



The Capital

August 2008 Columbus Chapter

Work-Life Balance: Ways to Restore Harmony and Reduce Stress September 17, 2008

Finding work-life balance in today's frenetically paced world is no simple task. If your work life and your personal life are out of balance, your stress may be running high. You need to reclaim control before the stress takes its toll!

Charles W. Gehring of LifeCare Alliance will teach you how to balance our work life with our personal life, and reduce the stress that is caused by an imbalance on either side. Learn when, and where, to say "No", and how to ask for help.

You will also learn how to evaluate your relationship to work, to home, and learn to apply specific strategies for striking a healthier balance.

Charles W. Gehring is President and Chief Executive Officer of LifeCare Alliance, which was founded in 1898 as the Instructive District Nurses Association, is one of Central Ohio's oldest and largest not-for-profit organizations. LifeCare Alliance's mission is to provide health and nutrition services to those in need in Central Ohio.



2009 Ohio Division Annual Meeting

The Ohio Division Annual Meeting will be held June 25 – 28, 2009 at the Cherry Valley Lodge, in Newark, Ohio. The Harding Chapter and Athens Chapter are co-hosting this meeting. Complete details will be available in the Spring.

2009 International Convention

The IAAP® International Convention & Education Forum will be held July 26–29, 2009 in Minneapolis, Minnesota. Reserve your room via the International website <http://iaap-hq.org/> starting on September 2nd.

2009 IAAP® Professional Education Conference

The IAAP® Spring Professional Education Conference will be held March 9 – 11, 2009 in Nashville, Tennessee. Hotel reservations are now open. Please call the main reservations line at 615-883-2211. Reference the group name-International Association of Administrative Professionals or the group code, X-IAAP9 to receive the contracted group rate of \$189.00 single/double occupancy plus taxes/service charges.

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OHIO DIVISION ANNUAL MEETING 2008**DELEGATE'S REPORT by Linda Mettle CAP**

The 2008 Ohio Division Annual Meeting took place in Mason, Ohio on June 20-22. There were 158 attendees. The members of the Columbus Chapter that attended were: Linda Mettle CAP, delegate; Tracy Metzger, alternate, Sheri Shepard, Joanne Eitel CPS, Barb Jackson CPS/CAP, Helena Brus CPS, and Meredith Johnson CPS.

Friday, June 20, 2008:

Friday afternoon we attended a seminar entitled "Lessons Learned along the Trail" by Jeff Alt. Jeff hiked the Appalachian Trail. He recounted many interesting, humorous and frightening experiences on the trail. His book "A Walk for Sunshine" was given to all attendees.

Friday evening was the Open House which included speed networking with vendors, vendor exhibits (freebies), opportunities to purchase raffle tickets from other chapters, and an Ice Cream Social. Several members of the Columbus Chapter walked away with door prizes.

Saturday, June 21, 2008

The day started early for your delegate and alternate. The Delegates' Briefing took place before the Opening Business session.

The Business Session included the election of Ohio Division officers and voting on 4 Ohio Division Bylaw & Standing Rule Amendments. The new officers for 2008-2009 are as follows:

President - Connie Switts CPS/CAP
President-Elect - Laura Elvey
Vice President - Chrissy Blackwell CPS/CAP
Recording Secretary - Susan Straub CPS/CAP
Corresponding Secretary - Brenda Mason CPS/CAP
Treasurer - Daphne Milan

The 3 Bylaw amendments and the Standing Rule Amendment passed unanimously.

The State of the Division Address can be found on the Ohio Division Website.

Great Lakes District Director Sam W. Gill III CPS provided an International Headquarters update. The International theme is "Excellence in Action." Sam explained the new recognition program that will be based on value, not numbers. Criteria for the chapters to achieve the "Pathway to Excellence" include having a strategic plan, providing educational programs for members, recruitment and community programs. Chapters can receive podium banners, money for websites, and a logo that designates the chapter as a "Chapter of Excellence."

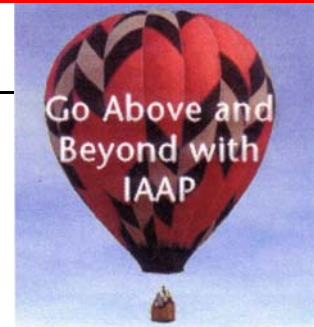
Ohio Division recognizes new CPS & CAP recipients as well as recertified CPS or CAP holders at a luncheon at their annual meeting. This year, 5 members of the Columbus Chapter attended the luncheon and were recognized: Joanne Eitel CPS, Helena Brus CPS, Meredith Johnson CPS, Barbara Jackson CPS/CAP and Linda Mettle CAP. Congratulations to our members for this recognition.

The afternoon seminar was "Elements of Success" presented by Kerry Loeffler.

Saturday evening included a wine tasting and reception before the Awards Banquet and Installation of officers for 2008-2009. Awards are given to chapters for attendance (according to their total membership category). This year's winners were Metro West (30% of members present), Athens (32%), North Coast (9%) and Wings (15%). The Ohio Division also holds a Chapter of the Year contest. A chapter earns points throughout the year for this award. The Columbus Chapter was awarded \$25.00 for 3rd place in our division! Great job Columbus!

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President's Notes



Dear Members:

Another year is starting and I can't believe it. It seems like it was just yesterday that we held my installation. Elsa Pagliery CPS did a wonderful job, and I am honored to be your next president.

Your Program and Meeting Arrangements Committees have been hard at work this summer lining up speakers for the coming year. This year we will be meeting at a new location which I hope you will love! I look forward to seeing you at the September meeting!

In June, the Ohio Division Annual Meeting was held in Mason, Ohio. Our Chapter won 3rd place for Chapter of the Year for Chapters of 61+ members. You can read all about the weekend in Linda Mettle CAP's Delegate's Report in this month's newsletter.

The IAAP[®] International Convention was held in New Orleans at the end of July. Our Chapter was well represented, look for more details in my Delegate's report next month. While in New Orleans, it was amazing to see that two years after Hurricane Katrina, there were still areas that have not recovered. I also traveled through the Garden District which is a beautiful area. You won't believe it but Nicholas Cage was filming a movie and staying at our hotel! Tamie Curry CPS/CAP, Paula Collier, Deloris Marshall, and yours truly got our pictures taken with him. We will have the pictures posted on the website soon. If you've never attended either an Ohio Division or International convention, I would urge you to attend in the future. You will enjoy yourself.

Did you move or change jobs over the summer? If so, please remember to send in your new contact information to our Roster Chair, Rosalynne Taylor-Woods CPS/CAP. She is working on updating the roster for the coming year.

This Chapter year, I would like to see our hot air balloon take us to new heights "Above and Beyond" what we have already reached. By joining a committee you can add to your experience and help us reach this goal. Please contact President-Elect Elsa Pagliery CPS to sign up for a committee.

Sincerely,

Tracy

Tracy S. Metzger
President

IAAP Columbus Chapter Scholarship Awards

The Ways and Means Committee which benefits Students Services scholarship fund will be holding a Bake Sale at the October Chapter Meeting. Please bring at least one or two baked items (homemade or store bought) for the sale. Each item should be individually wrapped and priced. Cookies, pies, etc. may be wrapped and marked individually or can be sold as a whole. All proceeds benefits Students Services scholarship fund.

Thank you,
Sheri C. Shepard, Committee Chair

OHIO DIVISION ANNUAL MEETING 2008 DELEGATE'S REPORT

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Sunday, June 22, 2008

After a short business session, we listened to Dr. (Major) Brad Wenstrup. His topic "Why we Serve" was based on his experiences as a doctor serving in Iraq.

Sunday's meeting ended with the Silent Auction results and awarding the winners of many 50/50 raffles and baskets. The Columbus Chapter held a 50/50 raffle and sold tickets for a basket during the weekend. The Ways and Means Committee raised a total of \$275 from this effort! Thanks Sheri & Joanne.

The 2009 Ohio Division Annual Meeting will be held June 26-28 at the Cherry Valley Lodge and will be hosted by the Athens and Harding Chapters.

Thank you for allowing me to be your delegate.

Sincerely,

Linda Mettle CAP



Linda Mettle CAP and Marcy Hawkins CPS

The Columbus IAAP Chapter received 3rd Place for the Chapter of the Year Award for Chapters of 61+ members.



Linda Mettle CAP, Barb Jackson CPS/CAP, Tracy Metzger, Sheri Shepard and Joanne Eitel CPS

Attending the 2008 Ohio Division Annual Meeting Banquet

Upcoming Events



August:


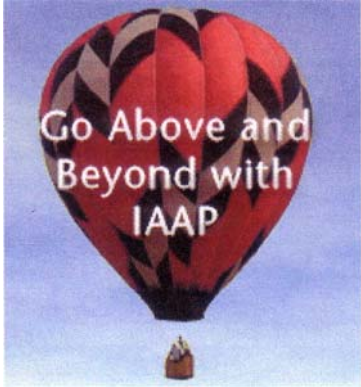
- 14: Board Meeting – Brady Ware (T. Metzger)
- 15: Registration deadline for the November CPS/CAP exams
- 22: Newsletter deadline for article submission (J.Cole CPS/CAP)

September:

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

October:

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

Membership Communication

Are You a High-Tech Trendsetter?

Submitted by Office Team

OFFICETEAM[®]
Specialized Administrative Staffing

According to a survey conducted by OfficeTeam and the International Association of Administrative Professionals (IAAP), a little technical know-how can help you move forward in the administration field. Forty-six percent of executives polled felt technological advances will play a key role in shaping how business is conducted over the next five years. With technology progressing at the speed of light, professionals who keep on top of the latest software and hardware trends will have a definite advantage over those who don't.

In addition to the Microsoft Office suite of applications, in-demand computer programs include contact management, accounting, payroll applications and personnel software.

Here are some suggestions to help you become your office's tech-savvy trendsetter:

- ◆ **Keep ahead of the curve.** Read mainstream technology publications and visit computer-industry websites. These resources can give you a detailed overview of emerging software and hardware and help you determine how the tools might apply to the workplace.
- ◆ **Take classes.** There are many classes available that allow you improve your technical skills. Online training can be particularly convenient. Don't forget to ask your manager if your company has a tuition reimbursement program to help with the cost.
- ◆ **Offer suggestions.** Once you have improved your technical skill set, apply what you have learned to your job. Provide suggestions on how to best to use existing technologies or on new tools the company should consider adopting. Share what you've learned.
- ◆ **Take what you have learned back to work.** By teaching others, you can improve the efficiency of the whole office and increase your visibility.
- ◆ Many companies rely heavily on administrative professionals to serve as early adopters of new technologies and be willing to share their knowledge with others. By becoming a technology guru, you can significantly increase your value to your firm.

Cindy Heffelfinger CPS 1955 – 2008

God's Garden

God looked around His garden and found an empty place. He then looked down upon the earth and saw your tired face. He put His arms around you and lofted you to rest. God's garden must be beautiful. He always takes the best. He knew that you were suffering. He knew you were in pain. He knew that you would never get well on earth again. He saw that the road was getting rough and the hills were hard to climb, so He closed your weary eyelids and whispered, "Peace be thine." It broke our hearts to lose you but you did not go alone. For part of us went with you the day God called you home.



Cindy will truly be missed by her IAAP family of friends!

"True Friendship is like sound health, the value of it is seldom known until it is lost." C.C. Colton

