



The Maple Leaf Maple Chapter IAAP Goshen, Indiana



Special points of interest:

- Finance Report
- Education Spot
- Computer Tip
- Int'l & Division Updates

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President's Message

Greetings, Maple Chapter members. I hope you survived the interesting February weather. If you are like me—you are looking forward to Spring now.

Maple Chapter's Open House is right around the corner. Bring a guest and share information about IAAP and Maple Chapter. We need to continue to educate our community about the benefits we have to offer.

Plans continue for our annual Administrative Professionals Day® Breakfast on April 25 at Maplecrest Country Club. If you have ideas, please feel free to share them with the

APD Committee.

After discussion at last month's Chapter meeting, following is the "30 Second Elevator Speech" Maple Chapter is adopting,

"IAAP is the association that promotes professional and personal growth for career-minded administrative professionals".

This easy to learn tool will be helpful when you need a quick reply to questions about Maple Chapter and IAAP.

As mentioned previously, please consider giving your time and talent by step-

ping up to become a Maple Chapter officer or an Indiana Division officer. It's a great way to grow personally and professionally.

I look forward to seeing each of you and meeting our guests at Maple Chapter's Open House on March 15. Remember the butter braids and cookie dough will be arriving at 5:00 p.m.—if possible, arrive early to help sort orders. Thanks!

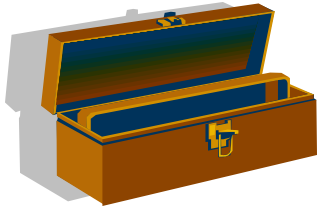
Until next time,
"Embrace the Vision"



2006-2007 Maple Chapter Theme

EMBRACE THE VISION

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



Building Our Future Indiana Division IAAP®

- The March issue of the Indiana Division Board Letter can be found on the Indiana Division website.
- Plans continue 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., 4343 S.R. 26 East, Lafayette, IN 47905. Telephone: 765-447-0575.
- Indiana Division will be holding their first Indiana Professional Educational Conference on Saturday, October 6, 2007 at Indiana Business College. Be sure to mark your calendars to attend this first-time educational conference.

International Update (www.iaap-hq.org)



- “Shaping the Future” is the international theme for Administrative Professionals Week 2007.
- The 2007 International Convention and Education Forum will be held at the Tampa Convention Center in Tampa, Florida July 29-August 1, 2007. Hotel reservations can now be made.

We are each responsible for our own life—no other person is or even can be.

Oprah Winfrey, *O Magazine*



Computer Tips...*provided by Denise Goveia*

(Note: Tip #1 is first in a series)

Top 20 Tips for Keeping Windows XP Fresh

Vista may be on the way, but XP hasn't outlived its usefulness. These tips will help you keep the older operating system vibrant.

By Scott Dunn, PC World

Microsoft's new Windows Vista operating system is almost here, but do you really need it? If you don't yet feel the need to invest in a new OS, or if your hardware doesn't meet Vista standards, you'll find that a regular maintenance regimen--along with an occasional checkup--will keep XP rolling along for years to come. In fact, a few simple tweaks can tip the scales in favor of keeping XP around while early-adoption pioneers work the bugs out of Vista.

These 20 tips will keep your XP system lean and mean by tuning its performance, minimizing some of its bells and whistles, and tweaking the six-year-old OS to bring it up to speed with more recent applications, such as media playback and wireless networking.

Tip 1: Get Off the Upgrade Bandwagon

If you constantly upgrade to the latest powerhouse versions of your favorite applications without also upgrading your hardware and Windows version, your system will seem older and creakier than ever. Instead of listening to the siren call of endless upgrades, stick with application versions that you know work well with your system.

In the same vein, consider turning off the auto-update features that so many applications have these days (with the exception of your firewall, antivirus, and anti-spy ware tools). An example is Adobe Reader, which seems to phone home faster than you can open a file; to block automatic updates in Adobe Reader 7, click *Edit, Preferences, Updates* and select *Do not automatically check for critical updates*. Why should developers decide when and how you update your apps? If you're experiencing a specific problem with a program, or if you need a particular new feature, surf over to the vendor's Web site and download the upgrade manually.

Individual products use different methods to monitor for upgrades, so you'll have to check the documentation of each one. It also helps to have a tool like [Startup Control Panel](#) to help you remove software that runs in the background and constantly checks for updates.



Finance Committee Report

Finance Committee Report March 2007

The following income and expenses are the estimated final figures for the 2006-2007 year.

Entertainment Books		
Income	\$300.00	
Expenses	\$200.00	
Profit		\$100.00
Terri Lynn		
Income	\$7,574.00	
Expenses	\$5437.66	
Profit		\$2,136.34
Butter Braids		
Income	\$1,760.00	
Expenses	\$1,131.00	
Profit		\$629.00
Total Funds Raised		\$2,865.34

APD Committee Report

The Administrative Professional's Day breakfast will be here before we realize. Remember to invite all your co-workers, bosses and everyone you think might enjoy a great breakfast at Maplecrest on April 25.

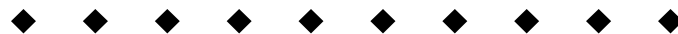
It's time for all Maple Chapter members to start making contact with businesses for door prizes and goody bag stuffers.

The APD committee is working hard to make this a memorable event for all Administrative Professionals.

Doris Schwartz, Co-Chair
APD Committee

The Finance Committee would like to thank the members of Maple Chapter IAAP for their support and participation in our fund raising campaign this year.

Committee Members:
Denise J. Goveia, Chair
Janet Fink
Miriam Kauffman
Deb McElheny
Doris Schwartz
Marlene Slaubaugh CPS



March 10—Denise Goveia
March 15—Janet Fink
March 19—Sally Biller
April 27—Sue McCall

*Membership
Renewal*
Nancy Miller

EDUCATION SPOT — provided by Nicole Kline (from *Emily Post website*)

Technology Etiquette—Video Conference Etiquette Tips

President Bush has been doing it weekly to confer with his national security team. Even Wendy's International, the fast-food giant, has just announced a deal to equip eight locations. In the last six weeks companies have turned to video conferencing to strategize, sell, recruit, and react.

Manners matter.

Nothing has made video conferencing seem more relevant to our daily business life than the combination of a national tragedy and a weakening economy. It saves money and time. It helps build relationships. It lets us share knowledge. It cuts down on air travel. But it can have its drawbacks, especially when those participating don't work from established ground rules. Like any other convergence of people and new technology, considering etiquette guidelines will make video conferencing a productive and enjoyable experience

Adopt some etiquette guidelines.

Want your employees to embrace video conferencing? Then adopt and abide by some simple video conferencing etiquette guidelines. Failure to lay down some ground rules and educate people about them will likely lead to your expensive video conferencing equipment gathering dust in the back of the conference room. Here are the Emily Post Institute's tips on videoconferencing.

Be prepared.

- Test Equipment in advance. Have a contingency plan.
- Allow participants a brief "practice session" to familiarize them with the equipment and set-up.
- Run video conference sessions according to a well thought out agenda.
- Let participants know ahead of time what to expect and who will be present.
- Set clear objectives regarding what will be accomplished in the session and communicate them to participants.
- Appearance counts. Remind participants that they should dress as they would for an in person meeting.

Lights, camera, action!

- Begin and end on time.
- Introduce all participants.
- Speak clearly and loudly.
- Make eye contact with the camera and with other participants in your room.
- Use names to direct questions to specific people. Consider using name plates.
- Don't speak over people or interrupt.
- Don't be too close to the camera.
- Avoid making excessive background noise, like rustling papers.
- Turn off beepers, watch alarms and cell phones.
- Don't leave the room unless absolutely necessary.

Convert the masses.

A 1997 study of Swedish companies found four key factors affect the successful integration video conferencing:

- The technology is embraced by upper management.
- People are most comfortable using video conferencing when the surroundings are similar to those of an in-person meeting.
- Familiarity with the equipment increases people's faith in the technology.
- One key person can motivate an entire corporation to use and enjoy video conferencing.

To get your staff on board, point out to them the specific goals that video conferencing helped you accomplish. "We completed the budget forecasting 30 percent faster this year because of our use of videoconferencing, and we saved \$3,500 in travel expenses."