

# Golden Opportunities



Member of IAAP

2007 Calendar

Service Project for November  
**Toys for Tots**

November Meeting Topic  
**Meeting Planning 101**

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

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Issue 12

## Letter from the President

What a great week I have had - I have just returned from my vacation, visiting my daughter's family near Dallas and my Dad in the southern tip of the state. It's been six months since I have seen all of them, so I was grateful to be able to take this time to visit. The changes in my one-year old grandson, Freddie, are amazing. He has his engineer's father's curious brain and his mother's affectionate nature and I never tired of watching him play. At this age, all playing is discovery of life and learning.



The second part of the week, I flew to McAllen, Texas to celebrate my Dad's 90<sup>th</sup> birthday, along with my brother and his wife, and about 125 park residents. I have to say, the people in these retirement communities really know how to live! Swimming during the day, cards at night (just two of very many options). These activities and his network of caring friends has kept my Dad busy and active far longer than he would have had he not retired to this part of the country. He keeps a cleaner house than I do, cooking his own meals and distributing the extras to his friends. He's a distance in miles from my brother and I, but weekly calls and these precious visits keep us connected.

These two people, each at polar ends of life – Freddie at his beginning and Dad's nearing the end – both living life to the fullest and making the most of each and every day. I toast to you both!

During the past week, I had a chance to finish reading a book by John Wood, founder of Room to Read, "Leaving Microsoft to Change the World", and also one by Deborah Norville, "Thank You Power, Making the Science of Gratitude Work for You". As a result of the latter, I will make an effort to begin a gratitude journal and keep up with it. With the past week's events, I have a great start with entries! And, for anyone interested in someone that had a chance to discover his passion by walking away from a lucrative career to create a foundation to educate the world's children, I highly recommend John Wood's book.

So, enough about my time off, I can't wait to see you at our November 15 meeting. We have a great program planned with **Elizabeth Winters CPS/CAP**, Executive Office Administrator for Employee Relations for The Boeing Company in Chicago. In 1988, she was named the Chicago Secretary of the Year and also the Illinois Secretary of the Year. Elizabeth supports meeting planning for the Senior Vice President, Human Resources and Administration for The Boeing Company. In fact, her program topic will be on **Meeting Planning 101**. Since most administrative professionals will need to plan a large scale meeting at least once in their career, this should be of interest to all of us. Be sure to come and join us if you can. In any case, I hope you all have a chance to reconnect with family and friends during the upcoming Thanksgiving holiday. I am thankful for this year as your chapter president, to be able to work and get to know each of you better and continue to create our network of IAAP friends in Golden Corridor!

Andrea

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## ICEBREAKERS...DON HUMPHREY

Don Humphrey joined the Golden Corridor Chapter in the spring of 2007. He has been with Motorola for nearly 8 years, and is a Sr. Administrative Assistant in Arlington Heights, supporting the corporate vice president of information technology for the supply chain division. In addition to regular administrative duties, Don also maintains an intranet website for his department, is the top-level "knowledge champion" for the corporation's intranet-based file-sharing system, and serves on the emergency response team for the Arlington Heights campus.

This past spring, Don organized the Administrative Assistants' Briefing for the Motorola campuses in Illinois; and this fall, he is co-chairing the "Giving Tree" campaign at his campus for the fourth year in a row.

When not at work, Don enjoys bicycling, bowling, watching a variety of television programs, playing card or table games, and spending time with family.

## CLASH OF THE CO-WORKERS: FIVE UNPROFESSIONAL COLLEAGUES AND HOW TO HANDLE THEM

Most professionals will encounter an unpleasant colleague at some point in their careers. In fact, according to a recent survey by OfficeTeam, 29 percent of workers said they currently collaborate with someone who is rude or unprofessional on the job. Of those, more than two-thirds (68 percent) felt their coworkers frequently behave poorly.

Tactfully managing challenging personalities requires strong interpersonal skills and diplomacy. Here are a few of the most common types of difficult coworkers and tips for coping with them:

- **The Belittler.** Belittlers tear others down in order to build themselves up. Demeaning remarks and disparaging comments are common trademarks of this person. Your confidence is the

Belittler's weakness, and he or she will back off if you stand up for yourself.

- **The Credit Thief.** Insecure about their status, Credit Thieves boldly steal ideas and grab the glory when a project is successful. Avoid this by keeping a written record of your activities and accomplishments. Give your manager regular status reports about the projects you're working on, and who is doing what.
- **The Rumormonger.** This type of coworker likes to spread half-truths or lies by talking behind others' backs. The best defense against a Rumormonger is to avoid engaging in gossip. Remember that anything you say can be held against you.
- **The Slacker.** This person may try to pass off tasks to other staff. The Slacker often claims he or she is "too busy" to help out yet will make time for web surfing during office hours. To make sure this person carries his or her weight on a team project, document the responsibilities of each member of the group and be firm about deadlines.

Although nobody likes working with people who are inconsiderate or unkind, the longer you are in the workforce, the more adept you will become at dealing with these types of colleagues. While you cannot always control others' behavior, you can control your reaction to it by remaining polished and professional.

*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](http://www.officeteam.com). For more information, call the Schaumburg office at (847) 885-6228.*

## NOVEMBER COMMUNITY SERVICE PROJECT: TOYS FOR TOTS

The objectives of Toys for Tots are to help needy children throughout the United States experience the joy of Christmas; to play an active role in the development of one of our nation's most valuable natural resources - our children; to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; and to contribute to better communities in the future.

The Marine Toys for Tots Foundation, an IRS recognized 501(c) (3) not-for-profit public charity, is the authorized fund raising and support organization for the Toys for Tots Program. The Foundation provides the funding and support needed for successful annual toy collection and distribution campaigns.

Toys for Tots began in 1947 when Major Bill Hendricks, USMCR and a group of Marine Reservists in Los Angeles



collected and distributed 5,000 toys to needy children. The idea came from Bill's wife, Diane. In the fall of 1947, Diane handcrafted a Raggedy Ann doll and asked Bill to deliver the doll to an organization, which would give it to a needy child at Christmas. When Bill determined that no agency existed, Diane told Bill that he should start one. He did. The 1947 pilot project was so successful that the Marine Corps adopted Toys for Tots in 1948 and expanded it into a nationwide campaign. Marines have conducted successful nationwide campaigns at Christmas each year since 1948. The initial objective that remains the hallmark of the program today is to "bring the joy of Christmas to America's needy children."

The goal is to deliver a message of hope, which will build self-esteem and, in turn, motivate needy children to grow into responsible, productive, patriotic citizens and community leaders. A shiny new toy is the best means of accomplishing this goal.

While Toys for Tots coordinators organize, coordinate and manage the campaign, the ultimate success depends on the support of the local community and the generosity of the people who donate toys.

Over the 59 years of the U.S. Marine Corps Reserve Toys for Tots Program, Marines have distributed more than 370 million toys to more than 173 million needy children. This charitable endeavor has made U.S. Marines the unchallenged leaders in looking after needy children at Christmas. Over its 16 year life span, the Marine Toys for Tots Foundation has supplemented local toy collections with more than 70.2 million toys valued at more than \$387 million; plus has provided promotion and support materials valued at over \$4.7 million.

In 2002, Charity Navigator awarded the Foundation a 4-star rating and for the sixth consecutive year, the Foundation appeared in the Philanthropy 400. The October 2006 Chronicle of Philanthropy listed Marine Toys for Tots Foundation at #59 – the best ranking achieved. Charity Navigator again awarded the Foundation their highest 4-star rating for sound fiscal management. Reader's Digest, in the November 2003 edition, named Marine Toys for Tots Foundation "America's Best Children's Charity" and Forbes included Marine Toys for Tots Foundation in its "Gold Star List" of charities.

As our Holiday Community Service project, we ask that attendees of our November 15<sup>th</sup> meeting bring in a new, unwrapped toy to be donated to the Marine Toys for Tots campaign. Cash donations and checks made out to the Marine Toys for Tots Foundation are also welcome.

Thank you for giving.



## FUNDRAISING

Our fundraising efforts continue with both *See's Candy* and *Fun Pasta*.

*See's Candies* was founded in 1921 and built their reputation on friendly old-fashioned service to sell their boxed chocolates. No additives or preservatives are used in *See's Candies*, only fresh wholesome ingredients. A variety of chocolates will be available to order for the holidays. This would be a perfect gift for the dog walker, hairdresser, babysitter, or piano teacher. Our *See's Candy* fundraiser is a holiday fundraiser that will end in December.

A one-of-a-kind pasta sale is being offered as a fundraising activity by *The Pasta Shoppe*. Pasta shapes include Thanksgiving, Star of David, Christmas, St. Pat's, Easter, Valentine, American Pride, Pink Ribbon, Girlfriend Pasta, Tailgate & Celebrate, and much more. Orders for Christmas delivery must be received by Thursday, November 15. Non-holiday orders are also welcome. This is a great gift to include in a basket as part of a gift. See Jane Holland for details.

## BIRTHDAYS

### November

Kathleen Peterson	11/8
Mary Woods	11/12

## ANNIVERSARIES

### November

Gina Kruse	11/1
Barbara Turek CPS/CAP	11/1
Donna R. Sass	11/1
Sandra Szott	11/1

### October (inadvertently omitted in last newsletter)

Jodi Bucholtz	10/1
Andrea Turner CPS/CAP	10/1
Suzie Montoya CPS	10/1

## IMPORTANT DATES

### **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

## NEW MEMBERS

Cynthia (Cindy) Serrano  
Trimega Purchasing Association

Chandra Broughton  
Tickets Now

Susan Vosburg  
Zurich

## BULLETIN BOARD

Kathy Harper CPS/CAP and Jane Holland were Golden Corridor members who attended the Elgin Chapter "Steppin' Out in Style" fashion show and luncheon at Villa Olivia Country Club on Saturday, November 3. This annual event is Elgin's main fundraiser. We enjoyed the company of other IAAP chapter members, fashions provided by Dress Barn, raffles, door prizes and a tasty meal. We look forward to being present at many future Elgin Chapter fashion shows and luncheons.

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On the weekend of November 2-3, Jane Holland joined with approximately 50 of her Ascension grade school graduating class of 1957 to celebrate their 50th reunion. Members of the class of '57 traveled from as far away as London, England to attend this once in a life time event. Classmates came from all walks of life and were in all shapes and sizes. We reminisced about life 50 years ago - In 1957, there was no in-school lunches, we ran home for lunch and listened to Brenda Starr on the radio; car windshields were cleaned, oil checked and gas pumped for free every time - plus we got trading stamps; stuff from the store came without safety caps and seals because no one had yet tried to poison a perfect stranger. Do you remember Laurel and Hardy, the Shadow Knows, Roy and Dale? How about candy cigarettes, soda pop machines that dispensed glass bottles, coffee shops with tableside jukeboxes, home milk delivery in glass bottles or newsreels and cartoons before the movie? There were party lines and telephone numbers with a word prefix (Village 8-3104), peashooters, hi-fi's, 45 and 78 rpm records, green stamps, mimeograph machines, roller-skate keys, washtub wringers, and the Fuller Brush man. Our worst embarrassment was being picked last for a team. War was a card game. Awwwww, good times!

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Just a friendly reminder that November is RTF Month. Purchase of holiday cards are available from International Headquarters via the web which will help support the RTF. Remember also that the new Family of Givers program is in effect and the details of the program are available on the website.

