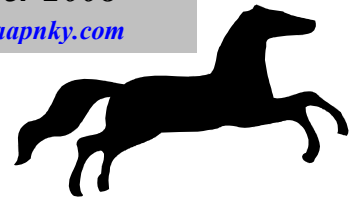


Turftracks



Upcoming Events.....

**Northern KY Chapter Meeting: December 9 @
Brio in Newport KY**

**Tentative Date for Administrative
Professionals Event: Tuesday, April 7th 2009**

Northern Kentucky IAAP Chapter Board:

Julie Lee: President/Newsletter Chair

Alice Schultz CPS: Vice President

Sheila Leavitt: Treasurer/Webmaster

Sheila Shields CPS: Membership Chair

Paula Zechella: Fundraiser Chair

Juanita Trimpe CAP: Secretary

Carole Ewald: Nominations Chair

From the President..... Julie Lee

The Northern Kentucky Chapter is back to work, planning our educational programs, and our Administrative Professionals' Event in April. We have a lot of good ideas, and we are continually discussing new ways to keep our meetings educational and efficient.

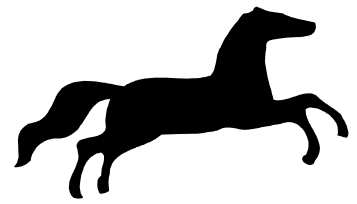
In August, Kentucky Division brought us the Leadership Forum. Sheila Shields, CPS attended, and has shared with us many new ideas she gathered there. Our Chapter Board Meeting also took place in August, and our Chapter monthly meetings continue to meet the 2nd Tuesday of each month at Perfetti Van Melle in Erlanger Kentucky.

Our newest member, Paula Zechella, has volunteered to be our Fundraiser Chair this year...Thanks Paula! We are again selling Entertainment Books, and seem to be having a lot of success so far! If you would like to order one for you area, here is the link, and our group ID # to be entered at time of order so we will receive credit. The cost is \$20.00 again this year. **If you could, please pass on to your chapters, as we can receive credit for out of town purchases as well. <http://www.entertainment.com/discount/fundraisingLookup.shtml>.

Northern Kentucky IAAP group ID: 665346

Julie Lee

Motivating Each Other to Excel!



Submitted by Alice Schultz CPS, Vice President

Finding a Workplace ‘Hero’

Almost everyone had an individual they admired as a child. Whether your hero wore a red cape or a football jersey, he or she served as an example for you to follow.

As an adult, do you still seek someone to inspire success? If not, you should. While personal ambition and talent are key to accomplishing your professional goals, looking to a trusted mentor for advice and guidance can be one of the most important steps you take in your career. A mentor can help you navigate the ins and outs of your field and derail any obstacles that threaten to halt your professional progress.

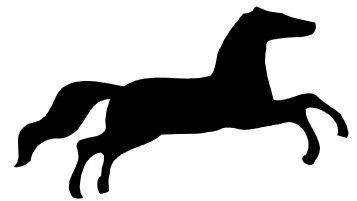
Unfortunately, many people fail to partner with a mentor because they are intimidated by the prospect of identifying and approaching a potential candidate. But finding a mentor isn't as difficult as you might think.

Here's what to do:

- **Be proactive.** A mentor is unlikely to approach you, so you need to take the initiative. After identifying someone you respect, explain that you would like to learn more about how the person honed his or her skills and abilities. Moreover, show your enthusiasm and desire to grow.
- **Cast a wide net.** It's perfectly acceptable to reach out to more than one person. For instance, one individual might be able to help you improve your technical proficiencies, while another advisor can share expertise on dealing with office politics.
- **Respect the person's time.** Once you have found a mentor and started meeting, be respectful of his or her time. Arrive at scheduled sessions with a list of questions, but don't expect your contact to have all of the answers. Research issues before you bring them up.

Be appreciative. After you've established the relationship, keep your mentor updated on progress made in areas in which the person has helped.

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A Message from Barb Horton CAP, International President

Let's talk! About Minneapolis – site of the 2009 Convention and Education Forum. FAB-U-LOUS. One of the best convention sites I've seen in years and I think you are going to love it too. Check it out at http://www.iaap-hq.org/Convention_09/index.htm.

The Board of Directors, Executive Director and Headquarters Managers spent October 31 & November 1 taking care of IAAP business. I'm happy to report we've made significant advances on the [Project Plan](#) to turn IAAP into a remarkable association, brainstormed how to improve convention to better meet member's needs, created new policies to improve clarity, discussed potential by-law proposals, reviewed reports on ongoing initiatives and a host of other subjects. Once completed, the Action>Direction will itemize decisions and actions in detail but in the meantime here's a few highlights:

- Mission Statement Survey. All members will receive a survey to vote – finally – on IAAP's mission statement on Monday, November 10. We need the results to move forward on other efforts – so vote because you get one chance and one week. We need your input.
- Convention Survey. This survey is targeted for mid-November and will go to all members. The results will validate proposed changes and provide direction for future adjustments to the Convention agenda. You'll see some positive changes in 2009.
- Baseline Membership Survey. This action team's work has been reviewed by a consultant to ensure that the survey will stand the test of time and we'll continue to get the results we need. This survey is targeted for the end of November and will go to a randomly selected group of members.
- Core Value Statements. The approved value statements are:

What are IAAP's core values?

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.

And in case you missed them:

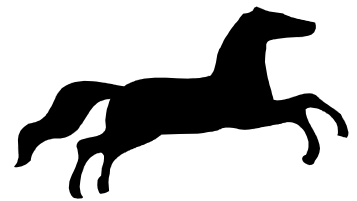
- The Call for Nominations has been released. If you would like to serve in an elected position at the international level then check [here](#) for the call for nominations and [here](#) for the appropriate forms.
- The 2007-2008 Audited Financial Statements are now available at <http://www.iaapnet.org/Default.aspx?pid=2290>.

Mario Andretti said "Desire is the key to motivation. But it's the determination and commitment to an unrelenting pursuit of our goal – a commitment to excellence – that will enable us to attain the success we seek."

The pumpkins are fading, the first quarter of the IAAP year is done and we're heading into what can be the busiest season of the year. Our unrelenting pursuit of excellence in action will enable us to attain the success we seek. Thank you for all you do to make this association great.

Barb Horton CAP
2008-2009 International President
International Association of Administrative Professionals
Excellence in Action

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Kentucky Division Updates:

- [October 26, 2008: Marketing to younger audience](#)
- [October 26, 2008: Updates to KY Division Website](#)
- [October 25, 2008: KY Division Annual Meeting 2010 - Ad Hoc Committee Formed](#) [October 17, 2008: How to Balance Home and Work](#)
- [October 17, 2008: Got a crabby coworker?](#)
- [October 17, 2008: Top 10 Communication Gaffes in Business](#)

Savings Offer to IAAP Members.....

Savory & Sweet has never tasted so good!

It's time to book your holiday event, catering or dining experience at **mesh**.

At **mesh**, it's about the entire dining experience. From great food to great libations to great service, we can accommodate a range of options for your corporate and private events. We can provide group dining through off-site catering, or in the main restaurant in any of our three private event rooms.

Let us help you make the holidays easier and more enjoyable.

Any IAAP member who books a holiday event, dining experience (minimum 10 guests) or catering between October 15, 2008 and December 31, 2008, will receive a \$25 gift certificate to **mesh**! Just register below and email or fax the form so we can record any reservations you book. We'll also mail a folder with menus, room layouts and photos for your records.

Please contact Angela Walker at 513-777-7177, x203 or angela.walker@meshrestaurant.com for more information and a tour.

Also visit our web site at www.meshrestaurant.com

IAAP Members Holiday Promotion Participation

Happy Holidays to you, from the Northern Kentucky IAAP!!!!