



# The Maple Leaf Maple Chapter IAAP Goshen, Indiana



## Special points of interest:

- Executive Night Details
- Fundraiser Information
- Roster Updates
- Education Spot
- Computer Tip
- Int'l & Division Updates

## INSIDE THIS ISSUE:

Int'l & Division Updates	2
Committee Updates	3
Computer Tips	4
Roster Updates	4
Reminders	5
Education Spot	6-7

## President's Message

Here we are in October so soon. Do you find yourself enjoying the colors of Fall as much as I do? The changing seasons are similar to our continually changing lives, both personal and professional. Take the time to enjoy life before it passes you by.

October brings us to our annual Executive Night event. Thanks to the Executive Night Committee for their commitment to making this year's event a success. I hope all of you are able to bring your

executive and a guest too. What better way to honor your executive for Bosses Day.

How are you doing with our current Maple Chapter fundraisers? Remember, your Terri Lynn orders and money are due at our October 19th meeting with delivery anticipated prior to Thanksgiving.

Do you have ideas for Maple Chapter or questions for your Board?

Please do not hesitate to share your ideas or contact your Board with questions. This is your Chapter—we want to keep the lines of communication open.

Until November...

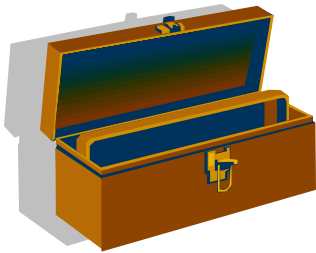
*"Embrace the Vision"*  
*Beth*



## 2006-2007 Maple Chapter Theme

# EMBRACE THE VISION

## Indiana Division Update ([www.indiana-iaap.org](http://www.indiana-iaap.org))



### Building Our Future Indiana Division IAAP®

- Be sure to check out the October Indiana Division Board Letter on the Indiana Division website.
- Included with this month's Board Letter are the 2006-2010 Strategic Plan Goals, information on the Indiana Division raffle, and news from both the Chronology/History Committee and New Chapter Builder Committee.
- Raffle tickets will be available at Maple Chapter's November meeting.
- "IAAP, Heroes in 2007" is the theme for IDAM 2007 which is starting to take shape according to Lafayette Chapter President, Rose Killian. Be sure to mark your calendars for May 4-6, 2007.

## International Update ([www.iaap-hq.org](http://www.iaap-hq.org))



- Reservations for International Convention in Tampa are now open.
- Three policies concerning audits of chapter and division financial statements, fundraising, and operating rules for disciplining a member were recently adopted by the International Board of Directors. Take a few minutes to read these new policies. They can be found under Members Place on the International website.
- Remember, if you have not already done so, to update your IAAP membership information on the International website.

"Commitment unlocks the doors of imagination, allows vision and gives us the "right stuff" to turn our dreams into reality."

*James Womack*

## Executive Night

Maple Chapter's Executive Night will be held on Thursday, October 19, 2006 at Maplecrest Country Club. The theme is "Shaping the Future", and the speaker will be Carl Reichenadter, a Life/Career Coach, who will speak on "Dusting Off Your Dreams".

Please come and enjoy the evening with your executive and IAAP friends.

Sue McCall  
Co-Chair Executive Night Committee

## Finance Committee

### Fundraiser Reminder...

Orders and payment for Terri Lynn and Entertainment Books should be brought to the October Chapter Meeting / Executive Night. Members who have not placed an order will receive call to be sure we have all orders no later than Friday, October 20.

Orders and money for Entertainment Books are also being taken at this time.

If you have questions, please contact a member of the Finance Committee. Again, we appreciate your support of the budget commitments for 2006-2007 by helping with these fundraisers.

Denise, Marlene, Deb, Miriam, Janet & Doris



### ***Did you know...***

Indiana Division is currently  
ranked 10th in the entire  
association for membership!

## Roster Updates

**Lauretta Schrock** has a new work email address:

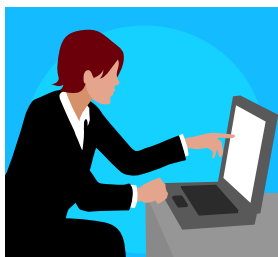
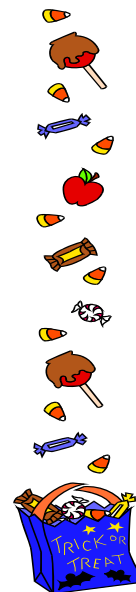
lschrock@FSBmiddlebury.com

**Debbie McElheny** has removed her business fax. Please do not fax her at work.

**Casey Bechtel's** anniversary date is incorrectly listed in the roster. Please change it to June 2001.

*As a reminder, the information listed in the Roster was pulled directly from the International website. It is each member's responsibility to change their member information directly on the web. We cannot do this for you.*

*Thanks for taking the time to be sure your member information is correct.*



## Computer Tips....Denise Goveia

### How do I use headers and footers?

Choose **Header and Footer** from the **View** menu.

The **Header** editing window and the **Header and Footer** toolbar will appear. Type the text for the header or footer (the text in a header or footer is formatted like any other text). You can insert page numbers, the document's filename and path, and other codes into headers and footers (there are a number of options on the **Header and Footer** toolbar).

The **Switch Between Header and Footer** button on the toolbar toggles the editing window between the header and the footer. The commands to control headers and footers are on the **Page Setup** dialog box (**Page Setup** on the **File** menu): Set the header and footer margins on the **Margins** tab.

Set the other options on the **Layout**

tab (different first page and odd and even). If you select either of the options on the **Layout** tab, then you can format the various headers individually and do things like remove the first page number, "mirror" the page numbers, etc. Headers and footers can be further controlled by formatting your document into multiple sections.

To format an existing header or footer:

Double-click on it, if you are in **Print View**. In **Normal View**, choose **Header and Footer** from the **View** menu. Change the page layout so that the first page has a different header (or no header): Choose **Page Setup** from the **File** menu.

On the **Layout** tab, select **Different first page** under **Headers and footers**. Now, you can create a unique first page header or footer. If you view the header or footer on the first page, you'll see "First page header" or "First page footer" instead of "Header" or "Footer" at the top of the screen. The headers and footers of all following pages will be the same.

For a different header or footer on each page or section: Insert a **Section Break** at each point where you

want the header or footer to change: Choose **Break** from the **Insert** menu, then select **Next page** under **Section break types**. Choose **Header and Footer** from the **View** menu.

**CRITICAL (and potentially confusing) step!** Create headers and footers as usual, but disable the **Same as previous** button whenever you want to create a unique header or footer (the previous text will appear, but you can delete it and enter new text). You can move through the sections without closing the **Header and Footer** toolbar by clicking on the **Show Next** and **Show Previous** buttons. It's easy for this to go awry, with headers and footers changing or disappearing as you try to get different headers or footers in each section. You may find it easier to set up all of your document sections first, then go back through the document from the beginning and create your headers or footers. Be especially careful with the **Same as previous** setting, as described above. You can also use the "different first page" option within each section.

Maple Chapter  
Attendance  
Contest...  
Don't forget!

We're on the Web!  
[maplechapter.org](http://maplechapter.org)



October 10—Doris Schwartz  
November 5—Nicole Kline  
November 12—Michele Cripe

## Membership Renewals

Debbie McElheny



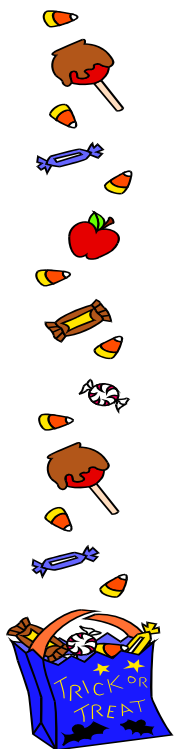
## REMINDERS

October 19—Executive Night, Maplecrest Country Club

November 7—Maple Chapter Board Meeting

November 16—Maple Chapter Meeting; Gordy's; Kim Fuhrmann, Ind. Div. V.P.

December 14—Maple Chapter Christmas Party; Doris Schwartz' home



Autumn is a second spring when every leaf is a flower.

*Albert Camus*

*French author & philosopher (1913 - 1960)*

## Education Spot—provided by Debra Mayfield

### Advance Care Planning (ACP)

While most of us do not like to dwell on end-of-life issues, highly publicized events over the past couple of years have proved that we each need to give important thought and attention to our personal wishes BEFORE a crisis occurs. Education and open, honest dialogue are the best approach to dealing with issues that could face us and our loved ones at the end-of-life, regardless of when that time comes.

#### *What is Advance Care Planning?*

Advance care planning is making decisions about the care you would want to receive if you happen to become unable to speak for yourself. These are your decisions to make, regardless of what you choose for your care, and the decisions are based on your personal values, preferences, and discussions with your loved ones. Because it is impossible to foresee every type of circumstance or illness, it is essential to think in general about what is important to you. Conversations that focus on your wishes and beliefs and why you are making them will relieve loved ones and health care providers of the need to guess what you would want.

When discussing your end-of-life wishes with loved ones, you should consider your:

- Overall attitude toward life, including the activities you enjoy and situations you fear;
- Attitude about independence and control, and how you feel about losing them;
- Religious or spiritual beliefs and moral convictions, and how they affect your attitude towards serious illness;
- Attitude toward health, illness, dying and death; and
- Feelings toward doctors and other caregivers.

Remember, it's up to you to take the initiative and express your wishes. Your family or loved ones are not likely to raise the issue for you. Talking about end-of-life issues can be difficult for anyone.

An important part of communicating your end-of-life wishes is discussing with your loved ones what you may need from them if you are faced with a life-limiting illness. Some questions that you may want to ask are:

- Will you seek out information about my disease, advance directives, your roles as caregivers, and what to expect as I get sicker and near the end of life?
- Will you respect my wants and needs, even if they're different from what they used to be and if you don't agree with my choices?
- If I cannot communicate for myself, will you advocate for me to make sure that what I want is done, **even if you would not make the same choices yourself?**
- Will you stay with me even if the going gets rough?

#### *What are advance Directives?*

The term advance directive describes two types of legal documents that enable you to plan for and communicate your end-of-life wishes in the event that you are unable to communicate:

- A **living will** allows you to document your wishes concerning medical treatments at the end of life.
- A **medical power of attorney** (or health care proxy) allows you to appoint a person you trust as your health care agent (or surrogate decision maker), who is authorized to make medical decisions on your behalf.

## Education Spot—continued

Advance directives are legally valid throughout the United States. While you do not need a lawyer to fill out an advance directive, your advance directive becomes legally valid as soon as you sign them in front of the required witnesses. The laws governing advance directives vary from state to state, so it is important to complete and sign advance directives that comply with your state's law. Also, advance directives can have different titles in different states.

### What Else Do I Need to Know?

- Emergency medical technicians cannot honor living wills or medical powers of attorney. Once emergency personnel have been called, they must do what is necessary to stabilize a patient for transfer to a hospital, both from accident sites and from a home or other facility. After a physician fully evaluates the person's condition and determines the underlying conditions, advance directives can be implemented.
- One state's advance directive does not always work in another state. Some states do honor advance directives from another state; others will honor out-of-state advance directives as long as they are similar to the state's own law; and some states do not have an answer to this question. The best solution is if you spend a significant amount of time in more than one state, you should complete the advance directives for all the states you spend a significant amount of time in. It will be easier to have your advance directives honored if they are the ones with which the medical facility is familiar.
- Advance directives do not expire. An advance directive remains in effect until you change it. If you complete a new advance directive, it invalidates the previous one.

You should review your advance directives periodically to ensure that they still reflect your wishes. If you want to change anything in an advance directive once you have completed it, you should complete a whole new document.

For more information on end-of-life issues and to download free state-specific advance directive documents and instructions visit Caring Connections at [www.caringinfo.org](http://www.caringinfo.org).