

# IAAP NEWSLETTER



February 23, 2007  
Edition



## Tips on Personal Safety Provided

Presented by: Sangamon County Sheriff's Office  
Crime Prevention Division

Our IAAP group was lucky enough to have members of the Sangamon County Sheriff's office at our last meeting. Yes, I said we were lucky!! Their purpose for being there was not to take any of us away. They were there to give us a lesson in personal safety and self-defense.

Sergeant Wes Barr led the demonstration which included showing us how to overcome several scenerios. Once Sergeant Barr and his partner had shown us a defense tactic, he asked us to break up into pairs and take turns being the offender and the victim. Then we were to practice the technique that he had just shown us.



How do I get out of this one?

### Inside this issue:

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### Special points of interest:

- Tips for personal safety
- Dining reminders
- Notes from the Prez
- Minutes from last meeting
- Learn more about Judy!
- Perception of you
- How do I communicate with the new, young co-worker?



Officers demonstrate how to release from a hold placed on the wrist.

A few tips mentioned, but not in the handout, were leaving something in your hotel room that an intruder would take with him, such as a five dollar bill left on the bed. If it isn't there when you return, you know someone has been in the room. Also, when entering the room, don't allow your entire body to pass over the threshold until you feel it is secure. Leave lights on! When loading bags in your car truck, be aware of what is behind you and don't allow your body to be halfway in the trunk. You have ten weapons on you at all times: your fingers! Walk confidently with your head up. Your best ally is AWARENESS of your surroundings!

The handout on Crime Prevention and Personal Safety is available for download on the Chapter Website. It covers many ways of protecting ourselves while traveling, protecting our property, and what to do if we are victimized.

Your local sheriff's department is available to provide a demonstration and information on personal safety. Take advantage of their knowledge and expertise by asking them to join your next meeting or gathering and help keep your friends safe!

*A happy life consists not in the absence, but in the mastery of hardships.*

*-Helen Keller*

## Dining Etiquette Workshop held at January Meeting

Several interesting tips were revealed at the workshop conducted by Judy Taylor, Extension Educator, U. of I. Extension Service. Some of those tips were:

- Follow your host. You may begin eating when your host is seated and begins eating.
- Napkin in lap when food comes, on chair when excused, on table when finished.
- Knife and fork placed at 4 o'clock position on plate when finished.
- Cut food one bite at a time.
- Which utensil to use first? Start from the outside and work towards the center using the appropriate one.
- After a utensil is used, it never is placed on the table again. Use bread plate or plate to rest the utensil.
- If you are being toasted, you sit and do not raise your glass. You don't toast yourself.

### Featured Recipe—Splendid Raspberry Spinach Salad

- 2 Tablespoons Raspberry Vinegar
- 2 Tablespoons Raspberry Jam
- 1/3 Cup Vegetable Oil
- 8 Cups Spinach, rinsed, stemmed and torn into pieces.
- 3/4 Cup coarsely chopped Macadamia nuts or toasted almond slices
- 1 Cup Fresh Raspberries
- 3 Kiwis, peeled and sliced



Dressing: Combine vinegar and jam in blender or small bowl. Add oil in thin stream, blending well.

Toss spinach with 1/2 of the nuts, 1/2 of the raspberries, 1/2 of the kiwi's and the dressing. Top with the remaining ingredients (nuts, raspberries and kiwis.) Serve immediately.

#### *Birthdays This Quarter:*

Feb 20	Jane Brangenberg
Feb 24	Karen Sanders/Deb Baker
Feb 28	Vicki Gregg
Mar 10	Denise Willenborg
Mar 19	Jill Brammeizer
Mar 28	Holly Mellrath

#### *Other Important Dates:*

Feb 12	Lincoln's Birthday
Feb 14	Valentine's Day
Feb 19	President's Day
Feb 22	Washington's Birthday
Mar 17	St. Patrick's Day
Apr 8	Easter
Apr 18	IAAP Meeting
Apr 22	Earth Day
Apr 25	Administrative Professional's Day
Apr 27	Arbor Day





# President's Corner

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



Greetings!

What a great meeting we had in January! Fourteen members and five guests enjoyed a potluck lunch while taking part in a dining etiquette workshop. After learning some interesting tips on what is "proper" at the dining table, we learned firsthand how to handle being grabbed by the arm, from behind, around the neck, and that we have ten weapons on us at all times – our fingers! From licking our fingers being unacceptable, to poking the eyes of an attacker, what an array of topics we learned! Everyone enjoyed the hands-on demonstrations, and I can say from experience, woe to the attacker that places their hand on Sharon! All kidding aside, the knowledge we gained from the officers is good to know, but I certainly hope none of our members ever need to use the moves we learned.

Our chapter gained much deserved attention from the General Session we sponsored at Winter Training. We have a similar opportunity for Summer Conference, and some interesting topics were suggested. I hope to have plans in place to report at the April meeting.

Our meeting in April will be a celebration of our chapter members as administrative professionals. Since Administrative Professionals Day and Week follows our meeting, it is fitting that we use the day to celebrate all of us. Therefore, we will have the regular meeting, followed by the Annual Meeting, and hopefully, some surprises are in store. Donations of sample office supplies will be provided for everyone. The afternoon program will be on Estate Planning, by attorney Richard Freeman. Let's all dress in our professional business attire and be ready to celebrate!

If any member would be interested in an officer position within the chapter, please contact nominating committee chairperson, Karen Sanders. The upcoming Annual Meeting will include the election of officers to be installed in July. With the Chapter's fiscal year already half over, I hope that all of our members are finding their membership in IAAP a benefit to them, both in the office and at home.

*...Bonnie*

**For Sale:**  
**IL SWCD Chapter**  
**International Association**  
**Of Administrative Professionals(IAAP)**  
**2005 Cookbooks**



**\$10.00 Each**  
**Contact Bonnie**  
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# International Association of Administrative Professionals®



**Chapter Number: 102365**

**Chapter Name: Illinois SWCD  
ing**

**Minutes**

**Business Meeting**

**Members Present:** *Jill Brammeier, Jane Brangenberg, Melissa Cauble, Sue Davis, Debbie Holsapple, Sheila Lane, Sharon Matson, Rita May, Judy Meislahn, Bonnie Schone, Susan Scott, Laura Snowden, Denise Willenborg, Judy Wilson*

**Members Absent:** *Dee Agans, Deb Baker, Colleen Bogner, Wendy Brokaw, Betty Buckert, Joy Dierkes, Emily Gilmore, Vicki Gregg, Norma Kuethe, Holly McIlrath, Brenda McMillan, Cindy Moon, Phyllis Muse, Donna Roads, Anne Rollins, Karen Sanders, Kathy Stich*

**Guests:** *Amy Frohning – Jasper County SWCD, Dana Hargrave – Crawford County SWCD, Beth Leamon – Douglas County SWCD, Karla Shaffner – Clark County SWCD, and Teija Smithers – Pike County SWCD*

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's Karla Shaffner, AC in Clark County, Amy Frohning, AC in Jasper County, Dana Hargrave, AC in Crawford County, Beth Leamon, AC in Douglas County and Teija Smithers, AC in Pike County. All guests were presented a guest packet of information about our Chapter and IAAP.

## **Old Business:**

Minutes of the October IAAP meeting were reviewed. Sharon Matson made a motion to accept the minutes. Denise Willenborg seconded the motion. All were in favor. **Motion carried.**

The Treasurer's financial statement for October 1, 2006 through December 31, 2006 was summarized by Sue Davis. Susan Scott made a motion to accept the financial statement. Judy Meislahn seconded the motion. All were in favor. **Motion carried.** A spreadsheet with the total from all years-to-date of fundraising revenue was also included for review.

## **Committee Reports:**

- By-Laws – No report at this time.
- Membership – Emily Gilmore, Edgar County, is our newest member.
- Finance – Report attached.
- Audit – No report at this time.

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- Program – Bonnie reported the April meeting program will be on Estate Planning, given by attorney, Richard Freeman. The group activity will be listening skills.
- Public Relations – Website is updated. New newsletter forthcoming
- Nominating – No report at this time.
- Fundraising – Try to put free ad in any local papers to sell cookbooks. Bonnie thanked everyone who responded to her with the number of cookbooks they have.

Historian – Scrapbook not updated since Winter Training.

**New Business:**

CONSERVATION CATCHALL – Bonnie stated that her intentions in her most recent article in the Conservation Catchall was to inform readers that we try to filter the funds we gain from fundraising efforts back to our Chapter members. We do this by helping them with costs if they choose to attend IAAP sponsored events, making our own Chapter meetings beneficial and interesting, and by sponsoring sessions at Winter Training and Summer Conference. Also, we have study material available for anyone interested in taking the CPS or CAP exam. As our funds increase, we can do more for our members. Please bring it to the attention of your chapter if you choose to attend an event, so that we can help with the costs involved, along with helping you grow as a member of IAAP.

SUMMER CONFERENCE SESSION SPONSOR – AISWCD is willing to allow IAAP to sponsor a session at Summer Conference this year. The members discussed this and offered several ideas. The officers plan to hold an officer's meeting before our next chapter meeting and will select one of the ideas and see if they can contact a speaker to talk on the subject. They will contact AISWCD and let them know the results.

AISWCD has approached the IAAP members again this year to help decorate in an "Abe Lincoln Theme" at Summer Conference. IAAP members in attendance were receptive and will have further details at the April meeting.

IAAP NEW MEETING LOCATIONS:

April 18, 2007 – IDOA or former AISWCD Conference Room
July 18, 2007 – IDNR State Office – Springfield, IL
October 17, 2007 – IDNR State Office – Springfield, IL

When a meeting is held at the IDNR building, we need to have a roster of attendees, as they require name tags and have to prepare these in advance. Food cannot be brought in, only supplied by their caterer in the building. Enter gate 7, park in lot 21.

MEMORIAL ARRANGEMENTS – The members discussed giving a memorial arrangement to any member that loses a family member. The officers will write up a policy for this and will bring this to the April meeting for approval. Members decided to limit this to: parents, children, siblings, and spouse only. A dollar amount was discussed not to exceed \$50. Further mentioned was to consider Memorial Candles instead of flower arrangements.

Door prizes (with items donated by Pendaflex and Unikeep) were drawn, with winners being Jane Brangenberg, Judy Meislahn, and Karla Shaffner.

**Good of the Order:**

Four chapter members recognized this year at Winter Training for years of service were introduced. Receiving ten year service awards were Jane Brangenberg, Deb Baker and Debbie Holsapple. Receiving a fifteen year service award was Judy Meislahn. Congratulations to all for your years of service!

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Bonnie also thanked the following members for supporting our chapter in various ways:

- Norma Kuethe for helping at the IAAP booth at Winter Training.
- Jill Brammeier for use of her laptop computer at the booth.
- Judy Wilson for a great looking scrapbook on display at the booth.
- Sue Davis, Susan Scott, and Anne Rollins/Wendy Brokaw for the finishing touches on the baskets.
- Karen Sanders for all her time spent on making the chapter calendars again this year.

Congratulations were given to our chapter members who are now serving as representatives on the Employee's Association: Karen Sanders as Co-Vice Chair, Donna Roads as Treasurer, Wendy Brokaw, Sheila Lane, Jill Brammeier, and Anne Rollins.

Condolences were given to Donna Roads and Wendy Brokaw, who recently lost family members.

Bonnie read a note from Joy Dierkes, who recently accepted a position as administrative assistant for a firm in St. Louis. Chapter members present signed a card wishing Joy good luck in the future.

**Next Meeting:**

The next IAAP meeting will be held on April 18, 2007 at 10:00 a.m. at the former AISWCD Conference Room or an IDOA conference room. Members will be notified after this is confirmed.

**Adjournment:**

Jane Brangenberg made a motion to suspend the meeting at 11:30 p.m. Susan Scott seconded the motion. All were in favor. **Motion carried.**

Judy Taylor, Extension Educator with U. of I. Extension Service, conducted a workshop on Business Dining Etiquette during the lunchtime potluck.

The afternoon session was "Self Defense Tactics & Crime Prevention for Women", given by Sergeant Wes Barr of the Sangamon County Sheriff's Office, Crime Prevention Division. He and four of his colleagues presented ways of avoiding an attack, what to do if attacked, and what to look for to identify a potential threat. All members participated in the demonstration of how to break free from a hold when grabbed by an attacker.

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





# Member's Corner

Judy Meislahn, AC, Cumberland County

Hi! My name is Judy Meislahn. I have been the secretary/administrative coordinator for the Cumberland County Soil and Water Conservation District for the past 17 years. (Yes, I have been around enough years to recall the time when our title was secretary. Oops, I am dating myself, huh?) My husband, Fred and I, whom I have been married to for 28 ½ years, live on a small farm on the western side of Cumberland County where we have horses and goats. My husband loves his hobby of riding his horses and I enjoy watching. Watching seems to be a bit safer for me, since I broke my foot riding a horse about 8 years ago. I also just haven't had the desire to get back on a horse since. I am a fast learner and don't need to be told twice that something can hurt me extensively in the blink of an eye. I am sure people wonder why of all animals we choose to have goats. Honestly, they started out as "weed eaters" for our fence rows and areas where the horses couldn't get to, but after having them for a few years and watching them grow and play, they have become a part of the family and yes, we have become attached.

Fred and I have had the wonderful blessing of raising two wonderful and beautiful daughters, Heather and Amanda. Heather, our oldest, was married 2 ½ years

ago and just graduated from Pharmacy College last spring. She and her husband are enjoying married life living in the St. Charles, Mo., area, and are searching desperately for a home. (The homes are way to high anywhere near the St. Louis area and boy do they sell fast! They are getting quite the education in the real-estate market.) Our youngest daughter, Amanda is an X-Ray Technologist at Sarah Bush Lincoln Hospital in Mattoon. She was married 1 ½ years ago and is living only 11 miles from home, just south of Teutopolis. She and her husband have bought her husband's family farm house and are having fun sprucing it up together. It is a good size house that will hopefully be "filled-up" someday. It is such a blessing to be able to say that we have two wonderful son-in-laws who are both fantastic additions to our family.

For the time being, Fred and I are enjoying our empty nest. We are looking forward to a few of those "dream" vacations someday, but are just as happy staying at home. We wait patiently on becoming grandparents someday and can't wait to have little ones running around to spoil and hug. I hope you all have a safe and happy 2007 and I hope to see you sometime in the near future!

## 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.



Web Address:

<http://iaap-swcd.tripod.com/>

## *How are you perceived at work?*

How do you think other people perceive your level of professionalism in the office? How about when you first meet a VIP or new colleague? People often forget that they “market” themselves to others in everything they do, every minute of the workday: the way they speak, walk, talk, behave, etc. How others perceive your professionalism is critical to your overall success.

If you’ve never hear of the “Rule of 12” before, here is what it means:

- Generally, people notice and begin to “size up” others at a distance of **12 feet**. A good example of this is when someone enters a room...or you’re mingling at a business function, but are only aware of those in your immediate vicinity.
- Once you’ve made an initial impact on people, they’ll start focusing on the top **12 inches** of your body- specifically your face and facial expressions.
- Then, whatever perception you’ve given them is reinforced or diminished by the first **12 words** you speak. At this point, you’ve made your crucial first impression, and people will decide whether to get to know you better or not.

People’s perceptions of you can be changed, or course – but we all know it’s harder to do that than making a great impression from the start of your work relationship! So remember the Rule of 12 – and consider the way you’ve been “marketing” yourself.

**Joan Burge, CEO of Office Dynamics**

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THANKS TO ALL  
THOSE WHO  
CONTRIBUTED TO OUR  
NEWSLETTER!!

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

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## *Communicating Across Generations*

Most administrative professionals today deal with three generations of clients, co-workers, and management. A one size fits all approach to relating to all the people we come in contact with on a daily basis will no longer work. Understanding the events that shaped each generation and the resulting key characteristics of each will help in this approach.

### ***Baby Boomers***

The Baby Boomer generation is composed of people born between the mid-1940's and mid-1960's. They make up the largest component of today's workforce in the U.S. This generation was shaped by the high ideals of Camelot and by cynicism brought on by the Vietnam War and Watergate. Like their fathers before them, they entered the workforce thinking that they would select an employer, be loyal to that employer and receive loyalty in turn.

Many Boomers entered the workforce before computers were common and had to learn to use them on the job. They have a love-hate relationship with technology. Research shows that Baby Boomers are generally comfortable with process. Provide them with a road map and they will follow it, perhaps without looking to see if it is the most efficient path to the results desired. Boomer men and women focus on careers and sometimes sacrifice family. They are a generation of workaholics.

### ***Generation X***

Born between the mid-1960's and late-1970's, Gen Xers represent the smallest group in today's workforce. Gen Xers grew up in a time of rising crime, drug use and divorce. They saw their parents being downsized and "reengineered" out of jobs. This combination of world and personal events engendered a certain amount of cynicism. Gen Xers were the first generation of latchkey children, and being left on their own fostered a sense of independence and autonomy. Gen Xers will invest in themselves, educate themselves and consider themselves free agents. They will not rely on a corporation to guarantee them a safe haven.

Gen Xers grew up with computers, seeing computers as a tool to produce more work in less time. As a generation, they do not read much. They prefer information in bite-size pieces with lots of graphics to convey key points. The result researchers see is that Gen Xers want flexibility in all aspects of their lives. Gen Xers work best when given a goal and a set of constraints and then being allowed to reach that goal in a way that matches their personal style. Since work-life is unpredictable, Gen Xers invest more in personal relationships than Boomers. They want more balance between work and family.

### ***Generation Y***

Gen Y, or Millennials, were born from the late-1970's to the late-1990's. They are just beginning to enter the workforce and bring new challenges for managers. This generation was raised in families that were largely child focused. They generally see the adults in their lives as people who will help them solve their problems and work in their best interests. Millennials spent a lot of time in highly structured activities outside the classroom, such as playing sports. Many Gen Yers had real world work experience based on internships and volunteer work before they took the first step on the career ladder.

Millennials do not remember a time without computers. They love technology and see investment in technology as an investment in them. This is a group of readers and voracious consumers of information. They are able to synthesize information and distill out what is important to them. Based on early reports, this group is entering the workforce optimistic, team oriented, and focused on continuous learning. They want to know "everything" about the business. They constantly ask "Why?"

So, what does this all mean? Communicating across generations is complex, but the more you understand what motivates different age groups, the easier it will be to get your point across. While Boomers accept rigidity in the workplace and a set of rules to adhere to, Gen X and Gen Y's expect flexibility. In the classroom, Gen X and Gen Y's have a need to learn and respond to graphics and bulleted lists, while Boomers react well to traditional lecture styles. Boomers tend to accept "the old approach", while Gen X and Gen Y's – the questioning generations - do not assume the old way is efficient. They can bring a fresh set of eyes to examine current processes and uncover better solutions. Remaining open minded and understanding we all have our own approach based on the age we grew up in, will help bridge the gaps in the business world today.

Excerpts from article by Lisa Stockberger, ICCM Weekly, November 2003