

IAAP Delaware Chapter

International Association of Administrative Professionals

NOTES & QUOTES

January 2012

A Message from Sharon

Chapter Members,

Happy New Year! It is hard to believe that our 2011-2012 Program year is about half over. Where has time gone? We have much left to accomplish and I look forward to all of you helping to *Make This Chapter Remarkable*. Here is to a great year – 2012!

For those of you that were unable to join us on December 12th for our Christmas dinner at Tavern 42, we had a wonderful dinner, but missed all of you and hope you'll join us soon.

On December 7th, I hand delivered all the beautifully wrapped gifts for our Adopted Family to the People In Need office. We had a large bag of gifts for each of the two children and one smaller bag of family gifts which included a Kroger gift card and a Popcorn Tin. The staff at People In Need, Inc. were very pleased with the amount of gifts our chapter had donated and said that the family would be so grateful. Great Job Chapter Members – once again we pulled together for another awesome Civic project!

A reminder that ODAM 2012 is only a few months away (June 22-24) – make your reservations at the Downtown Cincinnati Hyatt now. This is a great way to meet other IAAP members to network and have a lot of fun. I do hope to attend ODAM this year.

President's message continued on Page 2



International Association of
Administrative Professionals®



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Inside this issue:

Start 2012 Happier Than Ever	2
Minutes of the Regular Meeting—December	3
Important Dates	4
December Treasurer's Report	5
Breakproof Your New Years Resolutions	6
ODAM 2012	7
Avery Box Top Challenge	8
Birthday Wishes & Anniversary Dates	9
Program Meeting Dates and Locations	10



PRESIDENTS MESSAGE CONTINUED:

Our next meeting is scheduled for **Monday, January 9, 2012 at 5:30 pm** at **NABI, Inc.**, 2338 US Rte. 42 South, Delaware, Ohio. Tim Buckley of Manpower will be speaking to us on the Job Market in Delaware County. Lynda Bennett CAP and Jean Noterman will have refreshments available.

In closing, please remember how important each member is to this chapter. I encourage all of you to attend meetings and work with the committees to "**Make this Chapter Remarkable!**"

Hope to see everyone January 9th!

Sharon Cole, President 2011-2012, Delaware Chapter IAAP



Start 2012 happier than ever!

1 Beat the blues with beef stew! This hearty winter dish is rich in flavor-and in vitamin B12, a nutrient that can slash your risk of depression 200%, according to the National Institute on Aging. And if you use unpeeled potatoes in your stew, you'll get a healthy dose of B6, which improves nerve function and erases irritability!



2 Sidestep stress by skipping! It may sound silly, but spending just a few minutes engaged in an activity that triggers happy childhood memories can rev the release of mood-lifting brain chemicals and lower levels of angst-inducing cortisol.



3 Release some inner sunshine with apricots! Just a whiff of this fruit helps erase crankiness and increase energy! Here's why: Aromatherapy studies show that sweet-smelling fragrances spur the release of dopamine and other happy hormones! Try lighting an apricot-scented candle, such as the Apricot Organic Orchard Fragrance Candle, \$7.73 from www.ScentedCandleShop.com.

4 Enjoy super-confidence with a luck charm! A new study out of Germany's University of Cologne reveals that arming yourself with a lucky charm-say, by carrying a particular penny, wearing a special item of clothing or spritzing yourself with the scent your mother wore—really does boost your confidence and increase your chances of success! Even crossing your fingers has a noticeably positive effect, the researchers say!

Minutes of the Regular Meeting
Delaware Chapter IAAP - DECEMBER 12, 2011

MEMBERSHIP PRESENT:

Lynda Bennett CAP, Diane Blevins CAP, Robyn Davis, Sharon Cole, Julie Miller, Karen Phelps CAP and Mary Gay Williamson CAP.

MEMBERSHIP ABSENT:

We missed all of you – Pam Abdon, Emily Barger, Regina Glass, Jillian Johnson, Jean Noterman, and Renee Rarick.

PROGRAM: Christmas Dinner and abbreviated meeting.

CALL TO ORDER:

President, Sharon Cole, called the meeting to order at 5:45 p.m. at Tavern 42, US 42, Delaware, OH.

MINUTES:

There was one correction to the November minutes. The last paragraph should read “Notes for the COLAN meeting on 10/29/11 were written and distributed by Lynda Bennett and Sharon Cole.” Lynda Bennett CAP moved that the November 2011 minutes be approved as corrected. Julie Miller seconded. Motion passed.

TREASURER’S REPORT:

The November Treasurer’s Report shows a total balance as of November 30, 2011 of \$1,425.97. The Treasurer’s Report was filed for financial review as published.

Note: The Holiday Bazaar fundraiser totals \$252 income plus another \$10 to date.

OLD BUSINESS:

Christmas Civic Project - Adopt a family: Sharon Cole, President, was happy we had such a good response for the Adopt a family.

NEW BUSINESS:

Sharon Cole, President, noted the following:

She reminded everyone that our January meeting will be at NABI. The program will be related to the job market in Delaware.

Our Chapter received a card from All Occasions. She will request a new menu from All Occasions for the luncheon.

The Chapter received a congratulations letter from Susan Straub CAP, President, Ohio Division, for our 58th anniversary.

Face book: Julie Miller emailed the Webmaster to obtain the admin password/user name. Sharon Cole will follow-up.

ADJOURNMENT: The President adjourned the meeting at 6:00 p.m.

Respectfully submitted, Karen Phelps CPS

Important Dates

- 1-1-2012** **New Years Eve** (Sunday)
- 1-9-2012** **Delaware IAAP Chapter Meeting @ 5:30 p.m.**
NABI, 2338 US 42 S,
Delaware, Ohio
Speaker on Job Market in Delaware
- 1-16-2011** **Martin Luther King Day**



JANUARY 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

UPCOMING EVENTS

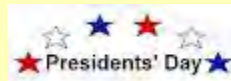
February 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

2-13-2012 **Delaware IAAP Chapter Meeting @ 5:30**
DCBDD, 7991 Columbus Pike,
Lewis Center, Ohio
Business Mtg., Webinar

2-14-2012 **Valentines Day**



2-20-2012



3 ways you can let go of your old clothes!

Make closet space-and make a difference!



✓ Be a fairy godmother!

Have a party or bridesmaid dress you no longer need? Donate it to the Princess Project, which will distribute it to a teen who can't afford a prom dress. Find out more at PrincessProject.org.

✓ Benefit your community!

Take adult dress shirts to an elementary school-they make great craft smocks for kids. Skirts, suits and ties can be used as costumes for plays at local high schools.

✓ Help others from home.

PickupPlease.org lets your donate your stuff without leaving home! Simply schedule a pickup online, then leave clearly labeled bags of clothing outside your door.

Break-proof your New Year's resolutions!

Made a New Year's resolution? Believe it or not, research shows that by January 7th, more than 30% of us have already given up on them! Good news: A few surprising study-proven tricks can help you reach those goals—and they're not what you expect! In fact, researchers are finding some of the advice they used to believe is actually wrong—which is probably why your resolutions haven't worked for you before! Instead, try:



Keeping 'em to yourself-*really!* Experts used to say that the best way to keep a resolution was telling everyone you knew so they could help you along. But brand -new research reveals the opposite is true! Talking about your goals actually makes you less likely to achieve them, reveals researcher Derek Sivers. The simple act of talking about what you intend to do activates the same pleasure centers in the brain as really completing the task, giving you a sense of closure without doing any of the work, he says. **Make it stick by...** waiting until you have something to brag about—say, you've been jogging every day for three weeks-before spilling the beans!

Making just one resolution!

It's easier to focus on one goal at a time, and science confirms we have only a limited amount of willpower. "so multi-tasking-like resolving to quit smoking while trying to lose weight-is almost setting yourself up for failure."

Turns out, the brain region responsible for self-control has trouble resisting temptation if it's over-tasked. **Make it stick by...** tackling one goal at a time, and breaking it down into manageable steps.



Accepting setbacks! Feel guilty when you slip up—say, after having a muffin when you've resolved to diet—and considering giving up your goal? Don't let it get you down: The average person slips up 14 times before succeeding! And here's some more inspiring news: 71% of successful resolvers credit those slip-ups with their ultimate success, because every mistake teaches them something that helps them! **Make it stick by...** not beating yourself up over a mistake. Instead, think of it as a bump on the road—and use it to give you extra motivation!

Writing it down! Amazing but true: Simply jotting your resolution down on paper makes you 83% more likely to achieve your goal. Research shows. Another study found that those who wrote down their goals were still successful after six months, while just 4% of those who didn't write them down were still going strong! **Make it stick by...** writing your resolution down every few days in a diary or even on a scrap of paper. This works for two reasons says Debbie Mandel, author of *Addicted to Stress*. "First, it makes you more mindful of it, so you take it more seriously." And also, the simple physical action of writing it down stimulates the brain to retain it and consider it a higher priority, giving you a great emotional connection to it.

Did you know?

Scientists say it takes 21 consecutive days for a new resolution to become a habit.




Save-the-Date!
For the 2012 Ohio Division Annual Meeting

We are happy to announce that room reservations for ODAM 2012 (June 22 - 24, 2012) at the Hyatt Regency - Cincinnati are now open. Come early or stay late, to enjoy all that Cincinnati has to offer, as the room block is now open for the special ODAM rate between the dates of June 20 - 25, 2012.

All guest rooms will come with complimentary Internet access. Feel free to select from the following styles of rooms, beginning with our most discounted rate (plus tax):

Double/Double =	\$116.00
Double River View =	\$136.00
King River View =	\$136.00
Business Plan Double Room =	\$141.00
Business Plan King Room =	\$141.00



All you have to do is follow this link for the online Passkey web-based reservations:

<https://resweb.passkey.com/go/fiaa>

You may also call the hotel directly at 1-888-421-1442 and refer to the Ohio Division Annual Meeting room block and special rate.

If you've been on the fence about attending ODAM, let 2012 be the year – Making the Leap to Remarkable for continuing education, business sessions and networking with your fellow Ohio division members!



If you have questions or would like additional information, please contact Ohio Division Vice President, Jennifer Stoff, CPS/CAP at jennifer.iaap@gmail.com



Avery Box Tops Challenge



What is the Box Tops Challenge?

The IAAP/Avery “Box Tops Challenge” program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery “Box Tops for Education” initiative in accordance with the Avery program parameters.

The incentive program contains the following:

- An education grant in the amount of \$2,000 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Tops coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible. These four chapters will be recognized following the Avery Great Results awards program at EFAM.
 - The program will run from July 1st to April 30th each year.
 - Chapters will report year-end collection results to IAAP between May 1st and May 15th supported by a completed and signed [Redemption Form](#).
 - Each participating IAAP chapter president will identify a program coordinator to receive program information from the chapter president and assist with year-end reporting and local public relations.
 - While the Box Tops for Education program is not available in Canada, Canadian chapters may “adopt” a US school to support.
 - Avery will provide each participating IAAP chapter with a certificate of appreciation
 - Avery will include an “honor roll” listing of those chapters participating in the Challenge at their Office Expo booth in upcoming years at the IAAP Education Forum and Annual Meeting.
 - A [brochure](#) and [PowerPoint presentation](#) are also available to chapters to help educate members about Avery's Box Tops for Education program.
- Please also [subscribe to the Avery Box Tops Challenge discussion group](#) to discuss with other chapters best practices for managing your Box Tops program.

Step 1

Identify a local elementary or middle school in your community (check out www.localschooldirectory.com for a listing of all schools in your area)

Step 2

Have your Chapter's Box Tops program coordinator contact the school and ask to speak to their Box Tops for Education coordinator. Let them know you want to support their school!

Step 3

Start clipping and collecting coupons. Involve your company/organization, place of worship, health club, family and friends.

Step 4

Complete the [Redemption Form](#), deliver your coupons and make a difference. Don't forget to participate in the [Avery BoxTops Challenge discussion group](#) to learn what other chapters are doing to make their program a success!

For questions about the Avery Box Tops Challenge, please contact

Maureen Tarango,
Consumer Development
Specialist, at
800-556-0786 or
by email at
iaap-officeproducts@averydennison.com.

Happy Birthday

Robyn Davis—23rd



Happy Anniversary

Mary Gay Williamson—43 Years

Thanks to everyone for your
dedication to our chapter!



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



7 days of Inspiration

Take one a day...and feel great
all week!

DAY 1

Your ideas are worth sharing.

DAY 2

Beauty comes in many forms.
You're one of them!

DAY 3

You make someone happy.

DAY 4

Your dreams deserve more
attention than your worries.

DAY 5

A small act of kindness can
make a huge difference.

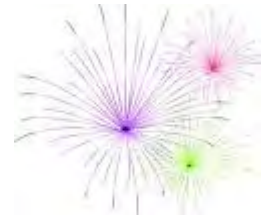
DAY 6

You're more important to more
people than you know!

DAY 7

Determination is what drives
success. Fill up your tank!

2011-2012 PROGRAM MEETING DATES/LOCATIONS



JANUARY 9, 2012

5:30 P.M.

Refreshments Lynda/Jean

NORTH AMERICAN BUS INDUSTRIES

2338 US 42 S, DELAWARE, OHIO

Tim Buckley, Manpower— Job Market in Delaware County

FEBRUARY 13, 2012

5:30 P.M.

Refreshments Sharon Cole

DCBDD, 7991 COLUMBUS PIKE, LEWIS CENTER

Ohio Division Website training or Membership

Business Meeting, Webinars

MARCH 12, 2012

5:30 P.M.

Refreshments Karen/Lynda

NORTH AMERICAN BUS INDUSTRIES

2338 US 42 S, DELAWARE, OHIO

Luncheon Preparation—Appoint Nomination Committee

APRIL 9, 2012

5:30 P.M.

Dinner Meeting

DONATO'S, 122 S. SANDUSKY ST., DELAWARE, OHIO

Last Minute Prep—Luncheon, Business Meeting, Nomination Committee—Slate of Officers

APRIL 25, 2012

ADMINISTRATIVE PROFESSIONALS WEEK APRIL 23-27

IAAP Luncheon / Program—EAGLES LODGE

127 E. WILLIAM STREET, DELAWARE, OHIO

Presentation: Kristine Majda, Esselte, Pin Donation

Catered by All Occasions

MAY 14, 2012

5:30 P.M.

Refreshments—Off Site

DELAWARE AREA CAREER CENTER

ROUTE 23 SOUTH, DELAWARE, OHIO

Telephone Etiquette, Vote on 2012-2013 Draft Budget, Summarization of Program Year

JUNE 11, 2012

5:45 P.M.

Dinner Meeting

BUEHLER'S COMMUNITY ROOM, WEST CENTRAL AVENUE, DELAWARE, OHIO. Dinner served @ 6:00 p.m.

Installation of 2012-2013 Officers, Approve 2012-2013 Budget

