

IAAP Delaware Chapter

International Association of Administrative Professionals



Notes & Quotes January 2010

POWER
of
Commitment
Ohio Division

Home of the Little Brown Jug



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President's Message:

Chapter Members,

Happy New Year! I trust that you all had a great Christmas and I hope you have a wonderful New Year. I personally enjoyed spending time with all of my family and seeing the faces of my grandchildren light up. For those of you that were unable to join us on December 14th for our Christmas dinner, we surely missed all of you, but in turn you missed another delicious meal prepared by the women of the Liberty United Methodist Church.

It is hard to believe that our 2009-2010 Program year is almost half over. Where has time gone? But... we have much left to accomplish and I look forward to all of you stepping up for the *Power of Commitment*.

Once again, I want to say THANK YOU to our chapter members who helped to make our Christmas Civic Project Adopt-A-Family so successful again this past year.

As always I wish to express to each member how *important you are to this chapter*, and I continue to *encourage you to attend meetings* and work with the committees to make a difference in our Chapter.

Our next meeting is a Business Meeting and is scheduled for Monday, **January 11, 2010** at 5:30 pm at **Buehler's Main Street Café, 800 W. Central Ave.**, Delaware. I look forward to seeing everyone on January 11th.

Don't forget to bring your canned/boxed goods for the P.I.N. food pantry (description of items needed on page 6).

Sharon Cole, President 2008-2010, Delaware Chapter IAAP

Important Dates in JANUARY 2010

Jan. 1-New Year's Day

**Jan.11-(Mon.)-Delaware Chapter IAAP-
Business Meeting**

**And Initiation of our Newest Member
5:30 pm @ Buehler's Main Street Cafe,
800 W. Central Ave., Delaware**

Jan. 18-Martin Luther King Jr. Day



Important Dates in FEBRUARY, 2010

**Feb. 8-Delaware Chapter IAAP-Business Meeting
5:30 pm @ Buehler's Main Street Café',
800 W. Central Ave., Delaware**

Feb. 15-President's Day

Feb. 14-Valentine's Day

Feb. 14-Chinese New Year

Feb. 17-Ash Wednesday

[laap Websites](#)

Delaware Chapter
laap-delaware.com

Ohio Division
laap-ohio.org

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



2010!

**MINUTES OF THE REGULAR MEETING
DELAWARE CHAPTER IAAP
DECEMBER 14, 2009**

CALL TO ORDER:

President, Sharon Cole, called the meeting to order at 5:45 p.m. at Liberty United Methodist Church, Delaware, OH.

MEMBERSHIP PRESENT:

Lynda Bennett CPS, Diane Blevins CPS, Sharon Cole, 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, Jean Noterman, Renee Rarick, and Suzanne Schupp.

PROGRAM:

Christmas fellowship dinner and a small business meeting.

MINUTES:

Lynda Bennett CPS made a motion to accept the November 9, 2009 minutes as published. Diane Blevins CPS seconded. Motion carried.

TREASURER'S REPORT:

The Treasurer reported a total balance as of October, 2009 of \$1,610.95. The October Treasurer's Report was filed for audit as published.

The Treasurer reported a total balance as of November, 2009 of \$1,597.45. One correction was noted. Change the Income date from 10/13/09 to 11/13/09. Lynda Bennett CPS made a motion to accept as corrected. Seconded by Karen Phelps CPS. Motion carried.

OLD BUSINESS:

Initiation of our newest member, Regina Glass, will be postponed until January, 2010.

Membership Dues:

Sharon Cole reminded everyone that in order to save dollars next year, dues can still be paid with current rates through December 31, 2009. New membership rates go into effect January 1, 2010. Further information can be reviewed at membership@iaap-hq.org or 816-891-6600.

Web Site - Lynda Bennett CPS and Sharon Cole met with our Webmaster, Cory Grywalski. Cory has revamped a newer, faster look on our web site. Everyone check out our great Web site = www.iaap-delaware.com.

Discussion was held regarding advertising on our web site. We need to create some sort of brochure to detail the information and costs. There are many questions such as what size ad versus what cost to charge. Maybe use levels such as gold, silver, and platinum to distinguish various costs. How to set-up sponsors? Possibly create a link to their web sites. Selling a few ads would pay for itself.

Presently, Sharon Cole is looking for a picture of the quilt square we submitted in the past to use in place of the brown jug.

December 14, 2009 Chapter Meeting Minutes continued...

Civic Christmas Project - Chapter members felt the project went well. There were at least three gifts for each of the three children. Also, family gifts of cash and a Kroger card for groceries.

Note: There were eight members participating which represented 57% of the membership.

NEW BUSINESS:

CPS/CAP Classes - Lynda Bennett CPS and Diane Blevins CPS met with Mitch Buchanan on November 17 to discuss the CPS/CAP study classes. Mitch indicated that he is waiting on the new study books presently. His plans are to create an on-line study program. Also, he had feedback from Delaware Area Career Center Administrative offices that there is an interest in sitting for the exam.

2010 Luncheon - Sharon Cole indicated that the 2010 Salary Guides are out. She will ask Renee Rarick to help on this for distribution at the luncheon.

ANNOUNCEMENTS:

The next meeting will be on January 11, 5:30 p.m. at Buehler's Main Street Café, W. Central Ave., Delaware (dinner/business meeting).

ADJOURNMENT:

The President adjourned the meeting at 7:45 p.m.

Respectfully submitted,
Karen Phelps CPS



It's Never Too Late To Give The Gift of Membership

(an International Campaign)

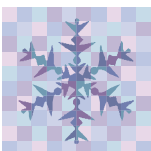
Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

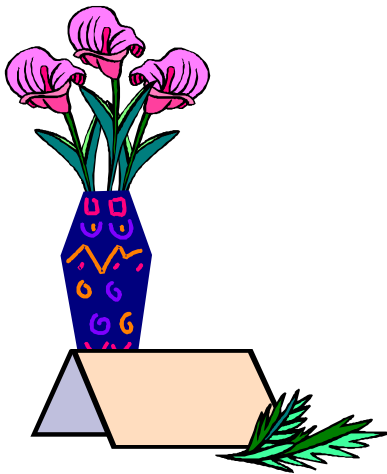
Don't let another day go by. Give the perfect gift, the Gift of Membership.

Best regards, Joy R. Johnston, Senior Manager, Membership and Distribution



JANUARY/FEBRUARY Birthday's

Robyn Davis—Jan. 23rd
Karen Phelps CPS—Feb.5th



Membership Anniversaries

Mary Gay Williamson CPS
-41 yrs/Jan.
Diane Blevins CPS-19 yrs/Feb.

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:

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



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



Syrup
Tea Bags
Dry Milk
Jelly
Jell-O
Soups
Sugar
Shampoo**
Bar Soap**
Dish Soap**
Landry Detergent**
Toilet Paper**
Diapers/Wipes**



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

Did You Know?

Avery Dennison Joined BOX TOPS FOR EDUCATION to help earn cash for schools!

For more information on Box Tops For Education, please visit

www.boxtopsforeducation.com or www.avery.com/btfe

Upcoming Events:

COLAN Meeting—March 20, 2010 hosted by The Harding Chapter
Statewide LAN Meeting-April 24, 2010 @ Marriott Columbus Northwest

CPS & CAP Exams—May 7 & 8, 2010

ODAM—June 2010 - Hilton Garden Inn/Perrysburg, OH

EFAM—July 18-21, 2010—Boston, MA



Buckeye Broadcaster Diamond Anniversary Edition—June 2010

WEBSITE UPDATE: Chapter Members—Please take a few minutes to visit our chapter website @ iaap-delaware.com and drop a line to our webmaster to let him know your thoughts (cgrywalski@gmail.com). He has been very busy making our website as **user friendly** as possible for us and all of our visitors. I think he deserves a huge THANKS for his work. I personally think it looks great! Wait—there is more to come as we have a few areas we are still working on.