

# IAAP NEWSLETTER



International Association of  
Administrative Professionals®



November 13, 2006  
Edition

## Home Computer Security Basics

Presented by: Brad Schone, Financial/Information Systems Examiner

Missouri Division of Credit Unions

Brad Schone, with the Missouri Division of Credit Unions, and son of IAAP President Bonnie Schone, was with us to discuss some tips for home computer security. He explained many fundamentals for computer usage, the inner workings of the internet, and identity protection.

He began his presentation by showing a video that characterized what happens inside a computer memory when we go online and request information from websites we are interested in. The video provided an interesting view as to the inner-workings of the internet and helped us visualize how results are returned to a computer when a request for information is made.

Next Brad used a presentation to outline the importance of using security settings and how to access them. Some examples he used were Virus/Spam/Spyware protection, the use of firewalls, and implementing passwords. He stated some good software to use would be Norton, McAfee, and Zone Alarm. He stated that with Microsoft products it is important to set your security update settings to on.

The next component of his presentation dealt with various options for backing up data. Some of those options include: partitioning from C drive to D drive, using a zip drive or other removable media, a shared network drive and an external hard disk drive. All of these are good options for saving data to a source outside the hard drive.

Next Brad discussed the convenience of wireless internet service. He gave some advantages as being a world without wires, cost effective

and easy to use. But the big disadvantage was the weak security aspect of it. Any time a signal goes through the air, there is vulnerability. He offered several suggestions to improving the security of wireless connections. They include changing the router's default password, enabling the MAC address filtering and changing or disabling the SSID.

Finally, Brad discussed ways to protect against identity theft. He warned the group to beware of phishing e-mails, whose purpose it is to obtain personal information from the user, and Trojan horses that monitor keystroke activity. A trusted vendor should never e-mail you to ask for personal information. If it is a vendor you have used, they will have the information they need. Some tips for shopping online include knowing your vendor, document all activity, use only a credit card (never debit) whose unauthorized charges are limited to \$50.00 under Federal law, and go with a vendor that rates its sellers. And, after much thought Brad suggests online bill pay is a good idea because it limits the amount of personal information that gets out to vendors and others (i.e. your address does not appear on the payment. Nor does your phone number, driver's license, etc) These usually all appear on a personal check.

Brad's presentation was very informative and entertaining. It also offered many tips that we can all use at home or in the office when it comes to keeping our items secure and safe. More information and a copy of Brad's presentation can be obtained by visiting [www.iaap-swcd.tripod.com](http://www.iaap-swcd.tripod.com).



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### Special points of interest:

- Tips for home computing
- Notes from the Prez
- Minutes from last meeting
- Learn more about Jane B.
- Looking professional
- What do you know about credit?

Don't limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, remember, you can achieve. *Mary Kay Ash* -

## IAAP TO HOLD BASKET RAFFLE—Tickets on Sale Now

Tickets are on sale now for the IAAP's basket raffle to be held during Winter Training in Springfield. The winners will be drawn on Wednesday during the Employee's Breakfast. When you purchase your ticket, you will be asked to choose which prize you wish to take a chance on. The choices are: a Men's Hunting Basket which contains items such as camouflage clothing items, jerky, a grunt call, gloves, hats, etc.; a women's Queen for a Day Basket which includes beauty products, candles, a bottle of wine and Dairy Queen gift certificates; and a Christmas Movie Time Basket which includes Christmas movies, popcorn, bowls, hot chocolate, and mugs. Each basket is valued at between \$100.00 and \$125.00, with tickets going for \$1.00 each or 6 for \$5.00. Don't miss this fun opportunity to support IAAP!!!!

### Featured Recipe—Great Pumpkin Dessert

- 1 (15 ounce) can pumpkin puree
- 1 (12 fluid ounce) can evaporated milk
- 3 eggs
- 1 cup white sugar
- 4 teaspoons pumpkin pie spice
- 1 (18.25 ounce) package yellow cake mix
- 3/4 cup butter, melted
- 1 1/2 cups chopped walnuts



1. Preheat oven to 350 degrees F (175 degrees C). Grease a 9x13 inch baking pan.
2. In a large bowl, combine pumpkin, milk, eggs, sugar and spice. Mix well, and pour into a 9x13 inch pan.
3. Sprinkle dry cake mix over the top, then drizzle with melted butter. Top with walnuts.
4. Bake at 350 degrees F (175 degrees C) for 1 hour or until a knife inserted near the center comes out clean.

#### *Birthdays This Quarter:*

<i>Nov 1</i>	<i>Judy Wilson</i>
<i>Nov 16</i>	<i>Cindy Moon</i>
<i>Dec 8</i>	<i>Judy Meislahn</i>
<i>Dec 10</i>	<i>Colleen Bogner</i>
<i>Jan 4</i>	<i>Phyllis Muse</i>
<i>Jan 15</i>	<i>Sheila Lane</i>

#### *Other Important Dates:*

<i>Nov 11</i>	<i>Veteran's Day</i>
<i>Nov 25</i>	<i>Thanksgiving Day</i>
<i>Dec 5-6</i>	<i>Winter Training</i>
<i>Dec 25</i>	<i>Christmas</i>
<i>Jan 1</i>	<i>New Year's Day</i>
<i>Jan 15</i>	<i>Martin Luther King Jr. Birthday</i>
<i>Jan 17</i>	<i>IAAP Meeting—10:00 a.m.</i>



# President's Corner

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



Greetings!

The October meeting of the SWCD Chapter of IAAP was attended by twenty three members and three guests. Three new members received their pins, with two members receiving IL Division President paint palette pins in appreciation for their recruiting efforts. We now have a total of 31 members.

The group activity focused on grammar and writing skills with an emphasis on the importance of these skills in the administrative field. One avenue for improving vocabulary skills, which go hand in hand with grammar and writing skills, is subscribing to the "Word of the Day" from dictionary.com. Each morning a new word is sent via e-mail to the subscriber. The pronunciation, meaning, where it is derived, and how it is used in a sentence is listed and is an easy way to continuously learn new words.

Winter training was discussed, with our Chapter agreeing to co-sponsor the general session on *Professionalism in the Office*. The speaker will be Susan Griffin, Assistant Director of the Southern Region Education Center of Lincoln Land Community College. This is an excellent opportunity to promote our Chapter and gain the admiration of our peers. The basket raffle will serve as our Chapter's fundraiser at Winter Training. Members attending the October meeting contributed to each basket. Raffle tickets have been sent to each chapter member to begin selling. A table will be set up at Winter Training for sale of ticket chances, along with promotional materials for our Chapter.

The afternoon session was on *Computer Security at Home*, given by Brad Schone, Financial/IT Examiner with the Missouri Division of Credit Un-

ions. The powerpoint presentation used in the session may be viewed on our website under meeting information. Thank you to Debbie Holsapple for the idea of making it available to everyone who visits our site.

I welcome your ideas and suggestions on the meeting. Your officers are aware that the room set-up made it difficult for attendees in the back of the room to hear well. We intend to set it up differently next time, possibly in a circle formation so everyone has a "front seat". Thank you to all who attended. I certainly hope you found it beneficial and worthy of your time.

...Bonnie

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



**\$10.00 Each  
Contact Bonnie  
Schone in  
Winchester for  
yours today!**



# International Association of Administrative Professionals®



Chapter Number: 102365  
Chapter Name: Illinois SWCD  
Division No.: 102000

Minutes  
Business Meeting  
October 18, 2006

## Members Present:

Colleen Bogner, Jill Brammeier, Jane Brangenberg, Melissa Cauble, Sue Davis, Vicki Gregg, Debbie Holsapple, Norma Kuethe, Sheila Lane, Sharon Matson, Rita May, Brenda McMillan, Judy Meislahn, Cindy Moon, Phyllis Muse, Donna Roads, Anne Rollins, Bonnie Schone, Susan Scott, Laura Snowden, Kathy Stich, Denise Willenborg, Judy Wilson

## Members Absent:

Dee Agans, Deb Baker, Wendy Brokaw, Betty Buckert, Jessica Coleman, Sandy Drake, Holly McIlrath, Karen Sanders

## Guests:

Carrie Hattan, Marshall-Putnam Co. SWCD; Emily Gilmore, Edgar Co. SWCD; Pat Siebrasse, Illinois Division President-Elect

## **IAAP- Business Meeting**

**October 18, 2006**

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 guests Carrie Hattan, AC from Marshall-Putnam SWCD, Emily Gilmore, AC from Edgar County SWCD, and Pat Siebrasse, Illinois Division President-elect. Carrie was presented a guest packet of information about our Chapter and IAAP.

A pinning ceremony was held for the new members present, with Sharon Matson, Membership Committee member, presiding. New members received their new member packet and pins, with the member recruiting them receiving an IL Division President paint palette pin. New members included Laura Snowden, recruited by Anne Rollins; Kathy Stich, recruited by Debbie Holsapple; and Denise Willenborg, recruited by Judy Meislahn. It was noted that Bonnie will send Holly McIlrath's packet and pin to her, and Wendy Brokaw will be sent the recruitment pin. Congratulations to all.

The group activity focused on grammar and writing skills and the importance of these skills in our work as AC's.

Refreshments were provided by Cindy Moon, Sheila Lane and Vicki Gregg. It was agreed to have a potluck at the January meeting. The food items will be brought by last name order:

A through H are to bring a main dish item

I through Q are to bring a salad

R through Z are to bring dessert

Officers will bring drinks and supplies for the meal.

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**Old Business:**

Minutes of the July IAAP meeting were reviewed. Cindy Moon made a motion to accept the minutes. Sharon Matson seconded the motion. All were in favor. **Motion carried.**

The Treasurer's financial statement for July 1, 2006 through September 30, 2006 was summarized by Sue Davis. Donna Roads made a motion to accept the financial statement. Colleen Bogner seconded the motion. All were in favor. **Motion carried.**

**Committee Reports:**

- By-Laws – No report at this time.
- Membership – Sharon Matson presented attached report.
- Finance – A motion was made by Sue Davis to pay the 2007 ISWCDEA dues, with a second by Phyllis Muse. All were in favor. **Motion carried.**
- Audit – No report at this time.
- Program – Bonnie reported that Neil Williamson, Sangamon Co. Sheriff, will present a program on women's defense tactics and crime prevention at the January meeting.
- Public Relations – Melissa Cauble is doing a great job on the newsletter and Jill Brammeier has kept the website up-to-date.
- Nominating – No report at this time.
- Fundraising – Bonnie mentioned that cookbooks may be sold in Illinois Country Living magazine, a publication by IL Rural Electric Co-ops, in a classified ad for \$30. A motion was made by Anne Rollins, second by Phyllis Muse, to pay this fee and place the ad. **Motion carried.** Further mentioned was a large two page free ad featuring the cookbook, but the waiting period for this is one to two years. Bonnie will send a cookbook to the publication and hopefully get some responses to the ad. She will charge \$10 plus \$2 shipping. A free ad was placed in the Scott/Pike Farm Bureau newsletter. Bonnie further mentioned the importance of keeping our fundraisers on a business level, due to the message we send all of our partnering agencies and peers within the SWCD community. We've all established why we are members, to improve upon ourselves and our jobs as AC's, but the only way to share that focus is by the way we portray our chapter to others, and fundraisers is a way we bring attention to our chapter. By following the lead of IAAP and avoiding homemaking type activities, we can gain the respect we deserve as admins, and have a stronger voice when needed.
- Historian – Judy Wilson will update new members in the scrapbook. Judy asked for a current membership roster, which Bonnie will send to her.

**New Business:**

**Basket Raffle:** The raffle permit cost is \$25.00, and it will be notarized by Sue Davis. The members voted unanimously to waive the fidelity bond required. Members placed a value on each item purchased, with a total to be determined later. Melissa Cauble volunteered to make the tickets and email them to members to sell before Winter Training. The members decided to charge \$1 each or six for \$5, and buyers need not to be present to win. It was agreed to have a separate container for each basket's tickets and ask buyers to specify which basket they are trying to win. We will draw the winning tickets sometime on Wednesday, December 6.

**Winter Training:** A table has been reserved for our chapter. The table will be used for the raffle and for promoting IAAP with handouts and a laptop to play an IAAP recruitment video. Volunteers will be needed to monitor the table. Bonnie reported that our chapter had been approached to assist in finding a speaker for the General Session on "Professionalism in the Office." This is a good opportunity for our chapter to be recognized; therefore, a motion was made by Donna Roads to spend up to \$250 for a speaker, with a second by Sharon Matson. All were in favor. **Motion carried.**

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A question was asked by a member if meetings could be held somewhere else in the state for potential members who may not be joining our chapter due to the distance to meetings in Springfield. Discussion regarding holding a meeting or having a recruitment meeting was discussed and this is what was brought to the members:

- IAAP meetings cannot be held anytime during Winter Training, this is an IDOA function only. We could only hold a meeting after Winter Training is over on Wednesday.
- Teleconference was mentioned
- Survey/Membership Drive
- Trying to hold the meetings in the northern or southern part of the state was talked about, but we need more members before we could commit to such a move.
- The officers will further discuss options on membership recruitment.

Door prizes (with items donated by Pendaflex and Unikeep) were drawn, with winners being Rita May, Debbie Holsapple, and Carrie Hattan.

**Good of the Order:**

Members recognized included Cindy Moon, on her “Employee of the Year” award, Brenda McMillen, with members welcoming her back after her illness, and Joy Dierkes, who is pursuing her bachelor’s degree. You are all an inspiration to your chapter.

**Next Meeting:**

The next IAAP meeting will be held on January 17th at 10:00 a.m. at the AISWCD Conference Room. We will have a group activity on business dining etiquette, a potluck lunch, and a program on self defense.

**Adjournment:**

Sue Davis made a motion to suspend the meeting at 11:30 p.m. Joy Dierkes seconded the motion. All were in favor. **Motion carried.**

Members reconvened at 12:30 p.m.

“Computer Security at Home” was presented by Brad Schone, Financial/Information Systems Examiner, Missouri Division of Credit Unions.

Sue Davis made a motion to adjourn the meeting at 3:15 p.m., Susan Scott seconded the motion. All were in favor. **Motion carried.**

Respectfully Submitted,

Susan Scott  
IL SWCD Chapter Secretary



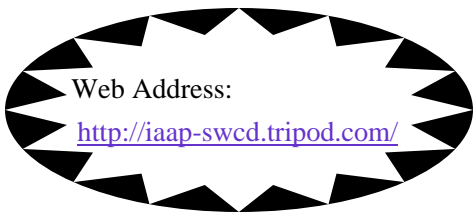
# Member's Corner

Jane Brangenberg, AC Calhoun County

Hi! My name is Jane Brangenberg and I have worked for the Calhoun County Soil & Water Conservation District for 10 years as Administrative Coordinator. Previously I had worked for a bank, an accountant and as a book-keeper, but enjoy this job the most. The variety of the position is the best part.

My husband, Denny, and I have three kids. Julie is 25, has a son 20 months old named Conner; Scott is 24, has a 23 month old named Mackenzi, and Kayla is 20, who has a 1 ½ year old beautiful black lab named Mossy (who might as well be a child). Our lives were turned around with these three additions, but we would not change any of it. We absolutely love being grandparents! My husband and son run the family farm. The girls both go to college and work. Julie is furthering her education and Kayla is in her second year, both attending Lewis & Clark Community College.

I am a member of St. Francis Assisi Catholic Church. Currently, I hold the position of IAAP-SWCD Chapter vice-president. Also I am a member of the Illinois Envirothon Taskforce and QST (Quality Steering Team). Other positions and organizations I am involved in are; President of the Calhoun Farm Bureau Women's Committee, Chairman of "Ag in the Classroom" for Calhoun County, Co-chair of the "Ag Literacy" program for the county, and the livestock superintendent for our county fair. Our district also co-sponsors a Farm Safety Day Camp with the farm bureau. As you can see one of my greatest interests is education and kids.



## 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.

## Focusing on Your Professional Image for Success

One of the most critical factors to achieving business success today is your professional image, and ways to enhance or preserve it. Whether you're writing an e-mail from your business account or meeting someone face to face, first impressions matter – and so do consistent, long-term impressions. To be most successful in the business world, you'll want to filter everything you say and do through a "professionalism screen." Some things to keep in mind:

- **Dress and act the part.** The more you understand that people respond to your outward appearances much (if not more) than what you say, the more effort you'll want to dedicate to looking, acting and speaking as professionally as possible.
- **Avoid gut reactions and emotional responses in difficult situations.** Count to 10, calm down, walk away to collect your thoughts if need be – but think before you speak or act. That's the best way to ensure your stellar professional image stays intact.
- **Think of how a business person you admire for**

**professionalism would respond.** This is a great technique when you need to decide quickly how to manage a situation with the most grace and tact, earning even greater respect and strengthening your professional image in the workplace as a result.

All of these factors will help you take control of your professional image. Through your involvement with IAAP, you learn to deal gracefully and effectively with every aspect of your career. Tell others how IAAP helps you grow successfully!

Excerpts from Joan Burge, CEO and founder of Office Dynamics, a premier training and development provider since 1990.



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

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## Understanding Credit

Using credit is a big part of your financial life, and using it wisely can be a major part of reaching your financial goals, like buying a car, owning a home or taking a dream vacation.

Take this short quiz on credit and see how well you score:

**1. A credit report is:**

- A. A list of loans and other forms of credit you currently have
- B. A history of your loan and bill payments
- C. A record of how many times and where you've applied for credit
- D. All of the above

**2. True or false?**

Your credit report can't be used for non-credit decisions, like applications for insurance or renting an apartment.

**3. True or false?**

Never having any debts or credit cards means you will have a high credit score.

**4. When paying on twodebts of roughly equal balances, it's usually best to:**

- A. Pay only the minimum monthly payments on both accounts
- B. Make larger payments on the one with the lower interest rate
- C. Make larger payments on the one with the higher interest rate
- D. None of the above

**5. Which of the following could be a warning sign of possible Identity Theft?**

- A. Credit card or bank statements don't arrive
- B. Bills for services you didn't request or charges for items you didn't purchase
- C. Suspicious items or inquiries on your Credit Report
- D. All of the above

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**Answers:**

- 1. D. A credit report is like a financial "report card" kept by a credit bureau. It may also include information that identifies you, like your address or Social Security number, but not information like race, religion, income, or savings balances.
- 2. False. Reports prepared by the three major credit bureaus—Trans Union, Experian, and EquiFax—are used by lenders, insurance companies, employers, landlords, and others who are authorized to access the report.
- 3. False. To have a credit score, you must have a history of using credit responsibly. Someone just starting out, or who has never borrowed money, may have a lower score than a person with a history of using credit and always paying in full and on time.
- 4. C. The higher the interest rate and the longer the payback period, the more that loan actually costs. While it's important to at least pay the minimum monthly amounts on all your debts, you'll save money by paying off higher rate loans or credit cards first.
- 5. D. If someone applies for credit in your name, it could show up in a number of ways. That's why reviewing your credit report annually is important. It can help you spot potential warning signs.

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THANKS TO ALL  
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