



International Association of
Administrative Professionals®

Chicago Lake Shore Chapter

POWER
of
Commitment
Chicago Lake Shore Chapter

2009 – 2010 Illinois Division, IAAP Annual Report of the Chicago Lake Shore Chapter

The year started out with a shotgun start in Minneapolis with inspiration and challenge. We were inspired to provide programs that would benefit our members. The chapter's board of directors and council chairs all took up the challenge and worked very hard to provide members and guests professional and personal development opportunities. We developed a strategic business plan to outline chapter goals for the next three years.

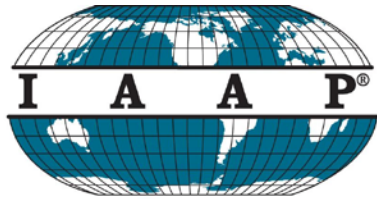
We began in **September, 2009** with a presentation "Success Skills for Highly Demanding Times; Advice from Local Market Experts; Marketing Yourself in a Downturn Economy" presented by Dana Schwartz. All attendees received a Continuing Education Unit (CEU). Starting off the year with helping so many members of our chapter who have lost jobs was important.

October, 2009 we had a presentation from Terry Bass, the Chadon's Group, gave us great tips on networking and communicating attendees received a CEU. We also had our membership drive which our membership chair, Dewoun Hayes CAP named "C.O.N.T.A.C.T." (Creating Opportunities to Network to Administrative Creative Thinkers). One new member joined that night.

From there we went right on to our **November, 2009** meeting which included an informative presentation by Pamela Mearsheimer of Mearsheimer Consulting, "Getting Your Financial Act Together". Attendees again received a CEU. This was the Retirement Trust Foundation (RTF) month, our RTF chair, Debra Leonard-Porch, hosted a fabulous silent auction fundraiser plus introduced a "loose change" collection each month throughout the year.

In **December, 2009** our meeting was our annual holiday celebration, as usual the master of ceremonies was President-Elect, Crystal Davis CPS/CAP. It was a great time, during which we supported Deborah's Place, a favorite charitable organization of the chapter, as it helps homeless women get back on their feet with supportive housing, as well as compassionate, innovative and award winning programs. We had a self defense seminar/demonstration and attendees earned a CEU. We've supported Deborah's place for the past ten years. A particular high point of December was learning that our member, Tim Wilson, passed the certification exam.

We jumped right into the **January, 2010** with "Can You Hear Me Now? Breaking The Barriers of Communication" given by the one of our 'hidden' gems, Dewoun Hayes, maybe not quite so hidden, now! Attendees received a CEU. This high quality interactive session with immediate take aways, even persuaded two people to join! We also announced that we would be collecting donations for Haiti for January and February suspending donations to RTF in order to support the devastation caused by the horrific earthquake.



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Next in **February, 2010**, Tom Brean of Grant Thornton LP, shared with us the variety of Board duties and requirements when joining not-for-profit boards. He answered many questions and had a very lively discussion. Each attendee received a CEU.

Then, **March, 2010**, rolled around for us to “Find Balance As You Juggle It All” with Kathleen Peterson, Again Attendees received a CEU and we had three new members, join. Entertaining and informative, Kathleen’s meaty presentation gave us definitive means to carving out time in our day for that which is most important and keeping up with it!

Our Annual CLSC Annual Administrative Professionals Day Luncheon held on **April 21, 2010** held yet again at the beautiful University Club of Chicago. This year featured Lillian Bjorseth, President of Duoforce, Inc., “Be YOUR Professional Best” both educational and interactive, intended to support the career minded professional and their direct reports. CEU’s were provided.

To round out the year, in **June, 2010** we look forward to another educational session and again will apply for CEU’s. What a finish!

To sum up this year, I’d say this chapter is an amazing group of people I have the fortune to be leading. What really strikes me is that for 65 years there have been professional individuals who care enough to promote the success and even command the respect of the entire organization in this one chapter! It is both an honor and a privilege to have this opportunity to continue their tradition of excellence. It’s amazing how we are all linked to the past and can influence on the future. With the steps taken this year from the entire leadership team, I feel this puts our chapter in a position to continue to soar high and give our members what they look for in a professional organization. May it always be so.

Most respectfully submitted,

Ann

Ann M. McKeveitt CAP
President 2009-2010
Chicago Lake Shore Chapter,
Illinois Division, IAAP