

IAAP Delaware Chapter

International Association of Administrative Professionals



Notes & Quotes

April 2011



Chapter Meeting Details:



INSIDE THIS EDITION:

President's Message—Pg. 2
Important Dates – Pg.3
Birthdays/Anniversaries – Pg.4
Monthly Civic Project -Pg.4
Mar.14 Mtg. Minutes-Pg.5 & 6
Mar. Treasurer's Report –Pg.7
RTF Info—Pg.7
APW Info—Pg. 8
Upcoming Events—Pg.9
Website Update-Pg.9

President/Newsletter Editor

Sharon Cole
coleslaw58@yahoo.com

Treasurer

Diane Blevins CPS
dblevins@dcbdd.org

Recording Secretary

Karen Phelps CPS
karen.phelps@verizonwireless.com

Membership Secretary

Lynda Bennett CPS
lynda.bennett@nabiusa.com

Webmaster

Cory Grywalski
cgrywalski@gmail.com

Monday, April 11th, 2011
5:30 pm

Delaware Jobs & Family Services (DJFS)
Delaware County Hayes Building
140 N. Sandusky Street
Delaware, OH 43015

Use "UNION STREET Entrance"

Mona Reilly will greet us at 5:30 pm at the
Union Street Entrance.

Dinner will follow at a local restaurant.

Administrative Professionals Week
April 24-30, 2011

Administrative Professionals Day
Weds., April 27, 2011

President's Message:

Chapter Members,

Spring is definitely in the air! The sun is peaking through those clouds more every day, the temperature is rising, the birds are singing and the flowers are ready to bloom - what more could we ask for? No more cold weather or snow! Our program year is winding down, but we still have much to look forward to with our APW luncheon in April, ODAM in June and EFAM in July.

Our Administrative Professionals Day luncheon is just four weeks away and our chapter members are working very hard as we prepare for this event. Reservations are starting to come in-Yeah!

Lynda, Mary Gay, Diane and I attended the April 2nd Statewide LAN meeting at the Quest Conference Center at Polaris. We enjoyed two great speakers – Dr. Garry McDaniel of Franklin University and Pam Newsome, Adult & Community Education, Columbus City Schools.

ODAM is fast approaching (June 24-26) and everyone should have received their registration for ODAM in the mail. I hope everyone takes the opportunity to attend ODAM which is being held at the Bertram Inn & Conference Center at Aurora, Ohio.

Our next meeting is scheduled for Monday, April 11, 2011 at 5:30 pm at **Delaware Job & Family Services (DJFS), 140 N. Sandusky Street – use the Union Street Entrance and arrive promptly at 5:30 pm so we can all enter the building at once, Delaware, Ohio.** Director Mona Reilly will be speaking to our chapter about the services that DJFS has to offer to individuals in Delaware County. We will go to dinner at a local restaurant following our meeting.

Don't forget to bring your food pantry donation for P.I.N.

See everyone on April 11th.

Believe in the Passion & Purpose of IAAP!

Sharon Cole, President 2010-2011, Delaware Chapter IAAP



HAPPY ADMINISTRATIVE PROFESSIONALS DAY!!!



Important Dates in APRIL 2011

Apr. 1—April Fool's Day

Apr. 2—Statewide LAN meeting at Quest Business & Conference Center, Polaris

Apr. 11—Delaware Chapter IAAP Meeting @ 5:30 pm

Delaware Jobs & Family Svs-Hayes Bldg, Mona Reilly, DJFS

Last minute Luncheon Prep, Vote for 2011-2012 Chapter Officers

Apr. 15—2010 Tax Filing Deadline

Apr. 22 - Earth Day & Good Friday—*plant a tree to honor someone's memory!*

Apr. 24 - EASTER

Apr. 27—APW Luncheon at Fraternal Order of Eagles #376, 127 E. William St.-11:30 am



Upcoming Events:

May 8—Mother's Day

May 9—Delaware Chapter IAAP Meeting @ 5:30 pm

DCBDD, 7791 Columbus Pike, Lewis Center

May 21-Armed Forces Day

May 30-Memorial Day



NOTE: Be sure to wear your IAAP pin and/or IAAP Name Tag or donate your 25 cents towards the Retirement Trust Foundation.

IAAP Websites

Delaware Chapter
iaap-delaware.com

Ohio Division
iaap-ohio.org

International
iaap-hq.org
community.iaap-hq.org

Retirement Trust Foundation
iaap-rtf.org

2011-2012 PROPOSED Slate of Officers

President

Sharon Cole

Secretary

Karen Phelps CPS

Treasurer

Robyn Davis

Membership Chairperson

Lynda Bennett CPS

NOMINATIONS ARE STILL OPEN!

**APRIL
Birthday's
Pam Abdon—22nd

Best Wishes!!!**



Membership Anniversaries

NONE

**Thanks to everyone for your
dedication to our Chapter!**

Monthly Civic Project

Be sure to bring your donation of needed items for the food pantry at
People in Need to our next scheduled IAAP Meeting:

<p>Canned Meats/Fish Noodles/Macaroni Pancake Mix (complete) Canned Pasta Boxed Dinners Kleenex Tissues** Canned Fruit Toothpaste** Saltine Crackers Spaghetti Sauce Potatoes-boxed/ instant Macaroni & Cheese</p>	<p>Coffee-Instant/perked Cereal-cooked/dry Peanut Butter Pudding Mixes Muffin Mixes Canned Fruit Juices Hot Chocolate- instant/mix Toothbrushes** Graham Crackers Cooking Oil/Shortening Cake & Frosting Mixes</p>	<p>Syrup Tea Bags Dry Milk Jelly Jell-O Soups Sugar Shampoo** Bar Soap** Dish Soap** Landry Detergent** Toilet Paper** Diapers/Wipes**</p>
--	--	--



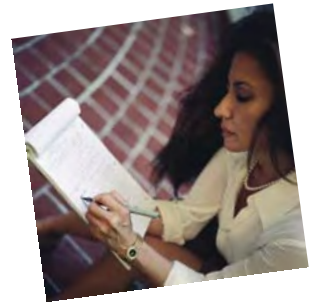







** Many of these items are not available to families to purchase with Food Stamps, so any/all donations are much appreciated.

MINUTES OF THE REGULAR MEETING
DELAWARE CHAPTER IAAP
MARCH 14, 2011

**CALL TO ORDER:**

President, Sharon Cole, called the meeting to order at 5:30 p.m. at NABI, 2338 US 42 S, DELAWARE, OH.

MEMBERSHIP PRESENT:

Lynda Bennett CPS, Diane Blevins CPS, Sharon Cole, Jean Noterman, Karen Phelps CPS and Mary Gay Williamson CPS.

MEMBERSHIP ABSENT:

We missed all of you - Pam Abdon, Emily Barger, Robyn Davis, Regina Glass, Jillian Johnson, Julie Miller, and Renee Rarick.

PROGRAM:

The luncheon flyers were assembled and inserted in envelopes. Refreshments were served by Linda Bennett CPS.

MINUTES:

The February 2011 minutes were approved as published.

TREASURER'S REPORT:

The Treasurer reported a total balance as of February 28, 2011 of \$1,756.49. The Treasurer's Report was filed for audit as published.

OLD BUSINESS:By-Laws.

Mary Gay Williamson CPS updated the Delaware Chapter By-laws and forwarded to members. At the meeting, she also presented the Ohio Division By-laws. Jean Noterman moved to accept the corrected Delaware Chapter By-laws as amended. Lynda Bennett CPS seconded.

Luncheon.

- Sharon Cole presented the luncheon meal information. Sharon will provide hot water and coffee. Tablecloths were discussed - pricing and color. It was decided to go with brown/green colors. Rather than use the flowers as centerpieces, we will try to assemble something zoo related. Also, containers will be present on the table for donations for the zoo. Jean Noterman will follow-up with Suzy Rapp.
- Discussion was held on the room arrangement at the Eagles. Presently, the guarantee is 55 people. It was estimated that we would see approximately 2.40 profit per person.
- It was decided to include in our advertisement to bring pop tabs for Ronald McDonald House. Lynda Bennett CPS will bring Ronald McDonald pop tab collection houses for guests to take back to work, set out for employees to use, and return for Ronald McDonald house.
- Sharon Cole will ask Renee Rarick to order minimum amount of Avery packets. Lynda Bennett CPS has some packets left from last year. Pendaflex will send door prizes. Office City will donate staple removers, and Temp office, salary guides.



Continued on the next page...

March 14, 2011 meeting minutes continued...

- Discussion was held on locations to post flyers: Buehlers, Library (send to Julie Miller), Meijer and Aldi.

IAAP Pin Donations were collected from members not wearing their IAAP badge. Funds will be donated to the Retirement Trust.

There were no People in Need donations for March.

NEW BUSINESS:

Sharon Cole, President, reported an invoice was received for the hosting fee (Dream Host) for our Web. It is for \$36 for one year. Lynda Bennett CPS moved to pay Dream Host. Seconded by Jean Noterman.

Nominating Committee - There were no volunteers. Discussion was held. Sharon Cole, President, will send out an email asking members to volunteer for Chapter officers.

ANNOUNCEMENTS:

The next meeting will be on April 11, 5:30 p.m. at the Delaware County Hayes Building, 140 N Sandusky St, Delaware, OH.

ADJOURNMENT:

The President adjourned the meeting at 7:35 p.m.

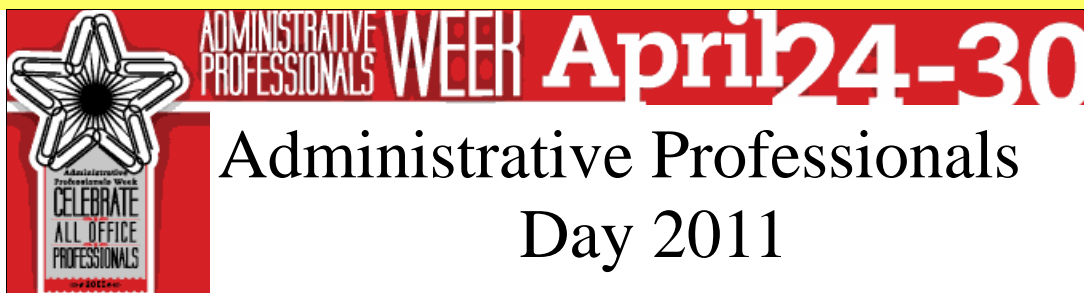
Respectfully submitted,
Karen Phelps CPS



APW Luncheon

**Wednesday, April 27, 2011
11:30 am to 2:00 pm
Fraternal Order of Eagles #376
127 E. William Street
Delaware, OH 43015**

**Please join us to
“Celebrate All Office Professionals”
during Administrative Professionals
Week!**



Administrative Professionals Day 2011

This year, celebrate all office professionals.

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone. **This year, celebrate all office professionals.**

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

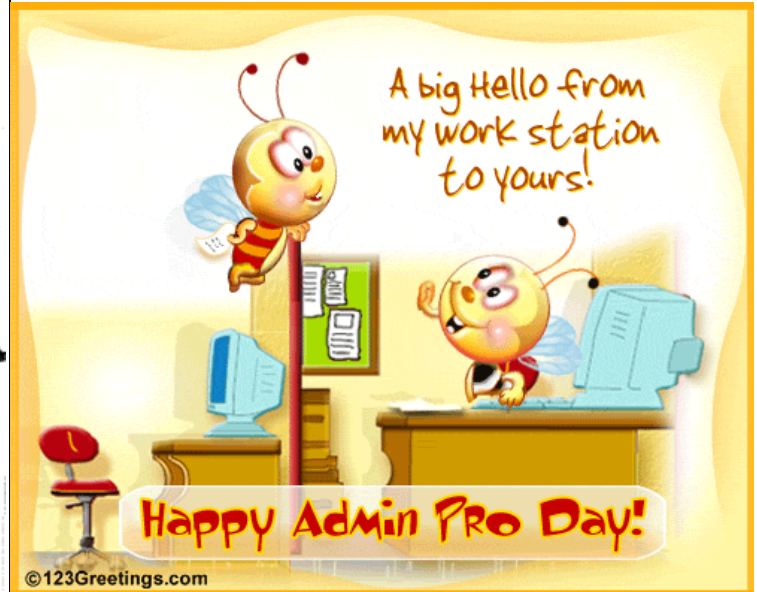
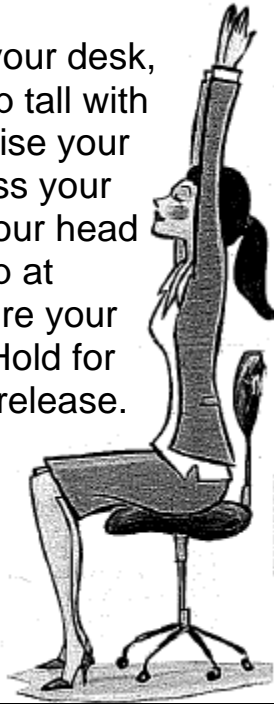
Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2011, **Administrative Professionals Week is April 24-30** with Administrative Professionals Day on **Wednesday, April 27.**

Hope to see you at the luncheon on April 27th!

Nix afternoon energy dips

If you're nodding off at your desk, try this stretch: Sitting up tall with both feet on the floor, raise your arms overhead and press your palms together. Drop your head back slightly and look up at your thumbs, making sure your shoulders are relaxed. Hold for five deep breaths, then release. This yoga pose, called Seated Warrior, aligns the chakras to enhance energy flow throughout the body.



Upcoming Events:

Statewide LAN Meeting—Saturday, April 2, 2011—Quest @ Polaris

Incoming Division Presidents Conference—April 15-16, 2011,
Kansas City, MO

Administrative Professionals Week—April 24-30, 2011

Administrative Professionals Day—April 27, 2011

Delaware's APW Luncheon-4/27/11 @ Eagles #376

CPS & CAP Exams—May 6-7, 2011

ODAM—June 24-25-26, 2011 at The Bertram Inn & Convention Ctr.,
Aurora



WEBSITE UPDATE: Our upcoming APW event is posted and invitations went out in March.

Reservation information is available on our website.

www.iaap-delaware.com