



The Maple Leaf Maple Chapter IAAP Goshen, Indiana



President's Message

Special points of interest:

- Fundraiser Information
- Website Update
- Education Spot
- Computer Tip

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Happy New Year!

How are you doing with those New Year's resolutions? I hope you are doing well and enjoyed the holidays and the New Year is off to a grand start.

Are you ready for all the Maple Chapter events taking place in 2007? I'm sure Maple Chapter can count on each of you to assist with planning of the events as well as attending each event. You know we never leave without a hug and a laugh or two. With everyone's help, we can make the largest tasks easy.

Plans are underway for our Open House/Impact Meeting on March 15. Your Board will be asking for your participation

during the Open House, but you need to begin thinking now who you might like to personally invite. And, as always, the Board is open for any suggestions you have to make this year's Open House a success.

Before we know it, Administrative Professionals Day® will be here. I'm sure Doris and Evelyn will be contacting their committee soon to begin the planning. Hmm, can we top last year's "fashion show"? Doesn't it make you smile just thinking about it? I hope all of our attendees are just waiting for someone to invite them to become a Maple Chapter member. Do you know someone who might be interested? Invite them

as a guest to any of our meetings.

I'm looking forward to seeing each of you at our January 18th meeting at Gordy's as we gather together to begin the 2007 Maple Chapter year. Joel Conrad from Goshen Health Systems will be discussing "how to talk to your doctor".

May you be blessed with good health and happiness in 2007.

As always,
"Embrace the Vision"

Beth

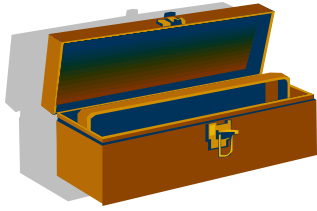


2006-2007 Maple Chapter Theme

EMBRACE THE VISION

We're on the Web!
maplechapter.org

Indiana Division Update (www.indiana-iaap.org)



Building Our Future Indiana Division IAAP®

- The January issue of the Indiana Division Board Letter can be found on the Indiana Division website.
- Be sure and mark your calendar for the Indiana Division Annual Meeting and Education Forum May 4-6, 2007 in Lafayette. Please note Leadership Conference is scheduled for Friday afternoon, May 4. Room reservations are now being accepted at the Best Western Lafayette Plaza and Conference Center.
- Now is the time to consider becoming a member of the Indiana Division Board. See the Board Letter for details.

International Update (www.iaap-hq.org)

Shaping the Future



- “Shaping the Future” is the international theme for Administrative Professionals Week 2007.
- Mark your calendar to attend IAAP’s **Professional Education Conference (PEC)**, a top-notch opportunity for advanced-level learning, and eligible for CEU or recertification points. It will be held March 5-7, 2007 at the Hyatt La Jolla in La Jolla CA. Registration fee for IAAP members, \$450 for early bird registration; \$530 for non-members. Conference attendees receive a room rate of \$179 per night, plus taxes. Make room reservations by calling 800.233.1234. Be sure to mention this conference when you call. For complete details about the PEC visit the International website.

“Please do nice things for yourself. If you don’t take care of yourself, who will?”

Dr. Suzanne Metzger



Computer Tips...*provided by Denise Goveia (article by Ethan Ax, Account Executive, Sherman & Co. Public Relations reprinted from Inside Indiana Business)*

Friends Don't Let Friends Abuse Power Point

About three months ago, someone made a suggestion that rocked my world. It challenged my core beliefs and made me question everything I had learned up until this point in my life. A good friend of mine actually suggested that I stop using PowerPoint, or at least, not use it as much.

"Blasphemy!" I said. I always followed the rules. I never used too many lines per slide. I never used more than five words per line. I always used a dark background with a light font or a light background with a dark font. I never used clip art. My PowerPoint presentations were textbook and to challenge my use of it was to challenge my very being.

PowerPoint is a household name, and even though other presentation software exists, I'm guessing that most of us couldn't say what they are. According to Jerry Weissman, author of the book *Presenting to Win*, there are more than 30 million PowerPoint presentations given every day. But, as my friend explained, just because everyone is doing it doesn't make it a good idea.

There are two kinds of PowerPoint users. First, there is the speaker who used to be charismatic and interesting before using PowerPoint. Second, there is the speaker who was never interesting to begin with, and now, with the help of PowerPoint, he or she can project those same uninteresting topics onto a wall in conveniently unattractive bullet-point form. As Tad Simmons, editor-in-chief of *Presentations* magazine, suggests in his article, "Does PowerPoint Make You Stupid?" if you have nothing to say, PowerPoint will help you say it.

Let's discuss how PowerPoint can kill charisma. Take, for example, this excerpt from former Notre Dame Football Coach Knute Rockne's famous "Win One for the Gipper" speech:

"None of you ever knew George Gipp... But you know what a tradition he is at Notre Dame. And the last thing he said to me: 'Rock, sometime, when the team is up against it - and the breaks are beating the boys - tell them to go out there with all they got and win just one for the Gipper... I don't know where I'll be then, Rock, but I'll know about it - and I'll be happy.'"

Look what happens when we put it in PowerPoint form.

Slide one: George Gipp – A Notre Dame Tradition

Slide two: Where we are now

- Up against it
- Breaks beating boys

Slide three: Where we want to be

- Giving all we've got
- Winning one for the Gipper

Slide four: In conclusion

- Gipp will know we won
- Winning will make him happy

Friends Don't Let Friends Abuse Power Point (*continued*)

If PowerPoint could destroy one of the most inspirational sports speeches of all time, imagine what it's doing to your speech about projected sales growth.

Now let's examine how PowerPoint can act as a crutch to less-experienced speakers. PowerPoint gives these individuals an excuse to avoid eye contact with the audience by giving them the opportunity to read the text line-for-line off of the screen. In addition, the rigid form of PowerPoint isn't conducive to sharing anecdotal evidence with the audience. The speaker is more likely to stick to the information presented on the slide than tell a funny story that helps the audience relate to that information. Nuanced subjects are broken down into overly simplified bullet points.

What's worse, if a member of the audience has a question, the order of the presentation may need to change. The speaker fumbles trying to find the right slide and fumbles again when trying to get back on track. What will this person do if the computer crashes? Will he or she be prepared to address the crowd?

Despite its downfalls, it is important to remember that PowerPoint, when used appropriately, can be a useful tool. PowerPoint is a visual medium, it works great for pictures and easy-to-understand graphs. Let's say you traveled to New Orleans to assist with the Hurricane Katrina relief efforts and were asked to give a speech to the local Rotary Club on your experiences there. Instead of listing the horrifying statistics in bullet-point formula, simply say them. The numbers are sobering enough as they are; projecting them on a screen doesn't make them any more effective. Instead, when talking about the devastation, flash a picture on the screen of a shattered house and fallen trees. The bottom line: Avoid text on your slides as much as possible. If you can read it, just say it. Your audience isn't in kindergarten; they don't want to be read to, they want to be spoken to.

At the end of the day, it's still OK to use PowerPoint, but instead of 20-30 slides at an average rate of 45 seconds per slide, try cutting it down to 4 or 5 slides at an average rate of five minutes per slide. You'll notice a drastic improvement of the quality in your presentations and, more importantly, so will your audience.

The next time you see a friend get behind a keyboard to prepare a speech, remember that you have an obligation to step in and take away his or her mouse. Your friend may start to argue with you, but you're not only saving the presenter, you're saving the life of everyone who has to listen to the speech.

Web Site Update

Exciting Website Developments!

Maple Chapter will be participating in the free trial of the new website through International. I attended a webinar in December to learn about how to set it up for our use and I was very impressed with the ease of management. This is initially a 3 year project to establish the website and make structural changes. Some of the features will include an interactive calendar with RSVP potential, customization of color schemes, levels of authority for access to make changes and view information, ability to have a members only or officers only calendar, and manageable banner ads so we can approach businesses to sell space and report the viewing hits back to them. I recently received registration approval and will begin to experiment with the basics of setting up our trial site. It is very important to me to receive feedback from you as our website develops, so watch the newsletter for updates as spring progresses. Thank you for giving me this opportunity to be involved in such an exciting project!

Denise J. Goveia
Website Chair

Finance Committee Report

Many thanks to each of you for participating in the Terri Lynn and Entertainment Book fund raisers. We presently have 27 Terri Lynn items left to sell including Pecan Pieces, Honey Peanuts, Apricots, Fruit Mix, Chocolate Pecans, Yogurt Raisins, Chocolate almonds and Praline Pecans. A detailed list can be viewed on the Maple Web Site www.maplechapter.org . Profits from these two fund raisers presently total \$1,983.33.

With the New Year comes our annual sale of Butter Braids and Cookie Dough. Members will receive order forms in their mailbox for both. Butter braids are good for family get-togethers, celebration among friends, or a weekend treat. The Classic Breaks cookie dough is easy to bake at the last minute - perfect for families on the go.

Orders can be taken through the rest of January and the beginning of February. Orders along with payment will need to be turned in at the February 15th Chapter Meeting with delivery at the March 15th Chapter Meeting. The cost of the Butter Braids and Cookie Dough for the Chapter has gone up from \$5.20 to \$6.00. We will be selling them for \$10.00 each. To get free shipping, our goal is to sell 18 items per member. Two new flavors have been added this year - peach cream cheese and strawberry cream cheese.

Give some thought to selling this product if you have not before. The treats come frozen and are ready to pop in the oven, and we make a profit of \$4.00 for each item sold. Thanks for your past support and we look forward to another successful fund-raiser.

Marlene Slaubaugh CPS
Denise Goveia



January 15—Beth Cripe
February 6—Casey Bechtel
February 22—Evelyn Wagner

**Membership
Renewals**

Sally Biller

MAPLE CHAPTER IAAP
Chapter Meeting
November 16, 2006

Welcome

President Beth Cripe welcomed 16 members and two guests, Kim Fuhrmann and Lisa Holderman, to the meeting.

Sue Vicary presented the invocation.

Program

Kim Fuhrmann, Indiana Division Vice President presented "Communicating Across Generations". All Chapter members participated.

Call to Order

President Cripe called the meeting to order at 8:40 PM.

Doris Schwartz did the roll call.

Minutes

The October Chapter minutes were approved as printed.

Correspondence

Janet Fink had no correspondence to read.

Treasurer's Report

Treasurer Marlene Slaubaugh CPS reported that as of October 31, 2006 the balance in the checking account is \$2,269.71 and the savings account balance is \$1,464.86. The Cards/Flowers account has a total of \$349.20.

NEW BUSINESS**Committee Reports**

Finance – Denise brought additional Terri Lynn products to sell. Approximately \$1100 of Terri Lynn inventory is left to sell. Denise continues to update the inventory list for members. After the bill was paid we have profited \$900 to date.

A total of 10 entertainment books were ordered and all have been sold for a profit of \$90.

Butter Braid order forms will be available at the January Chapter meeting.

Impact meeting – Marlene will have more information in January. The IMPACT meeting is scheduled for the March Chapter meeting.

Christmas party – will be held at Doris Schwartz's house. The meal will be catered for \$9/each. More information is in the newsletter. Miriam Kauffman asked that if someone is buying gifts for the Brown family and cannot attend the party, make arrangements with her to pick up the gifts. Miriam will provide the wrapping paper. She gave an update on Alexis Brown.

Old Business

Executive Night – the speaker was great and everyone had a nice time.

New Business

- Our Chapter makes an annual donation of \$100 to The Retirement Trust Fund. For any member who chose to make an additional donation Beth read a series of questions about RTF, each correct answer was worth \$.25 and each incorrect answer was worth \$.50.
- The Salvation Army has asked us to ring bells on December 7th at Walgreen Drug Store on Pike Street. This is a location change from past years.
- APW pins can be ordered through Denise Goveia. Deadline to order is January 10; delivery is March 19.
- Beth read a survey from Indiana Division concerning a Professional Education Conference they are thinking about holding in the fall of 2007 since Leadership Conference will be incorporated with IDAM. Beth will return our responses to Indiana Division officers.

50/50 drawing – Lisa Holderman won \$8.50.

Membership renewals went to Gretchen Neely and Evelyn Wagner.

Good of the Order – Denise Goveia, Michele Cripe and Doris Schwartz had Good of the Order.

Adjournment – the meeting was adjourned at 9:30 PM.

Respectfully submitted,

Doris Schwartz
Recording Secretary

EDUCATION SPOT — provided by Deb McElheny (brochure available at www.ncpc.org)

Protecting Your Privacy Keeping an Eye on Your Private Information



*National Crime
Prevention Council*

Education Spot—continued

A Word on Passwords

Whether you are on the Internet or an online banking program, you are often required to use a password. The worst passwords to use are the ones that come to mind first—name, spouse's name, maiden name, pets, children's name, even street addresses, etc. The best passwords mix numbers
4 with upper and lowercase letters. A password that is not found in the dictionary is even better. There are programs that will try every word in the dictionary in an effort to crack your security.

Don't be a "Joe"—someone who uses their name as their password.

The weakest link in a security system is the human element. The fewer people who have access to your codes and passwords the better. Avoid breaks in your security by

- Changing your password regularly.
- Memorizing your password. If you have several, set up a system for remembering them. If you do write down the password, keep it at home or hidden at work. Don't write your password on a post-it note and stick it on your monitor or hard drive.
- Setting up a special account or setting aside a different computer at work for temporary help and other unauthorized users.
- If you have the option of letting your computer or a Web site remember a password for you, don't use it. Anyone who uses your machine will have automatic access to information that is password protected.

Don't send confidential, financial, or personal information on your e-mail system.

Shopping in Cyberspace

Ordering merchandise from the Internet is the trend of the future. You can prevent problems before they occur by

- Doing business with companies you know and trust. If you haven't heard of the company before, research

it or ask for a paper catalog before you decide to order electronically. Check with your state consumer protection agency on whether the company is licensed or registered. Fraudulent companies can appear and disappear very quickly in cyberspace.

- Understanding the offer. Look carefully at the products or services the company is offering. Be sure you know what is being sold, the quality being specified, the total price, the delivery date, the return and cancellation policy, and all the terms of any guarantee.
- Using a secure browser that will encrypt or scramble purchase information. If there is no encryption software, consider calling the company's 800 number, faxing your order, or paying with a check.
- Never giving a bank account or credit card number or other personal information to anyone you don't know or haven't checked out. And don't provide information that isn't necessary to make a purchase. Even with partial information, con artists can make unauthorized charges or take money from your account. If you have an even choice between using your credit card and mailing cash, check, or money order, use a credit card. You can always dispute fraudulent credit card charges but you can't get cash back.

*Spam—unsolicited e-mail.
Report it to your online or Internet
service provider.*

Using ATMs, Long Distance Phone Services, and Credit Cards

Protect Your Personal Identification Number (PIN)

- The PIN is one method used by banks and phone companies to protect your account from unauthorized access. A PIN is a confidential code issued to the cardholder to permit access to that account. Your PIN should be memorized, secured and not given to anyone, not even family members or bank employees. The fewer people who have access to your PIN, the better.
- Never write your PIN on ATM or long distance calling cards. Don't write your PIN on a piece of paper and place it in your wallet. If your wallet and card are lost or stolen, someone will have everything they

Education Spot—continued

need to remove funds from your account, make unauthorized debit purchases, or run up your long distance phone bill.

Protect Your Privacy and the Privacy of Others

- Be aware of others waiting behind you. Position yourself in front of the ATM keyboard or phone to prevent anyone from observing your PIN. Be courteous while waiting at an ATM or pay phone by keeping a polite distance from the person ahead of you. Allow the current user to finish before approaching the machine or phone.

Protect Your ATM Cards

- An ATM card should be treated as though it were cash. Avoid providing card and account information to anyone over the telephone.
- When making a cash withdrawal at an ATM, immediately remove the cash as soon as the machine releases it. Put the cash in your pocket and wait until you are in a secure location before counting it. Never use an ATM in an isolated area or where people are loitering.
- Be sure to take your receipt to record transactions and match them against monthly statements. Dishonest people can use your receipt to get your account number. Never leave the receipt at the site.

Protect Your Credit Cards

- Only give your credit card account number to make a purchase or reservation you have initiated. And never give this information over a cellular phone.
- Never give your credit card to someone else to use on your behalf.
- Watch your credit card after giving it to store clerks to protect against extra imprints being made.
- Destroy any carbons. Do not discard into the trash can at the purchase counter. Keep charge slips in a safe place.
- Protect your purse or wallet, especially when traveling or in crowded situations.
- Save all receipts, and compare them to your monthly statement. Report any discrepancies immediately!
- Keep a master list in a secure place at home with all account numbers and phone numbers for reporting stolen or lost cards.

Lost or Stolen Cards

- Always report lost or stolen cards to the issuing company immediately. This limits any unauthorized use of your card and permits the company to begin the process of issuing a new card.

Crime can be random. But there are steps that limit your chances of becoming a victim. Being aware of the threat of crime—and alert to what you can do to prevent it—will go a long way toward making your electronic transactions safe and private.



**TAKE A BITE OUT OF
CRIME**

Crime Prevention Tips From
National Crime Prevention Council
1700 K Street, NW, Second Floor
Washington, DC 20006-3817
www.weprevent.org

and



The National Citizens' Crime Prevention Campaign, sponsored by the Crime Prevention Coalition of America, is substantially funded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.



Distribution made possible in part by a grant from
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