

The Keyhole



President's Message

As I write this quick note, the day is very gloomy, cloudy, and rainy. However, I am still hopeful for a little Indian summer yet!

As I reflect over the last 4 months, I feel Hawkeye Chapter has accomplished many tasks. We have almost met our 50 hours of volunteer work for the Fort Des Moines Museum, we have gained some new members, we have members that attended the International Educational Forum, members that have attended the IA-NE Division meeting and just recently members attended the Sixth Annual Fall Education Conference. Many of you have been busy.

I have had different ones ask me "how did you get your boss to support you in IAAP." Communication was probably the most important part of his decision. I kept him informed and I have it as part of my development plan. When the company sends out to other employees for feedback, I listed a couple of my co-workers who were IAAP officers at that time to submit feedback. My boss appreciated that information. I know budgets are being cut and some bosses just don't understand the organization. That is where you have to educate them. You need to educate them on the value you gain at really a small fee.

I'd like to share a document with you that has been published in the October Connections electronic newsletter. The article was **Return On Your Conference Investment, New ROI Planner**. With that article there was a downloadable document called Return on Investment Planner. This document is attached to this newsletter under separate cover. I suggest you print this planner out and start tracking our meeting and conference experiences as it suggest. Bring it to the meetings and events with you. Jot down important steps, ideas and contacts. You can then share this planner with your boss to show him/her the benefits of the organization toward your career and goals. It might be a conversation opener for you and may generate your boss to have more interest in IAAP and what you'd like to do. Give it a try!

Have a wonderful day!

Patti Hawxby
President 2009-2010

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Communications Committee

Sarah Bantz
Vickie Hardy

BOARD MEETING:

November 5, 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

October 14, 2009

Call to Order

The October 14, 2009 meeting of the Hawkeye Chapter of IAAP was called to order by President Patti Hawxby at the Fort Des Moines Museum at 6:05 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 not met, therefore the meeting was an information meeting only and no votes were held.

Introduction of Guests

President Hawxby introduced the following guests: Robyn Byrd and Holly Jordan.

Anniversary Recognition

Danette was recognized for her October membership anniversary.

Committee Reports

Executive Breakfast – Chris reported that there were 46 people in attendance. Chris also gave a summary of the event.

Financial Resources - It was reported that we have sold all of the HyVee coupon books. Sherry will report at the next meeting the profits made. If someone still wants one, they can be ordered.

Community Service – President Hawxby gave a summary of our volunteer hours at the Ft. Des Moines Museum. Wanda had sent out a sign up for volunteers for dates available in October and November. Deb Curtis spoke about a children's holiday party which will be held at the Ft. Des Moines Museum on December 12 from 10:00 a.m. to 1:00 p.m. She asked the Hawkeye Chapter for volunteers. There will be opportunities to do cookie decorating, crafts and face painting. There are various items also needed if anyone is interested in donating. A sign-up sheet was passed around. It will also be sent out via email.

Membership Development – Tammy Witzke CPS/CAP reported that we currently have 82 members. Holly Jordan was welcomed as a new member.

Announcements

Board Meeting - President Hawxby reported that the next board meeting will be held on November 5 at noon at Principal.

Chapter Meeting - President Hawxby reported that the next chapter meeting will be on November 11.

December Social - President Hawxby reported that the December social will be held on Thursday, December 3 at Toad Valley Golf Course and the cost will be \$21. She encouraged everyone to bring adult guest(s). She also mentioned that a flyer will be sent out soon via email. This will replace the regular chapter meeting for December as allowed by the chapter bylaws.

Greeters

President Hawxby thanked the greeters, Lori Carlson and Rachel Smith CPS.

Thought for the Day

No thought for the day was given. President Hawxby thanked everyone for coming and to enjoy their meal.

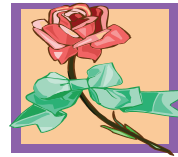
Adjournment/Dinner

The meeting was adjourned at 6:30 p.m. by President Hawxby.

Program

After dinner, the program was presented by President Hawxby and Sarah Bantz, Web Master, with the topic being "Getting to Know IAAP, Hawkeye Chapter and What's in it for ME".

CELEBRATIONS



BIRTHDAYS

Janet Christians	11/03
Sue Kiley	11/06
Debbie Davis	11/12
Linda Stoffel	11/16
Wanda King	11/18
Laura Loux	11/20
Becky Richardson CPS/CAP	11/25
Sherry Young CPS/CAP	11/26

ANNIVERSARIES

True Sherman	1969
Sherry Young CPS/CAP	1996
Wanda King	1997
Ashley Ehlers	2007
Monica Grubbs	2007
Tiffany Morlan	2007
Bridget Pemble	2007
Allie Upchurch	2007
Angela Vallejo	2007
Katy Garrett	2008
Allyson Gross	2008
Vivian Jack	2008
Laura Loux	2008
Nancy Salinas	2008
Alissa Stracke	2008

MARK YOUR CALENDARS

Date: November 11, 2009

Time: 5:30 pm Social; 6 pm Dinner, 6:30 Meeting

Fort Des Moines Museum

75 East Army Post Rd

Des Moines

NOTE: Dinner time has been changed

Program: "12 Simple Secrets of Happiness at Work" Maggie Loutsch CPS/CAP, IA-NE Division President (1 CEU approved)

This session will:

- Help you stop looking at work as simply a means of making a living.
- Help you understand that work is in essential ingredient in making a quality life.
- Help transform your daily "have-tos" into "want-tos".
- Help you get into the game and enjoy the contribution you make at work.

Meal: Choice of Chicken Parmesan or Lemon Pepper Chicken, Scalloped potatoes; Salad; rolls/butter Punch and dessert

Price: \$13.00 (includes Facility Fee and materials) \$2.00 (if you do not participate in the meal)

RSVP: zisoff.danette@principal.com by NOON November 6, 2009

PLEASE NOTE: Any reservations received after Noon on Friday will be added to the seating arrangements, but the member or non-member will be responsible to bring their own dinner item. Dinner item reservations will not be adjusted after that time.

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.



MEMBER SPOTLIGHT



Rachel Smith CPS

Rachel is an Executive Assistant with ADP. Rachel supports 3 Senior Officers, 5 Directors, 2 Senior

Managers and 1 HR Business Partner, and she couldn't be happier.

Rachel has her BA in Business Management from Wm Penn University as well as being certified in MS Word and MS Excel. She also is proficient in Office 2007, Adobe Pro, XP, Vista and Mac.

Rachel and her husband Randy have a 16 year old daughter Haley. Hobbies Rachel is interested in are: History, Archeology (Egypt & Mayan), the outdoors, gardening and reading.



.Jan Pitcher

Jan is a Project Coordinator with Shive-Hattery. She has been employed with them for 12 years.

Jan's past work experience has included a school secretary for 15 years and she had a home typing company for 40 years.

Being an office professional, Jan enjoys the variety that her duties bring.

Among Jan's work experience, she enjoys her 4 children and 7 grandchildren,

Her hobbies include reading.



The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

Achieving more by staying energized throughout the week

As you know, I usually share tips on combating the Monday-morning "blahs," especially after a nice, relaxing weekend. I recently met someone who says she has a different problem: "Monday, I am refreshed from the weekend and ready to tackle just about anything," she explains. "But by Friday, I am usually struggling to finish what I started. I'm pooped!"

That's an interesting twist on the same theme, and a challenge that some of you probably face as well. So this week, let's look at a few effective ways to replenish your energy during the week:

Ask yourself this question: "If I am struggling to finish what I started, what are some reasons why this could be happening?" Then think about the answer: Is it because you added more to your plate before you finished? Is it because others delegated tasks to you, putting previously "important" work on hold? Being aware of why you're slowing down can help you combat the problem.

Halfway through the week, take time to reassess your tasks and their priority levels. You may need to move things from the back burner to the front burner, so to speak. There may be things that can wait until next week. Possibly, there are some things that don't need to be done at all. Success tip: Continuously evaluate your priorities. Try to stick with an "A" priority before moving to a "B."

Shake up your personal routine a bit. Instead of cooking at home, go out to eat with your spouse or good friend on a Wednesday or Thursday.

Get a good night's sleep, especially mid-week. Lack of sleep, as you know, makes it harder to be alert and productive.

Do some self-talk. Tell yourself, "I want this week to end on a high note."

On Wednesday and Thursday, reread that week's *Monday Motivators* issue for a quick boost!

These ideas are just a start. What else can you do to stay energized all week long? Ask your colleagues and friends for their best ideas.

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.*

Nov. 11, 2009	<p>Program: "12 Simple Secrets of Happiness at Work"</p> <p>Maggie Loutsch CPS/CAP</p> <p>Location: Ft. Des Moines Museum</p> <p>(1 CEU credit)</p>
Dec. 3, 2009	<p>Social – Holiday Social</p> <p>Toad Valley Golf Course</p>
Jan. 13, 2010	<p>Program: We're not in Kansas anymore Toto - Logging onto the Internet</p> <p>Michael J. Ferjak, Criminal Investigator Iowa Department of Justice Office of the Attorney General</p> <p>Location: Ft. Des Moines Museum</p>
Feb. 10, 2010	<p>Program: "Why Should I Care About My Credit?"</p> <p>Cherie Tilson, Premier Credit Union</p> <p>Location: Ft. Des Moines Museum</p> <p>(1 CEU credit)</p>
Mar. 10, 2010	<p>Program: Ergonomics in the Workplace</p> <p>Mary Brickman, Principal Financial Group</p> <p>Location: Ft. Des Moines Museum</p> <p>(1 CEU credit)</p>
Apr. 14, 2010	<p>Program: TRANSFORMATIONAL DECLUTTERING: Clear Your Space, Change Your Life!</p> <p>Christine D. Hegstad, Ph.D. of MAP Professional Development Inc.</p> <p>Location: Ft. Des Moines Museum</p> <p>(1 CEU credit)</p>
May 12, 2010	<p>Program: Social Engineering</p> <p>Mary Hannan</p> <p>Location: Ft. Des Moines Museum</p>
June 9, 2010	<p>Installation of Officers</p> <p>Location : Ft. Des Moines Museum</p>

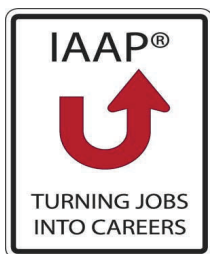
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

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IOWA-NEBRASKA DIVISION BOARD

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Secretary	Sherry Carlson	sherry@thompstoneich.com
Treasurer	Wendy Lyons CPS/CAP	greene-y@live.com



POWER of Commitment

Hawkeye Chapter

UPCOMING EVENTS**2009****NW District Director**

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November 6 & 7 CPS/CAP Exams

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