



UPDATE

**Volume 1
Issue 6**

January 2010

**Editors:
Pam Pihlblad
Gloria Elliott CPS**

Special points of interest:

- Mark your calendar for the January 26th meeting!
- Start your plans for ODAM

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President's Message

Another decade is beginning and we have a lot to be thankful for, and more to look forward to.

Although I was unable to participate personally, I would like to share the report of the Ohio Division Board and Chapter President Conference call of December 9, 2009.

The Tuscora Chapter had a Success story – Twelve of fifteen members are attending meetings. The CCHMC chapter reported a Challenge – Tried to have an evening dinner meeting, but could not get members to attend. The Glass City chapter's recipe book order form can be found in the Buckeye Broadcaster. Medina County chapter shared that they send out a weekly spotlight e-mail to their membership every Monday to eliminate sending out several e-mails each week. Avery Great Results deadline is approaching and participants need to submit their application.



Dear Tire Town members, we too are facing the issue of extremely low attendance at our Chapter meetings. Our Program committee has worked and organized quite a good line-up of speakers whose topics are of interest to all of us, and the menus that have been chosen are scrumptiously delicious, and I look forward to each month's selection.

Please let us know what we can do to entice you to participate and attend the meetings. The surveys that we have received back from those that are attending the meetings are all quite encouraging and upbeat. Since we're doing something right, you should come and see what your Chapter can do for you.

Signing off with a thought!
Excellence is not a skill.
It is an attitude.
Mary Alice



"Helping hands lighten the load"

Mary Alice McLean, President

Nancy McGregor, President Elect

Alice Goers CAP, Vice President

Amy Tackett CPS, Secretary

Davina Dennis, Treasurer

Pattie Harris, Parliamentarian

Pam Pihlblad, Past President Advisor



Committee Reports

Community Relations Committee Jody Harkcom, Chair

Oh what a day! The Christmas Social held on December 5 at the Chenoweth Country Club was a lovely way to open the Christmas holiday season. Thank you to everyone on the committee who made the magic happen! Of course, as you know, during this event, the members of IAAP TTC brought in donations and gifts for Access, Inc., the battered women's shelter on Market Street in Akron. It was fortunate that I was driving a mini-van. All the gifts and donations fit into the minivan...however, it was lucky that there were no passengers! The van was full as I drove off to deliver the goods! I have to admit, I did get lost. Drove right by Access, Inc. However, it didn't take long for me to realize that my destination had been overshot. After turning the wagon (errr, I mean minivan) around and arriving at Access, I explained the reason for my visit. Carmen walked out with me to the door, so I could bring the gifts to the door. She said thank you, of course, and started to walk back in. I said "Oh, wait. We collected more..." She looked a bit surprised and as I brought more to her, I said once again, "...more". She smiled from ear-to-ear and called for someone else to come out to help. Oh, we did make an impression. They were surprised, thrilled and so excited. Gifts AND everyday staples for the families staying there. There were more trips to the van and by then, several other staff members were helping and they couldn't thank us enough. I couldn't help but feel the warmth that glows within when giving to those who need it the most. I'm hoping that this warmth is felt by all of the members of IAAP TTC. You helped give many mothers and their children, who are in a dire circumstance, the best kind of Christmas. A Christmas from the heart.



Creative Revenue Committee Debi Paschall CPS, Chair

Mark your calendars now for Saturday, March 27, 2010 for our second Night at the Races Event! The Creative Revenue Committee is working to put on another great race event and invite you to start saving your pennies to buy and name your horse! The event will again be held at Houston Hall, 3069 Houston Road in Norton. Your admission will include a wonderful buffet dinner, an exciting evening betting and cheering on your favorite horse and a chance to bid on some really nice silent auction items. You are not going to want to miss this event! Watch for details to follow in the next upcoming Update newsletters. This committee could also use more "helping hands" – all volunteers are welcome! We will also be offering some drawings at our upcoming monthly meetings! You will not want to miss on a chance to help our fund raising efforts for our chapter and take a chance on a really nice prize!

Education Committee Nancy McGregor, Chair

SAVE THE DATE

What:

Tire Town Chapter IAAP
Annual Administrative
Professionals Day Seminar

When:

Wednesday, April 21, 2010

Program:

Mark Welfley – Microsoft Office 2007
Avery Dennison Get Organized!

The Education Committee is busy planning this year's Administrative Professionals Day Seminar. We can tell you it will be a *half-day* session beginning with a sumptuous breakfast (think omelet station). We will be finished at approximately noon so you can plan the rest of your Administrative Professionals Day to include your favorite activities. Will you do lunch at one of the nearby eateries, take advantage of the spa services at Studio V at the Akron General Wellness Center, hit the stores in Montrose or Fairlawn, or (if you must) return to work? Details will be available soon. Plan now to attend!



Membership/Welfare Committee Gloria Elliott CPS, Chair

We have one new member to welcome at the January Chapter meeting. Her name is Tamara Morris.

I have magnetic name badges for the following members:

Dana Anderson-Shaver
Cheryl A. Frank CAP
Valoree Lee
LaBarbara Mundy
Audrey Sams

I will bring these to the January Chapter meeting.

Roster Committee Arline Bratanov, Chair

Please make the following corrections:

Jennifer Zelenka:
Work Phone: 330-865-8636
Fax Number: 330-865-8650

These numbers were reversed in the December Update

Scholarship Committee Beth Gohlke, Chair

The 2010 scholarship letters, flyers and applications were mailed January 4 to area high schools, colleges, business schools and libraries. Deadline is March 5, 2010 for receipt of the application. Thanks to the hard work and dedication of our Tire Town membership, we are very pleased to be able to award three \$1,000 scholarships this year. The flyer is included in this newsletter. Please feel free to share it with any college bound business students interested in applying. The committee will meet soon after the deadline to begin the selection process. We'll keep you posted!



FEATURE MEMBER
MARIE VAN DER LINDEN DOUGLAS

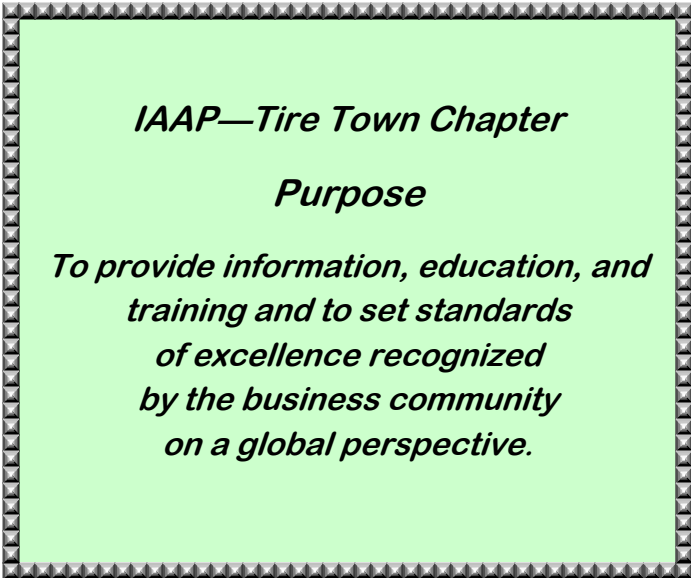


1. You joined Tire Town Chapter in November 1946. Why did you join?
I joined the TTC in 1946, sponsored by Rosalie Schafer, a current member of the TTC. I had just started working at Herbirch, Raleigh and Taylor (attorney's office) with Rosalie. She told me about this group of secretaries that were forming a new club.
2. Do you remember the name of the President of the Chapter at that time?
Margaret Rebel
3. Where were the monthly dinner meetings held when you joined the Chapter?
I took the bus to the Mayflower Hotel. Most members took the bus to the dinner meetings in those days - not too many drivers with cars.
4. Where were you working at the time you joined Tire Town Chapter?
Herbich, Raleigh and Taylor (attorney's office)
5. Was your work strictly secretarial or did it also involve accounting, bookkeeping, and clerical functions as well?
Yes, it was strictly secretarial back in those days.
6. In what year did you retire?
1957
7. Did you do any part time work after you retired?
Yes, I worked for my husband's car repair business as his secretarial assistant. After my husband died in 1994, I continued working for his son who took over the business until moving to California in 1998 to live with my daughter, son-in law and only grandchild. I used my skills over the years working in the voting booth or to volunteer at the Marin Child Care Council until 2006. I now live in Aegis Assisted Living and at times have helped them with their office filing or mailings when I am able. But at 87 years old, I have been enjoying Bingo and playing cards with the ladies instead of work!
8. Did you attend any of the Ohio Division meetings or any of the International meetings while you were a professional member of Tire Town Chapter?
Only one - ODAM
9. Were there any quarterly LAN (local area network) meetings in the early years of Tire Town Chapter?
There was no LAN back then, the organization was too new.
10. Do you have any advice for young people coming into the administrative professional (secretarial) field today?
The field was so different in 1946. There were no computers, or fancy office machines. I don't think I could advise them either way. I do know that I enjoyed my work as a secretary, I am also very proud to be a member of the IAAP. I attended a couple of meetings here in Northern California; I have my certificate prominently displayed on my wall above my desk. Everyone asks me about it when they see it. I plan to continue to be a member of IAAP, Tire Town Chapter, as long as I can.



HAPPY BIRTHDAY

January		February	
Nancy McGregor	5th	Sandra Randall	3rd
Tamara Morris	6th	Nancy Wagner CPS	8th
Audrey Sams	7th	Valoree Wade-DuBoise	14th
		Peggy McCann CPS	16th



Rememer to submit your reservation!

January Chapter Meeting

Tuesday, January 26, 2010

Sheraton Suites Akron / Cuyahoga Falls

Social Hour: 5:00 PM

Dinner: 6:00 PM

Business Meeting: 7:00 PM

Speaker: Detective Jeff Danes

Cuyahoga Falls Police Department

“Identity Theft”

We will be honoring our “Member of the Year”!

Come to see who it is—it could be YOU!



ATTENTION STUDENTS!

**Majoring in Office Administration,
Business Administration,
Finance or Business Technology**

Applications are being accepted until
March 5, 2010 for a scholarship sponsored
by Tire Town Chapter of the International
Association of Administrative Professionals®.

THREE (3) SCHOLARSHIPS in the amount of
\$1,000 each will be awarded to deserving students
based on academics and financial need.

If you plan to attend or are currently attending an area college in
the fall of 2010 and majoring in one of
the fields indicated above, you are eligible.

Contact your counselor, call Beth Gohlke at
330-848-0600 x 444 during business hours, or visit
www.tiretowniaap.org for an application **TODAY**.

DEADLINE for completed applications is **March 5, 2010**.

The New Resume Rules: What's In and What's Out

7 Hints for Evaluating Your Resume

by [Maria Hanson, LiveCareer](#)

Fashion changes, and resume styles change, too. If you have solid skills and work experience but your resume isn't getting any bites, you might need a resume makeover.

Check out the "what's in, what's out" info below to help make your resume more cutting-edge.

- In:** A professional summary at the top of your [resume](#). This sells you like nothing else on your resume does.

Out: An objective statement at the top of your resume. Nothing says "outdated" like an objective. "Ditch it immediately," advises Jack Williams, vice president of national sales and recruiting for Staffing Technologies, in Atlanta. Employers don't care what a potential hire *wants* to do. "They care whether they can do what the employer *needs* them to do," he says.
- In:** Resumes that are easy on the eyes. "I don't have time to read through each resume and search for the important points. They need to jump out at me," says Mike Earley, vice president of resource management at MyWire, a media aggregation site. Earley says hot resumes are organized with bullet points, not paragraphs, and have enough white space to look clean and visually interesting.

Out: Resumes that are "grey," with large chunks of unbroken text that require recruiters to slow down. Chances are they won't take the time.
- In:** A customized resume. Tailor every resume you send out for the job you're seeking.

Out: A cookie-cutter approach: same [resume](#) for every job. These were from the days before home computers, when changing a resume was a really big deal.
- In:** A two-to-three-page resume when you really need the space.

Out: A one-page resume when you really need two or three pages. "One-page resumes are a myth," says Williams. "No talented person with more than five years experience can fairly summarize their experience in one page."
- In:** Selling yourself. The best way to do this, Earley says, is through quantifying your accomplishments. "When describing what you did on a job, be sure to include the results. Your accomplishments are key," says Earley. For instance, if you're an office manager, don't just say you "organized a system to track outside vendors." Conclude with a real result, like "reduced operating costs by one-third."

Out: Not being your own best marketing and sales department. "Gone are the days of just listing job titles and responsibilities," says Leslie Sokol, co-author of "Think Confident, Be Confident."
- In:** Including links to websites for all companies on your [resume](#), and, if possible, a brief description of each company. "Few do this, but it is always well-received," says Williams. "Hiring managers have an interest in knowing what a company does and what your previous position there had to do with that."

Out: Assuming hirers know your old company or don't need to know.
- In:** Including your LinkedIn or other social network address in your resume's header. Make sure it's a custom ("vanity") URL if it's LinkedIn (these are free).

Out: Not being up-to-date with social networking.

Following these ins and outs will make your resume shine and help you to land your dream job.

Submitted by:

President Mary Alice McLean

THE COOK'S CORNER—RECIPES FROM OUR MEMBERS

Mediterranean Lentil Salad (Submitted by Alice Goers CAP)

Prep Time: 20 Min. Cooking Time: 25 Min. Chill: 1 Hour



Ingredients

3/4 Cup dried green lentils (you want to end up with 2 cups cooked) 2 Cups water 3 Oz. jar roasted bell peppers, chopped* 2 TBS finely minced onion 2 Medium cloves garlic, pressed	1/2 Cup chopped fresh basil 1/3 cup coarsely chopped walnuts 3 TBS balsamic vinegar 1 TBS fresh lemon juice 2 TBS + 2 TBS extra virgin olive oil Salt and cracked black pepper to taste 1 Bunch young dandelion leaves or arugula, chopped
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*If you prefer, you can roast the bell peppers yourself

Directions

1. Wash lentils, remove any foreign matter, and drain.
2. Combine lentils and 2 cups lightly salted water in medium saucepan. Bring to a boil. Reduce heat and cook at low temperature for about 20 minutes, or until lentils are cooked but still firm. Cook gently so lentils don't get mushy. When done drain any excess water, and lightly rinse under cold water. Continue to drain excess water.
3. Mince onion and press garlic and let sit for 5 minutes to bring out their hidden health-promoting benefits.
4. Place lentils in a bowl and add peppers, onion, garlic, basil, walnuts, vinegar, and 2 TBS olive oil. Season with salt and pepper to taste. Marinate for at least 1 hour before serving.
5. Toss dandelion or arugula with 2 TBS olive oil, 1 TBS lemon juice, salt and pepper. Serve on plate with lentils.

Serves 4

Healthy!! New England Clam Chowder (Submitted by Jody Harkcom)

Total Time: 50 min. Prep Time: 20 min. Cook Time: 30 min.



Ingredients

1 1/2 Cups water 12 Large cherrystone or chowder clams, scrubbed (use frozen as a substitute) One 8 oz. bottle of clam juice (or use water) 2 Slices bacon, chopped 1 Medium onion, chopped 1 Medium carrot, chopped	1 Stalk celery, chopped 2 TBSP all-purpose flour 1 Large (12 Oz.) Potato, peeled & cut into 1/2-inch chunks 2 Cups reduced-fat (2%) milk Pepper 1 TBSP snipped fresh chives
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Directions

1. In 4-quart saucepan, heat water to boiling on high. Add clams; heat to boiling. Reduce heat to medium-low; cover and simmer 10 minutes or until clams open, transferring clams to bowl as they open. Discard any unopened clams. **If using frozen clams:** thaw and add to boiling water (do not overcook). Set aside. Into 4-cup liquid measuring cup, add 8- oz. bottle of clam juice (or water) to broth to equal 2 1/2 cups total.
2. In saucepan, cook bacon on medium until browned. With slotted spoon, transfer bacon to paper towels to drain. To bacon fat in pan, add onion, carrot, and celery, and cook 9 to 10 minutes or until tender, stirring occasionally.
3. Meanwhile remove clams from shells (if using fresh), coarsely chop cooked clams.
4. Stir flour into vegetable mixture; cook 1 minute, stirring. Gradually stir in clam broth. Add potato; heat to boiling. Cover; simmer on low 12 minutes or until potato is tender, stirring occasionally. Stir in milk, clams, 1/8 teaspoon pepper, and bacon; heat through (do not boil). Sprinkle with chives to serve.

Nutritional Information (per serving)

Calories	180	Sodium	155 mg
Total Fat	9g	Total Carbohydrate	20g
Saturated Fat	4g	Dietary Fiber	2g
Cholesterol	21mg	Protein	8g

(Serves 6)

The Book Nook: Suggested Reading From Our Members



Nice Girls Don't Get the Corner Office 101—Lois P. Frankel PhD

The book focuses on unconscious mistakes women make that sabotage their careers. This was actually featured in an issue of *OfficePro*. This is a great reading resource to pick up every couple of months and familiarize yourself with.

Strengths Finder 2.0—Tom Rath

This reading source gives you the opportunity to take an online quiz on discovering your strengths, then showing you how to utilize those strengths. This book can be found on www.amazon.com and costs around \$15. The book would also be a great gift for a supervisor and/or co-worker!

“We will open the book. It’s pages are blank. We are going to put words on them ourselves. The book is called Opportunity and its first chapter is New Year’s Day.”

Edith Lovejoy Price

The above submissions were from Amy Tackett CPS

