



Notes & Quotes

Home of the Little Brown Jug

NOVEMBER 2009



POWER
of
Commitment
Ohio Division

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President's Message:

Chapter Members,

Fall is definitely upon us with the colorful leaves falling to the ground! The trees surrounding my home are completely bare with the exception of one tree that is holding on to its yellow leaves. It is hard to believe November is just a few days away and I know you don't want to hear this, but Christmas is only 55+ days away?

We have received the family details from People In Need regarding our Christmas Civic Project-Adopt A Family. We have 3 children (2 boys/1 girl) to purchase for and I have sent the information to each chapter member via email/U.S. mail. P.I.N. deadline is December 10th, but I would like to collect all gifts by **Tuesday, December 8th** so that I have time to get them to the P.I.N. office before their deadline. We'll discuss this information further at the meeting.

Lynda Bennett CPS attended the October 17th COLAN meeting and her report is included in this newsletter.

Once again I wish to express to each member how important you are to this chapter, and I continue to encourage you to attend meetings and work with the committees to make a difference in the Power of Commitment!

Our next meeting is scheduled for Monday, **November 9, 2009** at 5:30 pm at **DCBDD**, 106 Stover Drive, Delaware. I look forward to seeing everyone on November 9th. Happy Thanksgiving!

Monthly Civic Project-Bring canned/boxed goods for the P.I.N. food pantry (description of items needed on page 5).

Sharon Cole, President 2008-2010, Delaware Chapter IAAP

Important Dates in NOVEMBER 2009

Our Chapter celebrates 56 years!

Nov.1-Daylight Savings Time Ends—Turn your clocks back 1 hour!

Nov. 3—Election Day—Get Out and VOTE!

**Nov. 9—Delaware Chapter IAAP Meeting -
Program: What's It Like Being Retired?
And Initiation of our Newest Member
5:30 pm @ DCBDD, Board Room,
106 Stover Drive, Delaware**

Nov. 11—Veteran's Day

Nov. 26—Thanksgiving Day

Important Dates in DECEMBER, 2009

Dec. 7- Pearl Harbor Day

**Dec.10 (Thurs)-Deadline for submitting gifts to P.I.N. for
Family Christmas Civic Project**

Dec.14-Chapter Dinner Meeting@Stratford St. Paul Church

Dec. 21-Winter Solstice

Dec. 25-Christmas Day

laap Websites

Delaware Chapter
laap-delaware.com

Ohio Division
laap-ohio.org

International
community.iaap-hq.org

**Nov. 1st-
turn your
clocks
back 1
hour**



Nov. 26th



**MINUTES OF THE REGULAR MEETING
DELAWARE CHAPTER IAAP
OCTOBER 12, 2009**

CALL TO ORDER:

President, Sharon Cole, called the meeting to order at 6:15 p.m. at Buehlers, Main Street Café, in Delaware.

MEMBERSHIP PRESENT:

Lynda Bennett CPS, Diane Blevins CPS, Sharon Cole, Julie Miller, Jean Noterman, Karen Phelps CPS, and Mary Gay Williamson CPS.

MEMBERSHIP ABSENT:

We missed all of you - Pam Abdon, Regina Acker, Emily Barger, Robyn Davis, Jillian Johnson, Renee Rarick, and Suzanne Schupp.

PROGRAM:

Beth Gray, Administrative Assistant at NorthPointe, gave an overview of the NorthPointe Conference Center. Complete meeting packages are offered as well as just single over-night stays. Brochures were handed out to all members. At some point in 2010, our group will be able to tour the facility as one of our meeting destinations.

MINUTES:

The September 2009 minutes were approved as published.

TREASURER'S REPORT:

The Treasurer reported a total balance as of August 31, 2009 of \$1,611.77. The August Treasurer's Report was filed for audit as published.

OLD BUSINESS:

Web Site - Discussion was held regarding advertising on our web site. Our Chapter would sell space for various advertising in our luncheon program, web site and newsletter. Web = www.iaap-delaware.com

Advertising - Sharon Cole received a legal document for advertisers to sign. She will forward to the membership for review. Cory Grywalski suggested to Sharon Cole that the Chapter should establish a cost level structure for advertising. Sharon Cole and Lynda Bennett CPS will meet with Cory prior to our next meeting.

Civic Project - There were no PIN donations this month.

NEW BUSINESS:

Linda Bennett CPS passed out the new Roster Book.

2010 Luncheon - Sharon Cole had no additional updates at this time. Lynda Bennett CPS confirmed the speaker in a prior month as a Rep from Pendaflex. Lynda Bennett CPS will contact Avery for a possible second speaker. The 50/50 raffle that we hold each year will need to include something of value with the raffle ticket in order to abide by the article included in the Buckeye Broadcaster. The membership discussed Office Depot for speakers. Also, the new Office Max could be contacted for possible door prizes.

ANNOUNCEMENTS:

The next meeting will be on Nov 9, 5:30 p.m. at DCBDD, 106 Stover Drive, Delaware.

ADJOURNMENT:

The President adjourned the meeting at 7:10 p.m.

Respectfully submitted,
Karen Phelps CPS

NOVEMBER Birthday's

Diane Blevins CPS-15th
Emily Barger-16th
Jillian Johnson-16th

**Membership Anniversaries**

Lynda Bennett CPS-24 yrs/Nov.

Congratulations to Regina Acker on her recent marriage to Wes Glass ! We wish you and your new hubby the very best.

**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.

COLAN Report – October 17, 2009

Nationwide Insurance – Dublin, OH

I attended the COLAN meeting on Saturday October 17. Held at the Nationwide building in Dublin, OH the meeting was well attended. Members in attendance were from Harding Chapter, Dublin Chapter, Heart of Ohio Chapter, Columbus Chapter, Portsmouth Chapter, Polaris and Delaware Chapter.

The morning started with Greg Gerard, from Dale Carnegie. His presentation was “The Power of Public Speaking”. Very good, very interesting program. He was the speaker and then became a facilitator with the number of questions and problem solving that was asked after his talk. Anita Orndorff CPS/CAP and COLAN coordinator sent each of us his power point presentation. If anyone would like to see it, please let me know and I will forward it to you.

After Greg finished our meeting started. As always it is very informational attending a COLAN meeting. Each chapter brings ideas, thoughts, discussions that each of us come back to share with our chapter. Several of the chapters are having Executive Nights that are associated with their Impact meetings. Some of us said our Impact meeting is usually during the APW week in April. Each chapter has pros and cons of impact meetings, cost involved, amount of time spent on setting up with good results or negative results. But we all agreed that one new member from a meeting makes it worth the efforts.

A couple of things brought up was the possibility of IAAP initiating a Lifetime membership for members. Something that would honor the longevity of members remaining IAAP members. After so many years (30+) then they would become a lifetime member and no membership dues would be made. All of us like this idea and it brought positive feedback for conversation. I was not sure if chapters were initiating the discussion with IAAP Headquarters or if Headquarters is initiating it. But it is being discussed among chapters.

Also someone mentioned there are presentations that chapters can use for meetings from the IAAP Website.

Also brought up was the use of high school, vocational students to work on chapter videos, websites etc. A couple of the chapters have used their local vocational school IT classes to do videos and the students use it as a class project at no charge to the chapters, but experience for the students.

Last the next COLAN meeting will be hosted by the Harding Chapter in Marion, OH on March 20, 2010. A snow date of March 27th will be a backup date.

Respectfully submitted by: *Lynda Bennett CPS*





Prevent H1N1 Flu - Good Advice

Dr. Vinay Goyal is an MBBS, DRM, DNB (Intensivist and Thyroid specialist) having clinical experience of over 20 years. He has worked in institutions like Hinduja Hospital, Bombay Hospital, Saifee Hospital, Tata Memorial etc.. Presently, he is heading our Nuclear Medicine Department and Thyroid clinic at Riddhivinayak Cardiac and Critical Centre, Malad (W).

The following message given by him, I feel makes a lot of sense and is important for all to know:

The only portals of entry are the nostrils and mouth/throat. In a global epidemic of this nature, it's almost impossible to avoid coming into contact with H1N1 in spite of all precautions. Contact with H1N1 is not so much of a problem as proliferation is.

While you are still healthy and not showing any symptoms of H1N1 infection, in order to prevent proliferation, aggravation of symptoms and development of secondary infections, some very simple steps, not fully highlighted in most official communications, can be practiced (instead of focusing on how to stock N95 or Tamiflu):

1. Frequent hand-washing (well highlighted in all official communications).
2. "Hands-off-the-face" approach. Resist all temptations to touch any part of face (unless you want to eat, bathe or slap).
3. *Gargle twice a day with warm salt water (use Listerine if you don't trust salt). *H1N1 takes 2-3 days after initial infection in the throat/nasal cavity to proliferate and show characteristic symptoms. Simple gargling prevents proliferation. In a way, gargling with salt water has the same effect on a healthy individual that Tamiflu has on an infected one. Don't underestimate this simple, inexpensive and powerful preventative method.
4. Similar to 3 above, *clean your nostrils at least once every day with warm salt water. *Not everybody may be good at Jala Neti or Sutra Neti (very good Yoga asanas to clean nasal cavities), but *blowing the nose hard once a day and swabbing both nostrils with cotton buds dipped in warm salt water is very effective in bringing down viral population.*
5. *Boost your natural immunity with foods that are rich in Vitamin C (Amla and other citrus fruits). *If you have to supplement with Vitamin C tablets, make sure that it also has Zinc to boost absorption.
6. *Drink as much of warm liquids (tea, coffee, etc) as you can. *Drinking warm liquids has the same effect as gargling, but in the reverse direction. They wash off proliferating viruses from the throat into the stomach where they cannot survive, proliferate or do any harm.

I suggest you pass this on to every one you know. You never know 20 who might pay attention to it - and STAY ALIVE because of it.



Just a Reminder...

International Education Forum and Annual Meeting 2010 EFAM Registration and Hotel Package Deal

For the first time in recent memory, IAAP is offering a special history making deal to help you attend the 2010 International Education Forum and Annual Meeting in Boston. We've secured a **limited number of packages** offering you 10% off your conference registration and 10% off your hotel stay at the Sheraton Boston when you prepay for both by Dec. 15. Restrictions do apply— please see the [hotel/registration package form](#) for complete details.



Through this offer you'll have a chance to make history as administrative professionals from more than 20 nations across the globe convene in Boston for the 2010 International Education Forum and Annual Meeting, July 18 – 21. We're meeting at the Hynes Convention Center, conveniently connected to the Sheraton Boston Hotel. You'll enjoy Boston for its history and attendance at EFAM for its endless educational opportunities. You can choose from dozens of workshops designed to give attendees *"The Administrative Edge"* in today's competitive work environment. Tailor your educational experience by selecting workshops and classes that will help reach your specific goals.

Note to all Division and Chapter Presidents— Consider this an opportunity to save money if your division or chapter pays for delegates and alternates to attend the annual meeting. If you want to register a delegate and or alternate but don't know who that will be by Dec. 15, register the current division/chapter president and/or vice president. Once the delegate information is known please provide the appropriate credential paperwork to headquarters before the June 29, 2010 credential deadline and headquarters will transfer the registration to the appropriate party; this way you will not miss out on this fantastic deal. If you are unable to take advantage of this registration and hotel package, you can still reserve a room at the regular group room rate.

Sheraton Boston Hotel— Regular room rate for single/double occupancy, \$179/night+taxes

For toll-free hotel reservations call 800-325-3535 and let them know you are with the 2010 IAAP International Education Forum and Annual Meeting.

Boston Marriott Copley Place Hotel— Regular room rate for single/double occupancy, \$182/night+taxes

To book your room over the internet, follow these instructions go to <http://cwp.marriott.com/bosco/iaap/> and expand the button labeled "Special Rates & Awards" (on the right side in the gray box). In the box labeled "Group Code" the guest would enter one of these 7-letter codes.

The Group Codes are:

IAPIAPA = \$182 Single/Double occupancy

IAPIAPB = \$202 Triple occupancy

IAPIAPC = \$222 Quad occupancy

You can call 800-228-9290 to reserve your room using the group codes above.



How to Prepare for Your Annual Performance Review

By Susan Fenner, Education & Professional Development Manager, IAAP World Headquarters.

Most of us get just one opportunity each year to highlight our contributions in the workplace to justify a salary increase. Here are some things you can do to ensure that your executive notes your value-added worth and has ample documentation to support a recommendation for a bonus, merit pay raise, or both.

- Begin collecting supporting information immediately after your last review.
- Whenever someone indicates that they are pleased with your work, ask them for a letter stating their satisfaction so you can add it to your review file. Ultimately, it will be worth much more than a token gift of appreciation, as well as being more professional.
- Rather than passing along letters complimenting your work and asking your exec to place them in your personnel file, maintain your own file. Let him/her know that you are doing this to save him/her the time, hassle of filing them as they appear.
- Have all material organized to give to your exec approximately one month before the scheduled review date (usually the anniversary of your hire date). If you wait too long, he/she may have already completed the paperwork and you will not be able to influence the decision.
- Use whatever format that makes the most sense to display your information. But keep it simple, concise, with the pertinent information readily visible. Some use a one-inch, three-ring binder with dividers for the various sections. A highlighter can be used to bring attention to relevant paragraphs or phrases.
- Begin your notebook with a positive letter to your exec recognizing his/her efforts that helped you to perform so well. List the things that you appreciate about your working relationship with the company and your supervisor.
- Include an annual summary of achievements. This is not a list of routine tasks you performed as part of your regular job function. Rather, focus on ways that you have gone above and beyond the call of duty, with numbers to verify your contributions, to show that you have saved the company money, increased sales or profits, or provided a unique contribution that would have cost more had it been outsourced.
- Ask your exec if you may start the discussion by telling him/her of your proudest achievements for the year, then asking for a similar response from him/her. It sets a positive tone and spotlights your best, before any negatives are discussed.
- Be prepared for any problems or shortcomings that may be brought up. Tell how you will keep this from happening in the future (such as a course you have taken, a mentor you have found, etc.).
- Do not argue, especially about any perceived negatives being discussed. Whether they are true or not, they are your exec's perceptions. A phrase like, "I understand how you might have viewed it that way. Next time, I will handle it by doing such and such. I want to do whatever I can to strengthen our working relationship. I consider us a team."
- Tell your boss if there are things you need to better do your job (like dedicated time without interruptions during rush projects, a new software program, or the support of a temp for an especially busy period). Ask for his/her help. Don't complain, whine, or belittle others. Have a reasonable, workable solution to offer.
- Discuss your personal and professional goals. Get your supervisor's buy-in to prepare for a professional certification, enroll in a course or seminar to learn technology needed for the future, subscribe to a publication that will enhance your skills, or resource material that will benefit you and others in the office.
- It is all right to indicate that you are disappointed with the increase you have been given. Ask for another review in six months when the budget is less tight or suggest a perk that could make you happier with the decision. Examples might be eliminating some duties, getting help from outside the department, or receiving an allowance to fund your membership in IAAP, attend a conference, or purchase educational materials.
- Listen without interrupting. Hold your temper. Remain professional. Remember, this is your opportunity to provide your exec with the ammunition he/she needs to make you shine and positively reflect on the past year. How you end this year will definitely influence how you begin the next.

