



## Western Shores

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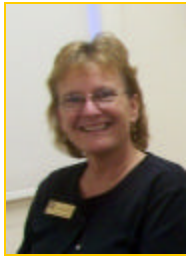


*International Association of Administrative Professionals*

[www.iaap-hq.org](http://www.iaap-hq.org)

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### Prez Sezz . . . . .



Hope everyone had a great Holiday Season. At Thanksgiving I sure had a lot to be thankful for - a job, a roof over my head, enough money to pay for what I want, my family close by, and great friends, just to name a few. Christmas was great! We got together with our daughter and family on December 20, Dan's family on December 21, and my family on Christmas. Christmas Eve was just Dan and me. It was wonderful. No rushing. We

had some quiet time to have gratitude for what we have and take joy in the season.

Mark your calendars for the Michigan Division Annual Meeting on May 15-16, 2009 at Shanty Creek Resorts in Bellaire, MI. I have reserved two rooms so let me know if you plan on going. For the Silent Auction, we are looking into donating some smaller items. A few examples are a bottle of wine and two wine glasses, a bag with some nice hand lotion and bubble bath, a coffee cup with teas and hot chocolates. If you have something you want to donate, let me know.

Our Chapter has joined the Muskegon Chamber of Commerce. Our meetings are now being put on their website. Check out the website [www.muskegon.org](http://www.muskegon.org). There is information on Chamber meetings and you can sign up for a committee. There is lots of information there.

I look forward to seeing you all at the January meeting and hearing about your holidays. See you January 21.

Mary Doctor CPS  
2008-2009 President

*"Most of the important things in the world have been accomplished by people who kept on trying where there seemed to be no hope at all."  
- Dale Carnegie*



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**Chapter Mission Statement:**  
To enhance recognition of the administrative professional among peers and in the business community through education, training, networking, and camaraderie.



Western Shores Chapter  
PO Box 1722  
Muskegon, Michigan 49443

[www.iaap-westernshores.org](http://www.iaap-westernshores.org)

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## Member's Place

### December Anniversary

Pam Homan 19 years

### January Anniversary

Mary Doctor CPS 23 years

### December Birthdays

Nancy Evans Dec 4  
Ruth Sorensen Dec 16

### January Birthday

Denise Passage Jan 17

### Membership Renewal

Thank you to **Sharon Fodrocy and Tammie Wierengo** for renewing your memberships in the Chapter.

### New Member!!!

Welcome to Denise Passage! She joined our chapter in November.

She is the Office Systems Education Program Coordinator at Muskegon Community College, 221 S Quarterline Road, Muskegon, MI 49442, (231) 777-0390.

Her e-mail is denise.paggage@muskegoncc.edu. Home address is 983 W Tyler Rd., Muskegon, MI 49445, phone (231) 766-9287.

**WELCOME**

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## Committee Reports

### Community Service Committee

*Mary Doctor CPS, Team Leader*

Bring your donations for the Loaves & Fishes Food Pantry and the CCWM Baby Pantry to the meetings. Mary will deliver any donations brought to the meetings.

### Ways and Means Committee

*Nancy Evans CPS, Team Leader  
Barb Morison, Team Member*

We are still selling candy bars for \$1 from Gordon Foods to support our Scholarship.

Judy Locmelis is looking into Tupperware. She will have more information at the January meeting. We will make 40% from the total we sell.

### Web Page

*Sandy Beck CPS, Team Leader  
Ruth Sorensen, Team Member*

Our Chapter is getting on the MD Community Based Website. Sandy is working hard to get us set up and rolling. The cost is \$300. We will get \$150 of it paid when we get the Chapter of Excellence.

Florence Bright CPS has very generously offered to donate the other \$150! We will keep you informed on when it will be up and running.

### By Laws & Standing Rules

*Judy Locmelis CPS, Team Leader  
Florence Bright, Ruth Sorensen,  
Team Members*

This committee has revised our Chapter By Laws & Standing Rules. Everyone will get an updated copy at the December meeting.

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## January 21 Meeting Notice

### Baker College "The Meeting Place"

5:15 PM—Social

5:45 PM—Dinner (Chicken Parmesan, Caesar Salad, Breadsticks, Veggie Tray and Dessert Bars—Cost \$10)

6:30 PM—CPR / First Aid Demonstration / Overview with Kathy Burnham

7:30 PM—Business Meeting

**RSVP to Kathy Burnham @ 777-5390**

**or e-mail [kathy.burnham@baker.edu](mailto:kathy.burnham@baker.edu) by Noon on Friday, January 16**



**CPR and  
First Aid**



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## 2008 – 2009 IAAP Events

**September 17 - “Networking & Marketing Tips” with Dawn Johnson, Chamber of Commerce.**

**October 15 - Open House with Marie Ouzoonian CSP/CAP, MD Vice President.**

**November 19 - Member Spotlight with Ruth Sorenson and Mary Korpi at Pizza Ranch.**

**December 17 - “Making Your Dream a Reality” at Jilly’s. Artist and Illustrator Jill Barnes is speaker. Dinner after at City Café.**

**January 21 - CPR/First Aid Demonstration/Overview with Kathy Burnham as speaker. It will be at Baker College.**

February 15 - Deadline for May CPS and CAP exams.

**February 18 - Program TBD at Vic’s Restaurant.**

March 9-11 - Professional Education Conference, Gaylord Opryland Resort, Nashville TN

**March 18 - MS Office 2007 with Sue Meeuwenberg at MCC.**

**April 22 - Administrative Professionals Day Breakfast at Baker College. Speaker is Barb Stellard.**

May 1-2 - CPS and CAP exams

May 15-16 - MDAM, Shanty Creek Resorts, Bellaire, MI

**May 20 - Installation of Officers at Tony’s.**

July 26-29 - International Convention in Minneapolis, MN

### Chapter Board Meetings:

January 7 at Catholic Charities

February 4 at the Muskegon County Airport

March 4 at Baker College (Residence Life Office by Baker Apartments)

April 1 at the Muskegon County Airport

May 6 at Mary Seeger’s home

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## International Updates

Here are the new IAAP Core Value Statements:

- **Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.
- **Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.
- **Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.
- **Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.
- **Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

New IAAP Mission Statement:

*Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.*

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## November 19 Chapter Meeting Minutes

**Present:** Sandy Beck CPS, Florence Bright CPS, Mary Doctor CPS, Nancy Evans, Marie Gasser, Mary Korpi, Judy Locmelis CPS, Barb Morrison, Suzanne Prell, Mary Seeger CPS, Ruth Sorensen, Tammie Wierengo

**Absent:** Kathy Burnham, Linda DeKuiper, Sharon Fodrocy, Pamela Homan, Janet Rice, Laura Sikkenga

**Guests:** Chris Sorenson, Husband of Ruth Sorensen and Ed Korpi, Husband of Mary Korpi

A. The November 19, 2008, Western Shores Chapter IAAP Chapter Meeting was held at The Pizza Ranch meeting room in Muskegon, Michigan.

B. Social Time/Dinner – 5:15 p.m. to 6:30 p.m.

1. Members retrieved handouts from their folders. These items included Statements of Conditions, Board Meeting Minutes, and Chapter Agenda for November 19, 2008.

C. Program – Member Spotlight

1. Mary Korpi:
  - a. Mary is employed by Baker College and has been at Baker for 8 years now. Before Baker, she worked at Meijer Hair Styling Salon for 25 years.
  - b. Mary's title is Administrative Assistant/Cashier. She makes deposits, checks assets, takes care of the coin machine, and is the customer service backup (covering for Ruth in the morning).
  - c. Mary and Ed, her husband, have been married for 39 years. They have six children ages 23 through 36, and six grandchildren. Mary enjoys reading, swimming, camping, and music. Mary and Ed live in Muskegon in Egelston Township.
2. Ruth Sorensen:
  - a. Ruth has been employed at Baker College for 10 years. Before Baker she was at Muskegon Business College, did home daycare for 6 years, and was at Coastal Medical for 1.5 years.
  - b. Ruth's title is Business Coordinator. Ruth is in charge of accounts payable, customer service, transcript requests, IRS W9/1099 reporting (burden of proof), which makes sure that people Baker pays are paying their taxes.
  - c. On a personal note, Ruth has been married to husband Chris for 22 years. They have two boys (19 and 17), and live in Nunica (Crockery Township). Ruth enjoys scrapbooking and reading. Ruth and Chris also love bluegrass and both play instruments and sing.
3. Mary and Ruth presented a history of Baker College and talked about what Baker offers in the area of administrative courses and other subjects. Classes are taught both by attendance and on-line instruction.
  - a. Baker is in the process of building the Culinary Institute of Michigan (CIM) in Downtown Muskegon that will be opening in the fall of 2009. You can check out the progress at CIMMuskegon.edu. The CIM will be marketed internationally. The CIM will include a pastry shop and a dining room.
  - b. Baker also offers continuing education that includes associates degrees, bachelor's degrees, master's degrees, and doctorates.
  - c. Other resources include Internet, career counselors, and office publications.
  - d. To its employees Baker offers certification, professional development, outside training opportunities, and volunteerism.

D. Business.

1. Chapter Website:
  - a. Our Chapter will be changing over to the Community Based Website. Sandy Beck will continue to be webmaster with several of the Board members as backup.
  - b. Cost of the website is \$300 per year. Florence Bright has given the Chapter a gift of \$150 to be used towards the cost. If our Chapter attains the Chapter of Excellence, we will receive a discount of \$150 on the cost.
  - c. Advertising on the website will also be offered in certain circumstances. Florence is eligible to advertise on the web through her donation.
2. MDAM 2009 information is as follows:
  - a. **Michigan Division Annual Meeting**  
**Date:** May 15 and 16, 2009  
**Location:** Bellaire, Michigan  
**Hotel:** Summit Village - Shanty Creek Resorts  
**Hotel Tel:** 800-678-4111

**Coordinator:** Heather Thomas CAP, Michigan Division President-Elect

**E-mail:** [president-elect@iaapmichigan.org](mailto:president-elect@iaapmichigan.org)

**Website:** [www.iaapmichigan.org](http://www.iaapmichigan.org)

- b. The hotel is now taking reservations. Costs of the rooms are \$125 for 2 adults and \$155 for 4 adults.
- c. Chapter members are being asked to volunteer for various activities at MDAM 2009. Judy Locmelis and Mary Seeger have volunteered to be tellers.
- d. Silent Auction: Our Chapter will be donating smaller packages of items for the auction so more people can participate.

E. Miscellaneous.

1. \$112 was collected from candy sales. Mary Doctor had several boxes of candy for sale.
2. Catholic Charities West Michigan has a full-time administrative position available. Please see Mary Doctor for information.
3. The 50/50 drawing was held and the winner was Tammie Wierengo, who won \$11. Since our Chapter joined the Chamber, tickets to the Lumberjacks game were also available. An extra drawing was held and the winner was Marie Gasser.

The next meeting of the Western Shores Chapter of IAAP is on Wednesday, December 17, 2008. The evening will begin at Jilly's at 5:15 p.m. for networking and 5:30 p.m. for the program – "Making Your Dream Become Reality" - presented by Artist and Illustrator Jill Barnes. Certification points will be awarded. At 6:30 p.m. we will proceed to City Café for dinner. We will also have an ornament exchange (approximate cost of \$5).

The next meeting of the Western Shores Board of IAAP will be held on December 3, 2008, at Mary Doctor's House.

The November 19, 2008, meeting of the Western Shores Chapter of IAAP was adjourned at 7:25 p.m.

Respectfully submitted, Judy Locmelis CPS, Recording Secretary

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## December 17 Chapter Meeting Minutes



**Present:** Mary Doctor CPS, Nancy Evans, Pamela Homan, Barb Morrison, Mary Seeger CPS, Tammie Wierengo, Sandy Beck CPS, Marie Gasser, Mary Korpi, Suzanne Prell,

**Absent:** Judy Locmelis CPS, Florence Bright, CPS, Linda DeKuiper, Sharon Fodrocy, Janet Rice, Laura Sikkenga, CPS, Ruth Sorensen, Shelly Meade

**Guests:** Jill Barnes, Jilly's Gallery

- A. The December 17, 2008, IAAP Chapter Meeting started out with our program first. We met at Jilly's Gallery and were greeted by artist, Jill Barnes, at her delightful shop on Western Avenue. She offered everyone a glass of wine from Clay Avenue Cellars and began her presentation entitled, "Making Your Dream a Reality". After her talk we were invited to browse her shop and the shop next door, Sun Wind and Rain.
- B. At 7:00 p.m. we proceeded down the street to City Café for dinner. Everyone ordered from the menu and we enjoyed the delicious food and great atmosphere. An ornament exchange took place after dinner.
- C. Business: A short business meeting followed with a vote on the amended and updated By Laws and Standing Rules. A majority vote approved the By Laws and Standing Rules.

The next IAAP Western Shores regular Chapter meeting will be held on January 21, 2009, at Baker College, with a CPR/First Aid Demo/Overview with Kathy Burnham.

The next IAAP Western Shores Board meeting will be held on January 7, 2009, at Catholic Charities, 1095 Third Street, Muskegon, MI 49441, at 5:30 p.m.

The December 17, 2008, regular meeting of the Western Chores of IAAP was adjourned at 8:25 p.m.

Respectfully submitted, Nancy Evans, Communications Secretary

## 2008-2009 Michigan Division Board

### President –

**Diana Kengel CPS/CAP**  
Macomb Chapter

### President-Elect –

**Heather Thomas CSP/CAP**  
Lansing Tuebor Chapter

### Vice President –

**Marie Ouzoonian CPS/CAP**  
Kalamazoo Chapter

### Recording Secretary –

**Ruth Sorensen**  
Western Shores Chapter

### Communications Secretary -

**Ann Henkel**  
Tri-County Chapter

### Treasurer –

**Marcia Barrette -Rushton CPS/CAP**  
Northern Michigan Chapter

### Web site –

[www.iaapmichigan.org](http://www.iaapmichigan.org)

## 2008-2009 International Board

### President –

**Barb Horton CAP**  
Surry, BC Canada

### President-Elect –

**Susan Shamali CPS/CAP**  
Wyoming, MI

### Vice President –

**Mary Ramsay-Drow CPS/CAP**  
Oak Creek, WI

### Secretary –

**Janine Riemersma CPS/CAP**  
Grand Rapids, MI

### Treasurer –

**Karlana Rannals CPS/CAP**  
San Clemente, CA

### Great Lakes District Director

**Sam Gill III CPS**  
Detroit, MI

Headquarters – 816-891-6600

E-mail – [service@iaap-hq.org](mailto:service@iaap-hq.org)

Web site – [www.iaap-hq.org](http://www.iaap-hq.org)

## 2008-2009 Western Shores Chapter Board

### President –

**Mary Doctor CPS**  
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231-726-1200 x 216 (W)  
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mdoctor@ccwestmi.org

### Vice-President –

**Mary Seeger CPS**  
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231-722-9362 (F)  
mseeger@wmsrdc.org

### Communications

**Secretary –**  
**Nancy Evans**  
Advanced Leasing  
231-750-0834 (H)  
naneva44@aol.com

### President-Elect -

**Tammie Wierengo**  
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231-777-6527 (F)  
tammie.wierengo@baker.edu

### Recording Secretary –

**Judy Locmelis CPS**  
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Mental Health  
231-724-1107 (W)  
231-724-1300 (F)  
judyanne@altelco.net

### Treasurer –

**Pam Homan**  
Musk. County Airport  
231-798-4596, x220 (W)  
231-798-7728 (F)  
homanpa@co.muskegon.mi.us

## 2009 Contract

After serious & cautious consideration . . .

Your contract of friendship has been renewed for the  
New Year 2009!

It was a very hard decision to make. So try not to screw it up!!!

My Wish for You in 2009 -

May peace break into your house and  
may thieves come to steal your debts.

May the pockets of your jeans become a magnet of \$100 bills.

May love stick to your face like Vaseline and  
may laughter assault your lips!

May your clothes smell of success like smoking tires and  
may happiness slap you across the face and  
may your tears be that of joy.

May the problems you had forget your home address!

In simple words . . .

May 2009 be the best year of your life!!!

