



The Capital

Columbus Chapter
March 2009

Outlook Tips & Tricks April Meeting



This April, Sam Gill III CPS, returns to teach us more Outlook tips and tricks. Sam will cover: To Do Lists, Tasks, Calendar Options, Shortcuts, Keeping the In-Box Clean and so much more.

No one can add hours to a day, but minutes can be shaved from your workload by applying these specific tips and tricks.

Sam works for KPMG LLP as Senior Administrative Assistant and is the International Director for the Great Lakes District of the International Association of Administrative Professionals.

This is also the Columbus Chapter's Annual meeting and we will be voting on the offices for the 2009-2010 Board of Directors. If you are interested in being nominated from the floor for an officer position at the Annual meeting, remember you must notify the Nominating Committee Chair, Linda Mettle CAP, two weeks prior to the meeting date.

Join us on Wednesday, April 22, 2009, Administrative Professionals Day, for this beneficial presentation and the election of the 2009-2010 Board of Directors.

Let's celebrate our members!

If you have reached a milestone anniversary this year, plan on attending our Annual Meeting to be recognized! Those members with 5, 10, 15, 20, 25, and 30 years of service to our chapter will be honored at our April meeting.



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Attachment: Minutes

Ways and Means

Submitted by Sheri Shepard, Chair

March - A 50/50 Raffle and Bake Sale at the March 17, 2009 meeting. Please bring in your homemade or store bought baked goods ready to sell, no need to price we are just asking for donations.

April - A 50/50 Raffle and Pampered Chef at the April 22, 2009 meeting.

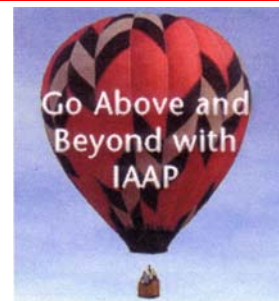
May - A 50/50 Raffle and Tastefully Simple at the May 20, 2009 meeting.

May Education Forum - A 50/50 Raffle and Memory Albums for sale at the Education Forum on May 21, 2009.

President's Message

Dear Members:

Spring is coming, so the weathermen tell us. I am starting to get excited about planting new flowers in my garden. I love to watch plants grow. Last year, I planted seeds that my Mom gave me and I was so excited when I saw the baby seedlings peaking through the ground. The same can be said for our Chapter. As a new member, we are the seeds that get planted, over time with the help of other members, we start to sprout, and as we become more familiar with our Chapter's operations we start to grow/blossom and volunteer for Committees/Board positions.



I know the economy has everyone down and having to pay for membership dues and/or meeting costs is hard. Recently I have noticed that the number of members attending the monthly meetings has dropped. I would like to ask you to let me know why you are not attending meetings. You can e-mail me at tmetzger@bradyware.com or call me at (614) 384-8406. I would like to know if it is the location, the speakers, or if it is a financial reason? I want to keep you blooming this Spring, Summer and Fall!

Save the Date: May 21, 2009. Why? The Education Committee has been hard at work planning our Annual Education Forum. More details coming soon!

I look forward to hearing from you and I hope to see you at the next Chapter meeting.

Tracy

Tracy Metzger
2008 – 2009 President



CHANGE IS A COMING!!

Submitted by Debbie Moore CPS/CAP, Chair

The "Times They Are a Changing" and so is the Columbus Chapter! For our Chapter to continue to meet the needs of our members and tackle future challenges we need to take a serious look at the Chapter's operations, from how we communicate with our members, to our current board positions, to existing committees, and even Chapter meetings! All these things and more will be reviewed to see what is working and what needs to be updated/improved or eliminated.

President Metzger has asked me to head-up this Ad Hoc Committee, our first meeting will be held in April. Whether you are a long time member or just joined IAAP, here's your chance to be part of this ground breaking Committee and help us "Go Above and Beyond!"

Interested? Contact me, Debbie Moore CPS/CAP at dmoore1cps@aol.com or 614/235-8037, to help us take the Columbus Chapter into the next century by joining this committee!!



The Time to Register for ODAM 2009 is Almost Upon Us!

The Athens and Harding Chapters are very excited about co-hosting the IAAP Ohio Division Annual Meeting June 26-28, 2009. They hope to present a meeting that will give you an opportunity for a true experience. Make sure to save the last weekend of June for an experience beyond compare. See Page 4 of this newsletter for additional information on Friday night's fun event. The brochure for the 2009 Ohio Division Statewide Local Area Network meeting (SWLAN) is now available for viewing and printing through the Ohio Division community web site at www.iaap-ohio.org.

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.

2009-2010 OFFICER CANDIDATES

VP-Meeting Arrangements – BARB JACKSON CPS/CAP

Offices: President, President-Elect, Meeting Arrangements, Recording Secretary
Committees: ODAM, International Convention, Secretary of the Year, 40th Anniversary, Budget, Newsletter, Correspondence, Education, Executive, Membership, Nominating, Public Relations, Scholarship, Social, Speaker's Bureau

I joined the Columbus Chapter in 1979 and served for over ten years in various capacities on many committees and/or offices at the same time. After my year as President, I thought it appropriate to spend time with my husband. Then, due to career changes, I was unable to serve at the level I wanted. However, now I think serving is what the Chapter needs. I have gained so much from my 30 years with this organization that I could not stand by without contributing when there is a great need for members to serve as officers. I served once as Vice President—Meeting Arrangements and truly enjoyed that year. I love organizing meetings and events. With this experience, and many more years of meeting planning under my belt, I can contribute to this outstanding chapter by serving again. Your vote for me will allow me to use my experience to assist the Board of Directors for the good of our Chapter.

VP-Program – CONNIE PANERELLO

Committees: Program, Education

In September 2006, I joined IAAP to enjoy time with the professionals who introduced me. By December 1st, my employer closed his business. Tapping the Chapter's networking resources; I accepted a new position by February. I want to give back. To serve on the Board, as the Vice President—Program for 2009-2010, I draw from my personal skills, chapter development, and also from the collective experience of my predecessors. The board is a team! Working together, in cooperation with the Committee Chairs and members, our Chapter will grow. Serving our Chapter in the capacity of Vice President—Programs will be tremendously rewarding.

VP-Membership – PAULA COLLIER

Offices: Vice President—Program
Committees: Office Management, Education

My name is Paula Collier and I have been a member of the Columbus Chapter of IAAP since 2004, and have met many fascinating people, and made many wonderful friends. I have served as the 2007—2008 Chairperson of the Office Management Committee, and the 2008—2009 VP-Programs. I would like to now serve as the Columbus Chapter's Vice President—Membership. In the role of Vice President—Membership, I will seek new, innovative ways to increase the membership of the Columbus Chapter. Some ideas I have for this role are recruitment through e-mail, via our Chapter website, and a lot of hands-on recruitment as well. I will also seek incentives to reward other chapter members to recruit new members to our Chapter. My goal is to see our membership grow, and our Chapter progress as a top-of-the-line Chapter within, not only the Division, but also International! I appreciate your time and your consideration of my candidacy for the position of Vice President—Membership.

Treasurer – CLAIRE LACEY CPS/CAP

Offices: President, President-Elect, Treasurer, VP Program, Director
Committees: Administrative Professional of the Year, Award for Excellence, Budget, Civic, Education, Guidelines, Historian, Meeting Arrangements, Membership, Newsletter, Nominating, Office Management, Past President's Council, Program, Public Relations, Seminar, Strategic Plan, Student Services, ODAM 2000 – Open House, Liberal Arts, Ohio Division Nominating Committee

I've been an active member of the Columbus Chapter for fifteen years, serving in various officer positions and as Chair/Co-Chair of many committees. By serving the Chapter in these positions, I have been given the opportunity to meet and work with many members and gain an understanding of the responsibilities and duties required of those serving in leadership capacities. If elected, I would use the knowledge I have gained to seek ways in which to increase our bottom line and safeguard our Chapter's funds during this economic downturn.

Recording Secretary – TAMIE CURRY CPS/CAP

Offices: President, President-Elect, VP-Meeting Arrangements, Recording Secretary, Corresponding Secretary
Committees: Award for Excellence, Budget, Newsletter, Civic, Correspondence, CPS Services, Technology, Guidelines, Meeting Arrangements, Nominating, Office Management, Program, Past President's Council, Roster, Secretary of the Year, Seminar, Web-site, Member of the Year

It is my honor to be nominated to serve on the Columbus Chapter Board of Directors as Recording Secretary for the 2009-2010 Chapter year. I feel privileged to belong to an organization that, through its programs and opportunities, has provided me with so much personal and professional growth over the many years of my involvement. I realized the importance of our history and capturing that history through minutes of the Chapter and Board meetings. I welcome the opportunity to use my skills, knowledge and energy to provide accurate, detailed minutes of all meetings to the membership, and to help lead our Chapter forward into the future.



- March:**
05: Board Meeting – Brady Ware (T. Metzger)
17: Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)
20: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)
- April:**
02: Board Meeting – Brady Ware (T. Metzger)
22: Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)
24: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)
- May:**
07: Board Meeting – TBD (T. Metzger)
20: Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)
21: Education Forum – Anheuser-Busch (C. Panerello)
22: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)

Roster Changes

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Membership Communication

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Money! Money! Money!

Submitted by Elsa M. Pagliery CPS, President-Elect

In accordance with our Chapter Standing Rules regarding a non-restricted monetary gift presented to our Chapter, the time has come for us to vote on the spending of these funds. In order for our Chapter to continue to function, we will need to move \$5,000.00 from one of our CD's to our operating account. In order for us to do that, you the member, need to agree to this. Therefore, we will have a vote on the issue at the April Chapter meeting. These funds will be for the operation of the 2009—2010 Chapter year. Should you have any questions regarding this vote, please feel free to contact me at empsilver@yahoo.com or 485-2352.



Where Special Memories are Made!

When: Friday, June 26, 2009

**Where: Ohio Division Annual Meeting
Cherry Valley Lodge Newark, Ohio**

Join Ohio IAAP Members for a Tea and Garden Party and enjoy all the beauty of Cherry Valley Lodge. You are welcome to wear vintage period clothes to put you in the spirit of the evening.

