



## Western Shores

# W a v e s



International Association of Administrative Professionals  
[www.iaap-hq.org](http://www.iaap-hq.org)

Volume 22, Issue  
May, 2009



### Prez Sezz . . . .

Wow!! It's hard to believe that this IAAP year is almost done. I hand over the gavel to Tammie at the next meeting. I know she will do a great job next year. She is still looking for members interested in running for a Board position.

MDAM is coming up May 15-16. If you have something to donate for the Silent Auction bags, give me a call and I will arrange to pick up from you. If you don't want to shop, I will take cash. I love to shop.

The list of committees is on page 5 in this newsletter. Check it out. You will have the opportunity to sign up for a committee at the May meeting. If you are not going to be at the meeting, please let me know what committee(s) you want to be on. The Board tries very hard to put you on the committee you sign up for. **All members are assigned to a committee**, so it's important you let us know.

Barb Morrison has decided not to renew her membership. She is the one that added all the color to the Chapter Newsletter. Does someone want to volunteer to either put in all the color and pizzazz to the newsletter or take over as Editor of the entire newsletter. I have been Editor for a long time and, even though I enjoy putting the *WAVES* together, would be happy to hand over to a new Editor. This is a committee you can sign up for. If you have any questions, feel free to ask.

The May Chapter meeting is an important meeting. We vote on next year's Chapter Board. We will also go over what was brought up at MDAM. It is important that you are there. Hope to see all of you on May 20 at Alleyways Restaurant.

Mary Doctor CPS  
2008-2009 Chapter President

*Attitude is a little thing  
that makes a big difference.*

-  
Winston Churchill

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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

### May Anniversaries

May Seeger CPS 21 years  
Ludy Locmelis CPS 12 years

### May Birthdays

Shelly Meade May 4  
Sandy Beck CPS May 18  
Janet Rice May 25

### Membership Renewal

Thanks to **Mary Korpi, Nancy Evans, Janet Rice, and Mary Seeger CPS** for renewing their membership in IAAP.

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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 Morrison, Team Member*

Fundraisers for our Scholarship Fund:

We are still selling candy bars for \$1 from Gordon Foods.

Current Fundraiser Online Program - We will get 50% on every purchase made online. Here is the website:  
<http://currentfun.com>

Tupperware Program - We will make 40% from the total we sell. Check with Judy Locmelis for the Fundraising book. If you know what you want, you can call her and she'll place your order.

These are all great ways, and easy, to raise money for our scholarship program.

### Nominations Committee

*Tammie Wierengo, Team Leader*

At the next meeting of the IAAP Western Shores Chapter, the Chapter will elect the following officers: President-Elect, Vice President, Communications Secretary, and Recording Secretary. According to our bylaws, the past President Elect, (myself) Tammie Wierengo, will shift into the position of President and our current Treasurer, Pam Homan, will fulfill her second term as Treasurer.

Accordingly, we are asking some of you to step forward and help us fill our slate of officers. We have a couple of interested people, but only one committed to submitting her name to the ballot.

In these times of economic woes, the call for volunteers is great. International is taking great strides to improve IAAP with website changes and the new Pathways To Excellence programs. Although our chapter has watched them stumble, the enthusiasm they are putting forth to make things better has been great. Our Divisional



incoming President, Heather Thomas, is also a bundle of enthusiasm. I personally watched her as she was elected to the position of President Elect last year. She was physically holding her breath as she waited to see if anyone would be nominated to run against her. After nominations were closed and she was to run unopposed, she exhaled loudly and you could see her eyes light up as she was grinning from ear to ear. I expect great things from her this year and I encourage you to be a part of our team for 2009-2010. "Volunteering" for a board position will be fun and rewarding.

All it takes is a quick email or phone call to be nominated. I was very nervous when I was first elected, but after working with Mary Doctor for the past two years, I realize that this is just a wonderful bunch of people who work in the same administrative field and are willing to do anything when asked. I urge you to nominate a candidate or even yourself. (And don't forget, these distinguished positions look very good on your resume!)

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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 at Baker College.**

**February 18 - Resumes That Get That Interview with Nikki Taylor at Vic’s Restaurant.**

**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 Alleyways Restaurant.**

July 26-29 - International Convention in Minneapolis, MN

### Chapter Board Meetings:

May 6 at the Airport

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## May 20 Meeting Notice

The May meeting will be held at Alleyway’s on Sherman (used to be Topo’s) in their back room.

5:15 p.m. Social time

5:45 p.m. Dinner - order off the menu

6:30 p.m. Business Meeting

- Update on MDAM

- Vote and install 2009-2010 Chapter Officers

- Go over committees for 2009-2010 year

- Go over International Educational Form and Annual Meeting By-laws and Standing Rules Proposed Amendments. There are 8 proposed amendments to the By-laws and 1 to the Standing Rules.

RSVP to Mary Doctor by May 15 at 726-1200 ext 216 or e-mail at [mdoctor@ccwestmi.org](mailto:mdoctor@ccwestmi.org).

This is the last meeting of the 2008-2009 year. It is very important that you are at this meeting to vote for next year’s Board and to let Mary know your feelings on the proposed amendments from International so she will know how to vote.



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## April 22 Administrative Professionals Day Breakfast Minutes

**Present:** Mary Doctor CPS, Tammie Wierengo, Pam Homan, Marie Gasser, Kathy Burnham, Mary Korpi, Mary Seeger CPS, Ruth Sorensen, Linda DeKuiper, Janet Rice, Denise Passage, Sandy Beck CPS, Suzanne Prell

**Absent:** Judy Locmelis CPS, Florence Bright CPS, Nancy Evans, Sharon Fodrocy, Barb Morrison, Shelly Meade, Laura Sikkenga

- A. The April Chapter meeting of the Western Shores Chapter of IAAP consisted of a Celebration of Administrative Professional's Day Breakfast featuring a presentation by Barbara C. Stellard.
- B. The April 22, 2009, Chapter meeting was held at Baker College in the college's Student Center.
- C. Registration began at 7:00 am followed by a breakfast buffet at 7:30 am. President Mary Doctor CPS opened the event with a welcome message and a short reading of a poem, "Valentine to an Administrative Professional," by Todd Hunt. Divisional President, Diane Kengel, was amongst the guests.
- D. Program: Change Your Mind...change Your LIFE! At 8:03 am, Marie Gasser introduced the speaker, Barbara C. Stellard. Barb gave a wonderfully, inspired presentation challenging us to be a different person when we left the event including no more stinkin' thinkin'. Guest Carrie Sherrard earned \$20 by thinking outside the box. Barbara taped a \$20 bill to the easel and asked us who was responsible for that \$20. Some answers were Barbara because she put it up there and the tape because it held the \$20 up. Carrie said she was responsible and went and took the \$20 off the easel.
- E. The program was followed by door prize drawings. Peggy Stanton from Muskegon Heights Public Schools was the big winner of a Western Shores membership. Some of the other prizes included a croquet set, bath care items, candles, staplers, book bag, and packages of binder clips.
- F. The cost of the event was \$20 per person and there were 49 paid registrants to the event. No other business was conducted.
- G. The next meeting of the Western Shores **Chapter** of IAAP is on May 20, 2009, at Alleyways.
- H.. The next meeting of the Western Shores **Board** of IAAP will be held on May 6, 2009, at the Muskegon County Airport.

The April 22, 2009, meeting of the Western Shores Chapter of IAAP was adjourned at 9:30 am.

Respectfully submitted,

Tammie Wierengo  
President Elect

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## Chapter Committees

**Administrative Professionals Day Committee** (Team Leader and 3 members)

- Organizes the Administrative Professionals Day Breakfast with a program that is beneficial to the attendees.

**Bylaws & Standing Rules Committee** (Team Leader and 1 member)

- Updates Chapter By-Laws and Standing Rules with Board's direction.

**Certification/Education Committee** (Team Leader and 1 member)

- Promotes the CPS/CAP Program and arranges special educational sessions that would benefit the members.

**Membership Committee** (Team Leader and 2 members)

- Responsible for the orientation of new members and keeping the Chapter Roster updated. The Team Leader will receive all applications, make sure they are complete, and forward to the Treasurer.

**Newsletter Committee** (Editor and Assistant Editor)

- Responsible for updating the monthly *WAVES*

**Program & Education Committee** (Vice President is Team Leader and 4 members)

- Responsible for setting up monthly programs and locations from August - May (except April). Also responsible for taking and make meeting reservations.

**Scholarship Committee** (Team Leader and 3 members)

- Responsible for awarding annual scholarship(s). This is done from January - June.

**Ways & Means Committee** (Treasurer is Team Leader and 2 members)

- Oversees Chapter fundraisers.

**Web Page Committee** (Team Leader and 1 member)

- Maintains Chapter home web page.

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\_\_\_\_\_ I am interested in serving as TEAM LEADER on the following committee(s):

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

\_\_\_\_\_ I am interested in serving as COMMITTEE MEMBER on the following committee(s):

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

\_\_\_\_\_ I will let the Board appoint me to a committee.

MEMBER NAME: \_\_\_\_\_

## 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**  
Catholic Charities West MI  
231-726-1200 x 216 (W)  
231-722-0789 (F)  
mdoctor@ccwestmi.org

**Vice-President –**

**Mary Seeger CPS**  
WMSRDC  
231-722-7878, x 21 (W)  
231-722-9362 (F)  
mseeger@wmsrdc.org

**Communications**

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

**President-Elect -**

**Tammie Wierengo**  
Baker College  
231-777-6526 (W)  
231-777-6527 (F)  
tammie.wierengo@baker.edu

**Recording Secretary –**

**Judy Locmelis CPS**  
Muskegon County Community  
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

## Wordles - A Puzzle Game

Below is a game that I thought you would really like. Each one is a saying or a couple words. I'll give you the answer to the first one - **Side by Side**. Answers will be in next month's newsletter.

- |  |                                     |
|--|-------------------------------------|
| 1. SIDE SIDE   | 10. IECEXCEPT                       |
| 2. <u>ONCE</u><br>A TIME   | 11. <u>O</u><br>M.D.<br>D.O.<br>PhD |
| 3. ISSUE ISSUE<br>ISSUE ISSUE<br>ISSUE ISSUE<br>ISSUE ISSUE<br>ISSUE ISSUE | 12. <u>BEND</u><br>REVO             |
| 4. TIMING TIM ING  | 13. <u>ON</u><br>THOUGHT THOUGHT    |
| 5. HE'S/HIMSELF  | 14. LET<br>/GONES<br>BE             |
| 6. F R F<br>R R<br>I STANDING I<br>E MISS E<br>N N<br>D D<br>S S           | 15. NOITANIMIRCSID                  |
| 7. NAFISH<br>NAFISH  | 16. <u>i i</u><br>O O               |
| 8. ALLWORLD  | 17. GUN, JR.                        |
| 9. BJAOCKX   | 18. PERFORMANCE<br>PERFORMANCE      |
|  | 19. LOI'MVE/YOU                     |

Have fun. If you can't wait until next month, call me.