



IAAP NEWS

FALL—2012



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SPECIAL POINTS OF INTEREST:

- SWCD Chapter sponsors training
- New officers inducted
- Tally it up: are you already a Member of Excellence?
- Meet Joyce Scholl, AC from Stark County

SWCD CHAPTER SPONSORS TRAINING

—BY MELISSA CAUBLE

The time has come around again for the Illinois SWCD Winter Training/Conference. The training is to be held December 4th and 5th at the Northfield Inn and Conference Center in Springfield. This conference is provided annually by several conservation partnering agencies including the Illinois SWCD Employee's Association, Illinois Department of Agriculture and the Association of Illinois Soil and Water Conservation Districts. Presenters are also on hand from the Natural Resources Conservation Service and Illinois Department of Natural Resources.

A more recent contributor to the training is the Illinois SWCD Chapter of the IAAP. This year the Chapter will sponsor two individual workshops; one as a general session and one as a concurrent session.

The concurrent session being

offered on Tuesday by the Chapter deals with using Power Point and is called "Focus on Your WorkmanShip". Amy Stolte, from Lincoln Land Community College will be giving this presentation. Amy is becoming a very familiar face with the SWCD crowd, having presented most of the Microsoft Office applications in recent years.

She will be teaching basic Power Point skills with the most current version, as well as answering any questions employees may have. She is a wealth of information and we look forward to her return.

The general session which is being offered on Wednesday, December 5, is titled "Improving SalesmanShip: Market Like a Pro". The speaker will be Ali Bloj, Branch Manager with Office Team. Ali will be giving tips and advice on marketing your prod-

uct, be it a service or tangible item or your own skills.

Ali joined us during Summer Conference to discuss Business Etiquette as it pertains to social media. She did a great job and we are looking forward to having her back .

Finally, the SWCD Chapter is planning a meet and greet Open House reception on December 4 at 4:30 p.m. We hope to have members and potential new members join us for a brief reception with light refreshments and a chance to win a great door prize.

The SWCD Chapter works hard throughout the year to raise funds to be able to provide presenters for both conferences held for SWCD employees. We hope everyone gets a chance to attend one or more of these functions.


OFFICER INSTALLATION CEREMONY

At the July meeting held in Springfield on July 23 the 2012/2013 officers were inducted and the ceremonial candle lighting ceremony was held. Officers for the new year include:

- Debbie Holsapple, President
- Sharon Matson, Vice President
- Melissa Cauble, Secretary
- Brenda McMillan, Treasurer



MEMBER ANNIVERSARIES

<p>Congratulations to members who are having anniversaries this quarter!</p>	Betty Buckert	11 yrs	11/2001	
	Tonya Canania	4 yrs	08/2008	
	Melissa Cauble	11 yrs	10/2001	
	Kyndall Kaufman	1 yr	12/2001	
	Brenda McMillan	11 yrs	10/2001	

HOW TO DESIGN AN IMPRESSIVE PRESENTATION

—FROM THE PENDAFLEX ADVISOR

You've probably heard the phrase dress for success. Certainly, the term can be applied to most presentations whether the presentation is designed for a corporate board room, a classroom, or the next membership meeting of your local club or organization. Indeed, what you say is crucial, but how you say it can go a long way in determining the impression that is left on your audience.

To follow are five presentation tips that can help make your presentation more impressive:

Use pictures wherever possible.

Everyone is familiar with the cliché a picture is worth a thousand words and in the case of presentations, this can be especially true. If you're using slides that describe a new product, be sure to actually show the product itself. If you're creating a written presentation that talks about new people who are joining your team, try your best to include their pictures in your document. Another benefit to pictures: if you're presenting to an international audience, and language may be a barrier, pictures will communicate universally for you.

Include graphs, diagrams and tables.

If you've ever picked up and scanned through an annual report, you'll likely have noticed several pie charts, bar graphs and tabular information that quickly communicate essential data in a way that makes that data stand apart from text. Other examples of graphic devices that can add to the effectiveness of your presentation are: flow charts, timelines and organizational charts.

Animate.

Most presentation software packages, PowerPoint for

example, include animation features that transform one-dimensional slides into moving shows. Examples are animations that enable key points to build one by one (or several by several) onto the slide to emphasize your messages. Other features include fade-in and fade-out as well as wipe and box out animations that can add instant interest to slide presentations.

Color your world.

Adding color to presentation slides immediately emphasizes essential ideas. However, do not use too many different colors. And, much like good fashion, be aware that colors must complement each other instead of clashing. If you're creating a business presentation, it's usually a good idea to use your company's corporate colors wherever possible. If your company has a graphic design department, they can help make sure you use the right color schemes.

In written presentations, consider the paper and other factors.

One of the surest ways to impress a reader is to use special designer-inspired paper (such as linen stock or cotton-laid textured stock). These types of elegant papers can help to communicate an upscale, high quality image for yourself and your company.

In addition, linen report covers and portfolios will do the same thing. Something else to consider: the use of presentation products that enable you to custom-print your name, your customer's name or any message you want through your desktop computer printer. Computer-printable presentation products are great for preparing last-minute presentations. And, custom-designing the look of your presentation for individual customers can really impress them.

PRESIDENT'S REPORT—DEBBIE HOLSAPPLE

Let me begin by saying thank you to each one of you who stepped up to serve on our four new committees this year. These committees have the potential to mold our IAAP chapter for not only the current membership year but well into the future. I remain positive many good ideas will be discovered as a result of the work completed within the committees.

I would also like to challenge each of you to try and work through the steps for Member of Excellence recognition for the 2012-2013 membership year. I know you are all "Members of Excellence" and I look so forward to you receiving the proper recognition for all the hard work you undertake. Not only do you provide leadership to our chapter but for your individual soil and water conservation districts, you are a valuable natural resource!

Finally, I would like to thank you for the support you have shown me over the last couple of months as I worked to transition into the president's position. In the end, my presidency will probably go on record as the shortest in our chapter's history as I recently accepted a new position and will be starting it on December 3. Moving into a new position after almost 17 years will be a whole new experience for me. I will always remember IAAP provided many of the leadership skills I will take with me and I wish you all great success in the future!



 A graphic of a yellow sticky note pinned to a surface with a green pushpin. The note contains the following text:

- Purchase raffle tickets at Winter Training—could win a boatload of gift cards just in time for Christmas

 Below the note are three smaller yellow sticky notes and three pushpins in pink, blue, and green.

Illinois Partners in Conservation

 A black and white line drawing of a hand holding a landscape. The landscape includes a river, a bridge, a house, a tree, and a bird flying in the sky.

T-shirts, tote bags, lunch bags and ball caps will be available in limited supply at Winter Training!



MEMBER SPOTLIGHT

JOYCE SCHOLL-AC, STARK COUNTY

I started as the Administrative Coordinator for the Stark County SWCD in January 2010, just after Colleen Bogner retired. Even though I'm relatively new to the Stark County AC position, I am not new to Stark County. I previously served as the Resource Conservationist with the Stark County SWCD from 1988 to 1991. After leaving the RC position, I worked for Mowers Soil Testing for nine years and continued to volunteer with the District. I have assisted with many Stark County SWCD education programs over the years.

I also worked as the Education Coordinator for the Marshall-Putnam SWCD for three years prior to becoming the AC here in Stark.

My husband Kevin and I, along with our two boys Ethan (14) and Treyton (12), reside in rural Wyoming on the family's home farm. A year ago, I suffered a mid-life crisis and purchased horses. The last year has been tough on the pocket book and a learning experience, as I continue to perfect my new hobby.



Be sure to attend the IAAP Sponsored Sessions at Winter training: "Focus on Your Workman"Ship" on Tuesday and "Improving Salesman"Ship" on Wednesday.

The SWCD Chapter of the IAAP would like to express our appreciation to those of you who participated in our Conservation Partners shirt and logo item sale this year! It was a huge success and we are so grateful to all of you who are wearing your logo proudly! Thanks again!



MEMBER OF EXCELLENCE—YOU HAVE WHAT IT TAKES!

Revised to take effect for 2012-2013 IAAP Year

In order to qualify as a 2012-2013 Member of Excellence, the criteria (except #1 and #5) must be met in the 2012-2013 fiscal year. Only criteria #6 is a mandatory requirement.

Revisions and clarifications to the 2012-2013 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2012

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (**during the current fiscal year**) (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar, **webinar**, or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree **from an accredited college or university, or complete a certificate program** (a minimum of one year in length) **from an accredited college or university**, or hold a Microsoft certification **earned within the last five years.**
6. Pay membership dues on or before anniversary date. **This criterion is a mandatory requirement.** This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member. **Serve on an international sub-committee or task force. Serve on a college/university advisory board for the office administrative program. (Any one of the above)**
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination; **limit of two Headquarters training webinars can be included here, per fiscal year.**) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



International Association of Administrative Professionals®



Chapter Number: 102365
 Chapter Name: Illinois SWCD
 Division Number: 102000
 Meeting Place: Ramada Inn, Springfield, Illinois

Minutes
 Business Meeting
 July 23, 2012

Members Present:

Jane Brangenberg
 Betty Buckert
 Melissa Cauble
 Sue Davis
 Sarah Ferguson
 Sherry Finn
 Debbie Holsapple
 Sharon Matson
 Brenda McMillan
 Cindy Moon
 Jamie Mowen
 Amy Peck
 Donna Roads
 Susan Scott
 Annyce Winters
 Joan Whitney

Members Absent:

Sondra Baker
 Wendy Brokaw
 Tammy Byrnes
 Tonya Canania
 Jill Harre
 Kyndall Kaufman
 Norma Kuethe
 Melisa Long

Retiring President Jane Brangenberg called the meeting to order at 10:10 a.m. She welcomed everyone to the meeting of the SWCD Chapter of IAAP. The Pledge of Allegiance was recited and roll call was taken.

Jane took a moment to welcome guests Crystal Monseess, Kim Mitchell, Sherry Huffstutler, Lorna Chezem, Mindy Pratt, Joyce Scholl, Julie Gillmore, Terre Zeigler, Lori Rice, and Lisa Leigh.

BUSINESS MEETING:

Installation of Officers: The officers for the fiscal year 2013 were installed by Past President Jane Brangenberg. The candle lighting service was observed as the following officers were installed: President Debbie Holsapple, Vice President Sharon Matson, Secretary Melissa Cauble and Treasurer Brenda McMillan. New President Debbie Holsapple took a few moments to express her vision for the chapter in the coming year.

OLD BUSINESS:

Minutes of the April 25, 2012 chapter meeting were reviewed. No additions or corrections were noted. **Sue Davis made a motion to approve the minutes of that meeting.**

2nd by: **Sharon Matson**

Carried: **Yes**

The Treasurer's financial statement was reviewed next. It included the transactions from April through June of 2012. Retiring Treasurer Susan Scott submitted the report.. **Betty Buckert made a motion to accept the financial statements as discussed.**

2nd by: **Cindy Moon**

Carried: **Yes**

NEW BUSINESS:**Committee Reports:**

By-Laws: Brenda McMillan stated she was asked by the International Division to remove the phrase "member in good standing" from our current by-laws. **Susan Scot made a motion to remove the phrase.**

2nd by: **Donna Roads**

Carried: **Yes**

Another item mentioned by Brenda was the fact that dues may go up by \$15.00 in the coming year and this change would need to be noted in the by-laws.

Membership: New members Annyce Winters, Joan Whitney and Sarah Ferguson were welcomed and pinned. New member Melisa Long was not present. Debbie Holsapple presented a membership theme for approval. It was "Success Comes with 110% Effort". **Sharon Matson made a motion to approve the proposed theme.**

2nd by: **Sue Davis**

Carried: **Yes**

- Donna Roads mentioned one item of concern for membership was that membership cards were no longer being sent out from the International Division.
- Sharon Matson stated she hoped that less travel and better utilization of web meetings and teleconferences would mean an increase in membership.

Finance: New FY 2013 budget was reviewed. **Cindy Moon made a motion to accept the budget as presented.**

2nd by: **Sue Davis**

Carried: **Yes**

Financial Review: Debbi Holsapple stated she had completed the review and all looked to be in order. **Betty Buckert made a motion to accept the financial review as presented.**

2nd by: **Sharon Matson**

Carried: **Yes**

Program: Debbie stated the October meeting would be a planning session, possibly doing a membership plan and/or a survey. She also stated the December meeting, which would be during Winter Training, would include two sessions at the training; Market Like a Pro and PowerPoint. She also stated we may look at doing a membership drive. Finally Debbie stated the February meeting would contain some new member orientation. **Jane Brangenberg made a motion to approve the calendar which was presented.**

2nd by: **Susan Scott**

Carried: **Yes**

Public Relations: Melissa and Jill would continue with the newsletter and the website.

Nominating Committee: no report

Fundraising: Melissa Cauble reported on the success of the shirt/logo item sale. She stated that the projected profit would be close to \$500.00 with more expected from a secondary sale.

Money was then collected from members who were not wearing their IAAP pin.

Historian: Melissa stated she still had all of the scrapbooks and the materials for completing them. She asked for members to send recent photos to add to the albums.

Administrative Professionals' Day: The group decided to combine this committee with the fundraising committee.

GOOD OF THE ORDER:

Spot Award: President Debbie Holsapple presented Melissa Cauble with the first SWCD Chapter Spot Award for her work in conducting the shirt/logo items sale. She was presented a framed certificate.

Adjourn: At 11:15 a.m. Sharon Matson made a motion to adjourn the meeting.

2nd by: Brenda McMillan

Carried: Yes

Next Meeting: The next meeting of the Illinois SWCD Chapter of IAAP will be held by teleconference/webinar on October 17, 2012 at 10:00 a.m.

Respectfully submitted,
Melissa Cauble,
IL SWCD Chapter Secretary

It is with great sadness that we find ourselves at this moment in time where we have to bid farewell and send best wishes to one of our own. President Debbie Holsapple has accepted another position and will be leaving us soon.

Thank you Debbie for your seventeen years of service with the Marion County SWCD and your eleven years championing and chartering our IAAP Chapter. You have done a terrific job and we wish you all the best!

Bon Voyage

NOT A MEMBER? NOW IS THE TIME TO JOIN!



In celebration of IAAP reaching its 70th anniversary, we're offering administrative professionals a special price when they join the association as a new member. From now until December 31, 2012, new members can join IAAP at the chapter, division and international level—all for one \$70 price PLUS a \$15.00 processing fee. This is a total savings of \$20.00 over the normal cost. Don't put it off. Join

today to take advantage of the world's best networking and education for administrative professionals. To participate in the promotion, signup online or join using the printable [70th Anniversary Membership Form](#).



DID YOU KNOW? IAAP MEMBERS ENJOY DISCOUNTS ON MANY WELL-KNOWN PRODUCTS FROM REPUTABLE VENDORS INCLUDING GEICO INSURANCE, AVIS RENTAL, TELEFLORA, OFFICE DEPOT, UPS, AND SUPER SHUTTLE. MEMBERS ALSO HAVE ACCESS TO THE IAAP HEALTH PLAN FOR INSURANCE AND A FREE SUBSCRIPTION TO OFFICE PRO MAGAZINE.

CORE VALUES OF THE IAAP

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

IAAP Mission Statement

“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”

OTHER DUTIES AS ASSIGNED

—MELISSA CAUBLE

Your Job Description.....have you ever really read it? I mean really read it, cover to cover, backward, forward, and everywhere in between? Of course you have! You know what it entails to be a Soil and Water Conservation Professional. If you are an Administrative Coordinator (AC) then your job is to handle things like bookkeeping, board meetings, telephone calls, retrieving documents for people who request them (assuming they got the FOIA part down correctly), mail, newsletters (electronic and otherwise), and customer service in general. If you are the Resource Conservationist, you have the technical duties assigned to site visits, survey, design, checkout, and the occasional Arbor Day Tree program with your local third graders and so on. You could plant trees in your sleep if you had to! And, unfortunately, there are some of you out there who have to know two job descriptions because you are the lucky (?) souls wearing the hats of both the AC and the RC!

Those tasks which are outlined for us are what we become accustomed to doing in our everyday SWCD work lives. However, life becomes pretty dull when routine takes over and some days you just hope for something different to break the monotony. But, as the wise man said, be careful what you wish for!

I recently read an article about funny and odd things that happen to administrative professionals on their jobs. That got me thinking about the funny and unique things which fall into our laps at Soil and Water Conservation District offices. So, I set out on a mission to collect some funny stories from my fellow district employees. I received a lot of input and would like to share those with you.

First, we have the **You're An Expert on This; Right?** You know, just because our name has the words SOIL, WATER, and CONSERVATION in it makes us experts on anything and everything dealing with those topics. We need bigger heads because the hats keep piling up. There are the Weed, Insect, Snake, Spider, and Wild Animal Identification Specialists. You know these customers, they bring in their specimens in jars, plastic baggies, road killed and on leashes. It's a Pandora's box of goodies!

Next there is the **Come Get This Thing Specialist**. Their customers have to leave things like skunks under porches, foxes eating kittens, bats in the attic, and dead bunnies on window sills, behind. Why you ask? Let's just say, if they could get to them, then they wouldn't need us. And sometimes those little critters come out and try to keep us from getting into our offices, as happened to one SWCD. The AC came back from lunch and the little guy was at the front door! Maybe he had a conservationist under his porch!

Then you have the group of "eclectic" customers who fall into the category of **I'm Really Just Needing Human Companionship**. You know these people, they mean well and you hope they are harmless, but they really are "out there". There was a lady who wanted a district office to help her set a wild animal free for a family member's Buddhist funeral, another lady who wanted an investigation into why her gullies were swallowing up trees, a man who wanted to introduce his son to a district employee based only on the photo he saw in the district newsletter, the whistle blower who thought a farmer was tearing up and farming his CRP acres, when, in fact, he was tearing up and farming *his own CRP*, and my favorite, the lady who thinks IDOT is causing her soils to be high in salinity because the snow plows turn around in her lane while spraying before an ice event. Yes, folks, these are all true accounts. Things that make us scratch our heads.

(Continued on page 11)

(Continued from page 10)

And, finally we are down to the **Somebody Has to Do It** category. These are the drivel-like tasks that frankly, no one wants to do. Especially you! But if you don't then nobody will. Right? Things like coffee cup collector, toilet cleaner outer, filter fabric cutter, cookie picker upper, alcohol/refreshment deliverer, rain barrel chaser, prescribed burner (wear proper clothing), janitor, fish sale (or is it fish sail?) fish catcher, worm harvester, toilet/urinal photographer, and the list goes on.

The truth is, every job has its own set of "Other Duties" and good employees just hop in and do what must be done. This is especially true of Soil and Water District Employees in Illinois. I know many of you and I know how important the overall mission is to you. Little bumps in the road, like these extras, help keep it interesting for sure!

IAAP HOLIDAY RAFFLE

Drawing #1

VISA Card \$100.00

LOTTERY TICKETS-\$25.00

Drawing #2

APPLEBEE'S-\$25.00

BASS PRO-\$25.00

BATH & BODY-\$25.00

OLD NAVY-\$25.00

TARGET-\$25.00

Drawing #3

CABELA'S-\$25.00

DARDEN RESTAURANTS-\$25.00

(CARD CAN BE USED AT: OLIVE GARDEN, RED LOBSTER, LONGHORN STEAKHOUSE, THE CAPITAL GRILLE, BAHAMA BREEZE OR SEASONS 52)

KOHL'S-\$25.00

WALMART-\$25.00

Tickets are 1 for \$1.00 or 6 for \$5.00

Drawing will be December 5, 2012, need not be present to win.