



## WORKPLACE DIVERSITY How Conscious Are You About It? James A. White Sr., February 17 Chapter Meeting



Workplace diversity refers to the variety of differences between people in an organization. That sounds simple, but diversity encompasses race, gender, ethnic group, age, personality, cognitive style, tenure, organizational function, education, background and more. This diversity presentation will provide a foundational framework for diversity/ consciousness, inclusion and integrity, thus, fostering growth by assessing and improving one's thoughts and actions around diversity-related issues.

Our presenter is a senior Master Training Management Consultant and Executive Coach with over 25 years of corporate, education, and government experience. James is committed to the training and development of individuals and organizations. Mr. White is devoted and extensively involved with his family and community. He is known for his humorous, informative, yet real and impacting motivational speaking.

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### Fellow Chapter Members What does the 2009 Future Look Like for You?

Everything you need for your better future and success has already been written. And guess What? It's all available.

All you have to do is go to the library But guess what? Only three percent of the people in America have a library card.

Wow, they must be expensive! No, they're free. Probably in every neighborhood. Three percent!

**Jim Rohn**

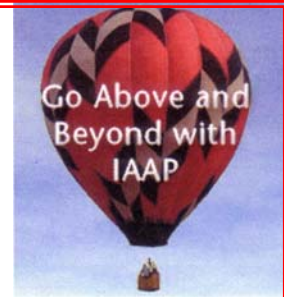


## President's Message

Dear Members:

Happy New Year!!!!

Last month at our December Chapter meeting we collected toys for Toys for Tots® and personal hygiene items for Faith Mission. I want to thank the Civic Committee for organizing the collection and Norma Harper for picking up the toys and personal hygiene items and delivering them on behalf of the Chapter. We also held the raffle for the \$100 gas card and Brenda Mason CPS/CAP won. Way to go Brenda! I want to thank everyone who purchased a raffle ticket.



On January 14, 2009, President-Elect Elsa Pagliery CPS and I spoke at the State of Ohio Department of Education Kick-off Lunch and Learn on "Why Collaboration is Key" as part of their Career Administrative Professional Series which provides educational programs for their administrative assistants.

I just found out that we had two members sit for the Certified Administrative Professional® (CAP) in November, please join me in congratulating Joanne Eitel CPS/CAP and Helena Brus CPS/CAP who recently passed the exam. Way to go ladies! Please let me know if you know of anyone else that has passed either the Certified Professional Secretary® (CPS) or the Certified Administrative Professional® (CAP) exam.

I am looking forward to participating in the Big Brothers Big Sisters Bowl for Kids' Sake bowling event on February 7<sup>th</sup>. There is still time to sign up to bowl. If you would like to join a team please give Karon Dellinger a call. If you can't bowl but would like to sponsor one of our members who are bowling visit [www.bowl-big.org](http://www.bowl-big.org) to sponsor a bowler.

Did you know that the government has changed rules for non-profit organizations like ours? We now need to have anyone the Chapter writes a check to fill out a W-9. This includes members and vendors alike. For more information read Treasurer Claire Lacey CPS/CAP article in this newsletter.

As a quick reminder, our January meeting is on the 21<sup>st</sup>. Don't delay and register today! President-Elect Elsa Pagliery CPS will be teaching us new ways to "Manage Your Team."

I hope to see you then!

*Tracy*

Tracy Metzger  
2008 – 2009 President



### Who is OfficeArrow?

They are executive assistants, business consultants, entrepreneurs, small business owners, administrative assistants - office professionals just like you who have struggled to get answers to your everyday questions. They've worked in law firms, ad agencies, wealth management firms, telecom companies, banks, high tech firms, divisions of multinational companies and more. They have faced the challenges of having to "do it all" with little or no help. For more information, check out their website [www.officearrow.com](http://www.officearrow.com) to get answers to your questions and maybe learn how you can be a better administrative professional. It's free and worth a look!



**January**

- 08: Board Meeting – Brady Ware (T Metzger)
- 21: Chapter Meeting – LifeCare Alliance (J. Eitel CPS)
- 23: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)

**February:**

- 07: Bowl for Kids Sake—Columbus Bowling Palace
- 15: Board Meeting – Brady Ware (T Metzger)
- 17: Chapter Meeting – LifeCare Alliance (J. Eitel CPS)
- 20: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)

**March:**

- 05: Board Meeting – Brady Ware (T. Metzger)
- 17: Chapter Meeting – LifeCare Alliance (J. Eitel CPS)
- 20: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)

***Nominating Committee Announcement!***

*There will be a special election at the February meeting for the position of Recording Secretary. Fran Kienle unfortunately had to resign due to a conflict in her work schedule. Therefore we will be holding a special election to fill the remaining term of her office.*



**Civic Committee 2008-09**

**Karon Dellinger, Civic Chair**

**Bowl For Kids' Sake** is the largest and most important annual fundraiser for Big Brothers Big Sisters of Central Ohio. The Columbus IAAP Chapter is bowling at 10 a.m. and has two teams and **still** has room for **YOU!**. We would love to start a third team. If you have a friend or spouse that would like to bowl with you...sign them up too! The more the merrier! It really is a fun event! Free bowling, free hot dogs and soft drinks and door prizes! If you would like to bowl or sponsor one of our very own bowlers....contact Karon at [kdellinger@ohiohistory.org](mailto:kdellinger@ohiohistory.org) or via phone at 614.297.2320.

**Ways & Means**

**January meeting** - A 50/50 Raffle and Tastefully Simple at the January 21, 2009 meeting.

**February meeting** - A 50/50 Raffle and Basket raffle at the February 17, 2009 meeting.

**Sheri Shepard, Chair**

**Attention All Committee Chairs:**

We are now required to have on file W9's for any company or person that the Chapter issues a check. W9 forms are available on the Columbus Chapter IAAP website for your convenience. The treasurer can no longer write a check to a company/person without this form so it is imperative that you submit a form with each new vendor check request. In addition, we need to get W9 forms for any vendors whom we have written checks for beginning in our fiscal year, July 1, 2008. If your committee has contracted with a vendor during this time, please make arrangements to get a W9 filled out and return to Claire Lace CPS/CAP. If you have any questions, please contact Claire at [clacey@kpmg.com](mailto:clacey@kpmg.com).

