

Turftracks



Upcoming Events.....

**Northern KY Chapter Meeting: October 13th @
Perfetti Van Melle**

**Fall Board: October 23 and 24th in Shepherdsville
Kentucky**

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

Northern Kentucky IAAP Chapter Board:

Alice Schultz CPS: President; Webmaster;
Fundraising Chair

Sheila Shields CPS: Treasurer; Membership
Chair

Juanita Trimpe CAP: Secretary

Carole Ewald: Nominations Chair

Julie Lee: Newsletter Editor

From the President..... Alice Schultz CPS

It's already September! Where has the year gone? The time seems to go faster and faster each year.

The International theme this year is **Power of Commitment**. And, they would like for all Divisions and Chapters to have the same theme. The Northern Kentucky Chapter and the Kentucky Division will share International's theme.

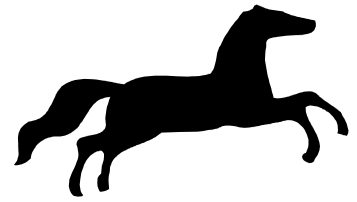


What does **Power of Commitment** mean to you? According to Webster: Power means: *ability to act or produce an effect* and Commitment means: *an act of committing to a charge or trust*. To me this means that we as individuals or as a group (Chapter or Division) are able to change IAAP with our Power. We can change IAAP in several ways. We can grow our membership, we can change the way we do things, we can involve different people, and most importantly we can change our attitude. Let's commit to change IAAP for the better this year!

I would like each member to take responsibility for changing the way we operate as a chapter.

- I would like each member to be responsible for the program for one or more months. By doing this, the member determines the topic and finds the speaker. This will grow the skills of each member and will give the Chapter greater diversity in topics. Members you can even present the topic if you'd like to grow even more skills.

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- I would like each member to contact two or more businesses to be sponsors on our web site. This will grow a different skill for each member. And, it will produce income for our Chapter!
- I would like each member to work on their diaries that Wanda has provided. There are many opportunity areas included. Get out of your comfort zone.
- I would like each member to invite someone new to each monthly meeting.
- When you are finished reading your Office Pro, if you don't keep them, drop them off somewhere. A few suggestions are: your office lobby, dentist office, doctor office, hair/nail salon, or anywhere there is a waiting area with reading material. Be sure to include contact information in case they want to contact you.
- I would like for each member to strive for "Member of Excellence"

From Wanda Hart CPS/CAP, President KY Division, Notes from the Planning Retreat and Fall Board Update.....



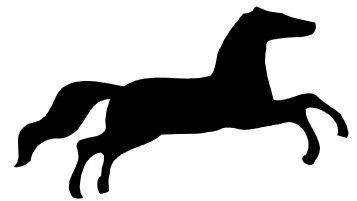
RETREAT notes.docx

- 1) It's that time again! Time for Board reports. Please send your reports to me (or send to Jacky for posting on the Website) by October 15. If you will have no report, please let me know that as well. I will not put you on the Agenda for a report if you let me know you will not be giving one.
- 2) **Please let your members know** - I will make arrangements for baby sitting services Friday night from 6-8 and Saturday from 8 a.m. to 4 p.m if there is a need. *I think maybe about age 9 and under.* If you know of any members who are not planning to attend Fall Board or the seminar because they have child care needs, please let me know by October 15.
- 3) From the retreat, I will announce during my Board report, that based on the language of Standing Rule No. 12, "At the discretion of the Division Board of Directors, the following awards may be presented at the Annual Meeting," we will not present the Membership or Education Awards this year. I will ask if there are any objections, and if there are none, we will not present those awards at 2010 Annual Meeting. We will instead recognize the Members of Excellence and Chapters of Excellence from 2008-2009. Since this is a change, I think for the present time, it is better if we just use the discretion of the Board to not have the awards THIS YEAR and propose more permanent wording at a later time (if desired).
- 4) Don't forget to let Jacky know if you will be attending the Friday night workshop!!

Thank you, thank you thank you for all the hard work the first three months. It is so exciting for the year to begin with such a rousing start. You have all done a GREAT job!! Keep working and "daring" all the way!! Sunrise thinking is working!!!

Wanda

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2010 EFAM Registration and Hotel Package Deal



For the first time in recent memory, IAAP is offering a special history making deal to help you attend the 2010 International Education Forum and Annual Meeting in Boston. We've secured a **limited number of packages** offering you 10% off your conference registration and 10% off your hotel stay at the Sheraton Boston when you prepay for both by Dec. 15. Restrictions do apply— please see the [hotel/registration package form](#) for complete details.

Through this offer you'll have a chance to make history as administrative professionals from more than 20 nations across the globe convene in Boston for the 2010 International Education Forum and Annual Meeting, July 18 – 21. We're meeting at the Hynes Convention Center, conveniently connected to the Sheraton Boston Hotel.

You'll enjoy Boston for its history and attendance at EFAM for its endless educational opportunities. You can choose from dozens of workshops designed to give attendees "*The Administrative Edge*" in today's competitive work environment. Tailor your educational experience by selecting workshops and classes that will help reach your specific goals.

Note to all Division and Chapter Presidents— Consider this an opportunity to save money if your division or chapter pays for delegates and alternates to attend the annual meeting. If you want to register a delegate and or alternate but don't know who that will be by Dec. 15, register the current division/chapter president and/or vice president. Once the delegate information is known please provide the appropriate credential paperwork to

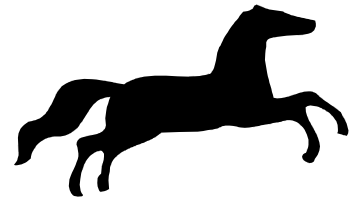
headquarters before the June 29, 2010 credential deadline and headquarters will transfer the registration to the appropriate party; this way you will not miss out on this fantastic deal.

If you are unable to take advantage of this registration and hotel package, you can still reserve a room at the regular group room rate.

Sheraton Boston Hotel— Regular room rate for single/double occupancy, \$179/night+taxes
For toll-free hotel reservations call 800-325-3535 and let them know you are with the 2010 IAAP International Education Forum and Annual Meeting.

Boston Marriott Copley Place Hotel— Regular room rate for single/double occupancy, \$182/night+taxes
To book your room over the internet, follow these instructions go to <http://cwp.marriott.com/bosco/iaap/> and

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expand the button labeled “Special Rates & Awards” (on the right side in the gray box). In the box labeled “Group Code” the guest would enter one of these 7-letter codes.

The Group Codes are:

I-APIAPA = \$182 Single/Double occupancy

I-APIAPB = \$202 Triple occupancy

I-APIAPC = \$222 Quad occupancy

You can call 800-228-9290 to reserve your room using the group codes above.

Northern Kentucky President, Alice Schultz CPS, Awarded at Annual Meeting!!

See the lists below for our Kentucky Division 08/09 award winners!

Kentucky Division Chapter of Excellence

Louisville Chapter

Paducah-Ky Lake Chapter

Member of Excellence

Theresa Morris, Audubon Chapter

Wanda Hart CPS/CAP, Hopkinsville Chapter

Mary Beth Shera CAP, Bluegrass Chapter

Jacky Ammerman CAP, Bluegrass Chapter

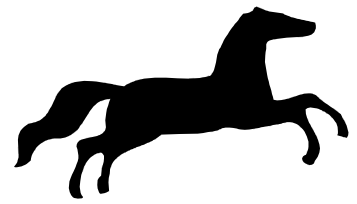
Rebecca Luca, Bluegrass Chapter

Sabrina Haug, CPS/CAP, Louisville Chapter

Alice Schultz, CPS, N. Kentucky Chapter

Gloria Stewart CPS/CAP Paducah-Ky Lake Chapter

Debbie Hooper CPS, Paducah-Ky Lake Chapter



Submitted by Alice Schultz CPS, President

The Right Way to Take Time Off

Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations.

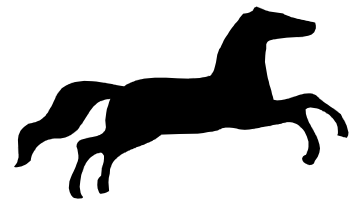
Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can sap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

- **Make a plan.** Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.
- **Call for reinforcements.** Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time-sensitive initiatives. Offer to return the favor when this person is out of the office.
- **Redirect calls and e-mails.** Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts — both internal and external — in advance so they won't be caught off guard and know who can address their needs while you are away.
- **Leave it all behind.** Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.

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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 325 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 \$20.00 (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

POWER
of
Commitment
Northern Kentucky Chapter