



The Capital

Columbus Chapter
May 2009

2009-2010 Board of Directors June 18, 2009



Join us at our June Chapter Meeting when we will install the 2009-2010 Board of Directors. This meeting will be full of surprises as we say farewell to a year that has gone "Above and Beyond" and learn about what is in store for our Chapter as we "Focus on 2015."

At this meeting, we will travel back in time and then land on the threshold of the future, a meeting no member should miss. See what part you can play as our Chapter evolves into the next stage of its life and ventures towards another 60 plus years! Learn about the new ways in which we plan on connecting with our members, how we plan on offering more opportunities for our members to earn recertification credits, and so much more!

The Start of a New Year!

Submitted by Elsa Pagliery CPS

As I started to "Focus on 2015" and a new Chapter year, I realized that it was time to ask you, the member, to sign up as Chairs and Committee members. This year, I would like to do things a little differently than we have in the past. Instead of focusing on numerous Committees, I just want to focus on those that are vital to the operations of our Chapter. I'm looking for members who are interested in joining the following Committees: **Education, Membership, Meeting Arrangements, Program, and Ways and Means**. The following Committees only require a Chair: **Civic, History, and Public Relations**, if you are interested in being part of a Committee or Chairing one, please contact me at: empsilver@yahoo.com or 485-2352.

In the coming month's, our Chapter is going to undergo a number of changes and experience some challenges. I'm excited about what this means for us as a Chapter and look forward to a new beginning. Together, no task is too difficult and no hurdles are too high to overcome. I hope you will join me as we refashion, amend, transform, and revitalize our Chapter as it ventures towards 2015.

Change is the law of life. And those who look only to the past or present are certain to miss the future.
—John F. Kennedy

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Attachments:

Ways and Means

Submitted by Sheri Shepard, Chair

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

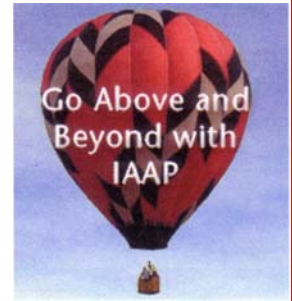
Roster Changes



President's Message

Dear Members:

It is hard to believe that our hot air balloon ride "Above and Beyond" is almost over. It has been a pleasure to serve as your 2008 - 2009 Chapter President. Everyone has been so supportive of me and the Board, and that is what I believe it takes to move our Chapter into the future.



Debbie Moore CPS/CAP is the Chair for our Ad Hoc Committee, "Focus on 2015." This committee will be looking at the way the Chapter runs, what members want from the Chapter, what the members want from the meetings, and our Chapter bylaws. The Committee has already met to get the initial work underway. I want to thank Debbie and her Committee for taking on such an important task.

If you are the Chair of a Committee and your Committee's projects are completed, please be sure to send your annual report to your Board contact by June 1st. If your Committee is still hard at work, please turn your annual report into your Board contact as soon as possible.

I wanted to remind everyone that the Ohio Division Annual Meeting (ODAM) is being held June 26 - 28 at Cherry Valley Lodge in Newark. The International Education Forum & Annual Meeting is July 26 - 29 and will be held in Minneapolis, Minnesota this year. If you have not attended either of these events, I would encourage you to attend. We have a lot of fun and we learn some valuable skills while we are there.


I hope you have enjoyed your ride in our hot air balloon. We could not have reached our destination without the members support and participation. Like in life, we have had some turbulence that made our hot air balloon shake, but I believe we have had a wonderful year!

Thanks!

Tracy

Tracy Metzger
2008 – 2009 President



	<p>May:</p> <p>20: Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)</p> <p>21: Education Forum—Connie Panarello (Anheuser-Busch)</p> <p>23: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)</p>
	<p>June:</p> <p>04: Board Meeting – Highlights for Children (T. Metzger)</p> <p>18: Chapter Meeting – LifeCare Alliance (J. Eitel CPS/CAP)</p> <p>26-28: Ohio Division Annual Meeting—Newark, OH (Tracy Metzger)</p>
	<p>July:</p> <p>26-29 International Education Forum & Annual Meeting—Minneapolis, MN (Elsa Pagliery CPS)</p>



June 26-28, 2009
Ohio Division Annual Meeting
Cherry Valley Lodge Newark, Ohio
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.

Speech, Speech! Seven Tips for Delivering an Impromptu Address

By Caroline Cloutier (Office Arrow Website)



Giving a speech or toast without notice can potentially cause even the most seasoned public speaker to quiver. While delivering an impromptu speech means delivering on the spot, your speech or toast may still require practice and preparation. Knowing how to grab audience attention, stick to the point, and present your speech or toast effectively is part of having natural speaking ability. Here are seven tips to help you confidently deliver an impromptu speech or toast:

Write Down Your Key Points

If you were asked to deliver a speech or toast, ideally you have at least a few minutes to prepare. Grab a piece of paper or even a napkin and write down the key points you wish to share with the audience. Just like a story, divide your speech into the opening, body and conclusion. It's important to have structure to avoid running off course and possibly running over the allotted time limit.

Take Time to Practice

If you have five minutes before your speech or toast, do a practice-run with yourself. Go through the main points, quotes or statistics if you have included them. Practice will also help give you confidence and take away the natural apprehension.

Fake It

If you are extremely nervous, try not to let your nerves show through. If you must, fake your confidence. You'll be surprised at how easily confidence will come if you pretend.

Admit Your Nerves if it's Obvious

If you cannot hide your nerves, sometimes admitting how anxious you are can actually break the ice with your listeners. Relaying how you feel will increase audience empathy and show them that you are, like everyone, a human being.

Keep It Short

Keep your speech short and to the point. It is much better to leave your audience still interested than bored. Stick with the key points you wrote down, and be prepared to cut your speech or toast shorter than expected.

Allow Your Speech to Flow Naturally

Allow your natural voice and personality to shine during your speech or toast. While it's important to write down main points, it's equally important not to entirely rely on your notes. You may have been asked to say something from the heart. Take this opportunity to communicate your knowledge and personal experiences, rather than relying on quotes or stories that you're not completely familiar with. The audience will know whether or not you're being natural.

Remember Public-Speaking Etiquette

Remember to practice public-speaking etiquette by involving your audience as much as possible. Maintain regular eye contact with audience members and convey emotion in your speech or toast via hand or face gestures. If you're delivering a toast or speech at an event, be sure to thank the host and additional people who may have been involved in the preparation.

Although being asked to deliver an impromptu speech can be nerve-wracking, it's also an honor and a chance to allow your public-speaking skills to shine.

Attention All Committee Chairs/Co-Chairs:

Please submit any outstanding invoices to Treasurer [Claire Lacey CPS/CAP](#) no later than **June 15** so that we can close our books in a timely manner. If you have any questions, please contact Claire at 614-249-2363 or clacey@kpmg.com.

