

The Keyhole



President's Message



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Communications Committee

Sarah Bantz
Vickie Hardy

Ah, the festive season is upon us! Since we're in the Thanksgiving Season, I decided to sit down and think about everything I have ever given thanks for. And, of course to those I haven't given thanks to and should have. Of course, my God, my family, my life, my friends, and my IAAP members I am ever so thankful for. I couldn't be happier with all of them and I truly appreciate them. I then think of those things that I probably haven't given enough thought of but just take for granted like my health and my job. Here is where I stopped and hesitated a little bit. My health - yes I could be healthier and yes I could make it better - but do I? My job - yes I like my job but do I take it for granted that it will be there every day waiting for me. Here is where I started to challenge myself. We can choose to challenge ourselves or we can sit back and talk ourselves out of even trying. So as I give thanks during this season I ask you to take time and challenge yourself to give thanks to those things you take for granted.

Once you have done that - we will fall directly into the Christmas season. The hustle and bustle of shopping, baking, singing and traveling all come into play. Remember those family traditions. Think of those unique things you do with your families. Christmas Eve is one of our family's most precious times. My family had the tradition of oyster soup and chili followed by opening presents and attending late night church service. **And**, Santa always managed to come after church service and hid bikes, dolls and other toys for morning. I was much older when I gave in and found out the real secret of how the items really got there. This is just one tradition and memory I have of the holidays and I will cherish forever. Find your favorite tradition: Christmas tree decorating, decorating, baking or serving others to name a few. Take time to think of all those memories and rewards. Don't let stress interfere with this festive time. Enjoy the holiday and start setting your goals for 2010 and include IAAP in them. **Happy Holidays to you and your families!**

Patti Hawxby

President - Hawkeye Chapter IAAP



BOARD MEETING:

December 3, 2009 12:00 p.m.
Principal Financial Group
7th St. Skywalk Level
Des Moines, IA

Contact Patti Hawxby if you are unable to attend, 515-247-6003 or hawxby.patti@principal.com

Any member is welcome to attend the board meetings. Please let Patti know if you are interested in attending.

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HAWKEYE CHAPTER BUSINESS MEETING MINUTES

November 11, 2009

Call to Order

The November 11, 2009 meeting of the Hawkeye Chapter of IAAP was called to order by President Patti Hawxby at the Fort Des Moines Museum at 6:00 p.m.

Officers present were President Hawxby, President-Elect Chris Lofdahl, Secretary Beth Kneeskern, Treasurer Paula Poli and Assistant Secretary/Treasurer Danette Zisoff CPS/CAP.

The quorum requirement was met therefore the business portion of the meeting was held.

Welcome

President Hawxby welcomed everyone to the meeting.

Introduction of Guests

President Hawxby introduced two guests that were present, Maggie Loutsch CPS/CAP, Iowa-Nebraska Division President and Teresa Davenport, a member of the Ames Chapter.

Anniversary/Birthday Recognition

President Hawxby recognized people with November and December membership anniversaries and birthdays. Special mention was made of True Sherman's 40th membership anniversary in November.

Officer Reports

Review of Minutes - Beth reported that the September minutes were posted in the October Keyhole and that since a quorum was not present for the October chapter meeting we needed to approve those minutes. A motion was made to approve the September chapter meeting minutes as posted in the October Keyhole. It was seconded. Motion carries. Beth reported that the October minutes were posted in the November Keyhole. A motion was made to approve the October chapter meeting minutes as posted in the November Keyhole. It was seconded. Motion carries.

Treasurer's Report - Paula reported that the September and October treasurer's reports are attached to the agenda. She gave a summary of the September and October treasurer's reports. She reported that the September treasurer's report needs to be approved since a quorum was not present at the October meeting. A motion was made to accept the September and October treasurer's reports as read. It was seconded. Motion carries.

Committee Reports

Certification Committee - Jeanne Griffen CPS/CAP reported that three people sat for the exam.

Financial Resources - Sherry reported that we have sold all 20 of the HyVee coupon books we purchased and made a profit of \$60.

Communications Committee - Sarah Bantz reminded everyone about the December social being held on December 3 in place of the usual December meeting. She asked that everyone RSVP to Danette by November 20 if they plan to attend.

Community Service - President Hawxby reported that we have already volunteered 68 hours at the Ft. Des Moines Museum, so we have already met our 50-hour commitment. Deb Curtis spoke about the December 12 Christmas event at the Ft. Des Moines Museum.

Membership Development - Tammy Witzke CPS/CAP reported that we currently have 82 members and that 2 new member packets have been sent out.

New Member Welcome - Michele Duong conducted a new member welcome for our newest members, Robin Byrd and Marjean Short.

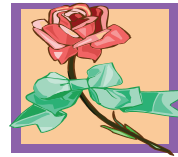
Old Business

IA/NE Fall Conference - President Hawxby reported that the Success Planning Powerpoint which was presented at the conference is attached to everyone's agenda. The other Powerpoint that was given at the conference will possibly be presented at a future meeting.

Membership Contact - President Hawxby reported that the membership packet that was given to everyone at the October meeting was mailed to everyone on the roster that did not attend the meeting.

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CELEBRATIONS



BIRTHDAYS

ANNIVERSARIES

Maria Endres	12/01	Patricia Timmerman	1996
Alexandra (Allie) Upchurch	12/16	Cathryn Failor CPS/CAP	1999
Danette Zisoff CPS/CAP	12/29	Mary Jane Pitman CPS/CAP	2001
Jan Pitcher	12/31	Vickie Hardy	2004
		Maria Endres	2005
		Michele Duong	2006

MARK YOUR CALENDARS

Date: December 3, 2009

Time: 5:45 pm Social; 6 pm Dinner,

Toad Valley Golf Course

237 NE 80th Street

Pleasant Hill, IA

Program: HOLIDAY EVENT

Meal: Creamy Pork Chop Dinner, Baked Potato, Green Beans, Lettuce Salad/Dressing, Trifle Dessert, Ice Tea, Water & Coffee
Cash Bar Available

Price: \$21.00 per person

DINNER CANCELLATIONS: All members and guests will be billed for their dinner if a cancellation is not received prior to NOON the Friday before the scheduled meeting.

Reference: Bylaws Standing Rule #2.

REMINDER: No Business Meeting in December due to the December Social on December 3.

Next Chapter Business Meeting will be held January 13, 2010.

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New Business

January ByLaw Changes - President Hawxby indicated that in January there will be some bylaw changes presented and voted on regarding updating the associate membership language so it matches up with Division and International. There will also be a change in language regarding the student chapter as we no longer have a student chapter.

Organizational Presentation - President Hawxby reported that she has been asked to present on the topic of cubicle organization at the Iowa Department of Public Health. She plans to share filing system ideas, etc. She asked that people let her know if they have any ideas/topics that would be good to share with them. She has been told she can promote IAAP.

President Hawxby indicated we have received some interest in the chapter from Continental Western and Federal Home Loan Bank.

Announcements

Stamp It Up Party - Tonight is the deadline to RSVP to Deb for those interested in coming to the party at 6:30 pm on Friday, November 13 being held at her home.

Christmas Social - The Christmas social will be on December 3 at Toad Valley Golf Course. The social will start at 5:45 and dinner will start at 6:00. The deadline to sign up is November 20 and the cost is \$21. A flyer is attached with the details.

Board Meeting - The next board meeting will be held on December 3 at noon at Principal.

Chapter Meeting - There will be no December chapter meeting due to the Christmas social on December 3.

Thought for the Day

Deb Curtis read the thought for the day.

Adjournment

The meeting was adjourned at 6:30 p.m.

Program

The program was presented by Maggie Loutsch CPS/CAP, Iowa-Nebraska Division President. The topic was "12 Simple Secrets of Happiness at Work".

Speaker Spotlight

12 Simple Secrets of Happiness @ Work

Maggie Loutsch, CPS/CAP, IA-NE Division President, presented these 12 secrets at our last chapter meeting. Maggie went into detail about each of these secrets. I hope you try to include these in your daily life. Listed below are the 12 secrets in case you weren't there or you need a refresher on them.

Infuse Your Work with Passion

Good Enough Never Is

Become the "Own" in Ownership

Give Your Best to What Matters the Most

Tap Into Your Talent

The Anchor of Attitude

Build a Better You

Make Things Happen

Success is Where You Find It

Break New Ground

Be a Team Player

Loosen Up, Lighten Up, Have Fun!

Not only work on these secrets in your daily life, look at IAAP to help you accomplish them. The "Member of Excellence" program IAAP has will also help you attain these secrets. Try it and be **happy!!**

Motivation Is An Inside Job!

Believe - in yourself; in your ability to learn and to make wise decisions. No one knows you better than you. We have to keep our belief a solid foundation so that when others doubt us, we can stay strong.

Responsible - realizing we have to motivate ourselves. We still need others to support us and then we take responsibility for our actions and the outcomes.

Inspire yourself - by reading positive materials; using positive self-talk; and being optimistic.

Commit yourself - to showing up mentally every day; to a cause; to something that inspires and motivates you.

Know yourself - play to your strengths; build rapport with those who support your weaknesses and continue to develop your weak areas.

Surround yourself - with people who are energetic, enthusiastic and are cheerleaders!

BRICKS - build your positive attitude with a strong base of self motivation.

The more engaged you are in the office - the more you genuinely care about some aspect of your work and when you do; your career contributes to a rewarding personal life. Almost without exception, highly successful people are "present" in a way many others are not. They participate actively in their lives, rather than sit on the sidelines. Take a few moments to ask yourself these four questions to find out how engaged you are right now, at this very moment:

1. **What's the one thing I want and need to accomplish today** to feel I've made progress toward my personal dreams and goals in life?
2. **How committed am I?** For instance, if it means working a little longer, or bringing the task home (even to think about it), am I willing to invest in my future without viewing it as a "sacrifice"? Am I willing to go the distance?
3. **Who do I want to acknowledge** for his or her assistance in helping me achieve a
Who or what do I need to address about an issue that's hampering my effectiveness, and therefore, my success?

CALENDAR OF PROGRAMS

Hawkeye Chapter 2009– 2010

Program Committee Chair: Patty Godfrey

Co-Chair: Vickie Hardy

**Note CEU credits approved will be announced in the Keyhole.*

Dec. 3, 2009	Social – Holiday Social Toad Valley Golf Course
Jan. 13, 2010	Program: We're not in Kansas anymore Toto - Logging onto the Internet Michael J. Ferjak, Criminal Investigator Iowa Department of Justice Office of the Attorney General Location: Ft. Des Moines Museum
Feb. 10, 2010	Program: "Why Should I Care About My Credit?" Cherie Tilson, Premier Credit Union Location: Ft. Des Moines Museum (1 CEU credit)
Mar. 10, 2010	Program: Ergonomics in the Workplace Mary Brickman, Principal Financial Group Location: Ft. Des Moines Museum (1 CEU credit)
Apr. 14, 2010	Program: TRANSFORMATIONAL DECLUTTERING: Clear Your Space, Change Your Life! Christine D. Hegstad, Ph.D. of MAP Professional Development Inc. Location: Ft. Des Moines Museum (1 CEU credit)
May 12, 2010	Program: Social Engineering Mary Hannan Location: Ft. Des Moines Museum
June 9, 2010	Installation of Officers Location : Ft. Des Moines Museum

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

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IOWA-NEBRASKA DIVISION BOARD

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President-Elect
Secretary
Treasurer

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Kreyl McPherson
Sherry Carlson
Wendy Lyons CPS/CAP

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IAAP MISSION STATEMENT

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

POWER
of
Commitment
Hawkeye Chapter

UPCOMING EVENTS

NW District Director



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2010

March 8 - 10	Professional Education Conference - Grand Sierra Resort & Casino in Reno, Nevada
April 18 - 24	Administrative Professionals Week
May 7 - 8	CPS/CAP Exams