



The Capital

Columbus Chapter
April 2009

Portion Distortion - Eating Right for Life May 20, 2009



We all eat on the run these days, but what can we do to improve our eating habits even when it's on the run? Heather McCormick will teach us the importance of a high fiber diet, how to identify the difference between a serving and a portion, and the importance of balancing calorie intake with calorie expenditure. Heather will also talk to us about why it's important to make physical activity a regular part of our day and what steps we can take to achieve a desirable body weight.

Heather McCormick MS, RD, LD, CDE is a registered dietitian that provides Medical Nutrition Therapy (MNT) for conditions such as diabetes, end stage renal disease (ESRD), heart disease, and she also provides education and counseling on nutrition. Heather is certified in adult weight management.

Are You Ready For The Race for the Cure?

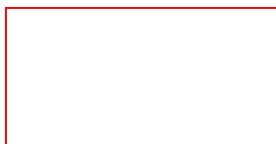
Please join your IAAP Columbus Chapter Members in the Race for the Cure on Saturday May 16th. Race Fees are \$30 for individual, \$25 for a team and \$15 for children under 14. Or you can sponsor someone from our chapter and sleep in!

Every Komen Columbus Race for the Cure® is a celebration of Survivors and an opportunity to remember those we have lost to this terrible disease.

For more information contact Karon Dellinger at: kdellinger@ohiohistory.org.



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Ways and Means

Submitted by Sheri Shepard, Chair

April 22— A 50/50 Raffle & Pampered Chef

May 20 — A 50/50 Raffle & Tastefully Simple

May 21— A 50/50 Raffle & Memory Albums
Education Forum

June 18 — A 50/50 Raffle

ODAM 2009 — 50/50 Raffle & Memory
Albums

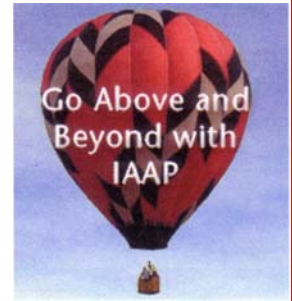
Roster Changes



President's Message

Dear Members:

My daffodils were starting to bloom, and then it got cold again. I can't wait for it to get warm and stay warm. I understand that attending meetings can fluctuate just like the weather. In the March newsletter Debbie Moore CPS/CAP wrote an article telling us that "Change Is A Coming!!" I've asked her to head-up an Ad Hoc Committee called "Focusing on 2015." This Committee will look into how we can improve your experience as a member, or Chapter's operations, and what needs to be updated or eliminated. If you are interested in joining this Committee contact Debbie Moore CPS/CAP at dmoore1cps@aol.com.



The Education Committee has been hard at work planning our Annual Education Forum which will be held on May 21, 2009. The registration forms were sent out by e-mail this year. If you didn't receive your registration form, please contact Connie Panarello at cpanarello@KPMG.com to get one. The site for this year's Education Forum is Anheuser-Busch. Don't delay and send in your registration form and payment today to Tamie Curry CPS/CAP, seating is limited! I look forward to seeing you all on May 21!

The Ohio Division Annual meeting will be held June 26 – 28, 2009 at the Cherry Valley Lodge which I will be attending as your delegate. Please let me know if you will be attending as well. If you can't attend, look for my delegates report in the September 2009 newsletter. Also don't forget that the International Convention and Education Forum to held in Minneapolis, Minnesota this year from July 26 – 29, 2009, is another fun event.

Not getting the answers you are looking for when it comes to Microsoft Outlook from your IT department? Well, then you need to attend our April meeting when Sam Gill III CPS, our Great Lakes International Director will be providing us with tips and tricks for Outlook.

I look forward to seeing you at the April Meeting.

Tracy

Tracy Metzger
2008 – 2009 President



	April:	
	02:	Board Meeting – Brady Ware (T. Metzger)
	19:	Administrative Professionals Week (April 19-25)
	22:	Administrative Professionals Day
	22:	Chapter Meeting—LifeCare Alliance (J. Eitel CPS/CAP)
	23:	Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)
	May:	
	07:	Board Meeting – Brady Ware (T. Metzger)
	20:	Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)
	21:	Education Forum—Connie Panarello (Anheuser-Busch)
	23:	Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)
	June:	
04:	Board Meeting – Brady Ware (T. Metzger)	
18:	Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)	
26-28:	Ohio Division Annual Meeting (Tracy Metzger)	

Have you Registered for the 2009 International Convention yet?

The IAAP International Convention & Education Forum will be held July 26 – 29, 2009, in Minneapolis, Minnesota. Complete details will be available in the spring.

To Negotiate or Not to Negotiate

How to Get the Best Compensation Package Possible



If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. **Going in unprepared.** Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual *Salary Guide*, and talking with members of your professional network.
2. **Over- or underestimating your leverage.** Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. **Being inflexible.** While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. **Fixating on base salary.** Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.
5. **Failing to get it in writing.** Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employers will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

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 300 locations worldwide, and offers online job search services at www.officeteam.com.



June 26-28, 2009
Ohio Division Annual Meeting
Cherry Valley Lodge Newark, Ohio
www.iaap-ohio.org



Membership Communication

