

IAAP NEWSLETTER



August 10, 2007
Edition

Maintaining Brain Health

Dr. Ronald F. Zec, PhD., SIU School of Medicine, Presenter



Our July program was presented by Dr. Ronald Zec of the SIU School of Medicine in Springfield. Dr. Zec is a neurophysiologist dealing with diseases and conditions of the brain. He has done extensive research in the area of memory and Alzheimer's Disease. He is very knowledgeable about the causes and effects of dementia of all sorts.

He began his presentation by discussing the causes of brain disorders. He stated the causes vary from heredity to poor diet to brain injuries. Dr. Zec pointed out that heredity plays a part in dementia to the point that certain diseases can hide themselves in some generations and reappear in later ones. In other words, while your grandparent may have suffered with dementia, your parent may not have. That may mean that you or your children may acquire a form of it later on.

Poor diet and lack of exercise may play a part also, said Dr. Zec, because "what is good for the heart is good for the brain". By this he means that if the blood supply to the heart is affected by cholesterol or hardening of the arteries, then these same factors could slow the flow of oxygen to the brain, thus affecting its performance. Therefore, good diet and exercise are imperative for good brain function.

Finally, and obviously, brain injury can impair memory function. The most commonly recognized disorder is amnesia, where a patient loses part or all of their short term and occasionally long term memory. He stated that some amnesias are reversible, but occasionally some are not.

Dr. Zec was very kind to answer many questions from the group and offered many suggestions for keeping sharp memory. His advice was to maintain good diet, get plenty of exercise and keep your brain busy by challenging it to learn new things.



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Special points of interest:

- How to keep a sharp mind, by Dr. Zec
- Anniversaries and Birthdays
- Minutes from last meeting
- Learn more about Karla from Clark Co.
- Try Publisher, It's fun!!
- Find your desktop

Birthdays This Quarter

Aug 8	Melissa Cauble
Aug 19	Anne Rollins
Aug 25	Brenda McMillan
Sept 2	Susan Scott
Sept 7	Betty Buckert
Sept 19	Kathy Stich

Other Important Dates

Sept 3	Labor Day
Sept 9	Grandparent's Day
Sept 23	Autumn Begins
Oct 10	Columbus Day
Oct 16	Boss's Day
Oct 17	IAAP Meeting
Oct 31	Halloween



HAPPY ANNIVERSARY

SEPTEMBER:

Bonnie Schone 6 years

OCTOBER:

Melissa Cauble 6 years

Brenda McMillan 6 years

Karen Sanders 6 years

Sheila Lane 2 years

Judy Meislahn 2 years



Reasons to Join IAAP

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- ⇒ **Contact any current member of IAAP or go to our website listed above!!!!**

(borrowed from IAAP website)



President's Corner

Bonnie Schone
Scott County SWCD
656 N. Main Street
Winchester, IL 62694



Greetings!

The July IAAP Chapter meeting featured the installation of officers for the new year. We were honored to have Debbie Dugan, IL SWCD Chapter's first president, to conduct the installation. Debbie later conveyed to me her appreciation for the invitation to attend the meeting, as she enjoyed seeing so many of her "conservation friends" again. The chapter welcomed four guests to the meeting: Carla Barnes, Carrie Hattan, Barb Mitchell, and Bonita Rubach. Three new members joined the chapter this quarter. They are Dana Hargrave, Beth Leamon and Karla Shaffner. Thank you to all the chapter members for making our guests and new members feel welcome.



07/08 Officers are, L to R: President Bonnie Schone, Treasurer Sue Davis, Vice President Jane Brangenberg, and Secretary Susan Scott.

Your chapter officers would like to thank you all for your help in selling the surplus cookbooks. There still are around 50 left over. If anyone would like to purchase more for the \$5 price agreed upon, please contact me and I'll be happy to send them. The final numbers for this fundraiser will be included in the treasurer's report at the next meeting.

Thank you to the members who agreed to serve on committees for the next year. I hope to persuade you all to take on a more active role in helping

the chapter grow. It is my hope that through this leadership role, you will grow as an IAAP member and support the mission of IAAP in all your recommendations.

The October meeting will include a Power-Point presentation on certification, with Debbie Holsapple, CPS/CAP, giving information on this process. The afternoon program will be presented by Mary Bohlen, Associate Professor in Communication, U.I.S. Ms Bohlen will deliver a program on "Improving Your Writing: Grammar Tips & Editing."

The past year serving as president has been a valuable learning experience for me. I hope that you've all enjoyed and benefited from your membership, and will continue to in the next year as well.

...Bonnie

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

Chapter Name: Illinois SWCD

Division No.: 102000

Minutes

Business Meeting

July 18, 2007

Members Present:

Deb Baker, Colleen Bogner, Jill Brammeier, Jane Brangenberg, Wendy Brokaw, Melissa Cauble, Sue Davis, Emily Gilmore, Dana Hargrave, Debbie Holsapple, Norma Kuethe, Sheila Lane, Sharon Matson, Rita May, Brenda McMillan, Judy Meislahn, Phyllis Muse, Donna Roads, Anne Rollins, Bonnie Schone, Susan Scott, Karla Shaffner, Laura Snowden, Denise Willenborg, Judy Wilson

Members Absent:

Dee Agans, Betty Buckert, Vicki Gregg, , Beth Leamon, Holly McIlrath, Cindy Moon, Karen Sanders, Teija Smithers, and Kathy Stich

Guests:

Carla Barnes, Franklin County, Carrie Hattan, Marshall-Putnam County, Barbara Mitchell, Clay County, Bonita Rubach, St. Clair County, and Deb Dugan, Pike County Circuit Clerk

President Bonnie Schone called the meeting to order at 10:10 a.m. The Pledge of Allegiance was recited. Roll call was taken and a quorum was present. Bonnie welcomed guests: Carla Barnes, AC, Franklin County SWCD; Carrie Hatton, AC, Marshall Putnam SWCD; Barbara Mitchell, AC, Clay County SWCD; and Bonita Rubach, AC, St. Clair County SWCD. Former Chapter President Deb Dugan was also welcomed as the chapter's invited guest for the officer installation ceremony.

Debbie Dugan, Pike County Circuit Clerk, called for the Installation of 2007-2008 Officers. Bonnie Schone was installed as Chairman, Jane Brangenberg was installed as Vice-Chairman, Susan Scott was installed as Secretary, and Sue Davis was installed as Treasurer. Special thanks to Debbie for attending the meeting and conducting the installation of officers.

Old Business:

Minutes of the April chapter meeting were reviewed. Anne Rollins made a motion to accept the minutes. Sharon Matson seconded the motion. All were in favor. **Motion carried.**

The Treasurer's financial statement for April 1, 2007 through June 30, 2007 was summarized by Sue Davis. Debbie Holsapple made a motion to accept the financial statement. Brenda McMillan seconded the motion. All were in favor. **Motion carried.**

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New Business:

Committee Reports:

- By-Laws – Need to resubmit to IL Division every two years. Donna Roads expressed her desire to step down as chairman of this committee.
- Membership – Sharon Matson reported on informational packets prepared for recruitment of new members. She further mentioned three new members have joined the chapter this quarter. They are Karla Shaffner, Clark County; Beth Leamon, Douglas County; and Dana Hargrave, Crawford County. Sharon presented Karla Shaffner with her new member packet and pin. Emily Gilmore was presented a pin for recruiting Karla. Beth and Dana will be presented their pins at the next meeting.
- Finance – Report attached.
- Audit – Report attached.
- Program – The October meeting program will be presented by Mary Bohlen, Associate Professor in Communications at University of Illinois at Springfield, on “Improving your Writing: Grammar Tips and Editing.” The group activity will be Debbie Holsapple presenting information on certification.
- Public Relations – Jill Brammeier continues to do a great job with the website. Melissa Cauble keeps us informed of chapter news in the newsletter. Karla Shaffner agreed to be featured in the *Member Spotlight* in next month’s newsletter.
- Nominating – No report at this time.
- Fundraising – Bonnie reported on the inventory of cookbooks still left unsold: 133 in her possession. Storage is a problem for any officer now and the future, as well as the fact that the cookbooks are dated. The need to deplete the inventory and determine the profit from this fundraiser is necessary now. With few ideas offered, the officers’ plan was explained: to ask each member to take three or four cookbooks with them and submit payment of \$5 each to the chapter. Each member can submit payment from their own funds or from their district funds to be used for purposes suggested by the officers, both personal uses and district uses. This will aid the chapter in depleting the inventory, while breaking even on the cost. A motion was made by Phyllis Muse, second by Norma Kuethe, to follow this plan. **Motion carried.** A report at the next meeting will give the final income and expense report on this fundraiser, with any leftover cookbooks to be used for donations or considered miscellaneous income.
- Historian – Judy Wilson reported that the scrapbook will be updated and ready for viewing at the IAAP booth at Summer Conference.

Reorganization of Committees – The members reviewed the committees for 2007-2008, with changes noted on attached Officers and Committee’s List. It was noted that committees will be asked to take on a more active role in carrying out their goals for the chapter.

Overview of Upcoming Year – Bonnie reported on plans made thus far. Members were asked to turn in the questionnaire included in their folders. This will aid chapter officers in planning for the year. Membership numbers were reported in comparison to last year. With five new members joining and four members lost, membership now stands at thirty four. Upcoming meetings were summarized, with programs and group activities outlined. Efforts will be made to get more members involved in the chapter this year, with the possibility of a “Member of the Year” award given, with a free one year membership in the chapter. With little response from the group, it was decided to consider this in further detail later in the year, possibly for next year. Winter Training was mentioned, with Bonnie reporting on notifying Annyce Winters, AC Chair, Employee’s Association, of our desire to have a booth, basket raffle, and sponsor a session. Further mentioned was a reminder to carefully consider the IAAP mission when deciding to do homemaking type fundraisers, such as the bake sale.

(continued from page 5)

Group Activity – IDNR did not have a projector available for our group activity “Netiquette”; therefore, we will hold this activity at another meeting.

Good of the Order – Congratulatory wishes to Dee Agans, winner of the laptop raffle. Special thanks to Donna Roads for taking pictures at chapter meetings and forwarding them to Judy for the scrapbook. A small gift was given to Deb Dugan in appreciation for conducting the installation of officers. Get well wishes to Betty Buckert, with all members present signing a card made by Teija Smithers. Jane Brangenberg reported on receiving an invitation to our chapter from the Decatur IAAP Chapter to attend their Local Area Network meeting on August 21. Members were offered sample packs from Avery Dennison, samples of Paper Zip and Follow up Notes from Blueline Rediform, and chapter shirts were for sale at a discounted price.

Door prizes were items donated by Pendaflex and Unikeep.

Motion to suspend the meeting for lunch made by Judy Wilson, second by Colleen Bogner. **Motion carried.**

LUNCH – The IDNR building had a lunch facility that most members attended for lunch.

Next Meeting:

The next IAAP-IL SWCD Chapter meeting will be held on October 17, 2007 at 10:00 a.m. at the IDNR building on the fairgrounds in Springfield.

Afternoon Program: Members reconvened at 1:00 p.m. for the afternoon program on “Maintaining Brain Health.” This program was given by Dr. Ronald F. Zec, Ph.D., Center for Alzheimer Disease and Related Disorders, Southern Illinois University School of Medicine. Dr. Zec briefly reviewed the risks and protective lifestyle factors for Alzheimer’s Disease. He further reviewed ways of increasing memory function, as well as certain cognitive disorders prevalent in both adults and adolescents.

Adjournment: Jane Brangenberg made a motion to adjourn the meeting at 3:00 p.m., Susan Scott seconded the motion. All were in favor. **Motion carried.**

Respectfully submitted,

Susan Scott,
IL SWCD Chapter Secretary



WEB ADVENTURES

Check out the website I found recently. It is www.us.deskdemon.com. You will find a variety of resources there, such as: links to the US Postal Service and all major shippers, help with writing letters and other correspondence, a dictionary, a thesaurus, and an encyclopedia. Also located here are links to federal and state agencies and office supply stores, as well as links to great contests. Check it out today!!



Member's Corner

Karla Shaffner, AC, Clark County SWCD

I began my career in 1990 with the Clark County "ASCS" Office as a Field Reporter. I applied and got a temporary position as a Field Reporter. I started day one with a plat book in hand and my little red Ford Festiva, traveling around from farm to farm measuring grain bins. Most people who know me well, know that my directional skills are not very good so when I started out I guess you could say I was kind of lost. I remember the first time I went out to measure grain bins. Terry Hammond, Field Reporter and I climbed into a grain bin to measure grain. I held on tight to the side and thought no way am I getting in there, fearing the grain will suck me down into the bin. I then spent about eighteen months drawing farms on aerial base maps. I wasn't able to get a full time job with the ASCS Office because of the "budget", so I had to move on. I went to work as a WAE (while actually employed) for NRCS in the Martinsville Field Office and worked part time for the Clark County SWCD, as money allowed. Between 1990 and 1993 while working part time, I also went to school part time where I received my certificate in Phlebotomy. If some of you don't know, that is drawing blood. Wow what a change from the office work.

In 1993 I applied for the job as the Administrative Coordinator in Crawford County, Robinson, Illinois. I got the job. I worked as the Administrative Coordina-

tor in the Robinson Field Office for eight years. In 2001, the Administrative Coordinator position came open in Clark County. I had mixed feelings about applying, but thought how can I not apply, after all that is my home county and I only live just a short distance from the office. I really hated to leave the Robinson office. I had met such nice people and was very fortunate to work with such a nice office staff. I started my job as the Administrative Coordinator in Clark County in January of 2002 and continue to hold that position. I have to say I am very fortunate, because I have had two very nice SWCD Boards to work with and very nice partnerships with the NRCS and FSA offices. It's very nice to be back in my home county working where I know most of the farmers when they come into the office.

On a personal note, I have lived in Clark County most of my life aside from traveling as a young child where I traveled all over the world. Some may call me an "army brat". I was actually born in Annapolis, Maryland. I have three sons, two grown and one thirteen, still at home. I have two grandchildren, Kelsie, eight and Carson soon to be four.

My hobbies include most outdoor activities, walking, swimming, playing tennis, or just being outside.

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IAAP Sponsors Publisher Session at Summer Conference

Our chapter was pleased to sponsor a session on Microsoft Publisher at the 2007 AISWCD Annual Meeting and Summer Conference. Our instructors from provided some valuable information on how Publisher works. Our group activity was geared toward newsletter publishing. Our instructors provided a tip sheet which is shown below.



Publisher Tips

1. *Use the publication Design: Located in the Task Pane on the Left side of the Publisher window, publication designs are pre-designed publications that contain finished layouts, fonts, colors, and can be customized to met your needs*
2. *Use the Personal Information Sets: Access using the Edit menu—Personal Information, this feature stores four different types of contact information*
3. *Zoom (F9) in and out to check your object dimensions and placements*
4. *Use the Nudge tool (arrow keys) to move objects just a touch*
5. *Use the Crop tool (located on the Picture toolbar) to redirect the focus of your images*
6. *Use the text wrapping tool (located on the Picture toolbar) to wrap your text around objects*
7. *Link text boxes to begin a story in one text box and continue the story in another box*
8. *Utilize the Continued notices (Format, Text Box, Text Box Tab, Include Continued on or from Page) to tell the reader where the story is continued in your publication*
9. *Enhance images by adding borders, shadows, and 3-D effects*
10. *Turn hyphenation off (Tools, Language, Hyphenation)*

All Clear, Ideas for Organizing Your Desktop

Place active files in folders right away.

When a project arrives on your desk or a bill from the oil company arrives at your house, place them in a color coded folder immediately. The reason is, another project or bill from someone else, along with lots of other mail, will also be coming...and before you know it, there's an unmanageable mountain of piles to climb. Pendaflex PileSmart products offer solutions that will help you identify piles on your desk with ease. Specialized poly color coded folders as well as the PileSmart™ Label Clips are perfect for flagging important tasks or documents.

Categorize.

It's not enough to just put things someplace. You need to organize them in a logical manner. For instance, you might clear your desk of a recent influx of papers that need to be routed – but if you don't put the papers in the correct place (labeled folder or an outbox, for example) they will probably not leave your desk and be circulated.



Remove what's extraneous.

Speaking of your desk, look at it now. Is it cluttered with nick-knacks, photographs, stuffed whatnots and that medal you received at last year's holiday office party? These items are all important to you, no arguing that. But, they're taking up valuable space in your immediate work zone: namely, your desk. Move the items to a shelf.

How's the floor look?

Whether you work in an office cubicle, a corner office, or you want to make the most of your home-office, you need to be able to move around at least a little. Are there boxes piled somewhere that don't need to be there? Are there way too many chairs for anyone to ever use? Are there books or magazines piled on the floor? Organizing the piles and clearing these obstacles can physically and subliminally help you become more productive.

(borrowed from Pendaflex Advisor, www.pendaflex.com)

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THANKS TO ALL
THOSE WHO
CONTRIBUTED TO OUR
NEWSLETTER!!

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