett CPS, Kathy Harper CPS/CAP and Betty Clinton CPS/CAP. If anyone else is attending, please let me know.
- Member of Excellence: Don't forget to submit your Member of Excellence criteria on the IAAP website at <http://community.iaap-hq.org/IAAPHQ/Pathways/Home/Default.aspx>. If you have any questions regarding if you have completed the criteria, please check the FAQ. I know it may be discouraging for many of our members that are short the necessary points, but this is a heads-up for next year to kick it up a level. The 2008 – 2009 Board has gone all out to achieve Chapter of Excellence designation, and we hope to continue for our members next year and beyond!

### Other News and Musings from Andrea:

GCC Strategic Planning Committee: With distribution of the 2009 Survey at the May meeting and also in a recent mailing, the responses are starting to come in. The surveys will be tallied during the week of June 22 (following our June meeting) and results will be reported to the 2009 – 2010 officers in time for

their Transition Meeting in July. Let's shoot for 100% participation in this year's Survey! Illinois Division Has the Keys to A YEAR OF EXCELLENCE! Chapter Success Workshop: This workshop is slated for June 20 from 9:00am – 2:30pm at Edward Hospital in Naperville (\$15, which will include lunch) Illinois Division hopes that every member feels free to take advantage of this special event. This is an excellent foundation for the board and chapter committees to achieve skills to promote greater communication between members and our chapter.

Newsletter Editor Needed! Chris Cain CPS/CAP has requested that I find someone to take over the newsletter next year, for reasons that are both personal and job related. I'd like to thank Chris for her personal commitment and contributions in providing an excellent source of information for all of our members. This is something that can be done by anyone with a computer – so if you are unable to attend meetings, but would love to contribute towards the success of your chapter and association, and, for our certified members – earn recertification points, please let me know as soon as possible.

## News from the Corresponding Secretary

Victoria Prestia, President of the Elgin Chapter, learned in late May that her breast cancer has returned. She was diagnosed with Invasive Lobular Carcinoma and she is scheduled for a double mastectomy and breast reconstruction this week. I assured her that we will keep her in our prayers and thoughts during this difficult time. If anyone wants to send her a card, I have her address.

As you know, I will continue as Chair for Community Service and Fundraising for the 2009-2010 year. The Board will be considering the various options available for our support in 2009-2010 and make a decision probably in July as what type of organization we want to support next year as well as the fundraising programs we will conduct. We will make every effort to subscribe to fundraisers that are easy, fun, and bring in enough money so we do not need to increase the costs of our monthly meetings. We hope and encourage all Chapter members to participate in these programs.

### Community Service:

I recommend we continue to collect non-perishable food and baby products as part of our monthly registration fee at each of our meetings. This has been more successful than the projects we have promoted in the past (American Heart Association; St. Jude Research Hospital; Ronald McDonald Charities; Back Pack Buddies; Diabetes foundation; and similar organizations). We get greater participation when we are not asking for a check every month but instead only ask for a single food item. We also now have a RTF Chairman to lead our efforts to contribute to the Retirement Trust Foundation.

### Fundraising:

I have collected information for potential fundraisers for next year. Some have worked well for us in the past but we can always expand our efforts. These suggestions have been forwarded to Brigitte, our 2009-2010 Corresponding Secretary. If you have any suggestions regarding future fundraising campaigns, please let us know.

*\* Please note that we will not be asking 'IF' we should be fundraising, but 'WHAT' we will be fundraising.*

### IAAP Seeks \$25 Dues Increase

*The following is the viewpoint of Jane Holland, as member of Golden Corridor Chapter, and does not necessarily reflect the viewpoint of the board. Members are encouraged to read the International Board of Directors Position Paper located in the IAAP Web Community Member Resources, Frequently Requested Documents.*

If you are not planning to attend this year's International Education Forum and Annual Meeting, you may have missed it. The International Board of Directors in Proposed Amendment 1, ARTICLE VII, is once again proposing a dues increase effective January 1, 2010. A modest dues increase was approved at the 2006 International meeting, three years ago. Whenever, money is involved, usually a lot of discussion follows. I would expect to see debate during this year's meeting on this issue. The proposed wording of Section 2 would increase dues as follows:

- A. Professional member's dues would increase from \$58 to \$83 and from \$83 to \$103;
- B. Professional-Merited member's dues would increase from \$26 to \$50 and from \$46 to \$70;
- C. Student member's dues would increase from \$24 to \$50 and from \$44 to \$70;
- D. Associate member's dues would increase from \$155 to \$180 and from \$175 to \$200;

IAAP boasts approximately 40,000 members and at \$25 each, this would bring in an additional \$1 million. The International Board of Directors claim they have a critical need for this \$1 million to ensure the long-term health of the association and to remain competitive in today's business climate. They further claim this money will maintain and improve member services and support to chapters and divisions. (I'm unclear as to what support the Golden Corridor Chapter received from International headquarters in the past.) IAAP headquarters has had to delay some payments and cash reserves are low "below where they should be according to industry standards." "This makes IAAP vulnerable to any unexpected loss or dramatic downturn in revenues."

Well, HELLO! Welcome to my world.

If you pick up a newspaper, you may read that the end of the recession is in sight. Corporate profits were up in the 1<sup>st</sup> quarter; the Dow is up - blah, blah, blah. However, that good news doesn't trickle down to those of us who need it most. Some of us have been 'down sized.' But even those of us who aren't standing in an unemployment line, are not receiving pay increases – in fact, many of us have had to accept pay cuts and make other sacrifices in order to keep jobs. In the past, we could count on the support of our managers to pay for all or a portion of our IAAP dues and programs. Today, companies are tightening their own corporate belts and saying NO to all unnecessary spending. And, don't get me started on the political scene and how taxes are being increased in many aspects of our lives. Gas prices in Illinois are the highest in the U.S. I do understand that IAAP would certainly be more comfortable with more reserve monies available. However, an increase at this time is, at best, depressing and at most, discouraging new membership. Yes, I read the Position Paper

and Joan Gatzmeyer's defense for the dues increase. I'm not impressed. Membership in a professional organization such as IAAP is not considered a necessary expenditure by employers. As a result, Chapter memberships are decreasing or remaining stagnant. It seems unfair to assess an increase in dues to our loyal members due to the current state of our economic world. I would recommend the Golden Corridor Chapter ask our Delegate and Alternate attending the International Education Forum and Annual Meeting to vote against this proposed Amendment 1.

## Certification Update

### Certification Emblematic Merchandise:

New certification emblematic merchandise is now available to purchase through the IAAP Bookstore. There are CPS, CAP, and CPS/CAP paperweights; CPS, CAP, and CPS/CAP desktop business card holders; and jeweled CPS and CAP pins (these do not replace the official pins provided by International when an individual attains the CPS or CAP rating).

### Exam Fees Effective with the November 2009 Exams:

	CPS Exam	CAP Exam
<b>Members (no change in fees)</b>		
Processing Fee	\$50	\$50
Registration Fee (all parts)	\$160	\$210
Registration Fee (retakes)	\$60 per part	\$60 per part
Part 4 of CAP Exam only		\$120
<b>Non-Members</b>		
Processing Fee	\$85	\$85
Registration Fee (all parts)	\$250	\$300
Registration Fee (retakes)	\$100	\$100
Part 4 of CAP Exam only		\$160

\*New candidates apply to take either the three-part CPS exam or the four-part CAP exam and must take all parts on their first attempt; CPS exam candidates will take three parts – CAP exam candidates will take four parts. **CAP candidates do not receive the CPS rating upon passing Parts 1-3 of the CAP exam.**

\*\*Individuals with an active CPS rating may apply to take Part 4 only of the CAP exam.

### Future Exam and Deadline Dates:

The deadline for applying to take the November 6-7, 2009, CPS or CAP exam is August 15, 2009.

New candidates will find the Certification Application Packet at <http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>. Eligible retake candidates will receive a personalized Registration Form by the end of July.

Candidates applying after the deadline will pay a \$50 late fee. Late applications will be accepted only until August 31, 2009; this is a receipt date, not a postmark date. Applications received after August 31, 2009 will automatically be processed for the May 2010 exams.

### 2009 Certification Conference:

Registration for the 2009 Certification Conference, **Sharp Skills for Tough Times**, will open June 1 for those with an active CPS or CAP rating. Space permitting, regular registration for those not certified will open August 1.

**Location:** Portland OR

**Date:** October 18-21, 2009

**Hotel:** Portland Marriott Downtown Waterfront

**Room Rate:** \$189 single or double plus applicable taxes

**Registration Fees:**

Early Bird – June 1-July 31 (active CPS and CAP holders only)

\$525 IAAP members / \$605 nonmembers

Regular Registration – August 1-September 21

\$615 IAAP members / \$725 nonmembers

### Recertification:

Remember to share with CPS and CAP holders the changes to the recertification program effective January 1, 2009. Categories from which to earn the required 90 points:

**Education** – up to 90 hours; a minimum of 30 hours is required

**Experience** – a maximum of 30 points

**Leadership** – a maximum of 30 points

**Elective** – a maximum of 30 points

Changes in accepting recertification packets and fees:

Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee. All recertification points need to be earned within the original five year time limit, and if approved, recertification will be back-dated to that time. This new process is not retroactive.

To assist members and guests to attain these needed points, make sure to work with your program chairman to request recertification points for your chapter and division educational programs. The educational programs must be at least one-hour in length and must cover topics relevant to the exam outline; (business meetings are not eligible for recertification points).

## How to Talk Money with Hiring Managers

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

Here are some tips to help you prepare for the conversation:

- Do your homework. Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual *Salary Guide*. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
- Remain flexible. Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling

to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.

- Don't fixate on just one aspect. When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.
- 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.

*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 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*



## Important Dates

### June 18, 2009

Golden Corridor Chapter Meeting  
Installation of 2009-2010 Board

### 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  
Hilton Garden Inn  
Mettawa, IL

### October 18-21, 2009

Certification Conference  
Portland Marriott Downtown Waterford  
Louisville, KY

## June/July/August Birthdays

Raluca Bruce	June 4
Laura Polido	June 5
Don Humphrey	June 11
Sherry LaCerra	June 15
Diane Kuczak	June 30
Jane Holland	July 11
Edwina Mroz	July 12
Susan Vosburg	July 13
Carol Kotlarz	August 3
Darice Ruiz	August 13
Deborah Barsch CPS/CAP	August 19
Barbara Turek CPS/CAP	August 23
JoEllen Pickett CPS	August 28
Cindy Serrano	August 31

## June/July/August Anniversaries

The following Golden Corridor members celebrate their anniversary with the Chapter in June, July, or August:

Carol Anderson	June 2003
Kelly Doman	June 2004
Mary Woods	June 2007
Edwina Mroz	July 1998
Susan Ciccone	July 2000
Constantina Haralambopoulos	July 2007
Deborah Barsch	August 2000
Cynthia Serrano	August 2007
Brigitte Morris	August 2008



## A Golden Minute

Congratulations to **Donna Drapalik** on her 25<sup>th</sup> anniversary with Motorola. Nice job.



**Diane Skrzypinski** spent a week off work recently. She broke her foot on the Sunday before Memorial Day. Unfortunately, she does not have a great story to tell – such as hang gliding, or tripping over a rock while celebrity citing...no, just walking in the grass and broke it in three places. Fashion booties anyone?



**Andrea Turner CPS/CAP** spent a week visiting daughter and family in Plano, Texas. Grandson, Freddie, kept me on my toes at all times! Thank goodness for two good knees now!



**Jane Holland** is unable to attend this year's EFAM meeting. However, she made a hotel reservation in September 2008 at the Millennium Hotel-Minneapolis. This hotel adjoins the convention center by an enclosed skyway. The reservation dates are from Friday, July 24, thru July 29, with check-out on Thursday, July 30. The room rate is \$179/night for single occupancy and \$10/night for each additional guest in the room plus tax. Jane needs to cancel this reservation by July 1 to avoid paying a penalty. If you need a hotel room for EFAM, please contact her at [jane.holland@dentsply.com](mailto:jane.holland@dentsply.com) by Monday, June 29, 2009.

