

# IAAP NEWSLETTER



Fall, 2008

## *Identifying Stress and Relieving It*

*Speaker Linda Murphy, with the Prairie Heart Institute Center for Living*

IAAP-SWCD Chapter has been very fortunate over the years to have some very good speakers make presentations at our regular meetings. The October meeting was no exception. We were honored to have Linda Murphy with the Center for Living at St. John's Hospital's Prairie Heart Institute. Ms. Murphy spoke about the many causes of stress in our lives and gave us many clues on how to relieve that stress.

She began by stating approximately 60 to 80 percent of doctor's visits can be attributed to stress-related conditions. Many times those conditions are physical and can include headaches of unknown origin, shortness of breath, heart palpitations, dizziness, fatigue, and many others. These conditions can escalate stress because patients may feel as if something more serious is wrong with them.

Ms. Murphy then explained other symptoms of stress may be:

- Behavioral: such as excessive smoking, biting of fingernails, pacing back and forth, and overuse of alcohol or drugs
- Emotional: as in crying, nervousness, anxiety, edginess, anger, loneliness, and boredom
- Cognitive: such as trouble thinking clearly, forgetfulness, memory loss, constant worry and loss of a sense of humor
- Spiritual: as in a feeling of emptiness, shame, hopelessness, and powerlessness.

Ms. Murphy then gave our group a demonstration of stress relieving exercises and breathing techniques used to reduce stress. She also gave us a list of questions to ask ourselves when things get out of hand, such as "What do I think?" "What do I need?", and "Is this worth stressing over?"

In closing, Ms. Murphy handed out some quick reference materials which can be kept in a wallet or at a desk and could be obtained quickly when the need arises to keep things from getting out of control.

The IAAP members thanked Ms. Murphy for her time and consideration in coming to our meeting and gave her a small thank you gift.

### Inside this issue:

Identifying and Relieving Stress	1
Anniversaries and Birthdays	2
President's Corner	3
Oct Minutes	4-6
Members Corner	7

### Special points of interest:

- Read about our latest meeting
- Anniversary and Birthday wishes
- Basket Raffle info inside
- Minutes, Minutes, Minutes
- Read all about me

### Birthdays This Quarter

Nov 1	Judy Wilson
Nov 6	Laura Snowden
Nov 16	Cindy Moon
Dec 8	Judy Meislahn
Dec 10	Colleen Bogner

### Other Important Dates

November 27	Thanksgiving
December 2-3	Winter Training
December 21	Hanukkah
December 25	Christmas
December 31	New Year's Eve
January 1	New Year's Day

### HAPPY ANNIVERSARY

#### OCTOBER:

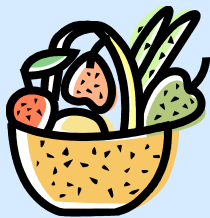
Melissa Cauble	2001
Sheila Lane	2005
Brenda McMillan	2001
Judy Meislahn	2005
Karen Sanders	2001

#### NOVEMBER:

Betty Buckert	2001
Kathy Stich	2005

#### DECEMBER:

Tammy Houzenga	2007
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## Winter Training Basket Raffle



Be sure to get your tickets on the basket raffle at Winter Training. Tickets are \$1.00 each or 6 \$5.00. You may try to win one or more of the following themed baskets:

**CHOCOLATE, TIS THE SEASON, DAY AT THE LAKE,  
FAMILY FUN, MEXICAN FEAST, OR SPA**



# PRESIDENT'S REPORT

**Susan Scott**  
**Jersey County SWCD**  
**604 E. Franklin**  
**Jerseyville, IL 62052**



The IL SWCD Chapter of IAAP held their October meeting at the IDOA Building at the state fairgrounds in Springfield, IL on October 15th.

All members started with sorting donations that they donated for the basket raffle at Winter Training. The Chapter conducted their regular business meeting, reviewed and changed their by-laws, along with committee reports being reviewed and committee members being changed due to the loss of members who resigned. They reviewed the upcoming meeting to be held as a luncheon/meeting at Winter Training on Tuesday, December 2nd at the International Buffet in Springfield and also the IAAP sponsor session to be held on Tuesday afternoon at the training.

The afternoon speaker was Linda Murphy from the Prairie Heart Institute out of St. John's Hospital. Linda discussed stress warning signals and then took the group through some techniques to do at your workplace to help alleviate stress. As mentioned above the next meeting will be held on December 2nd at 11:00 am at the International Buffet. Please feel free to attend our meeting with our chapter if you are interested that day.

To learn more about our chapter, check our website at <http://iaap-swcd.tripod.com/> You may also contact any of our members or myself about joining our Chapter or just attending one of our meetings.

*...Susan*

## IAAP Mission, Objectives, Purpose, Vision and Core Values

- The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- IAAP's **purpose** is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.
- IAAP's **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.
- IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.



# International Association of Administrative Professionals®



Chapter Number: 102365  
Division Number: 102000  
Chapter Name: Illinois SWCD

Minutes  
Business Meeting  
October 15, 2008

**Members present:** Colleen Bogner, Jill Brammeier, Jane Brangenberg, Wendy Brokaw, Melissa Cauble, Sue Davis, Emily Gilmore, Tammy Houzenga, Sharon Matson, Brenda McMillan, Rita May, Judy Meislahn, Cindy Moon, Donna Roads, Anne Rollins, Susan Scott, Karla Shaffner, Teija Smithers, Laura Snowden

**Members Absent:** Dee Agans, Deb Baker, Betty Buckert, Tonya Canania, Dana Hargrave, Carrie Hattan, Debbie Holsapple, Norma Kuethe, Sheila Lane, Beth Leamon, Phyllis Muse, Amy Peck, Karen Sanders, Bonnie Schone, Kathy Stich, Denise Willenborg, Judy Wilson

President Susan Scott called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. Roll call was taken and a quorum was present.

President Scott then expressed her sadness at the list of those members who had left or who were planning to leave their positions with Soil and Water Conservation Districts. She passed around cards, which would be sent to those employees, to be signed.

## **Old Business:**

Minutes of the July chapter meeting were reviewed. **Sharon Matson made a motion to accept the minutes and Emily Gilmore seconded. Motion carried.**

The Treasurer's financial statement for July to October of 2008 was summarized by Treasurer Anne Rollins. **Sue Davis made a motion to accept the financial statements. Wendy Brokaw seconded the motion and the motion carried.**

*(Continued on page 5)*

## **New Business:**

### **Committee Reports:**

- **By-Laws** – Brenda McMillan reviewed the national and state by-laws to compare with our chapter ones. She noted no changes were needed from that review. There was discussion of a by-law change which would move our January meeting to the Winter Training conference held in December. **Cindy Moon made a motion to amend the by-laws to state such a change. Emily Gilmore seconded that motion.** At that time, more discussion was held and a member pointed out the wording already allows for changes in meeting dates “as needed”. **Cindy then rescinded her original motion and made a new one to leave the wording as is and to just change the January 09 meeting to December 2, 2008 as allowed by the current by-laws. Colleen Bogner seconded the motion and it carried.** Jane Brangenberg agreed to send personal invitations to all Administrative Coordinators asking them to join us at the December 2 meeting at Winter Training.
- **Membership** – President Scott recognized two new members, Amy Peck and Tonya Canania.
- **Finance** – No report
- **Audit** – No report
- **Program** – President Scott reminded the group that our meeting speakers were planned for the April and July meetings of 2009, but with Beth Leamon leaving her position with her District, someone needed to take over finding speakers for the group. Cindy Moon agreed to assist the remaining members of the Program Committee.
- **Public Relations** – Melissa Cauble and Jill Brammeier had nothing to report on the newsletter or the website. President Scott informed the committee that the speaker scheduled in July would like publicity in our newsletter just prior to and immediately following her presentation.
- **Nominating** – No report.
- **Fundraising** – Chairperson Emily Gilmore reviewed the progress with the basket raffle. She stated it looks as if there would be plenty of items for each basket and asked the group to begin selling raffle tickets.
- **Historian-Scrapbook** – No report was given, however, new chairperson Teija Smithers reported she would be picking up the scrapbooks from past chairperson Judy Wilson at Winter Training.
- **Admin Professional Week Observance** – Jane Brangenberg stated it was presumed the group would have an activity to celebrate the week again this year.

**Gifts:** President Scott asked the group what their opinion was regarding sending flowers, gifts, and greeting cards to members who are ill, lost loved ones or are leaving their job. The consensus of the group was to be consistent with sending the greeting cards when appropriate. Teija Smithers was given the money from the pin fund to pay for the costs associated in making home-made greeting cards.

(Continued on page 6)

**Retirement Home Contribution:** President Scott presented the opportunity to donate money to an IAAP sponsored retirement home in the Southwest. **Sharon Matson made a motion to reject sending the donation. Emily Gilmore seconded and the motion carried.**

**Fundraising Idea:** A member of the group suggested selling bags with the chapter logo. It was decided to review this again at a later date.

**Winter Training** – The group discussed the following items pertaining to Winter Training 2008:

- IAAP Sponsored Session would be held from 1:45 to 2:45 p.m. on Tuesday, December 2
- We would again have our booth in the entryway just outside the meeting rooms. It would include the raffle sales and information about IAAP
- Emily Gilmore would coordinate volunteers to work the booth
- President Scott stated she was trying to coordinate collection of free items to hand out after the session

**Open Discussion:** The members present took a few minutes to discuss SWCD insurance issues. Then **Emily Gilmore made a motion to suspend the meeting for lunch at 11:25. The group would reconvene at 1:00 in time to hear the featured guest speaker. The motion was seconded by Judy Meislahn. The motion carried.**

## LUNCH

Members reconvened at 1:00 p.m. for the afternoon program.

**Afternoon Program:** Linda Murphy, with the Center for Living at St. John's Hospital in Springfield, was on hand to discuss stress identification and management techniques.

## **Next Meeting:**

The next IAAP-IL SWCD Chapter meeting will be held on December 2, 2008 at 12:00 noon at the Illinois Department of Agriculture building in Springfield

**Adjournment:** Teija Smithers made a motion to adjourn the meeting at 2:00 p.m., Anne Rollins seconded the motion. All were in favor. Motion carried.

Respectfully submitted,  
Melissa Cauble, IL SWCD Chapter Secretary



# Member's Corner

Melissa Cauble, Administrative Coordinator  
Montgomery County SWCD

Hello All! My name is Melissa Cauble and I am the AC in Montgomery County which is located in beautiful Hillsboro, Illinois, one hour south of Springfield. I have been in this position for almost ten years. I have a great working relationship with the guys in my office, they are like brothers to me.

I began my journey through USDA the day after high school graduation when I went to work for the ASCS (now FSA) office in Vandalia. I worked there until 1993 when we lost money for temps, but that paved the way for a free college education at Kaskaskia College in Centralia, where I earned a degree in accounting. I had a few other odds and ends jobs between college and SWCD, but, I ended up here and this is where I hope to stay.

As far as my personal life, I am married to a hard working farmer/correctional officer and we have a daughter, Morgan, who is almost 10. We live in northwestern Fayette County on my husband's family farm. Morgan is the fourth generation to grow up there and we feel blessed to be there. We raise corn, soybeans, wheat, a few beef cattle and a menagerie of cats, dogs and rabbits.

I spend what little down time I have volunteering at the school, scrapbooking, gardening, and playing with Morgan.

Wow, I do have a great life after all!!

.....Melissa

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