

IAAP NEWSLETTER



February 7, 2008
Edition

Credit Reports and Credit Scores

Presented by Chad Hawkins, Bank Auditor for Richardson Banc Services, Inc.

Chad Hawkins, Bank Auditor with Richardson Banc Services, Inc. was on hand to speak to our members about understanding and protecting our credit. He explained to us how to check our credit scores, how to read a credit report, and what to do if we suspect fraud or identity theft.

He began by explaining the procedure of obtaining a free credit report. He stated that law requires each individual be given one free copy his or her report from each of the three credit bureaus, Equifax, TransUnion, and Experian. These reports are most commonly requested online through many different websites. He explained it is very important to find a trustworthy, secure site to get them from. Chad stated that a secure site will have a padlock either open or shut in the bottom corner of the screen on the toolbar, and the locked padlock tells you the site is safe.

Next Chad reviewed an actual credit report. The report had all personal information removed in order to protect the owner. He reviewed line by line each hit on the report and explained their meanings.

Finally, Chad discussed ways of protecting yourself from identity theft. He stated the best way is to keep an eye on your credit report. By obtaining the three free reports a year you will be able to watch for suspicious activity involving current or possible new account in your name. He explained the procedure for reporting identity theft and gave examples of how others had handled it. He then closed by answering questions from the group.

Chad's presentation was very informative and all of us learned something new about obtaining, maintaining and protecting our credit.



Inside this issue:

Identity Protection	1
Anniversaries, b-days, etc	2
President's Corner	3
January Meeting Minutes	4-6
Members Corner Tammy Houzenga	7
Multi-tasking Unproductive	8
E-mail Etiquette	8
Win Big!!!!	9

Special points of interest:

- Tips for protecting your privacy
- Anniversaries and Birthdays
- Minutes from last meeting
- Learn more about Tammy from Whiteside Co.
- User-friendly e-mail
- Don't miss your chance to win big!!!

Birthdays This Quarter

Feb 20 Jane Brangenberg
Feb 24 Deb Baker and Karen Sanders
Feb 28 Vicki Gregg
Mar 5 Dana Hargrave
Mar 10 Denise Willenborg
Mar 19 Jill Brammeier

Other Important Dates

Feb 14 Valentine's Day
Feb 18 President's Day
March 17 St. Patrick's Day
March 23 Easter
April 22 Earth Day
April 23 Administrative
Professionals Day

HAPPY ANNIVERSARY

January	Emily Gilmore	1 yr
	Teija Smithers	1 yr
	Susan Scott	6 yrs
April	Beth Leamon	1 yr
	Phyllis Muse	6 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 Corner

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



Greetings!

We were fortunate to have nice weather for the January meeting, which was attended by twenty three members and one guest. After welcoming our newest member, Tammy Houzenga, Whiteside County, our membership now stands at thirty five. And with the dedicated committee members we have, the IL SWCD Chapter is growing!

It is my hope that all of our members enjoy the meetings and leave feeling they have gained something by attending. This can only continue with devoted officers and committee members. Therefore, I'm asking everyone to carefully consider your role in the chapter. Each of you have the qualities needed to be good leaders. Even if you don't believe you have those qualities, they will appear when you need them. Give yourself the opportunity to be a leader. Contact Nominating Committee Chair, Anne Rollins, and volunteer to be an officer.

At the April meeting, we will celebrate Administrative Professionals Week. The Admin Professionals Week Committee members have been working on a laptop raffle with the winner being drawn at the chapter meeting on April 16. An excellent way to market our chapter was the idea of the chapter submitting a ticket for each AC in the state to the raffle drawing. An e-mail to inform them of their chance to win and to express our appreciation to them for all they do will be

sent prior to the meeting. What a great way to promote the chapter across the state, as well as the Administrative Professionals Day observance!

You should all be proud of your role within the chapter. Our members are what make the IL SWCD Chapter a valuable asset to our jobs as AC's.

...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
January 16, 2008

Members Present:

Colleen Bogner, Jill Brammeier, Jane Brangenberg, Wendy Brokaw, Betty Buckert, Melissa Cauble, Sue Davis, Emily Gilmore, Carrie Hattan, Debbie Holsapple, Tammy Houzenga, Norma Kuethe, Sheila Lane, Beth Leamon, Sharon Matson, Judy Meislahn, Phyllis Muse, Donna Roads, Anne Rollins, Bonnie Schone, Susan Scott, Karla Shaffner, Denise Willenborg

Members Absent:

Dee Agans, Deb Baker, Vicki Gregg, Dana Hargrave, Rita May, Brenda McMillan, Cindy Moon, Karen Sanders, Teija Smithers, Laura Snowden, Kathy Stich, and Judy Wilson

Guests:

Amy Peck, Peoria County SWCD

IAAP - Business Meeting

January 16, 2008

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. Bonnie welcomed guest, Amy Peck, AC from Peoria County SWCD, to the meeting.

The Group Activity was conducted by Bonnie Schone. Bonnie presented a powerpoint on E-Mail Netiquette. She outlined the steps to proper e-mail etiquette and the importance of subject lines, salutations, closings, proper spelling and grammar, and a prompt response.

Old Business:

Minutes of the October chapter meeting were reviewed. Sharon Matson made a motion to accept the minutes. Jill Brammeier seconded the motion. All were in favor. **Motion carried.**

The Treasurer's financial statement for October 1, 2007 through December 31, 2007 was summarized by Sue Davis. Denise Willenborg made a motion to accept the financial statement. Emily Gilmore seconded the motion. All were in favor. **Motion carried.**

(Continued on page 5)

New Business:

Committee Reports:

- By-Laws – Nothing to report at this time.

Membership – Debbie Holsapple reported that eight Administrative Coordinators have been contacted about membership in IAAP.

New member Tammy Houzenga was presented with her new member pin and packet. Laura Snowden will receive her pin for recruiting Tammy. Tammy was warmly welcomed by members.

Happy Anniversary to the following members: Susan Scott, 5 years; Emily Gilmore, 1 year; Teija Smithers, 1 year.

- Finance – It was mentioned to possibly amend the budget at the next meeting to include promotional items expense, as well as increasing the speaker fees expense from \$25 to \$50 per meeting. The officers will discuss this further at their officers meeting in March.
- Audit – Nothing to report at this time.
- Program – Bonnie reported that the April meeting will include a program on “Women in Business” sponsored by State Farm Insurance. The morning group activity will be IAAP Bingo.
- Public Relations – Tammy Houzenga agreed to be focused in Member Spotlight in the upcoming newsletter. Bonnie asked committee chairs to submit a report for the newsletter on what their committee is doing.
- Nominating – If anyone is interested in running for an officer position, please let the committee know. Bonnie Schone’s position as President is expiring this year and she chooses not to serve again. A review of the bylaws revealed that a candidate for the office of President is required to have served as an officer of the chapter for at least one full year prior to the time of election. At the present time all other officers will remain on the Board. Bonnie relayed to the group the experience and knowledge gained by serving as an officer.

Fundraising – The raffle at winter training was once again a success. Emily Gilmore asked if anyone had any ideas for the baskets for next year and the members decided to allow the committee to choose the basket themes. Donations from members will remain at three items for the five baskets. Debbie Holsapple was thanked for her work in redesigning the cookbook covers and rebinding them. The remaining cookbooks were made available for members to take with them.

Historian-Scrapbook – no report at this time.

Admin Professional Week Observance – Jane Brangenberg discussed having a laptop raffle again for the Administrative Professional Week observance. The committee presented several different prices for laptops for the members to review. A motion to purchase the Wal-Mart Dell Laptop was made by Denise Willenborg, seconded by Beth Leamon. All were in favor. **Motion carried.** Tickets will be emailed to all SWCD offices

(Continued on page 6)

(Continued from page 5)

in the state for purchase. A motion for the chapter to submit one ticket for each AC in the state was made by Anne Rollins, seconded by Sharon Matson. All in favor. **Motion carried.** An e-mail will be sent to each AC in the state expressing our appreciation to them and informing them of the chapter's submission of their name in the raffle. The laptop winner will be drawn at our April Meeting.

Summer Conference Session Ideas – IAAP will be sponsoring a session at Summer Conference again this year and ideas for this session are needed. The members gave several ideas such as IRS tax information on the web, Microsoft Access, or an Illinois Funds representative explaining their services. Further mentioned was the importance of handouts from the speaker.

Good of the Order – Congratulatory wishes go to Phyllis Muse & Dana Hargrave on their 10 year anniversary with their districts and to Susan Scott and Colleen Bogner for their 15 year anniversary with their districts. Also, congratulations to Sheila Lane, elected to AC Vice Co-Chair on the Employee's Association Board and to Wendy Brokaw, elected Secretary. Special thanks to Debbie Holsapple for designing an updated cover for the cookbooks and rebinding them. Also, a special thank you to Karen Sanders for all her hard work with the cookbook project. Thanks to Donna Roads for again allowing the chapter to use her display board at Winter Training.

Door prizes were drawn, with prize winners being Sharon, Beth, Wendy, Carrie, and Denise.

Motion to suspend the meeting for lunch was made by Wendy Brokaw, second by Anne Rollins. **Motion carried.**

LUNCH – Several members enjoyed lunch at Fulgenzi's.

Afternoon Program: Members reconvened at 1:00 p.m. for the afternoon program, Credit Reports and Credit Scores, given by Chad Hawkins, Bank Auditor with Richardson Banc Services, Inc. Chad discussed with the members how to read your credit report. He provided an example of a negative credit report and explained the report in detail. Chad was very informative and answered many questions asked throughout his program.

Next Meeting:

The next IAAP-IL SWCD Chapter meeting will be held on April 16, 2008 at 10:00 a.m. at the IDOA building in Springfield.

Refreshments for the April meeting will be provided by Beth Leamon and Emily Gilmore.

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, Secretary



Member's Corner

Tammy Houzenga—Whiteside County SWCD


Timing is everything...I was interning for the District when the AC position became available. Needless to say it has been an ongoing saga ever since. I went from being an intern, to part-time AC, to full-time AC, in less than 3 ½ months. The District’s RC, David Harrison, emphasized the word FLEXIBILITY often during our early conversations. We all know why, don’t we? Of course, all of this happened during harvest time so the directors were already stressed. I’m sure that I tested their patience, but they never let on.

The Whiteside SWCD’s Directors and Staff have a first-rate work ethic, believe in educating our youth, and hold offices in various environmental organizations. I enjoy visiting with the landowners and knowing people state-wide. There are two things that I dislike about my job, taking minutes and informing (nagging) the directors.

I enjoy just about any kind of outdoor activity. My favorites are walking, running, golfing, and riding my motorcycle. I have three grown sons, Thomas, Timothy, and Nathan. My oldest son, Thomas (25), is a correctional officer. My middle child, Timothy (23), joined the Army in June of 2006 and is in the “Old Guard” in Washington D.C. Nathan (21), my youngest, just joined the Air Force and is studying avionics in San Antonio. Hopefully, for mom’s sake, he will be stationed in St. Louis.

FOR SALE

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From most IAAP members



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217/742-9561

Multitasking Considered Unproductive

Focusing attention on one task until it was completed used to be a sign of determination. Now, it's often considered unproductive.

In a world where employees scan e-mails while paying scant attention to a conference call, the value of concentration is being lost. But, according to one researcher, the concept of multitasking is a fad: Everyone says they do it, but not everybody should be doing it.

Louis Csoka, founder of Charlotte-based Apex Performance, says, "People really believe they're doing more. The problem is managers now expect people to do more at once, and the brain isn't wired to do that."

When Apex conducted research on attention spans, it found that people who were asked to type an e-mail during a conference call were only retaining

about one-third of the information shared during the call. While typing an e-mail may seem routine, the mental energy needed to complete the task limits what can be done at the same time.

"The problem is people are missing too much information and then making a decision," Csoka says. "Years ago, before technology was used widely, we sorted information more carefully before making a decision."

What many employees consider to be multitasking is actually rapid shifting between the target task and the sensory modes (visual, aural or tactical) that are required to complete a task, according to Csoka. Being able to complete one task quickly and then move onto the next item is a product of heightened concentration, not superior intellect, Csoka says.

E-mail business etiquette

Do not abandon business etiquette in your use of e-mail! Remember:

- Business-like writing style
- Attention to grammar, spelling, punctuation (same rules as for hard copy correspondence)
- E-mail alias so recipient sees your full name, or your full name with @vt.edu, in his/her e-mail in-box.
- Subject line meaningful to recipient.
- Clear signature block with your full name, postal mailing address and return e-mail address (obviously there is no handwritten signature).
- Be careful about including quotations and sayings in your signature block. Obviously don't include anything that has potential to be offensive or misunderstood. Think about the impression your message sends to someone who doesn't know you, and be judicious.
- Don't use all capitals. It's the e-mail equivalent of SHOUTING and people don't like it.
- By the same token, don't use all lower case letters. (Your purpose in business correspondence is not to attempt to pass for e.e.cummings.) See the first two items above.

Win!!!

Win Big!

Win!!!



Don't Miss Your Chance to Win a New Dell Laptop Computer. Buy Your Tickets From Any Current Member of IAAP. Tickets Cost \$3.00 Each or 5 For \$10.00. The Winner Will Be Drawn at our next IAAP meeting on April 16, 2008.

Win!!!

Win Big!

Win!!!

THANKS TO ALL
THOSE WHO
CONTRIBUTED TO OUR
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