



2009-2010 Illinois Division IAAP
Annual Report of the
Central IL Admins Chapter



The Central IL Admins (CIA) Chapter of the Illinois Division of the International Association of the Administrative Professionals (IAAP) was installed on January 12, 2010. Our chapter installed 52 charter members on this date and as of March 2010, has grown to 57 members. Boards of Directors are: Lori Rusher, president; Ginger Howard, president elect; Deb Johnson, vice president; Lisa Stump, treasurer; Mary Hoblit, corresponding secretary; and Kathy Rich, recording secretary.

We began looking at creating a new chapter in October 2009. We held two impact meetings in November 2009. Other meetings we have had are as follows:

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| Tuesday, January 12, 2010 | Installation Meeting |
| Thursday, February 11, 2010 | Ethics with Dr. Nancy Evans Heartland Community College Admin. Professional Program – How an AP can branch out to other jobs – Lisa Sharp |
| Tuesday, March 9, 2010 | Craig Fowler, CPCU – Jewels In Your Crow; Program Title: “You Want Me To Work With Who?” Author Julie Jansen; Program Description: “Eleven Keys to a Stress-Free, Satisfying, and Successful Work Life...No Matter Who You Work With” |
| UPCOMING MEETING: Tuesday, April 13, 2010 | Paula Mitchell, President of CTS, Inc.; Program Title: Credibility: Managing Your Message” |
| Tuesday, May 4, 2010 | Eric C. Hoss, Director of Financial Services at State Farm Insurance; Program Title: Removing Doubt in an Interview; Program Description: <i>Removing Doubt in an Interview</i> is an innovative and successful approach to job interviewing that shows how to remove doubt in the eyes of the interviewer. It introduces a unique system that will work for virtually any position, focusing on a person’s skills and background, then targeting potential doubts and how to remove them. In the end, the person who leaves the least doubt with the interviewers is usually the one who is hired. |

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Study Groups

We have had two study groups for 2009-2010. For the November 7, 2009, exam date, the study group met for 12 weeks from August 19 – November 4, 2009, with nine people participating. For the May 8, 2010, exam date, the study group is meeting for 12 weeks from February 17 – May 5, 2010, with ten people participating.

Illinois Division Annual Meeting (IDAM) 2010

We have four members at this time who will be attending the IDAM meeting on Friday, April 30, 2010. They are: Lori Rusher, Aimee Rusher, Ginger Howard and Kathy Rich. We plan on having a table set up to sell Smash Books to IDAM participants.

Upcoming Administrative Professional Day Event

On Wednesday, April 21, 2010, the Doubletree Hotel and Conference Center will host Administrative Professionals Day. This year's keynote speaker will be Dr. Sheahon Zenger, Illinois State University's Director of Athletics. Dr. Zenger's inspirational message will incorporate this year's theme: "The Power of Commitment."

Committee Meetings

We have established seven committees who meet monthly and report to their board liaison their progress for the coming months.

Newsletter

We sent out our first newsletter in February 2010. It is a professional work product with valuable information for our members. The newsletter is distributed electronically.