

# IAAP Delaware Chapter

International Association of Administrative Professionals



## Notes & Quotes

June 2011

PASSION &  
PURPOSE  
DELAWARE CHAPTER

### Chapter Meeting Details:



#### INSIDE THIS EDITION:

President's Message—Pg. 2  
Important Dates – Pg.3  
Birthdays/Anniversaries – Pg.4  
Monthly Civic Project -Pg.4  
May 9th Mtg. Minutes-Pg.5 & 6  
May Treasurer's Report -Pg.7  
RTF Info—Pg.7  
ODAM Flyer—Pg. 8  
EFAM Flyer—Pg. 9  
Upcoming Events—Pg.10  
Website Update-Pg.10

**President/Newsletter Editor**  
Sharon Cole  
[coleslaw58@yahoo.com](mailto:coleslaw58@yahoo.com)

**Treasurer**  
Diane Blevins CPS  
[dblevins@dcbdd.org](mailto:dblevins@dcbdd.org)

**Recording Secretary**  
Karen Phelps CPS  
[karen.phelps@verizonwireless.com](mailto:karen.phelps@verizonwireless.com)

**Membership Secretary**  
Lynda Bennett CPS  
[lynda.bennett@nabiusa.com](mailto:lynda.bennett@nabiusa.com)

**Webmaster**  
Cory Grywalski  
[cgrywalski@gmail.com](mailto:cgrywalski@gmail.com)

**Monday, June 13th, 2011**  
**5:30 pm**

## **Buehler's Food Market** **Community Room**

800 W. Central Avenue  
Delaware, OH 43015

Dinner meeting—**Reservations to**  
**Diane Blevins CPS, by**  
**Friday, June 10th—3:00 pm.**

Agenda: Install 2011-2012 Slate of Officers,  
Discussion on Bylaw changes regarding small chapters,  
Silent auction item for ODAM,  
final luncheon report.

## **HAVE A GREAT SUMMER!**

## President's Message:

Chapter Members,

I trust everyone had a good Memorial Day holiday and hope you are enjoying our dryer weather., just a bit hard to take from one extreme to another. I'm just now getting my flowers in my gardens.

As the 2010-2011 program year comes to an end, I reflect back on what our chapter has accomplished this past year: 9 successful chapter meetings, giving so generously to our adopted family thru P.I.N. at Christmas, another great APW luncheon. We all have a great deal to be proud of.

I'd also like to take this opportunity to give a special **THANK YOU** to our 2010-2011 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 phenomenal job for our chapter this past year and I know that all your talents and effort have been much appreciated by our entire membership.

As we embark on a new program year, I'd like to ask everyone to brain storm about our programs for the 2011-2012 program year. If you have any ideas between now and July 15th, please email them to me as they come to you. I'll keep track of your ideas and present them to our Program Committee members on Tuesday, July 19th—5''30pm.

Mary Gay Williamson CPS will be attending ODAM later this month as our delegate. Julie has purchased our Silent Auction item for Mary Gay to take to ODAM. Mary Gay will also be attending the International Education Forum and Annual Meeting in July as our Delegate.

We have a great deal to accomplish at the June 13<sup>th</sup> meeting – installation of the 2011-2012 Slate of Officers, discussion about By-law changes regarding small chapters, silent auction item for ODAM, & final luncheon report.

Our next meeting is scheduled for **Monday, June 13, 2011** at 5:30 pm at **Buehler's Community Room**, 800 W. Central Avenue, Delaware, Ohio.

**This is a dinner meeting, so please plan on attending and get your reservation into Diane Blevins CPS by June 10<sup>th</sup> – 3:00 pm. See everyone on June 13<sup>th</sup>.**

*Believe in the Passion & Purpose of IAAP!*

Sharon Cole, President 2010-2011, Delaware Chapter IAAP

## Important Dates in JUNE 2011

**Jun. 13—Delaware Chapter IAAP Dinner Meeting @ 5:30 pm**  
 Buehler's Community Room, 800 W. Central Ave., Delaware, Ohio  
 Installation of 2011-2012 Officers

Jun. 14—Flag Day  
 Jun. 19—Father's Day  
 Jun. 20—First Day of Summer  
 Jun. 24-26—ODAM



### Upcoming Events:

July 4—Independence Day  
 July 24-27—EFAM, Montreal, PQ, Canada

**July 19– 5:30 pm—Program Planning Meeting**  
 (location yet to be determined)

**Sept. 12—Delaware Chapter IAAP Organizational Meeting @ 5:30 pm**  
 Location to be announced at a later date.

**NOTE: Be sure to wear your IAAP pin and/or IAAP Name Tag or donate your 25 cents towards the Retire-**

### 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)

Retirement Trust Foundation  
[iaap-rtf.org](http://iaap-rtf.org)

### 2011-2012 Slate of Officers

**President**  
 Sharon Cole

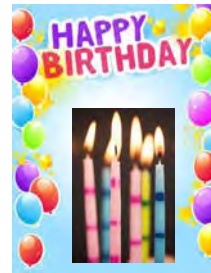
**Secretary**  
 Karen Phelps CPS

**Treasurer**  
 Robyn Davis

**Membership Co-Chairpersons**  
 Lynda Bennett CPS & Julie Miller

**JUNE–AUGUST  
 Birthday's  
 Sharon Cole—8/5**

**Best Wishes!!!**



**Membership Anniversaries**

**Sharon Cole-22 years (July)**  
**Jean Noterman-22 years (July)**

**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:

- 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

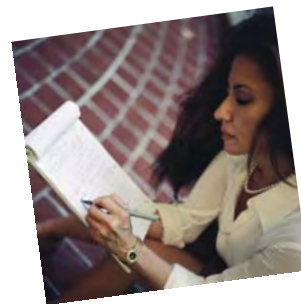


- Syrup
- Tea Bags
- Dry Milk
- Jelly
- Jell-O
- Soups
- Sugar
- Shampoo\*\*
- Bar Soap\*\*
- Dish Soap\*\*
- Landry Detergent\*\*
- Toilet Paper\*\*
- Diapers/Wipes\*\*



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

**MINUTES OF THE REGULAR MEETING  
DELAWARE CHAPTER IAAP  
MAY 9, 2011**

**MEMBERSHIP PRESENT:**

Lynda Bennett CPS, Sharon Cole, Julie Miller, Karen Phelps CPS and Mary Gay Williamson CPS.

**MEMBERSHIP ABSENT:**

We missed all of you - Pam Abdon, Emily Barger, Diane Blevins CPS, Robyn Davis, Regina Glass, Jillian Johnson, Jean Noterman and Renee Rarick.

**PROGRAM:** A business meeting was held by the Chapter.

Location: Delaware County Board of Developmental Disabilities, Lewis Center, OH. Dinner followed at Senior Antonio's, Lewis Center.

**CALL TO ORDER:**

President, Sharon Cole, called the meeting to order at 5:40 p.m. at Delaware County Board of Developmental Disabilities.

**MINUTES:**

The April 2011 minutes were approved as amended.

**TREASURER'S REPORT:**

The Treasurer reported a total balance as of April 30, 2011 of \$1,396.89. The Treasurer's Report was filed for audit as published.

Additional luncheon meal receipts were received after the May report was finalized and will show on the June Treasurer's Report.

**OLD BUSINESS:**

2011 Luncheon:

Sharon Cole will send the Chapter letterhead to Julie Miller to be used for thank you responses.

Zoo donations amounted to \$60 on the day of the luncheon. Additional donations were received the day after the report was finalized. The breakdown will be included in the next treasurers' report.

Advertising: The final Gazette invoice for advertising was received, \$201.18. Julie Miller moved that the invoice be paid. Lynda Bennett CPS seconded.

Discussion was held on the value of the items received for prizes. Some of the items received were a case of paper, mini-shredder, two bags promotional items, and 50 pens.

Sharon Cole will ask Jean Noterman to send a thank you to the Zoo.

There were no IAAP Pin Donations. Also, there were no People in Need donations for May.

Continued on the next page...



**May 9, 2011 meeting minutes continued...****NEW BUSINESS:**

## Nominating Committee:

Lynda Bennett CPS moved to approve the Slate of Officers as presented in April. Mary Gay Williamson CPS seconded. Motion carried.

The 2011-2012 Officers are:

President, Sharon J. Cole  
Recording Secretary, Karen Phelps CPS  
Treasurer, Robyn Davis  
Membership - Lynda Bennett CPS, Chair, and Julie Miller, Co-Chair

International Proposed Amendment: Mary Gay Williamson CPS brought up for discussion a proposed amendment that would affect our Chapter as of January 1, 2012. If this would pass, any Chapters that have fewer than 15 members would be disbanded. Mary Gay indicated that there are approximately 60 chapters with 10 or less members and 65 Chapters with 15 or less members. The amendment will be voted on at the July International meeting.

ODAM silent auction: Sharon Cole suggested that we donate a mini-shredder, like the one we received for the luncheon giveaway. Julie Miller will find out the cost. Lynda Bennett CPS moved that we donate the shredder or an item \$50 or less. Julie Miller seconded. Motion carried.

ODAM and International Delegate: Julie Miller moved that Mary Gay Williamson CPS be our Chapter delegate at both meetings. Lynda Bennett CPS seconded. Motion carried.

2012 Luncheon - Sharon Cole will check on the Board of Elections room for next year.

Cory Grywalski, Webmaster, has included our fund raiser "Advertising Opportunity" on the web.

**ANNOUNCEMENTS:**

Julie Miller reminded everyone that the new Orange Library will hold an Open House on May 14.

The next meeting will be on June 13, 5:45 p.m. at Buehler's Community Room, W. Central Ave., Delaware OH. Dinner at 6:00 p.m.

**ADJOURNMENT:**

The President adjourned the meeting at 6:30 p.m.

Respectfully submitted,  
Karen Phelps CPS





# PASSION & PURPOSE

OHIO DIVISION ANNUAL MEETING

June 24-26, 2011

*See you there!*

EARLY BIRD REGISTRATION DEADLINE WAS JUNE 1.  
REGISTRATIONS ARE STILL BEING ACCEPTED

Bertram Inn, Aurora, Ohio



To make reservations online:

Visit [www.thebertraminn.com](http://www.thebertraminn.com) and click on the "Reservations" button at the top of the screen.

Then select "Groups" below the center box. When asked, type in "IAAP" as the attendee login to see rate and room information for the official room block.

Reservations may also be made by calling the hotel at 1-877-995-0200 and mention that you are with the IAAP Group.

The hotel rate is \$109 per night plus taxes.

For any additional questions, please contact:

ODAM 2011 Co-Chairs Janis Hittle, CPS/CAP, at [janis.hittle@davey.com](mailto:janis.hittle@davey.com) or [janhittle@gmail.com](mailto:janhittle@gmail.com), or Sue Zacher, CPS/CAP, at [susan\\_zacher@materion.com](mailto:susan_zacher@materion.com).

Check Area Entertainment and Around the Town Books for Coupons to Paws and The Leopard restaurants in the Bertram Inn.



International  
Education Forum  
Annual Meeting  
July 24 - 27

**Register for  
EFAM today!**

**Stay relevant.** Prepare yourself for the increasingly complex array of challenges and responsibilities in the office.

**Learn new skills** in our training sessions, lead by industry experts.

**Kick start creative problem-solving skills** by sharing in the ideas and experiences of your peers.

Hammermill is sponsoring Clinton Kelly of TLC's What Not To Wear. His keynote is on the importance of professional image, essential in today's workplace.

Register today for  
early bird rates.

**[iaap-hq.org/events](http://iaap-hq.org/events)**

4/18/11



**FUN FACT:**

*After New York, Montréal has the highest number of restaurants, per capita, in North America.*

**ADOBE PDF CONVERTER SUBSCRIPTION**

The Ohio Division Board is continuing to offer members of the Ohio Division a subscription to create Adobe PDF files online. To use this benefit, visit <http://createpdf.adobe.com/>

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)

A screenshot of a "Subscriber Sign In" form. It includes fields for "E-mail Address:" (containing "ohioiaap") and "Password:" (containing six dots). Below the password field is a link for "Forgot your password?". A red "secure sign in" button with a lock icon is present, along with a "Get a trial subscription" link at the bottom.

## Upcoming Events:

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

Program Planning Meeting—Tuesday, July 19th—5:30 pm

International EFAM—July 24-27, 2011, Montreal, PQ, CA



## WEBSITE UPDATE:

**Check out our Advertising Opportunity Fundraiser!**

**[www.iaap-delaware.com](http://www.iaap-delaware.com)**