



The Capital

Columbus Chapter
December 2008

Managing You Team – Who’s Really in Charge! Elsa Pagliery CPS

January 21 Chapter Meeting



Tired of being pulled in different directions? Can't seem to keep on track, never have enough time to get everything done? Too many last minute projects you can't possibly get to? Then it's time for you to take charge and learn how to manage your team!

This January, start off the New Year with a better comprehension of the people around you and how four basic colors can improve your work environment, plus change your productivity.

Elsa Pagliery CPS will demonstrate what it means to be an Orange, Gold, Green or Blue and how this can affect your relationship with your team members and family! She will also teach us how to identify these different types of personalities in others and how to turn that knowledge into a winning formula for success!

This interactive program will motivate you and leave you flying high “Above and Beyond” the road to a better understanding of what you do to cause stress in others and how to avoid letting them cause stress in you!

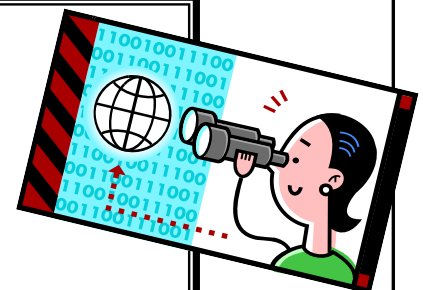
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**Happy New Year Fellow Chapter Members
What does the 2009 Future Look Like for You?**

**If you don't have a vision for the
future, then your future is threatened
to be a repeat of the past."**

A.R. Bernard, Clergyman



President's Message

Dear Members:

I hope everyone had a wonderful Thanksgiving with family and friends. I spent mine with my family and we started decorating for the holidays. It's traditional for me to start decorating the day after Thanksgiving. I love some traditions. Were you aware that we have a tradition in our Chapter? At our December 16th meeting we will be collecting toys for Toys for Tots® and personal hygiene items for Faith Mission.

I know money is tight for everyone, but if you could bring one toy, think of the joy it would give a child this holiday season. Faith Mission is looking for travel size toiletries, maybe you have some left over that you didn't use on your last trip? If so, those would benefit the homeless that Faith Mission serve.

Another tradition we have is our annual ornament exchange at the December meeting. I love that we do this every year because you never know whose ornament you are going to get and that gives you a chance to meet someone you may not know very well. Remember to wrap your ornament to add to the fun!

Have you started your Holiday shopping yet? I have just barely started mine. The Ways and Means Committee will be holding a "White Elephant" sale at the December meeting. This would be a perfect time to pick up that last minute gift or two you may need. Or if you have any gently used or new items you would like to donate to the auction feel free bring those in wrapped or not.

Do you ever wonder what about what other Chapters' in the Ohio Division are up to? If you do you can satisfy that curiosity by reading the Buckeye Broadcaster on the Ohio Division website (www.iaap-ohio.org). This newsletter provides a list of events that other Chapters are having or participating in.

The other day I heard someone say that this is the time of year that we think of others most and wonder how they are doing. They went on to say that it is okay to do that, but we should be doing it all year, not just around the holidays. I'm bringing this up as a reminder to those members who we haven't seen yet this year – we miss you and hope to see you soon!

In January, our very own Elsa Pagliery CPS will be presenting a program on "Managing You Team – Who's Really in Charge!" Mark your calendars for January 21, 2009. I know that I am looking forward to learning some new techniques for working with my co-workers.

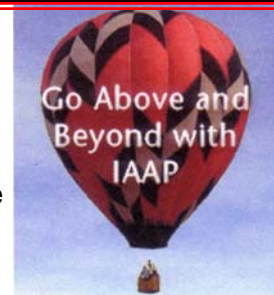
Make a note that this month we will start meeting at the new LifeCare Alliance's facility at 670 Harmon Avenue, Columbus, Ohio 43222.

I hope to see everyone at the December meeting, but if I don't have a wonderful holiday season and a very Happy New Year!

Tracy



"Tracy" 2008



Remember.....The Ways and Means Committee is collecting old printer cartridges as well as old cell phones. Please bring these items to a Chapter meeting and give them to Sheri Shepard or Myrna Armentrout.





December

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

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:

- 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!

Nominations are OPEN for candidates for 2009-2010 officers and nominating committee.

Are you interested in becoming an officer? Do you know someone else who would be a good candidate? Nominations can be sent to Linda Mettle CAP, 650 S. Front St., Columbus, OH 43206. Qualifications are listed on the Nomination Form enclosed with this newsletter. The deadline is January 12, 2009.



Civic Committee 2008-09

We will be collecting items for Toys for Tots® at our December Chapter meeting. Please bring an unwrapped toy.

We will also collect items for Faith Mission, please bring toothpaste, toothbrushes, dental floss, shaving cream, razors, deodorant, ethnic hair products, travel size lotions, and travel size shampoo.

Karon Dellinger
Civic Chair



Ways & Means

December meeting - The Ways and Means Committee will be having a 50/50 Raffle and a White Elephant Sale at the December 16, 2008 meeting. Please plan on bringing several wrapped or unwrapped items to the meeting for the sale.

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

Membership Communication

Bowl For Kids' Sake is the largest and most important annual fundraiser for Big Brothers Big Sisters of Central Ohio. Their goal is to raise \$525,000 for the thousands of children they serve in central Ohio annually. More than 3,000 community members and 125 companies and organizations support this grassroots fundraising event each year.

Teams of five bowlers compete to raise the most money and celebrate their efforts on **Saturday, February 7, 2009** during **ONE HOUR** of bowling fun at the Columbus Square Bowling Palace. **Why not Make a difference!** Your support helps Big Brothers Big Sisters of Central Ohio match at-risk youth in our community with caring adults so these children can become confident, competent and caring individuals. **Contact Karon Dellinger** if you would like participate on an IAAP Team this year.

Ooops.....

At the November Chapter Meeting, an amendment to Chapter Bylaw, Article VII – REPRESENTATION was presented to the members for consideration. From the floor, a motion was made to amend (change) the amendment as presented. The recommended change to the amendment was approved by the attending members, and no further voting on this amendment took place. After consulting Robert’s Rules of Order, I discovered that another vote should have taken place that evening, which would have considered the adoption of the entire amendment, not just the part that was changed (§12 in Robert’s Rules of Order Newly Revised explains that to “amend” is a motion to modify the wording of a pending motion before the pending motion itself is acted upon; and its adoption does not adopt the motion amended; that motion remains pending in its modified form”). Therefore, after the motion was made, the following steps should have been taken:

Voted on the proposed amended wording (the President-Elect shall be selected by the Board. If the President-Elect is unable to serve, a delegate shall be selected by the Board), which we did, and it was approved as amended...Then considered the entire original amendment as revised.

Step 2 was not done, therefore this amendment (see below), will be brought before the members for consideration at the January Chapter Meeting. I apologize for any inconvenience this may have caused and I encourage you to contact me should you have any questions, 614/736-3414 or dmoore1cps@aol.com.

ARTICLE VII – REPRESENTATION, Section 1 and Section 2

Section 1. Remove the position of President-Elect as an alternate and by also removing the Great Lakes District Conference and by adding wording which allows the President-Elect to serve in the place of the President, should the President not be able to serve.

<u>Present Wording</u>	<u>Proposed Wording</u>
<p>Section 1.</p> <p>The President and President-Elect shall be the Chapter’s delegate and alternate, respectively, to the International Convention, Great Lakes District Conference, and Ohio Division Annual Meeting. If unable to serve, a delegate and/or alternate shall be selected by the Board.</p>	<p>Section 1.</p> <p>The President shall be the Chapter’s delegate at the International Convention and Ohio Division Annual Meeting. If the President is unable to serve, the President-Elect shall be selected by the Board. If the President-Elect is unable to serve, a delegate shall be selected by the Board.</p>
<p><i>Section 2. Remove the reference to the alternate.</i></p> <p><u>Present Wording</u></p> <p>Section 2.</p> <p>It shall be the duty of the delegate and alternate to attend all business meetings and a report of the proceedings shall be made to the Chapter membership.</p>	<p><u>Proposed Wording</u></p> <p>Section 2.</p> <p>It shall be the duty of the delegate to attend all business meetings and a report of the proceedings shall be made to the Chapter membership.</p>

Submitted by: Columbus Chapter Board of Directors

Reason: The Board feels that rising travel costs are placing an undue burden on our Chapter by sending two representatives to the International Convention and Ohio Division Annual Meeting. Changing this bylaw will allow us to still continue to send a representative to these meetings at only half the expense to our Chapter. Since the Great Lakes District Conference was abolished it makes sense to remove it from our bylaws.



Columbus Chapter
International Association of Administrative Professionals
Nomination Form for 2009-2010 Offices

It is time for you, our Chapter members, to propose candidates for election to our Board of Directors for the year 2009-2010. Take a moment and consider those members who have acted or demonstrated leadership traits, characteristics, or attributes that would benefit our organization and submit their names today. In accordance with our Chapter Bylaws, Chapter officers and three members of the Nominating Committee will be elected by the membership at the Annual Meeting in April 2009. As provided in Article III, Section 3, C of the Bylaws of the Columbus Chapter IAAP, President-Elect Elsa Pagliery CPS will succeed to the office of President and Tracy Metzger, as immediate Past President, will automatically serve as the 2009-10 Nominating Committee Chair.

QUALIFICATIONS FOR OFFICES (See Bylaws for complete description of qualifications):

A candidate for office shall have been a Professional or Professional-Merited Member of the Columbus Chapter for at least one full year (April 2009), and served as a chair or co-chair of a committee.

A candidate for the office of President-Elect shall have served as an elected officer of the Chapter for at least one full term prior to the time of election.

A candidate for the Nominating Committee shall have been a Professional Member for at least three years or a Professional Merited Member, and a member shall serve on the Nominating Committee no more than two consecutive years.

CHAPTER OFFICES FOR NOMINATION:

- PRESIDENT- ELECT
- VICE PRESIDENT- MEETING ARRANGEMENTS
- VICE PRESIDENT- PROGRAM
- VICE PRESIDENT- MEMBERSHIP
- RECORDING SECRETARY
- TREASURER
- NOMINATING COMMITTEE (three to be elected)

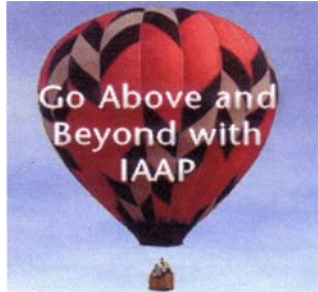
(Please refer to descriptions of each office and Nominating Committee included in this mailing.)

SUGGESTIONS FOR POSSIBLE CANDIDATES FOR 2009-2010 OFFICE: (The Nominating Committee will review credentials and make the selection of candidates for each office.)

If you have any questions regarding the nominating procedures or if you would like more information on any of the officer positions, please call me at (614) 449-3746. I look forward to hearing from each and every one of you.

PLEASE RETURN THIS FORM BY JANUARY 12, 2008 TO: Linda Mettle CAP, Grange Insurance, 650 S. Front Street, Columbus, OH 43206 or e-mail to: MettleL@grangeinsurance.com.

**International Association of
Administrative Professionals®
Columbus Chapter**
8 East Long Street, Room 428
Columbus OH 43215
www.iaap-cols.com



Managing You Team – Who’s Really in Charge!
Elsa Pagliery CPS

January 21, 2009

Tired of being pulled in different directions? Can’t seem to keep on track, never have enough time to get everything done? Too many last minute projects you can’t possibly get to? Then it’s time for you to take charge and learn how to manage your team!

This January, start off the New Year with a better comprehension of the people around you and how four basic colors can improve your work environment, plus change your productivity.

**Meeting Registration
January 21, 2009**

NETWORKING: 5:30 p.m. **MEETING:** 6:00 p.m. **PROGRAM:** 6:15 p.m.

LOCATION: LifeCare Alliance
670 Harmon Ave, Columbus, OH 43222
Phone: 614/324-5930

MENU: Mixed Green Salad with assorted dressings, Baked Swiss Steak, Roasted Potatoes, Honey Glazed Carrots, Dinner Rolls & Butter. Apple Pie served with Coffee, Tea, Sodas and/or Water.

Check here if you would like a vegetarian meal.

DINNER/MEETING COST: \$22.00 Chapter Member \$26.00 Member at Large/Non-Member
MEETING COST ONLY: \$ 5.00 Chapter Member \$15.00 Member at Large/Non-Member

MAIL TO: Joanne Eitel CPS
9050 Water St.
Orient, OH 43146
(w) 614.445.2830 (c) 614.309.8687
(f) 614.445.2817
E-mail: EitelJ@Grangeinsurance.com

Please check all that apply:
 Guest
 Meeting ONLY
 Past President

*Reservations/Cancellations must be RECEIVED no later than **Wednesday, January 14, 2009.**
(Deadlines will be adhered to—your cooperation is appreciated—There will be a \$30.00 charge for returned checks)*

**January 2009 Meeting
Make all checks payable to COLUMBUS CHAPTER, IAAP**

NAME: _____
COMPANY NAME: _____
PHONE: _____
Email: _____
ADDRESS: (Billing address is required for credit card processing)

CHECK DISCOVER M/C VISA

Amount Remitted: \$ _____

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Signature _____ Expiration Date _____

Save my credit card number for future reservations