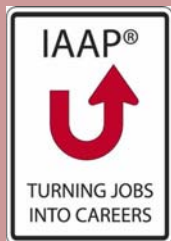




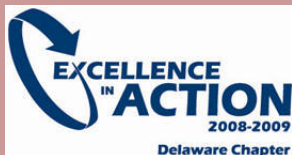
Notes & Quotes

Home of the Little Brown Jug

JUNE 2009



2008-2009
International Division



2008-2009
Ohio Division

President's Message:

Chapter Members,

As the 2008-2009 program year winds down to an end, I reflect back on what our chapter has accomplished this past year: 9 successful chapter meetings, hosted an informative and well attended CO-LAN meeting, giving so generously to our adopted family thru P.I.N. at Christmas, another great APW luncheon and the gain of a new chapter member – **WELCOME Regina Acker**. We all have a great deal to be proud of.

I'd also like to take this opportunity to **shout out** a special **THANK YOU** to our 2008-2009 chapter officers: Suzanne Schupp, PTA/CMRS – Recording/Corresponding Secretary; Diane Blevins CPS – Treasurer; Lynda Bennett CPS – Membership Secretary and Renee Rarick – Newsletter Editor. You have done a great deal for our chapter this past year and I know that all your talents and effort have been much appreciated by our entire membership.

We have a great deal to accomplish at the June 8th meeting – voting on the 2009-2010 Slate of Officers (we did not have quorum at the May meeting), initiation of our newest member, and installation of the 2009-2010 officers. We have a great dinner menu planned and the cost is \$10.00 per person, payable to our chapter. Please plan on attending and get your reservation into Diane Blevins CPS by June 5th – 3:00 pm.

As I mentioned in the last newsletter, I'd like to ask everyone to brain storm about our programs for the 2009-2010 program year. If you have any ideas between now and August 1st, please email them to me as they pop into

your head. I'll keep track of your ideas and present them to our Program Committee members in early August.

Diane, Mary Gay and I will be attending the ODAM (Ohio Division Annual Meeting) June 26-28, 2009 at Cherry Valley Lodge in Newark. It's never too late to join us for this fun filled weekend.

Mary Gay Williamson CPS will be attending the International Education Forum and Annual Meeting (as our Delegate) July 26-29, 2009 at the Minneapolis Convention Center in Minneapolis, Minnesota.

Our next meeting is scheduled for Monday, June 8, 2009 at 5:45 pm at the Liberty United Methodist Church in Hyatts, 6000 Liberty Road. I look forward to seeing everyone on June 8th.

Bring your food pantry donation for P.I.N.

Sharon Cole, President,
Delaware Chapter IAAP

President
Sharon Cole
coleslaw58@yahoo.com

Treasurer
Diane Blevins CPS
dblevins@dcbdd.org

Recording Secretary
Suzanne Schupp
sschupp@columbus.rr.com

Membership Secretary
Lynda Bennett CPS
lynda.bennett@nabiusa.com

WebMaster
Cory Grywalski
cgrywalski@gmail.com

Newsletter Editor
Renee Rarick
bowtiexxx@hotmail.com

Important Dates in JUNE 2009

June 8, 2009

Dinner Meeting RSVP to Diane By Friday 6/5 @ 3:00

Liberty United Methodist Church @ Hyatt's
6000 Liberty Road N.

Installation of 2009-2010 Chapter Officers

Initiation of New Members

Brain Storm session for 2009-2010 chapter programs

Bring your P.I.N. donation/On-going Civic Project

Dinner—\$10.00 Per person



June 21, 2009

Happy Father's Day!

laap Websites

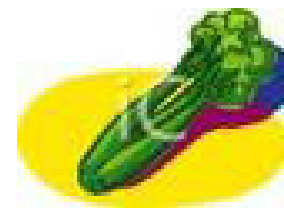
Delaware Chapter
laap-delaware.com

Ohio Division
laap-ohio.org

International
laap-hq.org

Q What a waste! My celery goes limp or dries out after a couple days in the fridge!

A To retain celery's freshness for up to two weeks, remove the store's plastic sleeve, wrap celery in aluminum foil and place it in the crisper, says Donna Smallin, author of *Cleaning Plain & Simple*. To perk up already-wilted celery, put cut stalk bottom in a jar of cool water for five minutes.



MEETING MINUTES – May 11, 2009

CALL TO ORDER: The regular meeting of the Delaware Chapter IAAP was called to order by the President, Sharon Cole at 5:40 p.m. at the Delaware County Board of DD, 106 Stover Dr., Delaware, OH.

MEMBERSHIP PRESENT: Lynda Bennett CPS, Diane Blevins CPS, Sharon Cole, Jean Noterman, and Mary Gay Williamson CPS.

MEMBERSHIP ABSENT: We missed all of you – Pam Abdon, Emily Barger, Betty Brown, Robyn Davis, Jillian Johnson, Julie Miller, Karen Phelps CPS, Renee Rarick, Gloria Shenkle, new member Regina Acker and Suzanne Schupp, PTA/CMRS

PROGRAM: Achieve - Gain Thru Work – Diana Middleton

MINUTES: The minutes for April 2009 were tabled until June 8, 2009 meeting as not available.

TREASURER'S REPORT: The April 2009 Treasurer's report published in the May 2009. Newsletter was filed for audit.

NEW BUSINESS:

Website Research

Cory Grywalski, the chapter's Webmaster, spoke on research he is doing regarding the cost of the website. The chapter is currently paying \$108 per year to Mid-Ohio. Net which is our current website host. The fee includes 1 e-mail account and 1 mb of storage. This does not include domain renewals. In his research Cory has come across a company named Dreamhost. The fees for Dreamhost hosting our website would be \$36.00 per year. This does not include domain renewals. The fee would include 100gb of storage, unlimited bandwidth, up to ten e-mail accounts. This change could save the chapter on fees, provide faster service, increase chapter's e-mail capacity and increase storage capacity. Cory will be contacting Mid-Ohio. Net to reconfirm what the chapter's current agreement with them in terms of fees and services. When Cory has gathered all the information than he will come to the chapter's business meeting to present his findings and for the chapter members to make a decision.

Discussion was held on possible speakers, topics and location for the 2010 APW Luncheon. Some members did not realize that Room G35 in the Hayes Building will no longer be available for meetings, seminars, etc. Mary Gay Williamson CPS volunteered to check out the future availability status of Room G35 in the Hayes Building. One possible speaker and topic for the 2010 APW Luncheon is Diana Middleton, who spoke at tonight's meeting on Achieve – Gain Thru Work.

Fundraisers-Past & Future A list of past fundraisers as well as new prospective fundraisers was distributed to members present at the meeting but due to a lack of a quorum of members at the May meeting; discussion was tabled till the June 8, 2009 meeting. The list of fundraisers will be in the June newsletter so all members have a chance to review it prior to discussing at the meeting.

June 8th Dinner Meeting Menu Selected The menu was picked by the members present at the meeting for the dinner at The June 8th meeting. The menu will be in the June newsletter for all members to review.

Reservations are due to Diane Blevins CPS by 3:00 FRIDAY, June 5th. Diane can be reached at (740) 368-5801 ext. 324 or dblevins@dcbdd.org.

Meeting Minutes Continued:

OLD BUSINESS:

Civic Project—Sharon Cole collected the PIN donations from members attending tonight's meeting to deliver to People in Need.

2009 APW LUNCHEON

Members present thought that the luncheon went well. Food was good and the speakers were fine. Attendance was better than we had thought it might be due to the economy but we thought that the fact we kept the price very reasonable helped contribute to the attendance. Cheryl Felton had everyone up, exercising, energized and laughing. Participants had overall good comments concerning the luncheon. The Luncheon Income and Expenditures Report was discussed. The luncheon loss \$232.46. The Luncheon Income and Expenditures Report will be in the June 2009 newsletter.

2009-2010 Slate Of Officers Vote

Due to not having a quorum of members present at the meeting, the vote on the slate of officers was tabled until the June 8, 2009 meeting. The slate of Officers for 2009-2010 is President – Sharon Cole, Treasurer – Diane Blevins CPS, Recording Secretary – Karen Phelps CPS and Membership Chair – Lynda Bennett CPS.

ANNOUNCEMENTS: The next IAAP meeting will be on June 8, 5:45 p.m., at the Liberty (Hyatt) UM Church at 6000 Liberty Road Powell, Ohio.

ADJOURNMENT: The Treasurer, Diane Blevins CPS, adjourned the meeting at 7:00 p.m.

Respectfully submitted,
Diane R. Blevins CPS
Chapter Treasurer



Land your dream job!

WEAR YOUR BEST SHOES!

In a new survey, more than 70% of all interviewers admitted to checking out a job seeker's shoes to find out more about them! "Employers look for nonverbal cues to see who you really are, and shoes are an easy way to do that." explains Ed Guy of Nation Staff Recruiting in New York. The preferred shoe, according to the pool? Closed toe with a small heel.

ASK THIS QUESTION!

When your potential boss asks if you have any questions, say, "What qualities do your most successful employees have?" A survey found 98% of employers think more highly of job seekers who ask this question. Why? It not only makes you appear motivated, but the answer lets you know exactly what the interviewer is looking for-so you can tailor your future responses to come across as even more qualified.



2009 DELAWARE CHAPTER'S APW LUNCHEON REVENUES AND EXPENSES

REVENUES		EXPENSES	
IAAP Educational Gift Certificate (Used \$69.00 of \$75.00 value)	\$69.00	IAAP Complete Office Handbook Door Prizes (3)	\$69.00
Postage Donation from D Blevins Remailed 3 invitations returned with new forwarding address on 3/26/2009	\$1.26	Postage for APW Luncheon Invitations Remailed 3 invitations returned with new forwarding address	\$91.14 \$1.26
Reservations 58 meals @ \$15.00 per meal	\$870.00	Robinson's Flowers for the floral arrangements at APW Luncheon	\$42.70
		All Occasions Catering for the buffet for the APW Luncheon (61 meals)	\$762.12
		Brown Publishing Company for the advertisements ran in the Delaware Gazette on 4/8/09 and 4/18/09 and The Sunbury News on 4/9/09 and 4/16/09	\$206.50
	\$940.26		\$1,172.72
Profit/Loss on 2009 APW Luncheon			(\$232.46)

Thank you to the following members, businesses, employers who donated items to the IAAP Luncheon

Avery Dennison - Avery sample packets

Daisy B's Designs, Ltd. - Spa basket door prize and individual boxes for each guest

Delaware Chapter IAAP - Home Interior candles for speakers gifts.

Delaware County - Use of Room G35 at the Hayes Building

Lynda Bennett CPS - her time to print all materials needed for the luncheon and the donation of 23+ door prizes

NABI, Inc. - paper and printing of newsletters, brochures, membership material, programs, invitations, etc.

Renee Rarick - Avon products for speakers gifts

Sharon Cole - Buckets (4) for flower arrangements, several door prizes, wrapping paper for door prizes/speakers gift buckets, note pads and Ande's mints for speakers gifts.

JUNE Birthday's

Gloria Shenkle—June 13th



Membership Anniversaries

Betty Brown—32 Years

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.

Silent Auction



JUNE is almost here!
Don't FORGET your
SILENT AUCTION Item

**2009 Silent Auction Proceeds –
 100% to the Ohio Division Past Presidents Scholarship
 Fund**

PLEASE Support the Silent Auction and have fun bidding on your favorite item at the Ohio Division Annual Meeting at the Cherry Valley Lodge – June 26 – 28. There will be some small \$\$ value items again this year.

Need ideas?

Sweepers

Office Supplies

Event Tickets

Afghans/Quilts

Coolers

Brief Cases

Gift Certificates

Lottery Tickets

Cook Books

Coffee Pots

Table Lamps,

Clocks

ALL types of Baskets (picnic, sporting team theme, chocolate, personal items, office items, food items, snacks, etc.) and CASH.

Silent Auction Items/Questions – Contact Mary Lou Wilton CPS/
 CAP at 330-495-4816 or mlwdw@sssnet.com

Donate a golf item and/or cash to help with prizes for the Golf Outing – Friday, June 12th! Sign up to play! Contact Mike or Sue Zacher (440-358-9787) for more information.



CERTIFICATION UPDATE (08/09 #4)

A publication for Chapter and Division Certification Chairs
(with courtesy copy sent to Chapter and Division Presidents and President-Elects)

Chapter and Division Certification Chairs, you have done an awesome job in this *Excellence in Action* year getting information out about the IAAP certification programs. Thank you for a **Great Job!!**

This is the final issue of the **Certification Update** for the 2008-2009 year. It includes information on new certification emblematic merchandise, upcoming changes in the fees **nonmembers** will pay for the CPS and CAP exams, future exam and deadline dates, additional information on the 2009 Certification Conference, and a reminder of recent changes to the recertification program.

Certification Emblematic Merchandise

We are pleased to announce new certification emblematic merchandise is now available to purchase through the IAAP Bookstore. There are CPS, CAP, and CPS/CAP paperweights; CPS, CAP, and CPS/CAP desktop business card holders; and jeweled CPS and CAP pins (these do not replace the official pins provided by International when an individual attains the CPS or CAP rating).

Exam Fees effective with the November 2009 exams

	CPS Exam	CAP Exam
Members (no change in fees)		
Processing Fee	\$ 50	\$ 50
Registration Fee – all parts*	\$ 160	\$ 210
Registration Fee – retakes	\$ 60 per part	\$ 60 per part
Part 4 of CAP exam only**		\$120
Nonmembers (new fees)		
Processing Fee	\$ 85	\$ 85
Registration Fee – all parts*	\$250	\$300
Registration Fee – retakes	\$100	\$100
Part 4 of CAP exam only**		\$160

*New candidates apply to take either the three-part CPS exam or the four-part CAP exam and must take all parts on their first attempt; CPS exam candidates will take three parts – CAP exam candidates will take four parts. **CAP candidates do not receive the CPS rating upon passing Parts 1-3 of the CAP exam.**

**Individuals with an active CPS rating may apply to take Part 4 only of the CAP exam.

Future Exam and Deadline Dates

The deadline for applying to take the November 6-7, 2009, CPS or CAP exam is August 15, 2009.

New candidates will find the Certification Application Packet at <http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>. Eligible retake candidates will receive a personalized Registration Form by the end of July.

Certification Update Continued:

Candidates applying after the deadline will pay a \$50 late fee. Late applications will be accepted only until August 31, 2009; this is a receipt date, not a postmark date. Applications received after August 31, 2009 will automatically be processed for the May 2010 exams.

2009 Certification Conference

Registration for the 2009 Certification Conference, *Sharp Skills for Tough Times*, will open June 1 for those with an active CPS or CAP rating. Space permitting, regular registration for those not certified will open August 1.

Location: Portland OR

Hotel: Portland Marriott Downtown Waterfront

Room Rate: \$189 single or double plus applicable taxes

Registration Fees:

Early Bird – June 1-July 31 (active CPS and CAP holders only)
\$525 IAAP members / \$605 nonmembers

Regular Registration – August 1-September 21
\$615 IAAP members / \$725 nonmembers

Watch for additional details and registration [here](#).

Recertification

Remember to share with CPS and CAP holders the changes to the recertification program effective January 1, 2009.

Categories from which to earn the required 90 points:

Education – up to 90 hours; a minimum of 30 hours is required

Experience – a maximum of 30 points

Leadership – a maximum of 30 points

Elective – a maximum of 30 points

Changes in accepting recertification packets and fees:

Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee. All recertification points need to be earned within the original five year time limit, and if approved, recertification will be back-dated to that time. This new process is not retroactive.

To assist members and guests to attain these needed points, make sure to work with your program chairman to request recertification points for your chapter and division educational programs. The educational programs must be at least one-hour in length and must cover topics relevant to the exam outline; (business meetings are not eligible for recertification points).

Details on requesting recertification points for chapter and division educational programs can be found [here](#). Please submit the request to certification@iaap-hq.org at least two (2) weeks prior to the program. Programs cannot be approved after the fact. All program requests received at certification@iaap-hq.org are acknowledged within 24 hours (unless received on the weekend). If you do not receive that e-mail confirmation, please send a follow-up message.

2008—2009 Monthly Chapter Program Meetings

<p>Jun. 8, 2009 Dinner Meeting RSVP to Diane By Friday 6/5 @ 3:00</p>	<p>Liberty United Methodist Church @ Hyatt's 6000 Liberty Road N. Installation of 2009-2010 Chapter Officers Initiation of New Members Brain Storm session for 2009-2010 chapter programs Bring your P.I.N. donation/On-going Civic Project Dinner—\$10.00 Per person</p>
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Here is the menu chosen at the May 11th meeting for our dinner meeting on
Monday, June 8, 2009 – 5:45 pm at Liberty U.M. Church @ Hyatt's.
Cost = \$10.00 per person.

Meat/Main Dish (2)

Chicken and Noodles
Meatloaf

Potato/Side Dish (1)

Mashed Potatoes

Vegetable/Side Dish (1)

Green Beans

Salads and Dressings (1)

Tossed Salad w/French, Italian,
or Ranch dressing

Dessert (2)

Cherry Pie
Hummingbird Cake

Beverages

Ice Tea
Lemonade

Dinner Reservations due
to Diane Blevins CPS
by **Friday, June 5th by 3:00**
call me at **740-368-5800 x324**
or email me at **dblevins@dcbdd.org!**

Thanks



MEDINA COUNTY CHAPTER FULL BOARD MEETINGS

February 3, 2009 May 5, 2009

Held at the Medina County Library's Conference Room 3A @ 5:30 p.m.



INTERNATIONAL CONVENTION & EDUCATION FORUM

July 26-29, 2009	Minneapolis Convention Center - Minneapolis, Minnesota
July 18-21, 2010	Hynes Convention Center - Boston, Massachusetts
July 24-27, 2011	Montreal Convention Center - Montreal, Quebec
July 22-25, 2012	Gaylord Texan Resort - Gaylord, Texas
July 28-31, 2013	Anaheim Convention Center - Anaheim, California
July 27-30, 2014	Milwaukee Convention Center - Milwaukee, Wisconsin

Official business meeting of IAAP

**1½ days of educational seminars and opportunities
See the latest and greatest in office technology and supplies!**

CERTIFICATION CONFERENCE

October 18-21, 2009	Marriott Hotel - Portland, Oregon
October 17-20, 2010	Hilton Seelbach - Louisville, Kentucky

Another great alternative to obtain education



PROFESSIONAL EDUCATION CONFERENCE

March 9-11, 2009	Gaylord Opryland Resort - Nashville, Tennessee
March 8-10, 2010	Grand Sierra Resort - Reno, Nevada

No official IAAP business—only education

CPS and CAP EXAMS

May 1-2, 2009	Application deadline is February 15
November 6-7, 2009	Application deadline is August 15

Don't forget to recertify every five years from the date of your test!



NEOLAN (NORTHEAST OHIO LOCAL AREA NETWORK) MEETING

January 17, 2009	Hosted by the Yo-Mah-O Chapter
May 23, 2009	Hosted by the Medina County Chapter at the Medina County District

STATEWIDE LAN MEETING

April 4, 2009
Location to be announced

OHIO DIVISION ANNUAL MEETING (ODAM)

June 26-28, 2009 "The Great Escape" at Cherry Valley Lodge - Newark, Ohio
Sponsored by the Athens and Harding Chapters



ADMINISTRATIVE PROFESSIONALS WEEK AND DAY

Administrative Professionals Week®

April 19-25, 2009
April 18-24, 2010
April 24-30, 2011
April 22-28, 2012

Administrative Professionals Day®

April 22, 2009
April 21, 2010
April 27, 2011
April 25, 2012

**Administrative Professionals Week is always observed annually during the last full week in April.
Administrative Professionals Day is observed annually on the Wednesday of Administrative Professionals Week.**

