



*2009-2010 Illinois Division of IAAP
Annual Report of the
Golden Corridor Chapter*

We/the members of Golden Corridor Chapter (GCC) of the Illinois Division of the International Association of Administrative Professionals (IAAP) have proved to be a Chapter of Excellence in 2009! We have the Power of Commitment in 2009-2010 and strive to attain this honor of excellence again this year.

The head of our Program Committee, Ann Kuhlmann (also Vice President of the GCC) has presented our chapter with excellent speakers, beginning with, "Networking & Success" with John Rudy, "It was Food vs Me...and I Won" with Nancy Goodman, "PowerPoint: Finessing Your Presentations" with Marie Herman, "Sit and Be Fit" with Dr. Scott Cabrera; "The Power of Positive Thinking and Removing Old Demons" with Eva Dahm, "Social Media & How Does it Apply to Me?" with Joel Warady, "The Green World Around You" with Kevin Walter, "Your Virtual Office" with Cheryl Semick, and "Meeting Well TM" with Charlene Padovani MA, CHES. As part of Golden Corridor's Power of Commitment, we aim to have all of our topics provide recertification points and/or self improvement.

In August 2009, the newly formed Strategic Planning Committee met on a Saturday morning and developed a plan for short and long term goals, which are aligned with the Pathways to Excellence program. This committee works along side our Membership Chair and continues to bring in new membership and interest to IAAP through the workshops offered at NIU in Hoffman Estates. Golden Corridor has established a great networking partnership with NIU and Martha Keyes at NIU. This partnership allows Golden Corridor the opportunity to host our workshops at NIU. The first NIU workshop was held in November on Microsoft office 2007 (tricks and tips) presented by Marie Herman, Desk Demon. A golden ticket was purchased by attendees for \$5.00 for the workshop. The golden ticket is redeemable for \$5.00 off any future meeting till the end of the year; so the workshop is actually free. We had a second workshop in November with Golden Corridor's "Donnie and Marie." Actually, the November half-day Workshop consisted of Microsoft Publishing presented by our treasurer, Don Humphrey and Marie Herman, Desk Demon presented "More Microsoft Office." There was no charge for the November workshop for our members.

Golden Corridor offered our members and guests a Job Network Group for transitioning administrative assistants (out-of-work) facilitated by Andrea Turner CPS/CAP. Diana Mitchell, Division Director OfficeTeam (key partner of IAAP), attended one of our chapter meetings and program and mentioned to the group that things are starting to open up job wise. We are happy to learn from two of our networkers that have recently found jobs, so hopefully this is true as we still have a few members and friends that are still searching. The network group has been a very successful addition to our chapter meetings during this time of current economic recession. The group is open to members as well as non-members, meets from 5 - 5:45 just prior to the start of our chapter meeting. Our chapter meetings are on the third Thursday of the month, September through November and January through June, at Zurich on Meacham and Golf Road.

The successful management of our Community Services Committee by Jane Holland has provided the area Food Pantries with non-perishable food and baby products as part of our monthly registration fee at each of our meetings. Jane also headed our fundraising efforts and offered Terry Lynn Nuts as our chapter fundraiser. Although this fund raiser didn't lead us to the Midas touch; Jane kept us supplied with an ample supply of nuts and the best laughs of the chapter.



*2009-2010 Illinois Division of IAAP
Annual Report of the
Golden Corridor Chapter*

Treasurer Don Humphrey's detailed Receipts and Disbursements provided the chapter with monthly and year-to-date snapshot of our expenses and income as well as the number of attendees at each meeting. With Don's relocation to Las Vegas, we were fortunate to have Carol LeDeoux and Laurie Wille handle the transition. We implemented a Hospitality Committee that Laurie Wille chairs and ensures that each member/guest that walks into our meetings is welcomed as a new friend. This committee works along side Linda Clark CPS/CAP, Membership Committee Chair. Both have done an excellent job of welcoming new members and guests, as well as making sure the facility arrangements are meeting ready.

Our Newsletter Editor, Rita Baseleon and Website Administrator, Ann Kuhlmann both continue to provide excellent communication links for our members from International, the Division, and the Board. In the next few months, we will transition to the IAAP HQ Community Website.

This year we are took our membership to the next level with our workshops and offered our members and guests an opportunity to explore Social Media with Joel Warady at the Sheraton Suites in Elk Grove Village. Earlier this year, we congratulated Treasurer, Don Humphrey CAP; who passed his certification in November! We have two other people studying for their CAP/CPS certification. Laura Polido, our recording secretary, received a study guide created by one of the actuaries in her office who supports her certification. This study guide is posted on our website for anyone interested in studying for the CAP/CPS exams. As a tool for tracking member of excellence; we gave each member a passport that they would use to track their involvement in GCC IAAP. It was our hope that the passport would entice members to go for the member of excellence. If the members complete 11 adventures in their passport; they are eligible for the end of the year drawing.

Golden Corridor Chapter was represented at the 2009 International Convention in Minneapolis, Minnesota, by JoEllen Pickett CPS/CAP, Kathy Harper CPS/CAP, and Evelyn Szalkowski. On the local scene, we had chapter members attend the 2009 PEP which was held in Mettawa, Illinois and a new IAAP chapter installation in downtown Chicago.

Finally, our chapter is proudly participating in this year's 2009 Illinois Division Annual Meeting, with a table promoting the 5/20/2010 Joan Burge seminar in St. Charles. We are looking forward to all the workshops and inspirational speakers at the 2010 International Convention in Boston.

In conclusion, this has been a year of exciting events and meetings, positive changes.

Respectfully submitted,
Evelyn Szalkowski
2009-2010 President
Golden Corridor Chapter
Illinois Division – IAAP