

Two Rivers Chapter IAAP 2009-2010 – President’s Report

During our Strategic Planning Meeting in July 2009 we looked over what we did well last year and areas we could improve upon. We decided to join the IAAP Web Community so we could recruit new members and be better connected to IAAP as a whole. To introduce our members to this new venture, we put on a Saturday seminar on Oct. 24, at Northern Illinois University on IAAP’s Web Community, The Two River Chapter’s Website, and What They Can Do for You.” The presentation is posted on our website.

We made a conscious effort to reach out to the community. By invitation, on October 15, we took part with a table at the Hospitality Forum and Expo hosted by the Business Ledger newspaper in partnership with Northern Illinois University Naperville. We gave out IAAP and chapter literature, took leads, and followed up on them. Our members gave donations of personal goods to Family Shelter Services by bringing them to our November and March meetings. We supported the IAAP Retirement Trust Fund in December with a Silent Auction.

We gave recertification points for most of our programs which consisted of the following topics:

9/08/09: Networking 3.0, How to Network in Business and Socially – Terry Bass

10/13/09: Silos, Barriers, Tyrants: What’s it Costing You – Rich Chiero, Concord Growth

11/10/09: Energy Conservation, Common Sense Trumps Technology – Thomas Wangler, Confident Aire

12/08/09: Managing the Stress in Your Life – Dr. Brady Schuyler, Health Source

1/12/10: Is Your Nest Egg Cracked? – Richard Bertucco, Ph.D., Bertucco & Associates

3/9/10: Spring Cleaning, How to Reorganize Your Office – Elizabeth Fuchs, Organized to Perfection.

For those not able to attend the second Tuesdays, and for added enrichment of our members, we put on several half-day seminars on Saturdays. On Sat., 9/26/09, we held a CPR Certification Training put on by Jeremy Thayer of the Downers Grove Police Department. CPR Certified members are signified with a “red heart” on their name badge (12 members are CPR certified).

10/24/09 was our free computer class, IAAP’s Web Community, The Two River Chapters Website, and What They Can Do for You,” written by Nanci Saucier our Webmaster

1/23/10: Winter Seminar, Communications, Working Across Gender and Generations – Trisha Swehla and Katherine Walker

3/13/10: Excel 2003 – Functions & Formulae Basics – Jerry Garner, DCG Technology Learning Center (free to Two Rivers Chapter members).

Our membership committee gave out poker cards at each regular meeting to encourage members to attend more regularly and the member with the best poker hand will receive a special prize from our membership chair, Jim Salek. This committee met to work on ways to retain current members while inviting new guests. This year we instituted free dinners to all first time guests.

We kept our members abreast of upcoming events through weekly emails to members and encouraged them to access our website which was updated regularly at www.iaap-tworivers.org. All monthly board meetings were posted on our website and opened to any member who wanted to attend. A special thank you to all who took the time out to make suggestions on program evaluation sheets, sent us emails, and took part in our programs and events. We felt the power of commitment through your involvement.

Planned for the remainder of the year:

Administrative Professionals Week Event on Thurs., 4/22/10 at Holiday Inn Select, “Three Secrets to Blissful Work/Life Integration.”

5/11/10: Websites, Podcasts and Blogs, Oh My!

6/08/10: Discovering Your Memory Power

Margaret Bucholz

Two Rivers Chapter IAAP President, 2009-2010