

# IAAP Delaware Chapter

International Association of Administrative Professionals



## Notes & Quotes June 2010



### President's Message:



Chapter Members,

As the 2009-2010 program year winds down to an end, I reflect back on what our chapter has accomplished this past year: 6 successful chapter meetings, 3 chapter business meetings, our chapter was represented at most every CO-LAN meeting, giving so generously to our adopted family thru P.I.N. at Christmas, our monthly P.I.N. donations, and another outstanding APW luncheon. 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 2009-2010 chapter officers: Karen Phelps CPS – Recording/Corresponding Secretary; Diane Blevins CPS – Treasurer; Lynda Bennett CPS - Membership Secretary and Cory Grywalski - Webmaster. 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 14<sup>th</sup> meeting – tour of the Conference Center at North Pointe, dinner, and installation of the 2010-2011 officers. Please plan on attending and **get your reservation into Diane Blevins CPS by June 10<sup>th</sup> – 3:00 pm.**

Since we are about to embark on a new program year, I'd like to ask everyone to brainstorm about our programs for the 2010-2011. If you have any ideas between now and August 1st, please email them to me as you think of them. I'll keep track of your ideas and present them to our Program Committee members in early August.

Mary Gay Williamson CPS will be attending the International Education Forum and Annual Meeting (as our Delegate) July 18-21, 2009 Boston, Massachusetts.

Our **next chapter meeting is scheduled for Monday, June 14, 2010 at 5:30 pm at The Conference Center at North Pointe, 9243 Columbus Pike, Lewis Center, Ohio. Directions are located on Page 2.** I look forward to seeing everyone June 14<sup>th</sup>. **Bring your PIN donation! Wear your IAAP Pin/Name Badge!**

*Sharon Cole, President 2008-2010, Delaware Chapter IAAP*

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**Happy Father's Day!**

**President/Newsletter Editor**  
Sharon Cole

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**Treasurer**  
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**Webmaster**

Cory Grywalski

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## **Directions to The Conference Center at North Pointe:**

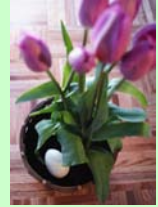
**From Delaware, take Route 23 South to the intersection of Powell Road and Route 23. Turn LEFT onto Powell Road and make a RIGHT into the first driveway on your Right. Go straight to the Stop Sign (there will be a parking lot near the tallest building on the grounds), turn LEFT, then RIGHT under walkway area. Hotel on the Right and is a 3-story brick building. Park at the Hotel. We will meet Erin Ellis for our tour, then go to the dining room for dinner afterwards.**

**If you get lost, call my cell phone (740-272-7924). Thanks!**

**Sharon**

Important Dates in JUNE 2010

**June 14—Delaware Chapter IAAP Meeting @ 5:30 pm @  
The Conference Center at NorthPointe, Lewis Center**



June 14—Flag Day  
June 20—HAPPY FATHER'S DAY  
June 25-27-ODAM, Perrysburg  
Sharon, Diane, Mary Gay attending.



**There are No chapter meetings in July or August, 2010.  
The Program Committee will schedule a meeting in August  
to work on the 2010-2011 Programs. If you have any ideas or  
suggestions for our upcoming chapter meetings, please  
send them to me. Thank you!**

July 4th—Celebrate Independence Day!

IAAP Websites

Delaware Chapter  
[iaap-delaware.com](http://iaap-delaware.com)

Ohio Division  
[iaap-ohio.org](http://iaap-ohio.org)

International  
[iaap-hq.org](http://iaap-hq.org)  
[community.iaap-hq.org](http://community.iaap-hq.org)

Quote of the Month

Brought to you by Dove Chocolates

**Inspire others to be there  
best by being your best.**

Christina, New York, NY

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



**MINUTES OF THE REGULAR MEETING  
DELAWARE CHAPTER IAAP  
May 17, 2010**

**CALL TO ORDER:**

President, Sharon Cole, called the meeting to order at 7:20 p.m. at Donatoes Pizza, Delaware, OH.

**MEMBERSHIP PRESENT:**

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

**PROGRAM:**

The program was held at the People in Need facility on Johnson Drive, Delaware, OH. Our facilitator was Dorothy Spain who gave our group a tour of the new facility and overview of how it all comes together.

**MINUTES:**

The April 2010 minutes were approved as published.

**TREASURER'S REPORT:**

The Treasurer reported a total balance as of April 30, 2010 of \$1,591.91. The April Treasurer's Report was filed for audit as published. The Luncheon breakdown will be in next month's newsletter.

**OLD BUSINESS:**

2010 Luncheon - Everyone felt it was one of the best luncheons with many good comments from participants.

Civic Project - There were donations made at the PIN facility on an individual basis.

2010 Christmas Civic Project: There were no Christmas donations for May.

Retirement donations were collected from non-pin wearers. Also, birthday money was collected.

Sharon Cole, President, announced she had finalized the Ohio Division Annual Report.

CPS/CAP Classes not to be held at this point. No additional news available.

ODAM: Lynda Bennett CPS reported that the silent auction item that our chapter wanted to donate to ODAM is not available. Sharon and Lynda will continue to pursue an item to donate.

**NEW BUSINESS:**

Fundraiser ideas were presented by Lynda Bennett CPS. Discussion was held by all.

Reservations need to be made to Sharon Cole, President, for our June dinner meeting at Northpointe. Sharon needs reservations to be made early.



**JUNE**  
**Birthday's**  
*None*



**Membership Anniversaries**

*None*

**Congratulations to Kelsey Davis, Class of 2010!**  
Kelsey is the daughter of chapter member Robyn Davis.  
Best of luck with college in 2011!



## 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.

## CIVIC PROJECT AND RETIREMENT TRUST

## FOUNDATION YEAR ROUND CONTINUATION

We have had several suggestions from our members recently regarding the continuation of our Christmas Civic Project. As you are aware, we usually adopt a family through "People In Need" at Christmas. It has been suggested that, in order to have greater participation from our members who very much want to continue this worthwhile and rewarding project, they would prefer to have a "monthly collection" of perhaps \$1.00 to \$3.00 from each member to make it less costly for our members during the very busy (and usually expensive) holiday season.

We could then use these donations for a gift card to Kroger's or Walmart, and to purchase the actual gifts on the childrens' wish lists. Each of you would have the option of bringing your donations to each meeting... or you could send a check/money order payable to the "Delaware Chapter IAAP", c/o Diane Blevins CPS, Treasurer, DCBDD, 106 Stover Drive, Delaware, OH 43015.

In turn, we will gladly accept/collect monthly donations towards the Retirement Trust Foundation (RTF) Donation that we make in November of each year. Any questions, please contact Sharon Cole or Diane Blevins CPS.

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The login ID is **ohioiaap** and the password is **buckeye**. This tool will help convert your files to an Adobe PDF format for ease in e-mailing and reducing file sizes. For assistance or additional information, please contact Jennifer M. Stoff CPS by e-mail at [jennifer.stoff@resservices.com](mailto:jennifer.stoff@resservices.com) and [stoffjen@sbcglobal.net](mailto:stoffjen@sbcglobal.net)



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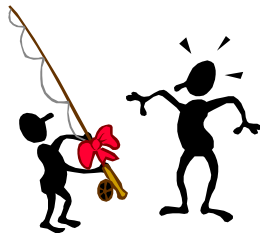
## Upcoming Events:

ODAM—June 25-26-27, 2010 - Hilton Garden Inn/Perrysburg, OH,  
hosted by the Glass City Chapter

International EFAM—July 18-21, 2010—Boston, MA



## Buckeye Broadcaster Diamond Anniversary Edition—June 2010



**WEBSITE UPDATE:** Our website has come a long way this past program year—Many thanks to Cory and the eyes of our chapter members!