

# IAAP NEWSLETTER



Summer, 2008

## *SWCD Chapter Gets Heart Healthy Advice*

*Presented by Dr. Kim Novak and Michelle Sutton, St. John's Prairie Heart*

Have you heard the latest statistics on women and heart disease? Neither had most of us until our most recent meeting in Springfield. Our guests that day were Dr. Kim Novak and Michelle Sutton of St. John's Prairie Heart Institute.

Dr. Novak began by saying that while heart disease is more commonly known to affect men, actually one in two women die from some form of heart disease. She stated, however, that she usually sees effects of the disease about ten years later in women than in men. Dr. Novak also stated that while symptoms may be different between the sexes, the majority of all patients complain of some form of chest discomfort, be it heaviness, tightness, or just overall discomfort.

Dr. Novak went on to explain many of the risk factors for heart disease and how to reduce the risks for those who are more apt to develop problems. Some of the biggest risk factors such as smoking, high blood pressure, high cholesterol and blood sugar issues can be corrected and managed when caught early enough.

The most damaging of these risks is smoking. It is as addictive as cocaine and amphetamines. Dr. Novak stated that between 22 and 24% of all adults admit to smoking cigarettes. She stated that by kicking the habit a smoker can add up to 1 1/2 years to his or her lifetime.

Diabetes also poses a threat to heart health. Dr. Novak stated there are between 8 and 10 million people in the United States diagnosed with a form of diabetes. She also stated it is believed there are another 8 to 10 million who are not yet diagnosed. She recommends aggressive control of blood sugars in diabetics is necessary to help avoid future heart health issues.

Another factor to be aware of is good and bad cholesterol counts. Dr. Novak recommends bad cholesterol or LDL should be less than 100 and total of all cholesterol be less than 200. She stated, however, that much of one's cholesterol count is dictated by genetics. She recommends patients learn their cholesterol count at age 20 and check it every five years after that.

The final statistic every person should know is their blood pressure. Dr. Novak recommends a goal of 120/80. High blood pressure puts added stress on the heart and long term effects of it can be devastating.

Dr. Novak ended by answering several questions from the group. Her presentation was very interesting and informative. We all received some good advice and hopefully we can make those strides toward leading more heart-healthy lives.

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### Special points of interest:

- Healthy heart tips
- Anniversaries and Birthdays
- Thoughts from President Scott
- Learn more about Amy Peck, AC, Peoria County

### Birthdays This Quarter

Aug 8      *Melissa Cauble*  
Aug 19     *Anne Rollins*  
Aug 25     *Brenda McMillan*  
Sept 2      *Susan Scott*  
Sept 7      *Betty Buckert*  
Sept 15     *Karla Shaffner*  
Sept 19     *Kathy Stich*  
Oct. 2      *Tammy Houzenga*

### Other Important Dates

July 27-Aug 1      Summer Conference  
Aug 3                Friendship Day  
Sept 1                Labor Day  
Sept 7                Grandparents Day  
Sept 22              First Day of Fall  
Oct 13                Columbus Day  
Oct                    IAAP Meeting

### HAPPY ANNIVERSARY

August	Carrie Hattan	1 yr
Sept	Bonnie Schone	7 yrs
Oct	Melissa Cauble	7 yrs
	Sheila Lane	3 yrs
	Brenda McMillan	7 yrs
	Judy Meislahn	3 yr
	Karen Sanders	7 yrs



## **Reasons to Join IAAP**

- ⇒ **Local and international network of colleagues, trainers, experts and managers**
- ⇒ **Personal and professional development resources**
- ⇒ **Professional certification opportunities offered**
- ⇒ **Exposure to other professionals outside your company to help expand your interpersonal skills and comfort levels**
- ⇒ **Leadership opportunities through participation in chapter activities**
- ⇒ **Access to information on the latest trends and research for the profession**
- ⇒ **Supports the concept of excellence and continuous improvement**
- ⇒ **Free subscription to Office Pro magazine and various newsletters from IAAP**
- ⇒ **Contact any current member of IAAP or go to our website listed above!!!!**

*(borrowed from IAAP website)*



# PRESIDENT'S REPORT

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



Hello! I want to thank all of you for letting me become President of our Chapter. I will not kid you this is very new to me and this will be quite a challenge for me. I know that I have some big shoes to fill after following Bonnie; she did such a wonderful job. Summer seems like it just started and it is about over. It seems like Summer Conference was just yesterday! School has started and everyone seems to be busier than ever. It will not be long and we will be meeting for our October meeting and Halloween will be right around the corner. Then comes all the Holidays!

Our next meeting will be held on October 15<sup>th</sup> at the IDOA building in room 66. We are asking that everyone bring their items to be donated to the baskets to this meeting if you are planning on coming. If you cannot make this meeting, try to get your items to another AC that is close to your county, if possible. I know what these girls go through with the baskets and it is a lot of hard work for them. This does benefit our Chapter greatly and we do appreciate all of you for donating to the baskets.

We have announced our plans to hold our January meeting at December Training and hold this as a luncheon meeting. We will change this in our By-Laws at our October meeting. I have received comments

from most all of the members and it seems that everyone is in agreement with this change.

We are presently working on getting speakers lined up for the upcoming October meeting and also our sponsored session at Winter Training. What a task! It is either way to expensive or it is not the right day! We will let you know who will be our speaker when we send out the agenda for the October Meeting. I am sure that we will be discussing the governor's budget and our health insurance also. I am not sure if we will have a group activity at this meeting, I do have something I am working on but not sure if we will be able to have at this meeting. Please let Melissa or myself know if you would like to have anything added to the agenda. If you have any good speakers that are reasonable let the program committee or I know.

We do have another new member, Tonya Canania from North Cook County. If anyone knows Tonya please welcome her aboard.

I hope that everyone has enjoyed their summer and I look forward to seeing all of you at our October Meeting.

*...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  
July 16, 2008

**Members present:** Jane Brangenberg, Melissa Cauble, Sue Davis, Emily Gilmore, Debbie Holsapple, Tammy Houzenga, Beth Leamon, Brenda McMillan, Amy Peck, Donna Roads, Anne Rollins, Bonnie Schone, Susan Scott, Karla Shaffner, Teija Smithers, Laura Snowden

**Members Absent:** Dee Agans, Deb Baker, Colleen Bogner, Jill Brammeier, Wendy Brokaw, Betty Buckert, Dana Hargrave, Carrie Hattan, Norma Kuethe, Sheila Lane, Sharon Matson, Rita May, Judy Meislahn, Cindy Moon, Phyllis Muse, Karen Sanders, Kathy Stich, Denise Willenborg, Judy Wilson

**Guests:**

Pat Siebrasse, Illinois Division Past President

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President Bonnie Schone 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.

Upon completion of roll call, Pat Siebrasse of the Illinois Division proceeded in installation of new officers. Those new officers are as follows: President, Susan Scott; Vice President, Jane Brangenberg; Secretary, Melissa Cauble; and Treasurer, Anne Rollins.

New president Susan Scott then conducted the business of the regular meeting. She began by polling the group to see if travel costs were an issue or if it would affect their future attendance. All agreed that for now the expense is not an issue.

**Old Business:**

Minutes of the April chapter meeting were reviewed. Emily Gilmore made a motion to accept the minutes and Bonnie Schone seconded. **Motion carried.**

The Treasurer's financial statement for April through June of 2008 was summarized by Susan Scott. Debbie made a motion to accept the financial statement. Brenda McMillan seconded the motion and the **motion carried.**

Next, the Audit Report was presented by Debbie Holsapple. She reported no findings. Her only concern was over the reduction in number of rebates received during the fiscal year. Past Treasurer Sue Davis explained this difference occurred only because she deposited eight rebates shortly after the beginning of the new fiscal year. Donna Roads made a motion to approve the audit report. Emily Gilmore seconded and the **motion carried.**

Debbie then reminded the new treasurer that she must remember to file form 990N with the IRS.

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Finally, the FY 09 budget which was discussed and finalized at the April meeting was presented and no other changes were made to it.

## **New Business:**

### **Committee Reports:**

- By-Laws – Brenda McMillan reported she had contacted the Illinois Division in order to get a current copy of their by-laws for the record. She also stated the SWCD chapter would receive an updated copy of the international by-laws once they were completed in August. Brenda will submit our by-laws to both places as well.
- Membership – Debbie Holsapple reported one new member, Amy Peck from Peoria County, would be pinned at our next meeting.
- Finance – Past Treasurer Sue Davis thanked Debbie Holsapple for all her assistance during her time in that office.
- Audit – Debbie Holsapple agreed to continue auditing the chapter's accounts.
- Program – President Susan Scott informed the group that she would be looking for new members to serve on this committee who could bring new ideas for programs to light. Susan asked for ideas from the floor and a few were mentioned; Post-office electronic tasks, and Virtual office. She also asked for ideas for the group activity and several suggestions were made, exercise at work, stress relief, ergonomics, personal training, and spa session. We are in need of help with getting speakers for our meetings, please let the program committee know if you have any suggestions or if you know of a good speaker.
- Public Relations – Melissa Cauble had nothing to report on the newsletter and Jill Brammeier was not in attendance.
- Nominating – No report.
- Fundraising – Chairperson Emily Gilmore reported that her committee had planned for holding another basket raffle at Winter Training. She asked that each member bring three items which would be put into several different baskets. Members have their choice of what to bring for basket themes such as Christmas/Holiday, Day at the Lake, Rainy Day Fun, Mexican Feast, and Spa/Girls Night In.
- Historian-Scrapbook – no report.
- Admin Professional Week Observance – Jane Brangenberg reported a good response to the last computer raffle which was won by Jan Powelson of Stark County.

**Reorganization of Committees**—President Susan Scott mentioned the need to reorganize the committees of the SWCD chapter. New chairpersons were picked for some and members added to some others. New committee members are as follows:

- By Laws: Chairperson Brenda McMillan, Sue Davis and Phyllis Muse
- Membership: Chairperson Debbie Holsapple, Sharon Matson, Betty Buckert and Rita May
- Finance: Chairperson Anne Rollins, Sue Davis, Denise Willenborg and Wendy Brokaw
- Audit: Chairperson Debbie Holsapple and Brenda McMillan
- Program: Chairperson Beth Leamon and Bonnie Schone
- Public Relations: Melissa Cauble on newsletter and Jill Brammeier on website
- Nominating: Chairperson Denise Willenborg, Colleen Bogner and Judy Meislahn
- Fund Raising: Chairperson Emily Gilmore, Karla Shaffner, and Teija Smithers
- Historian/Scrapbook: Chairperson Teija Smithers, Sue Davis, and Melissa Cauble
- Administrative Professionals Week: Chairperson Jane Brangenberg, Susan Scott, and Norma Kuethe

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**Winter Training** – The SWCD chapter is willing to sponsor a session for the conference. Sue Davis made a motion to spend up to the budgeted amount for a speaker for Winter Training. The motion was seconded by Brenda McMillan and the **motion carried**. The group was conclusive that we wanted to gear the session towards AC's. With the past year being a long hard struggle for funding and we are going into another year of the same situation the overall opinion was that we try to get something motivational.

Pat Siebrasse offered to send President Susan Scott a list of speakers from the state IAAP conference. She stated there were several motivation speakers on that list who were located close to Springfield.

Susan discussed with the members about holding our December Meeting at Winter Training and possibly next Summer Conference. It was decided by the members to poll all members and if the majority was in favor of this we would revisit the possibility of holding our meeting at Winter Training with IDOA. We will further discuss this at our October Meeting. This will also have to be changed in the By-Laws.

**IAAP Health Insurance**—Health insurance options for IAAP members will be introduced at the International Meeting. Pat Siebrasse stated there may be a possibility that IAAP members could get group health insurance in the future. This may be an option to look at if insurance provided by the state budget is not re-instated. More information on this is forthcoming.

**Questionnaire**-- President Susan Scott presented a questionnaire to the group dealing with what members would like to receive from their regular meetings.

#### **Good of the Order** –

- Susan reviewed birthdays and anniversaries of group members
- Teija and Jane agreed to provide snacks for the next meeting
- Susan asked the group for ideas for future programs.
- An assortment of items was available to all members present as samples of new products from Bic.

Motion to suspend the meeting for lunch was made by Teija Smithers, second by Emily Gilmore. **Motion carried.**

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

**Afternoon Program:** Dr. Kim Novak and Michelle Sutton from the St. John's Prairie Heart Institute were on hand to discuss women's heart health issues.

#### **Next Meeting:**

The next IAAP-IL SWCD Chapter meeting will be held on October 15, 2008 at 10:00 a.m. at the IDOA building in Springfield. Members are expected to bring their items for the basket raffle to this meeting. We will also be discussing our Winter Training session in more detail.

At this time we do not have a speaker for the October meeting. The program committee will be working on this and the members will be notified when the speaker is confirmed.

**Adjournment:** Karla Shaffner made a motion to adjourn the meeting at 1:54 p.m., Teija Smithers seconded the motion. All were in favor. **Motion carried.**

Respectfully submitted,

Melissa Cauble, IL SWCD Chapter Secretary



# Member's Corner

Amy Peck, Administrative Coordinator

Peoria County SWCD

My name is Amy Peck and I have been with Peoria County Soil & Water Conservation District for just over a year. I replaced the famous, Betty Gorman, who retired last September. Everyone I meet keeps telling me I have some big shoes to fill. I think they are right!

The Peoria office is located in Edwards, where I grew up and went to school, so it is nice to see familiar faces and to be back in my hometown area. I'm very thankful for all the support I have received from everyone in my office and our directors. Peoria County is very lucky to have directors that are very generous and giving of their time.

My husband, Chris, and I have been married for 9 years and have a 6 year old daughter, Emma, who will be starting first grade this fall. Emma keeps us busy with her many activities indoors and out. When I'm not busy with Emma's activities, I enjoy spending time outdoors working on my many ongoing landscaping projects.

My first year has gone by very fast, but I have lots of good memories and many new friends. I look forward to the many more years to come.



Do you wonder what we've been up to?

Check us out at [www.iaap-swcd.tripod.com](http://www.iaap-swcd.tripod.com)

You'll love what you see!!!

## I.A.A.P. ~ S.W.C.D. OFFICERS

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