

# Keynotes

July 2010 ▶ Volume X Issue 1

A newsletter for career-minded administrative professionals  
Created by the Louisville Chapter IAAP, Kentucky ....  
[www.iaap-louisville.org](http://www.iaap-louisville.org)



## President's Message

The 2010-2011 IAAP theme is Passion & Purpose. By definition, Passion & Purpose is an unchecked emotion or overpowering enthusiasm for achieving one's goals or the results being sought. They, for me, are two closely linked words that are at times interchangeable. Fulfilling the enthusiasm gives me purpose and purpose at times sparks my enthusiasm. It's hard to know for sure where one stops and the other begins.

Being a member of IAAP is my Passion & Purpose. I am enthusiastic about sharing with others as well as learning from them how we can all succeed as professionals. I have been an active member since 1994, holding a leadership role at the chapter or division level for nearly all of those years. I thank the members of the Louisville Chapter IAAP for helping me fulfill my Passion & Purpose by electing me as president for the 2010-2011 year. My first term as president was in 2000-2001. I was honored then to be selected, but I believe I am even more honored to be elected to this second term. This second award of your trust tells me that my passion has not diminished and that there is still a purpose I may serve for the Louisville Chapter. For this honor, I say thank you!

To say that this year is off to a fast start would be an understatement! We have still a couple of weeks to go before our actual terms of service begin, but the enthusiasm and **PASSION** shown by your 2010-2011 board members are exciting! Many of them are already thinking and planning for the new year.

Please mark your calendars for the following dates, details of which are presented elsewhere in this newsletter.

**June 26, Leadership Workshop** - open to all members  
**July 8, Social Networking** - open to all members & guests

With the changes to our Bylaws & Standing Rules in April, the Louisville Chapter IAAP will now meet 12 times per year beginning in July 2010. It is important for our careers that we stay vigilant year round on staying connected, sharing our experiences, and learning how to advance our careers. So, I am excited to be the speaker at the July 8 meeting.

I look forward to seeing many of you at one or both of these events. Please watch for Keynotes each month as this is our primary source of communication with our members, although we will be branching out to the IAAP web community to offer even greater networking opportunities for our members.

Stay tuned!

Sabrina Haug CPS/CAP  
2010-2011 President

### 2010 – 2011 Board of Directors

President Sabrina Haug, CPS/CAP  
[shaug@teamreliable.com](mailto:shaug@teamreliable.com)

Vice President Melody Grapperhaus, CPS/CAP  
[melody.grapperhaus@mcmcpa.com](mailto:melody.grapperhaus@mcmcpa.com)

Secretary Patty Cox  
[pcox2@humana.com](mailto:pcox2@humana.com)

Treasurer Mary Ransdell, CPS  
[maryransdell@bellsouth.net](mailto:maryransdell@bellsouth.net)

Immediate Past President Reba Baldwin  
[reba.baldwin@ccc1884.org](mailto:reba.baldwin@ccc1884.org)

Fund Development - Jane Hasty CPS/CAP  
[janehasty@insightbb.com](mailto:janehasty@insightbb.com)

Certification & Scholarship - Laurie Pardieu, CPS  
[laurie.pardieu@louisville.edu](mailto:laurie.pardieu@louisville.edu)

Marketing & Communications - Penny Weller  
CPS/CAP [pweller@sevencounties.org](mailto:pweller@sevencounties.org)

Membership - Deanne Carter  
[deannecarter@aol.com](mailto:deannecarter@aol.com)

Professional Development – *Vacant*

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# Upcoming Events

## JUNE 26 LEADERSHIP WORKSHOP/ JOINT BOARD MEETING & PLANNING SESSION

**OPEN TO ALL IAAP MEMBERS**  
Guests Welcome to Morning Session & Lunch

RSVP Deadline – June 23  
to [maryransdell@bellsouth.net](mailto:maryransdell@bellsouth.net)

Seven Counties Services, Inc.  
101 W. Muhammad Ali Blvd.,  
Downtown Louisville

- 9:00 – Registration/Networking/  
Continental Breakfast
- 9:30 – **Building Teams**, presented by  
Pam Cradic, CPS, 2006-2007 Chapter  
President = **ONE Recertification Point**
- 10:30 Break
- 10:45 To be Announced
- 11:30 Break
- 11:45 Lunch – Ham or Turkey box lunches  
from Jimmy John's (may request  
vegetarian selection with RSVP)
- 12:45 Joint Board Meeting & Planning Session

### **COST: \$15**

Cash or checks payable to  
Louisville Chapter IAAP accepted at door

**Directions: From I-65 North**, Exit 136B, Brook Street. Proceed straight to light turning left onto Muhammad Ali Blvd. Location is one block up on the right; driveway can be accessed just past 1<sup>st</sup> Street. Visitor and Reserved parking spots available. Entry into building thru rear door nearest 1<sup>st</sup> Street. Must be buzzed in.

*Deadlines for RSVPs are firm. Cancellations received after these dates will be billed to cover cost of meals, reducing the financial liability to the chapter.*

## JULY 8 CHAPTER MEMBERSHIP MEETING

### Tools of Social Networking

Presented by Sabrina Haug, CPS/CAP

The top social networks, what they are and what they're used for. Includes LinkedIn, FaceBook, MyFamily, MySpace, Twitter and IAAP Web Community.

**Bring your laptop for hands on experience!**

RSVP Deadline – July 6  
to [maryransdell@bellsouth.net](mailto:maryransdell@bellsouth.net)

Seven Counties Services, Inc.  
101 W. Muhammad Ali Blvd.  
Downtown Louisville

- 5:30-6 p.m. Registration/Networking
- 6-7:30 p.m. Salsarita's Taco Bar/Program
- 7:30-8 p.m. Business Meeting  
Approval of 2010-2011 Budget

### **COST OF TACO BAR: \$12**

Cash or checks payable to  
Louisville Chapter IAAP accepted at door

### **SAVE THE DATES!! CHAPTER MEMBERSHIP MEETINGS**

*2<sup>ND</sup> Thursday of each month*

*August 12  
September 9 – Vendor Expo  
October 14  
November 11  
December 9*

# Chapter News

## New Board Installed

Cheri Collins, CPS/CAP/MOS, past Kentucky Division President, installed the newly elected 2010-2011 Board of Directors at the chapter's membership meeting held on June 10, 2010. Pictured below are (left to right) Front Row: Vice President Melody Grapperhaus, CPS/CAP; President Sabrina Haug, CPS/CAP; Back Row: Jane Hasty, CPS/CAP, Fund Development Chair; Penny Weller, CPS/CAP, Marketing & Communications Chair; Laurie Pardieu, CPS, Certification & Scholarship Chair; Deanne Carter, Membership Chair; Secretary Patty Cox; and Treasurer Mary Ransdell, CPS. Not pictured: Immediate Past President Reba Baldwin.



Included in the evening's agenda was an "outstall" of the 2009-2010 Board conducted by Mary Lou Tippgos, CPS. Presidents Baldwin and Haug gave their outgoing and incoming president's speeches. President Haug will share her goals, which were included in her speech, in more detail at her Leadership Workshop to be held later this month.

## Scholarships Awarded

Laurie Pardieu, CPS, presented the Nettie Alice Green Scholarship to Louisville Chapter member Patricia G. Cox. Patty is attending Sullivan University pursuing her degree in Human Resources Management.



The Lois D. Knapp Scholarship was presented to Anthony Aymerich. Anthony, originally from France, is attending Spalding University pursuing a degree in Accounting.



The Louisville Chapter can award up to two scholarships a year. For more information on either of these scholarships, please visit the chapter web site at [www.iaap-louisville.org](http://www.iaap-louisville.org).

## Certifications/Recertifications

Congratulations to the following for achieving their Certified Professional Secretary (CPS) or their Certified Administrative Professional (CAP) designations during the past year: Debra L. Boyd, CAP; Melody A. Grapperhaus, CPS/CAP; Rhonda Jones CPS/CAP; Barbara Lay, CPS/CAP; Laurie Pardieu, CPS; and Penny Weller, CAP.

Congratulations to Julie Bohn, CPS, for recertifying her CPS designation. And to Sandy Howard, CPS/CAP, for achieving her BIS degree from Western Kentucky University.

## Birthdays

Pam Cradic, CPS	July 3
Clara Duncan	July 4
Melody Grapperhaus, CPS/CAP	July 9
Judy Crask	July 10
Carol Reid	July 11
Sandy Howard, CPS/CAP	July 15
Sandy Wehrle, CPS/CAP	July 16
Brenda Smith	July 19
Myra Carpenter, CPS	July 20
Joyce Bryant	July 21

## July Anniversaries

Shirley Schroader	38 years
Linda Fugit	18 years
Evelyn Bowles, CPS/CAP	15 years
Ann Stuckenberg, CPS/CAP	15 years
Joan Van Cleave	3 years
Rhonda Jones, CPS/CAP	2 years
Lauren White, CAP	2 years
Ruth Deaton	1 year
Jennifer Hegarty	1 year
Mary Meyers	1 year
Shana Whitaker	1 year

# Division News

## Officers Installed

Our very own Penny Weller, CPS/CAP, was installed as Kentucky Division Vice President at the division's annual meeting in Bowling Green, June 4-6, 2010.



Division Officers are (l to r) Treasurer Gloria Stewart, CPS/CAP, Paducah-Kentucky Lake Chapter; President-Elect Julie Lee, Northern Ky. Chapter; President Jacky Ammerman, CAP, Blue Grass Chapter; Vice President Weller, CPS/CAP, Louisville Chapter; and Secretary Laura Dziekonski, Division Member-at-Large.

## Wilma Yeary Award

Laura Dziekonski was awarded this year's Wilma Yeary Administrative Professional of the Year Award. This award is the highest honor to be bestowed by the division and is named for Wilma Yeary, a member of the Blue Grass Chapter, past division president, and a previous member of the International Board of Directors. Previous winners include Cheri Collins, CPS/CAP/MOS, Louisville Chapter; Jean Stegman, CPS, Paducah-Ky Lake Chapter; Kay Hayes, CAP, D-MAL; and Gloria Stewart CPS/CAP, Paducah-Kentucky Lake Chapter.

## Meetings Scheduled

President Ammerman announced the dates/locations of her leadership and board meetings for the coming year. The Leadership Forum will be held on August 13-14 at the Holiday Inn in Georgetown; Fall Board Meeting/Education Forum on October 22-23, at Rough River Dam State Resort Park; Winter Board/Education Forum on March 11-12 at Blue Locks State Resort Park; and the 59<sup>th</sup> Kentucky Division Annual Meeting will be held on June 3-5 in Georgetown.

## HQ News

### Pathways to Excellence

To see who has completed the submission process, go to <http://pathways.iaap-hq.org> and click "Submissions" under the appropriate Member/Chapter/Division of Excellence tab.

Don't forget that you must submit your information, once complete, via the online submission form to be eligible for this program. Following are the 2009-2010 submission deadlines:

**Member of Excellence:** 11:59 p.m. Central Time on June 30, 2010

**Chapter of Excellence:** 11:59 p.m. Central Time on July 5, 2010

**Division of Excellence:** 11:59 p.m. Central Time on July 5, 2010

### Webinar

"Introduction to the IAAP Web Community" webinar will be held on Wednesday, June 23, 12 – 1 p.m. CDT. Register online at <https://www1.gotomeeting.com/register/963409256>

Submissions for Keynotes  
should be sent to  
[pweller@sevencounties.org](mailto:pweller@sevencounties.org)  
by the 15<sup>th</sup> of each month.