

# IAAP Delaware Chapter

International Association of Administrative Professionals



#### INSIDE THIS EDITION:

Important Dates – Pg.2  
Birthdays/Anniversaries – Pg.3  
Monthly Civic Project -Pg.3  
Feb.14 Mtg. Minutes-Pg.4 & 5  
Feb. Treasurer's Report –Pg.6  
The Lonely Ember—Pg.6  
Top 10 Reasons to visit the IRS  
Website—Pg.7  
Recipes—Pg.2 & 8  
Upcoming Events—Pg.9  
Website Update-Pg.9

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#### **Membership Secretary**

Lynda Bennett CPS  
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#### **Webmaster**

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## Notes & Quotes

### March 2011

PASSION &  
PURPOSE  
DELAWARE CHAPTER

#### President's Message:

Chapter Members,

Spring is just around the corner. Our APW Luncheon plans are coming together and our Program Year is winding down with only four months to go. But we do have a lot to look forward to in the coming months – warmer & dryer weather, our APW luncheon in April, ODAM in June and the International EFAM meeting in July.

March is our 2<sup>nd</sup> RTF month for this program year. The Great Lakes District is hosting its challenge to raise the most money through FOG—Family of Givers. Could OH-IO be the 2011 winner?

The next Statewide LAN meeting is scheduled for Saturday, April 2<sup>nd</sup> at the Quest Business & Conference Center, Polaris. Lynda, Diane and I are planning to attend this meeting.

ODAM is fast approaching and registration will be mailed the end of March, first week of April.

Our next meeting is scheduled for **Monday, March 14, 2011** at 5:30 pm at **NABI, Inc., 2338 U.S. Route 42 S., Delaware, Ohio**. This is a working business meeting as we will be prepping the luncheon invitations. We have a lot of surprises in store for our guests and we need everyone's help to pull off another successful event. Refreshments will be provided by Lynda Bennett.

*Happy St. Patrick's Day!!!*

**Please bring your People In Need donation to the meeting.**

*Believe in the Passion & Purpose of IAAP!*

Sharon Cole, President 2010-2011, Delaware Chapter IAAP



## Important Dates in MARCH 2011



**Mar. 13—**Turn your clocks ahead 1 hour >>>>

**Mar. 14—Delaware Chapter IAAP Meeting @ 5:30 pm @  
NABI, Inc., 2338 US 42 S., Delaware**

Luncheon Preparation, Appoint Nomination Committee, By-Law Changes

**Mar. 17---**St. Patrick's Day—wear your green!

**Mar. 28—**Polaris North Star Chapter Fundraiser at Funny Bone Comedy Club

### Upcoming Events:

Apr. 1—April Fool's Day

Apr. 2—Statewide LAN meeting at Quest Business & Conference Center, Polaris

Apr. 11—Delaware Chapter IAAP Meeting @ 5:30 pm

Delaware County Hayes Building, Mona Reilly, DJFS speaking

Last minute Luncheon Prep, Vote for 2011-2012 Chapter Officers

Apr. 15—2010 Tax Filing Deadline

Apr. 27—APW Luncheon at Fraternal Order of Eagles #376, 127 E. William St.-11:30 am

### 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)

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

### Snack Crackers

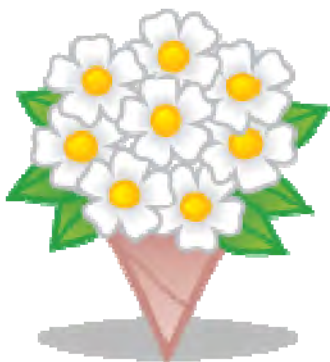
**1 bag of Oyster Crackers**

**1 pkg. of dry Ranch dressing mix**

**1/2 cup of oil (I use canola)**

**Put all ingredients in a re-sealable container and shake, shake, shake to mix all ingredients together. Let sit overnight to allow flavors to absorb into crackers, shake once more the next day and enjoy!**

**MARCH  
Birthday's**  
*None*  
**Best Wishes!!!**



**Membership Anniversaries**  
*Emily Barger—32 yrs*  
**Congratulations!!!**



**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

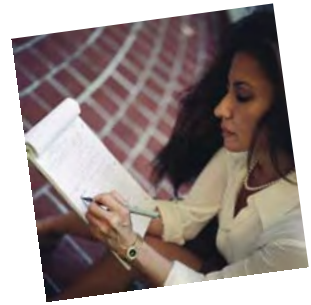


- Syrup
- Tea Bags
- Dry Milk
- Jelly
- Jell-O
- Soups
- Sugar
- Shampoo\*\*
- Bar Soap\*\*
- Dish Soap\*\*
- Landry Detergent\*\*
- Toilet Paper\*\*
- Diapers/Wipes\*\*



\*\* 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  
FEBRUARY 14, 2011**

**CALL TO ORDER:**

President, Sharon Cole, called the meeting to order at 6:25 p.m. at Delaware County Board of Developmental Disabilities, Lewis Center, OH.

**MEMBERSHIP PRESENT:**

Lynda Bennett CPS, Diane Blevins CPS, Sharon Cole, Robyn Davis, Jean Noterman, Karen Phelps CPS and Mary Gay Williamson CPS.  
Guests: Cory Grywalski, Webmaster, Linda Mettle CAP, Ohio Division Treasurer.

**MEMBERSHIP ABSENT:**

We missed all of you - Pam Abdon, Emily Barger, Regina Glass, Jillian Johnson, Julie Miller, and Renee Rarick.

**PROGRAM:** Cory Grywalski gave an overview of website changes that have been incorporated. Suggestions were given by members and guests for new updates. Sharon Cole and Cory will have a follow-up meeting for change coordination.

Cory also guided the Chapter members with a tour of the DCBDD facility.

**MINUTES:**

The January 2011 minutes were approved as published.

**TREASURER'S REPORT:**

The Treasurer reported a total balance as of January 31, 2011 of \$1,776.49. The Treasurer's Report was filed for audit as published.

Sharon Cole, President and Diane Blevins CPS will hold a follow-up meeting on financial systems. Discussion was held on how funds can be distributed to members or nonmembers depending on the circumstances. For example, scholarships cannot be given to individuals but it can be given to a college which, in turn, can be given to a recipient.

**OLD BUSINESS:**

Luncheon

- Cory Grywalski showed new NABI ad.
- Renee Rarick working on brochure for advertising.
- Allow business card ad for \$10. Same as last year.
- Invitations will be stuffed next month.
- Postage will be same as last. DCBDD will pay and then bill us.
- Sharon Cole will send mailing list to Lynda Bennett CPS.
- Zoo - touch base in April or mid March.

Pin Donations: none for February.

**NEW BUSINESS:**

Julie Miller sent notice that the May meeting scheduled as a tour of the new Orange Branch Library will probably have to be changed. The completion of the new Library possibly will be pushed out. It was decided that we will look at a location later with a possibility of DCBDD.

Sharon Cole reported that we received a thank you from People In Need. Also, we received a thank you card from our adopted family from Christmas.



Continued on the next page...

**February 14, 2011 meeting minutes continued...**

Mary Gay Williamson CPS presented a draft of the revised Bylaws. Discussion was held and a few changes were made. Mary Gay will revise and send out to members.

Mary Gay Williamson CPS reminded everyone that she had been given the shadow box that was specially made for Charter member, Lillian Gordon, who passed away. It was decided to donate the shadow box to DCBDD to hang on a wall dedicated to Lillian Gordon.

Guest, Linda Mettle CAP reminded all:

CO-LAN meeting is scheduled for Saturday, Feb. 19, 2011.

Ohio Division Statewide LAN is Saturday, April 2, at the Quest Business Center in Poularis. There will be two speakers. Includes breakfast and lunch.

Nominations are open for Corresponding Secretary and Treasurer.

**ANNOUNCEMENTS:**

The next meeting will be on March 14, 5:30 p.m. at NABI, 2338 US 42 S, Delaware, OH.

**ADJOURNMENT:**

Lynda Bennett CPS moved that the meeting be adjourned. Diane Blevins CPS seconded. The President adjourned the meeting at 7:10 p.m.

Respectfully submitted,  
Karen Phelps CPS



## **APW Luncheon**

**Wednesday, April 27, 2011**

**11:30 am to 2:00 pm**

**Fraternal Order of Eagles #376**

**127 E. William Street**

**Delaware, OH 43015**

**Please join us to Celebrate All Office Professionals during Administrative Professionals Week!**





## Top 10 Reasons to Visit the IRS Website

Don't wait in line, go online. Point and click your way through the tax season. All you need is a computer and Internet access because the IRS website has a wealth of free information and online tax support. Here are the top 10 reasons to visit <http://www.irs.gov>.

1. If you find yourself working on your tax return over the weekend, there's no need to wait to get a form or an answer to a question – visit the IRS website anytime. The website is accessible all day, every day.
2. **Use Free File:** Let Free File do the hard work for you with brand-name tax software or online fillable forms. It's exclusively at <http://www.irs.gov>. Everyone can find an option to prepare their tax return and e-file it for free. If you made \$58,000 or less, you qualify for free tax software that is offered through a private-public partnership with manufacturers. If you made more or are comfortable preparing your own tax return, there's Free File Fillable Forms, the electronic versions of IRS paper forms. Visit <http://www.irs.gov/freefile> to review your options.
3. **Try IRS e-file:** After 21 years, IRS e-file has become the safe, easy and most common way to file a tax return. Last year, 70 percent of taxpayers - 99 million people - used IRS e-file. Starting in 2011, many tax preparers will be required to use e-file and will explain your filing options to you. This is your chance to give it a try. IRS e-file is approaching 1 billion returns processed safely and securely. If you owe taxes, you have payment options to file immediately and pay by the tax deadline. Best of all, combine e-file with direct deposit and you get your refund in as few as 10 days. More information about e-file is available at <http://www.irs.gov>.
4. **Check the status of your tax refund.** Whether you chose direct deposit or asked the IRS to mail you a check, you can check the status of your refund through *Where's My Refund?*
5. **Find out how to make payments electronically.** You can authorize an electronic funds withdrawal, use a credit or debit card, or enroll in the U.S. Treasury's Electronic Federal Tax Payment System to pay your federal taxes. Electronic payment options are a convenient, safe and secure way to pay taxes.
6. **Find out if you qualify for the Earned Income Tax Credit.** EITC is a tax credit for many people who earned less than \$49,000. Find out if you are eligible by answering some questions and providing basic income information using the *EITC Assistant*.
7. **Get tax forms and publications.** You can view and download tax forms and publications any hour of the day or night.
8. **Calculate the right amount of withholding on your W-4.** The *IRS Withholding Calculator* will help you ensure that you don't have too much or too little income tax withheld from your pay.
9. **Request a payment agreement.** Paying your taxes in full and on time avoids unnecessary penalties and interest. However, if you cannot pay your balance in full you may be eligible to use the Online Payment Agreement Application to request an installment agreement.
10. **Get information about the latest tax law changes.** Learn about tax law changes that may affect your tax return. Special sections of the website

highlight changes that affect individual or business taxpayers.

Remember the address of the official IRS website is <http://www.irs.gov>. Don't be confused by Internet sites that end in .com, .net, .org or other designations instead of .gov.



## Homestyle Corned Beef and Cabbage

Serving Size : 6 Preparation Time :0:00

Categories : Irish Beef

### Ingredient -- Preparation Method

2 cups water

1/4 cup honey

2 tablespoons Dijon mustard -- divided

1 medium cabbage head -- cut into 8 wedges

3 tablespoons butter or margarine -- softened

1 1/2 teaspoons fresh dill -- chopped OR 1/2 teaspoon dried dill weed

2 1/2 pounds corned beef brisket

**Place brisket and water in Dutch oven; cover tightly and cook 1 hour at 350 degrees (F). (It is very important to simmer the meat slowly because boiling will cause meat to become tough.) Turn brisket over and continue cooking, covered, 1 1/2 to 2 hours, or until meat is tender. Remove brisket from cooking liquid and place, flat-side up, on rack in broiler pan so surface of meat is 3 to 4 inches from heat. Combine honey with 1 tablespoon mustard; brush half of mixture over top of brisket and broil 3 minutes. Brush with remaining mixture and continue broiling 2 minutes, or until brisket is glazed. Meanwhile, steam cabbage 15 to 20 minutes, or until tender. Combine remaining mustard with butter and dill; spread over hot cabbage wedges. Carve brisket diagonally across the grain into thin slices and serve with cabbage.**





## Upcoming Events:

Spring Conference—March 7-9, 2011, Tampa, FL

Statewide LAN Meeting—Saturday, April 2, 2011—Quest @ Polaris

Incoming Division Presidents Conference—April 15-16, 2011,  
Kansas City, MO

Administrative Professionals Week—April 24-30, 2011

Administrative Professionals Day—April 27, 2011

Our Chapter's APW Luncheon-4/27/11 @ Delaware Eagles 376

CPS & CAP Exams—May 6-7, 2011

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

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

**WEBSITE UPDATE: Our upcoming APW event is posted and invitations go out approximately March 15th—hope you'll join us!**

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