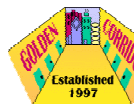


Golden Opportunities



Golden Corridor Chapter

2009 Calendar

Service Project for 2008-2009

Local Food Pantry

March Meeting Topic

**"Humor Lights the Way -
Experiencing Joy in Heavy Times"**

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

March 2009
Issue 24

Letter from the President

Dear Golden Corridor Members and Friends:

If asked why we became IAAP members, our answers would be very similar, but each would be our own. One thing is certain – now is the BEST time to be an IAAP member. It's a tough job market out there and we all need to be doing everything possible to be the assistant with indispensable skills or be the assistant to hire for the position drawing many applicants. IAAP provides office professionals industry-recognized certification and training to help you keep the competitive edge in today's tough economic times.

LEARN, GROW, NETWORK: With education seminars and events hosted within the chapters, divisions, and association, the level of involvement is purely up to the member. Members and non-members who attend our events are energized when they go back to their offices. Besides learning from the industry's best teachers, authors and speakers, our members network with each other, learning from the triumphs and trials of other office professionals.

March is IMPACT month - Please plan on attending and bring a friend!

Golden Corridor is getting a jump on APW with our IMPACT event on March 19 at the Sheraton Chicago Northwest in the Delaney & Murphy Steakhouse. A fabulous dinner of Chicken Lime Becerra Blanc (or vegetarian option of Pasta Primavera), door prizes and raffles, not to mention the good company you will have sitting along side you.

Please, please, be sure to join us on March 19 for an evening of fun (who couldn't use that nowadays!) **"Humor Lights the Way – Experiencing joy in heavy times"** with guest speaker Julie Ostrow and Second City alumnus promises to be just the ticket for our long winter, the job stress, family crises, you name it!. Now, call your friend, let them know where you are going to be on March 19 and invite them to join you (and us). Share your personal story of how IAAP helped you – changed you, empowered you, got you that raise or promotion, etc. We hope to see you *and your friend* there!

Andrea

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President's Report – February

- Illinois Division Leaders conference call – I participated in the monthly ID Leaders conference call on Wednesday, February 25. Agenda items were reminders about the Nominations Committee Information/ID Board Officers, Location of Leadership Materials/Resources, 2009 IDAM Updates, RTF Fundraising Efforts and Chapter of Excellence/Member of Excellence Updates, among other questions that were raised by the chapter participants.
- 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>
- Nominating Committee – I needed to return a chapter photo album to our Chapter Archivist, Barbara Turek CPS/CAP during lunch this past week. This was a great opportunity to take a few minutes to talk Nomination Committee (Barbara and Susie Witwicki) status. If you are considering any one of the positions that will be open for the May ballot (President, Vice-President, Secretary), please contact either Barbara or Susie. Sometimes you don't realize what you are capable of until someone singles you out for a leadership role.

Other News and Musings from Andrea:

Lake County Chapter: Lake County Chapter under the leadership of President Fran Puchli, has been chosen as the Illinois Division chapter to host this years 2009 SkillsSoft APW Briefing <http://www.adminbriefing.com/> on April 21, 2009! This is a direct quote, *"Twenty-four chapters were chosen based on their past history of hosting a successful APW event, their ability to coordinate efforts with other local organizations to increase attendance, use the event as a recruitment tool, and any additional ideas presented that made their request stand out from the field of applicants."* There were 46 submissions, showing that the Lake County Chapter is indeed thinking outside of the box and using all of the tools presented by IAAP HQ to show everyone in their community and in

Illinois, that IAAP really does have the keys to Excellence in Action!

Congratulations again to Fran and the members of Lake County IAAP

News from the Corresponding Secretary

Again this month, I sent an announcement to the Daily Herald with our speaker information and a reminder for our March 19th meeting. I also contacted one of our chapter members, 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.

This month our efforts have been focused on our March IMPACT meeting, which will be held on March 19th and features Julie Ostrow as our speaker. The meeting will be held at the Sheraton Chicago NW on Euclid, near the Arlington Race Track in the Delaney & Murphy Steakhouse. Enter through main lobby. A registration table will be set up outside the Tradewinds lobby bar. I met with the catering manager on March 5th to finalize the plated menu and other arrangements for this meeting. The remaining time prior to our Impact meeting will be spent organizing our raffles and door prizes. One recertification point will be awarded for this event.

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 Golden Corridor.

Any profits received at our Impact meeting as a result of raffle ticket sales will be used to offset the costs of the Impact meeting (A/V equipment, speaker charge, etc.) since the event charge of \$28 will only cover the meal cost.

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 provide quality speakers for our meetings as well as helping to keep the cost of our meetings affordable.

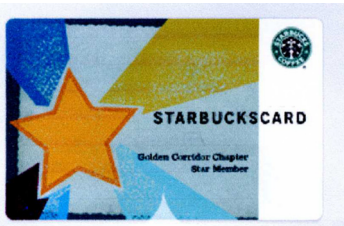
MEMBERSHIP DRIVE:

Do you know someone who is considering joining Golden Corridor? Now is a great time, because any new members who join between March 1st and April 30th, 2009, will receive a refund of the chapter dues in the amount of \$12. This is available to new members only who apply for membership by April 30th. So nudge your friends and coworkers! Spread the word, and invite them to the meetings!

STRIKE A POSE:

As mentioned at past meetings and last month's newsletter, we are considering having a freelance photographer at our April meeting to do professional headshots. The \$100 total cost would be evenly distributed among all who participate; if 10 people participate, it would be \$10 each, and lower if more sign up. The benefit for you is that you will receive a digital picture of yourself to use as you please; some suggested uses are social and professional networking websites, organization charts, a professional biography, and other great uses. The picture will become your property, with no further obligation to you. If you are interested, please be sure to check the box on April's meeting registration or let Don Humphrey (don.humphrey@motorola.com) know.

Still in the Running to WIN THIS CARD!



As of this date, we have four members that have attended all of our 2008 – 2009 meetings: **Linda Clark CPS/CAP, Kathy Harper CPS/CAP, JoEllen**

Pickett CPS and Theresa Torres-Taylor.

Star Member Starbucks cards will be presented at the June Installation / Awards meeting.

IDAM 2009

IDAM 2009 is just around the corner. This year you have the opportunity to register **online** (at https://www.regonline.com/2009_IDAM) for the 2009 Illinois Division Annual Meeting. With online registration you can pay with a credit card or personal check! (On the online registration site, you will also see an option for printing out registration information if you choose to do so). There is also a contest specifically for Illinois Division Members -- the first two Division Members to register online will receive a prize. If you have any questions concerning the 2009 Illinois Division Annual Meeting - please contact Peggy L. Harshman, Illinois Division President-Elect and 2009 IDAM General Chairman.

Our 2009 IDAM Project Manager is Elizabeth A. Winters CPS/CAP, CMP who has done a wonderful job setting up our online registration and preparing our event. You can also go to the Illinois Division Web Community site <http://www.iaap-illinoisdivision.org> and pull down the 2009 Agenda and the Information Flyer. **If you decide to go through the Illinois Division Web Community Site - please remember you MUST log-in first, in order to access the information that is only available to Illinois Division members...**

When the Illinois Division sent out a plea for help with IDAM, the Golden Corridor Chapter agreed to host the Hospitality Suite. If you plan to attend IDAM, please consider spending some time in the Hospitality Suite as a co-host. Our responsibilities include setting up refreshments, displaying auction items and providing good company to other IDAM attendees. Please contact Andrea or any other Board member for more information.



How Your Virtual Reputation Can Impact Your Real Life Career

A polished professional reputation can make or break your chances of cultivating a successful long-term career. And now, thanks to the Internet, that reputation includes your online activities.

Connecting with others through sites like LinkedIn and Facebook can be useful in building your roster of professional contacts. But be careful as you navigate the scene in cyberspace. Information you post to these venues, online bulletin boards, and your personal website or blog can be found by hiring managers. Prospective employers are increasingly turning to the Internet to get a more complete picture of applicants.

Keep the following in mind the next time you surf the Web:

- **Take stock.** Discover what information about you — if any — already is online by performing a search using popular search engines. If you discover an item that you wouldn't want your professional peers to see, ask the person who posted the information or website administrator to remove it.
- **Exercise discretion.** When interacting online, be selective about which venues you participate in and who you allow into your personal and professional networks. If you regularly contribute to blogs or forums, give thought as to how your statements may be interpreted by those outside your community.
- **Take charge of your image.** If you belong to a professional networking website, treat your online profile like a resume and include information that will give others a sense of your background and skill set. Leave out facts unrelated to your professional history and career goals, unless you are networking for purely social reasons.
- **Observe the proper etiquette.** When networking with others online, behave graciously with everyone you encounter and follow posted protocols. Thank anyone who assists you, and be sure to return the favor when possible.
- **Share your insights.** Posting useful advice and commentary on industry forums and authoring online articles in your area of expertise can add to your credibility.

For additional tips on managing your online reputation, as well as conducting an online job search, download a free copy of *Search Smarts: Best Practices for Conducting an Online Job Search* at <http://www.rhi.com/onlinejobsearch>.

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.

Greater O'Hare Chapter Fashion Show

The Greater O'Hare Chapter invites you to join them for their **Annual Luncheon and Fashion Show, Sea of Fashion**, on April 18. Chapter members will be the featured models. Raffles will be held for beautiful gift baskets. Additional information and a Reservation Form are available on the chapter website at: www.iaap-greaterohare.org.

Hope to see you there!



Important Dates

March 14, 2009

Two Rivers Chapter Spring Professional Development
"Developing the Leader Within"
Naperville, IL

March 19, 2009

Golden Corridor Chapter IMPACT Meeting
Sheraton Chicago Northwest
"Humor Lights the Way"

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

March Birthdays

Deborah Lee	Mar. 2
Andrea Turner	Mar. 5

March Anniversaries

Jacquelyn Chaney	3/1
Rena Kruchten CPS/CAP	3/1
Diane Skrzypinski	3/1
Don Humphrey	3/1



A Golden Minute

Golden Corridor sends its condolences to **Linda Robinson CPS/CAP** and her husband. Michael's Aunt Muriel Epstein (his Dad's only sibling) passed away on February 24. On March 3, she would have turned 86 years old.



On a very happy note, congratulations go to Two Rivers Chapter member (and former charter member of Golden Corridor Chapter), **Marie R. Herman CIWD, ATM-B** for winning DeskDemon's Management Support Fellowship Award 2008. Marie received an impressive prize of \$15,000 as the first ever recipient of this award. Her AdminAdvantage <http://us.deskdemon.com/pages/us/indexus> interview was in the February 2009 issue. For those of us who know her, she's a strong proponent for the mission, vision and values of IAAP. She is a tireless worker, an independent spirit, forward in her thinking, always on the cutting edge with new ideas and technology.

Please share this article with your chapter members -- and join me in sincerely congratulating one of our own on her much deserved success and accolades in the February 2009 Issue of Admin Advantage...



What's new? Share your Golden Minute. Send your news to Golden Corridor Chapter Newsletter editor, Chris Cain at chrisc2555@comcast.net