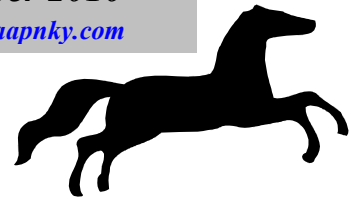


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Upcoming Events.....

**Northern KY Chapter Meeting: October 12th @
Perfetti Van Melle**

**Fall Board: October 22 and 23rd at Rough River
State Park**

<http://www.iaap-kydivision.org/Meetings.html>

Northern Kentucky IAAP Chapter Board:

Juanita Trimp CAP: President

**Sheila Shields CPS: Treasurer; Membership
Chair**

**Alice Schultz CPS: Webmaster; Fundraising
Chair**

Carole Ewald: Nominations Chair

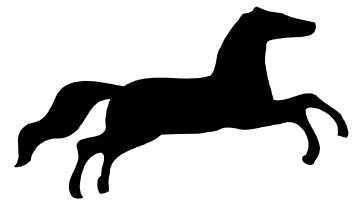
Julie Lee: Newsletter Editor

From Julie Lee, President-Elect KY Division; Newsletter Editor NKY IAAP



We are well into our year of “Passion and Purpose”, and the Northern Kentucky Division started our monthly meetings off right on the outside terrace at Perfetti Van Melle this month. We are so fortunate to be able to use such a wonderful facility...Thanks Juanita!! We had many new ideas to share on educational programs, fundraising and recruiting, and are looking forward to a productive year. Our next meeting is October 12th at Perfetti at 6:00, and Alice Schultz CPS is presenting “The Power of Networking”.

Our Kentucky Division President, Jacky Ammerman CAP, has a lot of educational and fellowship opportunities for us this year also. I hope to see many of you at Fall Board at the end of October for a chance to network and learn with your fellow Administrative Professionals!



International President's Message

We're a month into our Passion and Purpose year. In the September message, Mary challenges members to think about getting involved in IAAP leadership. Make sure to stop by the web community to read [this month's message](#) from the 2010-2011 International President Mary Ramsay-Drow, CPS/CAP.

From Office Team

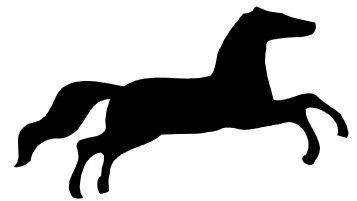
Bad Break Room Behavior Can Leave a Lingering Impression

Bringing lunch to work has become an everyday occurrence for more and more workers because of the downturn. If you're among this group, mind your manners in the company kitchen. Workers polled in a recent survey by OfficeTeam said the most annoying break room behavior is leaving a mess for others to clean up. Taking a coworker's food without asking came in second, followed by leaving expired or spoiled items in the refrigerator.

You may think your actions in the break room go unnoticed, but subtle behaviors can send a message about your consideration for others — or lack thereof. Here are five additional tips for minding your manners in the break room:

1. **Remember mom's advice.** If you spill something in the microwave or on the counter, wipe it up. It's also common courtesy to refill anything you've emptied in the kitchen, such as the coffee pot, utensils or a napkin dispenser. Leaving empty food containers or coffee mugs in the sink also is inconsiderate because it limits the amount of room colleagues have to clean their dishes or wash their hands.
2. **Spare the air.** You may love the smell of your famous "seafood surprise," but your neighbors probably don't share your enthusiasm. Avoid bringing extremely pungent foods to the office that could offend your colleagues' olfactory senses.
3. **Stake your claim.** Label your food with your name and the date. This will let people know the items are not department leftovers up for grabs and make it clear when the item should be taken home or thrown away.

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4. **Get the hint.** Schedule alerts on your calendar so you'll remember to take home or toss out leftovers or groceries you've stored in the office fridge. You'll also help free up space for coworkers.
5. **Do a little dirty work.** Clean up around the break room even if someone else created the mess. By simply picking up a piece of trash or wiping the table, you'll set an example for others to follow and create a more pleasant and potentially safer environment for your colleagues. If you see an ongoing issue with break room etiquette, consider asking management to implement a staff policy or reinforce the rules of conduct.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com.

Northern Kentucky Chapter Fundraiser.....

The Northern Kentucky Chapter is again selling Entertainment Books as our fundraiser this year. The books will be sold for \$25.00 (Cincinnati area). We will be getting the online purchasing information soon for those who would like to purchase a book for another area. Thanks for your support in the past, and hopefully you can support us again this year!

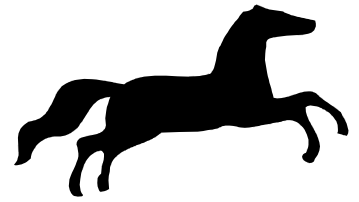
Julie Lee

EFAM Photos for Sale

Did you miss your chance to order photos taken at EFAM while in Boston? Here is your opportunity to look them over at your leisure and place your order. After clicking the link below, the password you will need is iaap2010.

[View the IAAP 2010 Event](#)

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Montréal 2011 – Be there!

It's not too early to begin thinking about next year's Education Forum and Annual Meeting. Get revved up with [the blog post](#) from President Mary Ramsay-Drow on her trip to the 2011 EFAM city this summer. For information about the city, check out these links in your leisure time.

[IAAP EFAM Host City Video](#)

[Old Montréal](#): a historic area located southeast of downtown containing many different attractions such as the Old Port of Montreal, Place Jacques-Cartier, Montreal City Hall, the Bonsecours Market, Place d'Armes, Pointe-à-Callière Museum, the Notre-Dame de Montréal Basilica, and the Montreal Science Centre.

[Crescent Street](#): The world famous Crescent Street is in the heart of downtown Montreal. For tourists and locals alike, this tiny strip, running from Sherbrooke to Rene-Levesque, is the heart and soul of the city. Famous for its terraces, trendy restaurants, fine dining and bustling nightlife, the street is also lined with specialty shops

Next month we'll give you information on getting your passport.

