



TRIGON

Paducah-Kentucky Lake Chapter "Making the Leap to Remarkable" OCTOBER 2011
 Editor: Gloria J. Stewart, CPS/CAP



Letter from the Chapter President

Dear Members:
 This is the 45th year of the Paducah-KY Lake Chapter, having being chartered by the Louisville Chapter in 1966. Our organization started out as National Secretaries Association, then moved to being called Professional Secretaries International and now we are the International Association of Administrative Professionals.

Congratulations to Betty Green, CPS, Aquilla Smith, Velva Yeomans, CPS and Joan Cooper who are still members from the original charter of 67 members. We have lost several members to the Omega Chapter and others have chosen not to renew as their jobs have changed and several have retired.

I have been a member for 37 years and can reflect back on the changes that have taken place during that time. I can remember the manual typewriters, then electric typewriters and now computers. No more carbon paper or erasers to correct mistakes. Think what information that could have been saved and shared had we had computers 45 years ago. You can see the accomplishments that individuals have made over the years, due to membership in IAAP and I include myself in that.

Perhaps the best thing is the friendships that have been made over the years, not only with the current and past members of the Paducah-KY Lake Chapter but with Division and International as well.

As the old saying goes "we have come a long way baby."

Jean Stegmann, CPS
 Chapter President



Ink Cartridges

Keep bringing those ink cartridges to the meetings! We also have a place that takes laser cartridges, so bring those in also!

Gloria Stewart, CPS/CAP

will be helping with this, and you can turn in your empty cartridges to myself or Gloria.

Susan McCain
 Chair, Ways & Means

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From the Corresponding Secretary

On behalf of our chapter, congratulations letters were sent to our chapter members: Joan Cooper; Betty Green, CPS; Aquilla Smith; and Velva Yeomans, CPS thanking them for their continued membership and support of 45 consecutive years.

If you have any changes for the roster, please get those to Debbie Hooper, CPS via email debbie.hooper@noaa.gov.

Also, as you hear of any births, deaths, weddings, etc., of members, please notify me so that I can send a card from the Chapter.

Debbie Hooper, CPS
Corresponding Secretary

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Membership Update

I'd like to encourage each of you to help us recruit new members. As of August 30, our membership stands at 27, so please invite prospects to our meetings. Looking for a few ideas on where to find these prospects: co-workers, parents, friends, spouses of co-workers, neighbors, other businesses, your bank, your children's school or your church. Membership has so much to offer: networking, educational programs, *OfficePro* subscription, CPS/CAP certifications and leadership opportunities, just to name a few. Please invite someone to our September meeting.

If you'll let me know of anyone who might be interested in becoming a member, I'll be happy to send them an informational packet.

Milinda Harnice CPS
Membership Chair

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Member Welfare



Congratulations to Gloria Stewart, CPS/CAP on the latest addition to her family. Raven Ruth Oliver was born September 20. She weighed 7 lbs. 6 oz. and was 19 ½ inches long. This makes Gloria's second great-granddaughter.

Chapter president, Jean Stegmann, CPS underwent recent eye surgery. She is planning on having surgery on the other eye soon, and we wish her a speedy recover from both surgeries.

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October Meeting:

**October 18, 2011 – 5:30 p.m.
Petter Business Supply**

**Program: Organizing Your Desk and Work
Space**

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Scenes from the September Meeting



Patsy Marine,
Financial Specialist with
Clearpoint Credit
Counseling Solutions, in
Lone Oak.



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Is it a Stroke? How to Tell, What to Do

1. What Is a Stroke?

Stroke is a medical emergency and the third leading cause of death in the U.S. It occurs when a blood vessel in the brain bursts or, more commonly, when a blockage develops. Without treatment, cells in the brain quickly begin to die. The result can be serious disability or death. If a loved one is having stroke symptoms, seek emergency medical attention without delay.

2. Stroke Symptoms

Signs of a stroke may include:
Sudden numbness or weakness of the body, especially on one side.

Sudden vision changes in one or both eyes, or difficulty swallowing.

Sudden, severe headache with unknown cause.

Sudden problems with dizziness, walking,

3. Stroke Test: Talk, Wave, Smile

The F.A.S.T. test helps spot symptoms. It stands for:

Face. Ask for a smile. Does one side droop?

Arms. When raised, does one side drift down?

Speech. Can the person repeat a simple sentence?

Does he or she have trouble or slur words?

Time. Time is critical. Call 911 immediately if any symptoms are present.

4. Stroke: Time = Brain Damage

Every second counts when seeking treatment for a stroke. When deprived of oxygen, brain cells begin dying within minutes. There are clot-busting drugs that can curb brain damage, but they have to be used within three hours of the initial stroke symptoms. Once brain tissue has died, the body parts controlled by that area won't work properly. This is why stroke is a top cause of long-term disability.

5. Diagnosing a Stroke

When someone with stroke symptoms arrives in the ER, the first step is to determine which type of stroke is occurring. There are two main types, and they are not treated the same way. A CT scan can help doctors determine whether the symptoms are coming from a blocked blood vessel or a bleeding one. Additional tests may also be used to find the location of a blood clot or bleeding within the brain.

6. Ischemic Stroke

The most common type of stroke is known as an ischemic stroke. Nearly nine out of 10 strokes fall into this category. The culprit is a blood clot that obstructs a blood vessel inside the brain. The clot may develop on the spot or travel through the blood from elsewhere in the body.

7. Hemorrhagic Stroke

Hemorrhagic strokes are less common but far more likely to be fatal. They occur when a weakened blood vessel in the brain bursts. The result is bleeding inside the brain that can be difficult to stop.

8. 'Mini-Stroke' (TIA)

A transient ischemic attack, often called a "mini-stroke," is more like a close call. Blood flow is

temporarily impaired to part of the brain, causing symptoms similar to an actual stroke. When the blood flows again, the symptoms disappear. A TIA is a warning sign that a stroke may happen soon. It's critical to see your doctor if you think you've had a TIA. There are therapies to reduce the risk of stroke.

9. What Causes a Stroke

A common cause of stroke is atherosclerosis -- hardening of the arteries. Plaque made of fat, cholesterol, calcium, and other substances builds up in the arteries, leaving less space for blood to flow. A blood clot may lodge in this narrow space and cause an ischemic stroke. Atherosclerosis also makes it easier for a clot to form. Hemorrhagic strokes often result from uncontrolled high blood pressure that causes a weakened artery to burst.

10. Risk Factors: Chronic Conditions

Certain chronic conditions increase your risk of stroke.

These include:

High blood pressure

High cholesterol

Diabetes

Obesity

Taking steps to control these conditions may reduce your risk.

11. Risk Factors: Behaviors

Certain behaviors also increase the risk of stroke:

Smoking

Getting too little exercise

Heavy use of alcohol

12. Risk Factors: Diet

A poor diet may increase the risk for stroke in a few significant ways. Eating too much fat and cholesterol can lead to arteries that are narrowed by plaque. Too much salt may contribute to high blood pressure. And too many calories can lead to obesity. A diet high in fruits, vegetables, whole grains, and fish may help lower stroke risk.

13. Risk Factors You Can't Control

Some stroke risk factors are beyond your control, such as getting older or having a family history of strokes. Gender plays a role, too, with men being more likely to have a stroke. However, more stroke deaths occur in women. Finally, race is an important risk factor. African-Americans, Native Americans, and Alaskan Natives are at greater risk compared to people of other ethnicities.

14. Stroke: Emergency Treatment

For an ischemic stroke, emergency treatment focuses on medicine to restore blood flow. A clot-busting medication is highly effective at dissolving clots and minimizing long-term damage, but it must be given within three hours of the onset of symptoms.

Hemorrhagic strokes are more difficult to manage. Treatment usually involves attempting to control high blood pressure, bleeding, and brain swelling.

15. Stroke: Long-Term Damage

Whether a stroke causes long-term damage depends on its severity and how quickly treatment stabilizes the brain. The type of damage depends on where in the brain the stroke occurs. Common problems after a stroke include numbness in the arms or legs, difficulty walking, vision problems, trouble swallowing, and problems with speech and comprehension. These problems can be permanent, but many people regain most of their abilities.

16. Stroke Rehab: Speech Therapy

Rehabilitation is the centerpiece of the stroke recovery process. It helps patients regain lost skills and learn to compensate for damage that can't be undone. The goal is to help restore as much independence as possible. For people who have trouble speaking, speech and language therapy is essential. A speech therapist can also help patients who have trouble swallowing.

17. Stroke Rehab: Physical Therapy

Muscle weakness, as well as balance problems, are very common after a stroke. This can interfere with walking and other daily activities. Physical therapy is an effective way to regain strength, balance, and coordination. For fine motor skills, such as using a knife and fork, writing, and buttoning a shirt, occupational therapy can help.

18. Stroke Rehab: Talk Therapy

It's common for stroke survivors and their loved ones to experience a wide range of intense emotions, such as fear, anger, worry, and grief. A psychologist or mental health counselor can provide strategies for coping with these emotions. A therapist can also watch for signs of depression, which frequently strikes people who are recovering from a stroke.

19. Stroke Prevention: Lifestyle

People who have had a stroke or TIA can take steps to prevent a recurrence:

Quit smoking.

Exercise and maintain a healthy weight.

Limit alcohol and salt intake.

Eat a healthier diet with more veggies, fish, and whole grains.

20. Stroke Prevention: Medications

For people with a high risk of stroke, doctors often recommend medications to lower this risk. Anti-platelet medicines, including aspirin, keep platelets in the blood from sticking together and forming clots. Anti-clotting drugs, such as warfarin, may be needed to help ward off stroke in some patients. Finally, if you have high blood pressure, your doctor will prescribe medication to lower it.

21. Stroke Prevention: Surgery

In some cases, a stroke results from a narrowed carotid artery -- the blood vessels that travel up each side of the neck to bring blood to the brain. People who have had a mild stroke or TIA due to this problem may benefit from surgery known as carotid endarterectomy. This procedure removes plaque from the lining of the carotid arteries and can prevent additional strokes.

22. Stroke Prevention: Balloon and Stent

Doctors can also treat a clogged carotid artery without major surgery in some cases. The procedure, called angioplasty, involves temporarily inserting a catheter into the artery and inflating a tiny balloon to widen the area that is narrowed by plaque. A metal tube, called a stent, can be inserted and left in place to keep the artery open.

23. Life After a Stroke

More than half of people who have a stroke regain the ability to take care of themselves. Those who get clot-busting drugs soon enough may recover completely. And those who experience disability can often learn to function independently through therapy. While the risk of a second stroke is higher at first, this risk drops off over time.

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Playing Hunches for Better Business

By Jane Boucher, Executive Coach
And Certified Speaking Professional

“I just had a hunch.”

“I trusted my instincts.”

“My first impression is usually right.”

In our everyday lives, we use these inelegant, homey old proverbs all the time, and we believe them. My first impression of a new acquaintance often proves accurate. If I have a hunch that a guest I'm expecting for dinner will cancel at the last minute, the phone usually rings to confirm that hunch.

In the business world, however, we view hunches as suspect. After all, they're not scientific. They're not based on logic and reason, those mainstays of our culture. We frequently ignore and discount our instincts. There's even a sexual stereotype in our attitude toward hunches; we've all heard of "women's intuition," but doesn't "men's intuition" sound odd? Nevertheless, ignoring our instincts, our intuitions, and our gut feelings in business may be a big mistake.

When evaluating the pros and cons surrounding a decision, we weigh all the factors that we can rationally assess. We do spreadsheets,

financial analyses, market surveys and demographic research. These are important tools; however, there are many factors they can't assess — such as how customers will react to a new product or what the next popular fad will be. Sure, we can make educated guesses based on past reactions and past fads, but we can't really be certain.

That's where hunches come in and they should be taken seriously. You have a feeling in your gut that customers won't like the product that your staff wants to develop. You just KNOW that certain changes need to be made before you can successfully sell that widget. Your instincts tell you that the next big fad will be a return to Hula Hoops.

You may very well be right on all counts, because hunches are not really just feelings that come out of nowhere. They are conclusions drawn by your subconscious mind based on a lifetime of hard-won experience.

Next time you get a strong hunch, try going with it. Your instincts might pleasantly surprise you.

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Paducah-KY Lake Chapter Proposed Programs for 2011-2012

August	The Importance of Sleep to Keep Alert Sandra Jernigan – Sleep Source (Pasta House)
September	Credit Issues Credit Counseling Services (Casa Mexicana)
October	Program on Organizing Your Desk and Work Space Petter Business Supply
November	History of the Local River Industry Planned to meet & eat on a towboat
December	No meeting
January	Steps to take in preparing for an MOS Certification Liz Dodd, MOS (meeting place to be determined)
February	Assertive Communication Skills for Women webinar WPSD-TV
March	Tips on Losing Weight Liz Young from Biggest Loser (meeting place to be determined)
April	Motivational Presentation Beverly Poole, Director of NOAA (WKCTC)
May	Exercises to Relieve Stress Dr. Chalke, Chiropractor (meeting place to be determined)
June	Installation of Officers (TBD)
July	Social (possible cooking class at Artisan Kitchen)

Education/Certification Information *CPS & CAP Exams*

Future Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:

Exam Dates
May 5, 2012

Deadline Dates
February 15, 2012

Locations in Kentucky:

Louisville
Sullivan University

Lexington
Bluegrass Community and Technical College

Effective Nov. 2011:

The new CAP exam will become a one-part exam, testing similar material to our current three-part exam and with 300-350 questions. The OM (Organizational Management) exam will also be a one-part exam, testing similar material to the current Part 4 of the CAP exam, with 150-170 questions and both exams will continue to be multiple choice.

IAAP Headquarters has several new certification publications available. All of these materials are for the new November 2011 exams, and they are on the main IAAP website under "Certification > Certification Changes."

Exam Guide: Certified Administrative Professional

<http://www.iaap-hq.org/sites/default/files/pdf/certification/CAPEXamGuide.pdf>

Exam Guide: Organizational Management specialty

<http://www.iaap-hq.org/sites/default/files/pdf/certification/OMExamGuide.pdf>

Application for the CAP exam and the Organizational Management specialty exam

http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP_OM_Application.pdf

Job Function & Employer's Statement for new CAP candidates

<http://www.iaap-hq.org/sites/default/files/pdf/certification/JobFunctionEmployerStatement.pdf>

The Exam Guides include general information on the CAP rating and Organizational Management specialty exam, outlines for each exam, bibliography of college texts used to write the exams, tips on how to prepare for the exams, materials that may be used for broad overview, and suggestions on how to start a study group.

Jan Burnett CPS
Education/Certification Chairperson

What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others." – Pericles

Important Dates to Remember:



Member Birthdays:

October

5 – Debbie Hooper
26 – Joan Cooper

November

2 – Mary Ann Read
15 – Adeena Parks
17 – Kaye Iwan

Member Anniversaries:

October

Joan Cooper (1966) – Charter Member
Betty Green, CPS (1966) – charter Member
Aquilla Fay Smith (1966) – Charter Member
Karen Litsinger (2000)

November

Carol Sauer, CPS (1966)
Connie Smith (2003)

Chapter dates to remember:

October 4, 2011 – Board meeting, 5:30 p.m., Paducah-McCracken County Library

October 18, 2011 – Membership meeting, 5:30 p.m., Petter Business Supply; Organizing Your Desk and Work Space

Division meetings:

Nov. 5, 2011 – Fall Board, Doe Run Inn, Brandenburg, KY

March 17, 2012 – Winter Board, Boone Tavern Inn, Berea, KY

2012 KY Division Annual Meeting – Florence, KY

CPS/CAP Exam dates:

May 5, 2012

Exams are given at Sullivan University in Louisville, and Bluegrass Community and Technical College in Lexington, KY.



Newsletter info:

If you have articles of interest for the newsletter (pictures, articles, links to articles, etc.), please send them via email to stewartg@vmcmail.com. I will do my best to see that every submission is included.

Newsletter submission deadline:

The latest I would like to have submissions for the current article will be the monthly board meetings.

**FIRST TUESDAY OF EACH MONTH
(5:30 p.m.)**

Pathways to Excellence update:

Member of Excellence (2010-2011)

*Debbie Hooper, CPS
Gloria Stewart, CPS/CAP
Jean Stegmann, CPS*



**PADUCAH KY-LAKE
CHAPTER**

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2011-2012 OFFICERS

President: Jean Stegmann, CPS
jean.stegmann@ingrambarga.com

Vice President: Connie Smith
csmith@ci.paducah.ky.us

President Elect: (volunteers accepted)

Recording Secretary: Marie Estes
mestes@ispcorp.com

Corresponding Secretary: Debbie Hooper, CPS
Debbie.hooper@noaa.gov

Treasurer: Ann Read
aread@vci.net

PADUCAH KY-LAKE

WE'RE ON THE WEB!

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Chapter: (FaceBook Page):
IAAP: Paducah-KY Lake chapter

Division:
www.iaap-kydivision.org

International:
www.iaap-hq.org



**PADUCAH KY-LAKE
CHAPTER**

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2011-2012 COMMITTEE CHAIRS

Audit:

Bulletin/Newsletter: Gloria Stewart, CPS/CAP
stewartg@vmcmail.com

Education/Certification: Jan Burnett, CPS
jburnett@dklaw.com

Membership: Milinda Harnice, CPS

Program: Suzanne Warren, CPS
swarren@wpsdlocal6.com

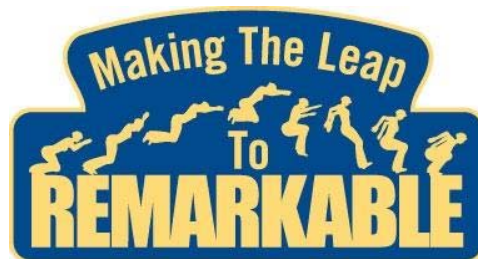
Retirement Centers Trust (Treasurer)
aread@vci.net

Rules & Bylaws: Betty Green, CPS
wtbetty@hughes.net

Scrapbook: Suzanne Warren, CPS
swarren@wpsdlocal6.com

Strategic Plan:

Ways & Means: Susan McCain
Susan.mccain@ingrambarga.com



KENTUCKY DIVISION

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2011-2012 OFFICERS & MEMBERS OF THE BOARD

President: Julie Lee

president@iaap-kydivision.org

President Elect: Penny Weller, CPS/CAP

presidentelect@iaap-kydivision.org

Vice President:

vicepresident@iaap-kydivision.org

Secretary: Laura Dziekonski

secretary@iaap-kydivision.org

Treasurer: Gloria Stewart, CPS/CAP

treasurer@iaap-kydivision.org

Immediate Past President: Jacky Ammerman

Immediatepastpresident@iaap-kydivision.org

Parliamentary Advisor:

Cheri Collins, CPS/CAP/MOS

parliamentary@iaap-kydivision.org

MAL (Member at Large) Liaison:

Dottie Everly, CPS

mal@iaap-kydivision.org

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2011-2012 COMMITTEE CHAIRS

By-Laws & Standing Rules: Penny Weller,
CPS/CAP

presidentelect@iaap-kydivision.org

Certification/Education: Debbie Hooper, CPS

certification@iaap-kydivision.org

Finance: Gloria Stewart, CPS/CAP

treasurer@iaap-kydivision.org
membership@iaap-kydivision.org

Membership: Mary Beth Shera, CAP

membership@iaap-kydivision.org

2011-2012 COMMITTEE CHAIRS (CONTINUED)

Nominations:

nominations@iaap-kydivision.org

Strategic Plan: Jean Stegmann, CPS

strategicplan@iaap-kydivision.org

Wilma Yeary Award: Gloria Stewart, CPS/CAP

WilmaYearyAward@iaap-kydivision.org

Administrative Skills Task Force: Gail King, CPS

adminskills@iaap-kydivision.org

Marketing:

Past Presidents Council: Wanda Hart, CPS

pastpresidentscouncil@iaap-kydivision.org

Procedures Manual: Kay Hayes, CAP

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WebMaster: Jacky Ammerman

webmaster@iaap-kydivision.org

2012 Annual Meeting Coordinator:

Juanita Trimpe, CAP

kyamtg@iaap-kydivision.org

Retirement Trust Foundation:

Joan Cooper, CPS

rtf@iaap-kydivision.org

HISTORIAN: Laura Dziekonski

secretary@iaap-kydivision.org

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SOUTHEAST DISTRICT DIRECTOR:

Doris Goode, CIV CNIC MILL DET, N9
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doris.goode@navy.mil