

Kentucky Division, IAAP – www.iaap-kydivision.org - A Division of Excellence!
 With Members at Large throughout the state & Chapters in Hopkinsville, Lexington, Louisville, Paducah and Northern Kentucky.



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President's Message

We have another remarkable weekend planned involving fellowship, networking and education. Please check out our [division website](#) for more details on Fall Board at Doe Run Inn in Brandenburg November 4 and 5. I'm really looking forward to seeing you and the grounds there. Check out their website and see what we have to look forward to!

<http://doeruninn.com>

At the beginning of our year, I suggested we think

of one thing a month, or even just this year, that we can work on to stay **remarkable**. I've been working on relaxation in this crazy presidential year of mine, and I have actually been able to fit in more reading and walking to help me relax. Of course, just taking on the presidential duties has been a big "one thing" in itself. I continue to learn and grow through this experience, and from the remarkable members of IAAP. I highly suggest everyone get as involved

as possible in IAAP. I believe it is the best way to get the most from your membership. I know it seems impossible in our busy lives to imagine adding anything additional to our list, but if you think about it in terms of just one thing this month or this year, it can make taking on something new much less daunting.

Looking forward to seeing all of you in Brandenburg!

Julie

Julie Lee

Division President

Fall Board at Doe Run Inn

The Kentucky Division's **Chili** Fall Board Meeting will be held at [Doe Run Inn](#) in Brandenburg on November 5, 2011.

Penny Weller, CPS/CAP, 2011-12 Kentucky Division President-Elect will be presenting "**Professionalism and How to Get There**" on Friday night, November 4, 7:30 --- 8:30 p.m.

Diane B. Medley, CPS-ABV, CVA, co-managing partner of Mountjoy Chilton Medley LLP will be

presenting "**How to Become the Highly Effective Administrative Professional**" on Saturday, November 5, 8:30 – 10:30 a.m. Recertification points are available for both presentations.

We're looking forward to the comfort food at Doe Run Inn, voted by the Kentucky Department of Travel as one of seven signature restaurants for Kentucky cuisine!

While in the Brandenburg

area, schedule time to visit Squire Boon Caverns, the Patton Museum or Dick Frymires Museum - just minutes away.

Additional information including registration can be obtained on the [division's web site](#) or by contacting your chapter president or MAL liaison.

Early November should be a picturesque time so remember to bring your cameras!!

Safe travels!

Successful Luau Leadership Held in August



Dottie Everly, CPS, Kay Hays, CAP and Laura Dziekonski at Leadership

With about 25 in attendance, members at large and representation from all but one of the Kentucky chapters (*we missed you Bluegrass!*), members participated in leadership training and networking at Rough River State Park on August 26 and 27.

Congratulations to Betty Green, CPS our winner of the Hawaiian shirt contest! Friday night's networking

included an open-book test on parliamentary procedures presented by President Julie Lee. There was quite a bit of discussion with a good time being had by all!

Saturday's seminar, '10 *Ways to Jumpstart Your Life*, ' by Christine Wielgos with the National Weather Service in Paducah was just what we needed. How will you live life "from this moment forward?"

New this year was a town hall meeting! The town hall topic of discussion was a merger request for our consideration with the Tennessee and Mississippi Divisions.

President Julie Lee will obtain more information and you'll see this topic open for discussion at future meetings! Stay tuned, there's more to come on this!

"The town hall topic of discussion was a merger request for our consideration from the Tennessee and Mississippi divisions."

Pathways to Excellence!

Congratulations to Blue Grass, Louisville, No. KY and Paducah-KY Lake for completing Criteria #1 for the **Chapter of Excellence**.

Remember, this year all COE & DOE criteria are mandatory!

Deadlines in date order:

CHAPTER

- #7 July 4, 2011
- #1 October 1, 2011

- #2 December 31, 2011
- #5 April 30, 2012
- #6 TBD by Division
- #3 June 1, 2012
- #4 June 25, 2012
- #8 June 30, 2012

DIVISION

- #7 July 4, 2011
- #1 October 15, 2011
- #2a December 31, 2011
- #2b January 15, 2012
- #5a April 30, 2012
- #5b May 15, 2012
- #3 June 15, 2012
- #4 June 30, 2012

- #6 June 30, 2012
- #8 June 30, 2012

MEMBER

#6 is the only mandatory criteria – to pay membership dues on or before anniversary date.

Visit the Pathways to Excellence page at www.iaap-hq.org or subscribe to the PTE web community for additional information and discussion.



President Lee with DOE banner.

Show Me the Money!

Important information for all officers and committee chairs!

If you plan on having reimbursable expenses any time this year (July 2011 – June 2012), you must complete a budget worksheet and submit it to

me as soon as possible.

If not, then this year's budget will be submitted to the board for approval at the Fall Board meeting using 2010-2011 figures.

If your committee didn't have a budget last year and you do not complete a

budget worksheet this year, then you are indicating you do not plan on having any reimbursable expenses throughout the year.

Gloria

Gloria Stewart, CPS/CAP
Division Treasurer

The RTF Stands Ready to Help Admins in Need!

How many times have you said: I wish I knew then what I know now?

Why didn't I plan better? I can retire next year, but where would I live?

I have a 401K but due to the economic downturn, I am not sure I have enough to live on. I don't have a pension.

It's funny. The people I have supported during my administrative career have the means to support

themselves during retirement. What am I doing to do . . . work forever?

If this sounds like you, there is help available.

The Housing Subsidy for Admins in Need (HSAN) Program of the Retirement Trust Foundation is here for you. HSAN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and

meeting the housing assistance criteria.

The next deadline to submit an application for housing assistance is November 15th. Go to www.iaap-rtf.org for more information.

Alice

Alice Schultz, CPS
Southeast District



Paducah-KY Lake Celebrates 45 Years!

This is the 45th year of the Paducah-KY Lake Chapter, having been 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 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 says goes "we have come a long way baby."

Jean

Jean Stegmann, CPS
Chapter President

"Think what information could have been saved and shared had we had computers 45 years ago."

Administrative Skills Task Force

We are pleased to announce that Joan Cooper, Louisville Chapter, has been appointed to a two-year term on the Task Force effective October 1, 2011. Joan has helped grade Admin Skills student tests for many years and we welcome her to the committee.

We regret that Jo Stratton, CPS/PRP, Member at Large, will be scaling back her work with the Task Force. Jo has worked with the Task Force for many years and made many invaluable contributions. We will miss her.

In addition to Joan and me, other members of the Task Force include

Evelyn Bowles, CPS/CAP, Joyce Jewell, CTA and Wilma Yeary, CPS/FLMI.

Gail

[Gail King](#)
Committee Chair

"We are pleased to announce that Joan Cooper, Louisville Chapter, has been appointed to a two-year term . . ."

Members Matter!

Condolences to Cheri Collins on the death of her brother.

Happy 45th Anniversary to the members of Paducah-KY Lake!

Kudos to [Blue Grass](#) on their new web site.

Jo Stratton's new email address is

jostratton64@shelbybb.net.

Praise & thanksgiving for the recent recovery of Juanita Trimpe's mother.

Welcome to the following **new** Kentucky members:

Sara Carlisle, MAL
Denise Clarke, No. KY
Katie Suttles, Louisville

Rebecca McKinney & Melinda Sexton, Blue Grass

And SE MALs:

Christina Jackson, Debbie Perkins and Meloni Smith, all from Erlanger.

Changes to Certification Program

The new changes are effective November 2011 and when I was in Kansas City at IAAP Headquarters, they said they would be sending everyone a blast email on the changes. Until then, this is what I know so far.

The new exams will be administered on Saturday, November 5, 2011 and select retake candidates will test on Friday and Saturday. The new CAP

exam will become a one-part exam, testing similar material to our current three-part exam and will have 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.

All active CPS ratings will be changed to CAP and all active CAP ratings will be changed to CAP-OM. This is not done until notification is received from IAAP Headquarters, which I've not received yet.

Debbie

[Debbie Hooper, CPS](#)
Committee Chair

"All active CPS ratings will be changed to CAP and all active CAP ratings will be changed to CAP-OM."

KENTUCKY SCRAPBOOK



IAAP HQ Membership w/Debbie Hooper
(back l-r: Patrick Kennedy, Laura Giokas, Amy House, Claudia Whitsitt, Debbie Hooper; front l-r: Lisa Hicks and Jen Mellard)



Melody Grapperhaus, CPS/CAP at EFAM



Important Dates

November 4-5, 2011
Fall Board
Doe Run Inn, Brandenburg

November 4, 2011
CAP Exam

November 6, 2011
Daylight Saving Time ends

November 15, 2011
990 Forms due.

January 15, 2012
Deadline for Int'l & RTF
Candidates Applications

January 27, 2012
Submission Deadline for
SKYLINES

January 31, 2012
R&E Scholarship Deadline
for EFAM

February 1, 2012
Deadline for Int't & RTF
Amendments to Bylaws

February 3, 2012
Distribution of Skylines

February 15, 2012
Registration Deadline for
November CAP Exam

March 4, 2012
Spring Conference
Las Vegas, NV

March 16-17, 2012
Winter Board
Boone Tavern, Berea

April 6, 2012
Submission Deadline for
SKYLINES

April 13, 2012
Distribution of SKYLINES

April 22-28, 2012
Administrative
Professionals Week

May 5, 2012
CAP Exam

June 6-8, 2012 (tentative)
60th KDAM
Florence

July 22-25, 2012
EFAM
Grapevine, TX

Refer to **Pathways to Excellence** article for criteria deadlines.