

# IAAP Delaware Chapter

International Association of Administrative Professionals

## NOTES & QUOTES

October 2011

*A Message from Sharon*



Chapter Members,

Fall is knocking at our door with the leaves falling from the trees and the change in weather. It's so hard to anticipate what to wear from day to day.

The next COLAN meeting has been scheduled for Saturday, October 29<sup>th</sup>, 2011, 9:00 am at the Holiday Inn at Tuttle, hosted by the Dublin Chapter. More details are forthcoming.

Our chapter's annual civic project is to participate in the People In Need Holiday Clearing House once again this year. We have adopted a family with two children and should receive their Christmas wish list in the next few weeks. The information will be forwarded to our members once received.

In closing, please know how important each member is to this chapter, and I encourage you to attend meetings and work with the committees to "**Make the Leap to Remarkable!**"

Our next meeting is scheduled for **Monday, October 17, 2011 at 5:30 pm at the Huntington Bank Building, 7575 Huntington Park Drive, Columbus** (Crosswoods area off Route 23 S). This is a JOINT meeting with the Polaris North Star Chapter. Networking begins at 5:30 pm with speaker Jerry Worthington, who will give a presentation on "Career Planning" at 6:00 pm.

Be sure to wear your IAAP badge and bring your pop tabs to turn into Lynda. I look forward to seeing everyone on the 17th!

**Sharon Cole, President 2011-2012, Delaware Chapter IAAP**



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

**Treasurer**  
Robyn Davis  
[robyn.davis@dcbdd.org](mailto:robyn.davis@dcbdd.org)

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

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

Julie Miller  
[jmiller@delawarelibrary.org](mailto:jmiller@delawarelibrary.org)

**Webmaster**  
Cory Grywalski  
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Minutes of the Regular Meeting  
Delaware Chapter IAAP - September 12, 2011



**MEMBERSHIP PRESENT:**

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

**MEMBERSHIP ABSENT:**

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

**PROGRAM:** Organization meeting. Pizza and drinks courtesy of Julie Miller.

**CALL TO ORDER:**

President, Sharon Cole, called the meeting to order at 5:50 p.m. at The Delaware County Library, 84 East Winter St., Delaware, OH.

**MINUTES:**

The line that reads “Also, there were no People in Need donations for May” should read “for June”. Lynda Bennett CPS moved that the minutes be approved as corrected. Jean Noterman seconded. Motion passed.

Mary Gay Williamson CPS noted that there will be a webinar for the Secretary position in November.

**TREASURER’S REPORT:**

The Treasurer reported a total balance as of June 30, 2011 of \$1,251.22. The Treasurer’s Report was filed for audit as published.

The Treasurer reported a total balance as of July 31, 2011 of \$1,251.22. The Treasurer’s Report was filed for audit as published.

**OLD BUSINESS: None**

**NEW BUSINESS:**



Robyn Davis presented an invoice for 3<sup>rd</sup> party liability insurance. Julie Miller moved that the invoice be paid. Lynda Bennett CPS seconded. Motion passed.

Sharon Cole announced that we need to pay the web invoice for 2012 for \$36. Diane Blevins moved to pay the invoice. Seconded by Jean Noterman. Motion passed.

Sharon Cole reported that People in Need requested information for the Adopt A Family by September 30. Discussion was held as to how many children our Chapter should support. The consensus was to continue with two children as last year. Robyn Davis moved that our group adopt a family with two children. Jean Noterman seconded. Motion passed. Sharon Cole will forward information to PIN.

The preliminary Roster Book was distributed by Lynda Bennett CPS. Discussion was held as to changes that need to be made. Lynda will incorporate changes and distribute at next meeting.

Advertising – Lynda Bennett CPS will call the Gazette with our meeting announcements to be included in the “Bulletin Board” section of the newspaper.

Meeting Minutes - September 12, 2011

Retirement Trust - Discussion was held by chapter members regarding the Retirement Fund future donations.  
 Civic projects – Members suggested the following groups for charity donations: Common Ground and Family Promise. Sharon Cole will check into these and send information by email.  
 Face book – Mary Gay Williamson CPS asked how the Face book research was going. Sharon Cole will pursue further with Cory Grywalski. Lynda Bennett CPS will also pursue.  
 Budget - the preliminary 2011-2012 budget information was distributed by Karen Phelps CPS. Changes were made to the number of regular members versus merited members.

**ADJOURNMENT:**

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



Respectfully submitted,  
 Karen Phelps CPS

**Important Dates**

**10-10-2011 Columbus Day**

**10-17-2011 Joint Chapter Meeting with Polaris North Star on “Career Planning” 5:30 p.m.**

Location: Huntington Bank Building, 7575 Huntington Park Drive, Columbus, Ohio

Directions: Take Route 23 South, Turn LEFT onto E. Campus View Blvd. (0.4 miles), turn RIGHT onto Huntington Park Drive (0.3 miles) - if you reach Hutchinson Avenue, you've gone too far.

**10-17-2011 Boss’s Day**

**10-31-2011 Halloween**



October 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



**UPCOMING EVENTS**

**11-11-2011 Veterans Day**

**11-24-2011 Thanksgiving Holiday**



SAVE, SAVE, SAVE



Save those pop tabs and turn them into Lynda Bennett by the next meeting, October 17, 2011.

Thanks for your support.



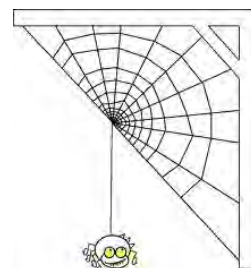
So ladies, if you haven't scheduled your mammogram for the year yet, do it today!

OH, WHAT

A

TANGLED

WEB!



Online sources to make your monster bash a success.

**JACK-O-LANTERN.COM** You'll find carving tips, free pumpkin patterns and even a scary screensaver here. For dozens more free printable patterns, go to

[gonewengland.about.com/od/umpkincarving](http://gonewengland.about.com/od/umpkincarving)

**CRAYOLA.COM/HALLOWEEN**

Parents and teachers will love the coloring pages and cards—wonderful video demos of kids' craft projects.

**WILTON.COM** Wilton has tons of recipes for sweet concoctions. You can also buy an adorable ghost cake pan, pumpkin cookie cutters and everything else you need for spook-tacular baking.

**FRIGHTCATALOG.COM** If you need mini-tomb-





## Avery Box Tops Challenge



### What is the Box Tops Challenge?

The IAAP/Avery “Box Tops Challenge” program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery “Box Tops for Education” initiative in accordance with the Avery program parameters.

#### The incentive program contains the following:

- An education grant in the amount of \$2,000 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Tops coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible. These four chapters will be recognized following the Avery Great Results awards program at EFAM.
  - The program will run from July 1st to April 30th each year.
  - Chapters will report year-end collection results to IAAP between May 1st and May 15th supported by a completed and signed [Redemption Form](#).
  - Each participating IAAP chapter president will identify a program coordinator to receive program information from the chapter president and assist with year-end reporting and local public relations.
  - While the Box Tops for Education program is not available in Canada, Canadian chapters may “adopt” a US school to support.
  - Avery will provide each participating IAAP chapter with a certificate of appreciation
  - Avery will include an “honor roll” listing of those chapters participating in the Challenge at their Office Expo booth in upcoming years at the IAAP Education Forum and Annual Meeting.
  - A [brochure](#) and [PowerPoint presentation](#) are also available to chapters to help educate members about Avery's Box Tops for Education program.
- Please also [subscribe to the Avery Box Tops Challenge discussion group](#) to discuss with other chapters best practices for managing your Box Tops program.

## Step 1

Identify a local elementary or middle school in your community (check out [www.localschooldirectory.com](http://www.localschooldirectory.com) for a listing of all schools in your area)

## Step 2

Have your Chapter's Box Tops program coordinator contact the school and ask to speak to their Box Tops for Education coordinator. Let them know you want to support their school!

## Step 3

Start clipping and collecting coupons. Involve your company/organization, place of worship, health club, family and friends.

## Step 4

Complete the [Redemption Form](#), deliver your coupons and make a difference. Don't forget to participate in the [Avery BoxTops Challenge discussion group](#) to learn what other chapters are doing to make their program a success!

For questions about the Avery Box Tops Challenge, please contact

Maureen Tarango,

Consumer Development Specialist, at

800-556-0786 or

by email at

[iaap-officeproducts](mailto:iaap-officeproducts@averydennison.com)

[@averydennison.com](http://www.averydennison.com).



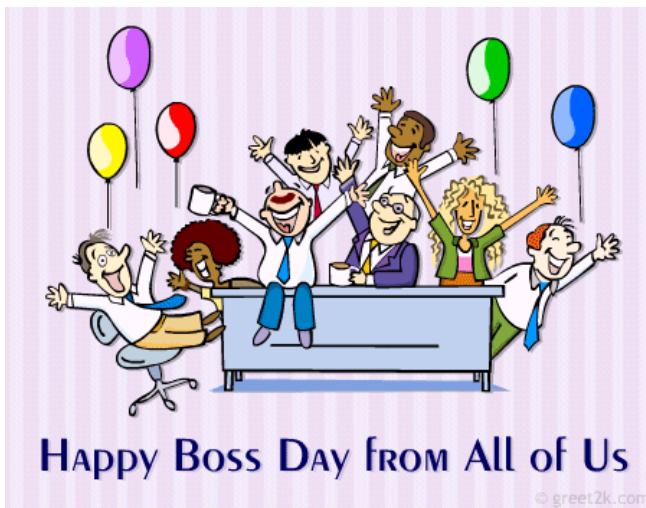
# Happy Birthday

JEAN—26TH  
MARY GAY— 27TH

# Happy Anniversary

NONE IN OCTOBER

Thanks to everyone for your dedication to our chapter!



Happy Boss Day from All of Us

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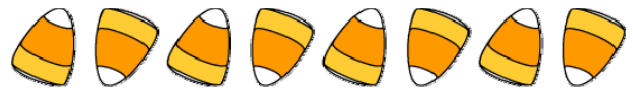
## IAAP Websites

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)



## Annual Civic Project

People In Need  
Holiday Clearing House

We have adopted a family with 2 Children. More information to follow.



