

IAAP Delaware Chapter

International Association of Administrative Professionals

NOTES & QUOTES

September 2011

A Message from Sharon

Chapter Members,

Hello again and welcome to the 2011-2012 Program Year! I trust that everyone managed to survive our hot summer weather and looking forward to cooler days ahead.

As we begin a new chapter program year, I encourage all our chapter members to ***Make The Leap To Remarkable*** and to welcome our new 2011-2012 Ohio Division President, Susan Straub, CPS/CAP, along with her newly appointed and dedicated board members. Sharon Swinehart, CPS/CAP is the new Ohio Division Treasurer and also new our Ohio Division Board contact.

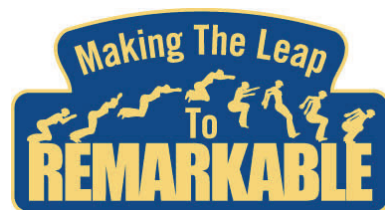
I want to send a BIG Thank You to Karen Phelps and Lynda Bennett CPS for serving yet another year in their current positions and to Robyn Davis, our new Chapter Treasurer. Thanks to Mary Gay for attending the Leadership Conference on August 13th and for attending the International Education Forum and Annual Meeting (as our Delegate) in July in Montreal! We look forward to hearing feedback from you.

Our next meeting is scheduled for **Monday, September 12, 2011 at 5:30 pm at the Delaware County Library**, 84 E. Winter Street, Delaware. This is our Organizational Meeting to review the DRAFT Roster Book, discuss Civic projects for the year and the 2011-2012 programs. Thanks to Julie for offering to furnish refreshments for this meeting. I look forward to seeing everyone there!

Sharon Cole, President 2011-2012, Delaware Chapter IAAP

Inside this issue:

Minutes of the Regular Meeting—June	2
Important Dates & Upcoming Events	3
June Treasurer's Report	4
July Treasurer's Report	5
Avery Box Top Challenge	6
IAAP Web Sites	7
Birthday Wishes & Anniversary Dates	7



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jmiller@delawarelibrary.org

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Minutes of the Regular Meeting Delaware Chapter IAAP - June 13, 2011

MEMBERSHIP PRESENT:

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

MEMBERSHIP ABSENT:

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

PROGRAM: A dinner meeting was held at Buehler's Food Market Community Room, Delaware, OH. The meeting was followed by a brief business meeting and installation of officers.

CALL TO ORDER:

President, Sharon Cole, called the meeting to order at 6:00 p.m. at Buehler's Food Market, Delaware, OH.

MINUTES:

The May 2011 minutes were approved as published.

TREASURER'S REPORT:

The Treasurer reported a total balance as of May 31, 2011 of \$1,304.71. The Treasurer's Report was filed for audit as published.

The 2011 Luncheon Revenues and Expenses Report was prepared and distributed by Sharon Cole, President.

OLD BUSINESS:

2011 Luncheon:

Sharon Cole distributed a reference document with all the details of the current luncheon for use next year.

Advertising is the biggest expense of our luncheon. Discussion was held as to including an article in the newspaper rather than paying for an advertisement. Suggestions were:

Gazette Community Page or Calendar	Facebook (Sharon Cole will discuss with Cory Grywalski
Time Warner advertises for free	Some radio stations advertise for free
Emailing vs. postage	

Lynda Bennett CPS and Julie Miller will collaborate on an article for the Gazette/This Week publications.

Discussion was held on the location of next year's IAAP Luncheon. Sharon Cole reported that the Board of Elections room is not available. The consensus was to book the Eagles, check at Willow Brook and Five Star. Lynda Bennett CPS will confirm the Eagles.

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

NEW BUSINESS:

Discussion was held by various members on our chapter programs concerning what members would like to see. Sharon Cole will email other Chapters to obtain what their programs include. Chapter members could possibly attend other Chapter programs.

Julie Miller noted that the Orange Library has a staff meeting room that could be reserved for various meetings. (Possible location for the July 19 planning meeting.)

Mary Gay Williamson CPS pointed out that there is a Webinar on how to change treasurer books this coming week. Mary Gay will forward the information to Diane Blevins CPS.

June 13, 2011 Minutes, continued from page 2

The following Officers were installed for 2011-2012:

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

ANNOUNCEMENTS:

The planning meeting will be on July 19 p.m.

ADJOURNMENT:

The President adjourned the meeting at 7:15 p.m.



Respectfully submitted,
Karen Phelps CPS

Important Dates

- 9-11-2011 Tenth Anniversary—A Day of Remembrance
- 9-11-2011 All Horse Parade, Delaware
- 9-12-2011 Delaware Chapter IAAP Meeting @ 5:30 pm
Organizational Meeting @ Delaware County Library
- 9-17 to 9-24-2011 Delaware County Fair
- 9-22-2011 Little Brown Jug



SEPTEMBER 2011						
SUN	MON	TUES	WED	THURS	FRI	SAT
				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

- 10-10-2011 Columbus Day
- 10-17-2011 Joint Chapter Meeting with Polaris North Star on "Career Planning" More details forth coming!
- 10-31-2011 Halloween





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 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

@averydennison.com.



Feel happier at work *With a sticky note!*

Frazzled at your job? Grab a Post-it note and write down what you love most about it. Then display it in your workspace, like on your computer, so you'll see it several times a day. In a recent study, people who did experienced a 17% hike in workplace morale and a 10% jump in job satisfac-

Happiness secret: The reminder makes you feel more valuable and gives you a greater sense of self-worth. And that translates into greater activity in the pleasure center of your brain, says Val Kinjerski, Ph.D., author of *Rethinking Your Work: Getting to the Heart of What Matters*.

Stretch away work stress! Doing yoga or meditating can slash work stress 10%! Credit goes to the rise in a calming chemical in the brain that comes from doing soothing activities!



Come join the fun

September 17th - 24th, 2011
Something For Everyone!

IAAP Websites

Delaware Chapter
iaap-delaware.com

Ohio Division
iaap-ohio.org

International
iaap-hq.org
community.iaap-hq.org

Retirement Trust Foundation
iaap-rtf.org



Happy Birthday

September 15th

Julie Miller

Happy Anniversary

July

Sharon Cole—22 years

Jean Noterman—22 years

September

Robyn Davis—5 years

Renee Rarick—15 years

Thanks to everyone for your
dedication to our chapter!



