

# Expressions

A NEWSLETTER FOR CAREER-MINDED ADMINISTRATIVE PROFESSIONALS, CREATED BY AND FOR THE EVERETT CHAPTER IAAP

December 2009/January 2010



Come join us for an evening of Networking and Learning! Our very own Connie Boyer will be presenting “Storytelling as a Business Tool.” Stories are the basis of civilization, from the earliest stories of good harvests, to medieval stories of conquering heroes, to 20<sup>th</sup> and 21<sup>st</sup> century stories of new discoveries. We tell stories every day—what happened in our day, how the traffic was so bad coming home, how our friends and family made us laugh when... You get the picture! Because stories are such an integral part of our daily lives, stories are an amazing tool to communicate in the workplace. During this program you will have an opportunity to test the power of stories, learn how to create stories that can create an opportunity to mentor, to teach and to advance your career!

Armed with 15+ years of experience in the administrative professional arena, Constance “Connie” Boyer, M.S., CPS/CAP has made her mark in a variety of arenas, as a professional and as a volunteer. A life-long learner and educator in her own right, Connie earned her Bachelor of Arts in English as well as a Master of Science in Adult Education and Human Resource Development. Connie has lead trainings and given seminars for many IAAP groups including the Indiana Division, at an International Convention, and to our local Seattle and Lake Washington East Chapters.

## **Chapter Meeting Directions and Costs**

**WHEN:** Wednesday, January 13, 2010—5:30 to 8:00 PM

**WHERE:** Everett Firefighters Hall, 2411 Hewitt Avenue, Everett (next to PUD & Legacy and across from Lowe’s)

From North of Everett: Take I-5 South, use Exit 529 (Everett Ave/Wenatchee). Turn right on Everett Ave. Turn left onto Fulton St. Turn right onto Hewitt. Everett Firefighter’s Hall should be on your right, straight across the street from the bus stop at Lowe’s.

From South of Everett: Take I-5 North, use Exit 193 (Pacific Ave/City Center). Turn left on Pacific Ave. Turn right on Fulton St. Turn left on Hewitt Ave. Everett Firefighter’s Hall should be on your right, straight across the street from the bus stop at Lowe’s.

**COST:** Meeting only: \$5 – Members, \$10 – Guests. Meeting w/Dinner: \$10 – Members, \$15 - Guests. *We request that all guest fees be prepaid in advance of the meeting for which they are attending.*

**RSVP:** Please RSVP using the January RSVP form on the Everett Chapter website (even if you choose not to pay via Paypal). There is a form for Guests and there is a form for Members). Please RSVP no later than Friday, January 8, 2010 by 3pm. Any cancellation (for a refund) must be confirmed with Kellie Skorupa no later than Friday, January 8, 2010 by 5pm.

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[Meal Information](#)  
[Pizza and pop.](#)

# From the President's Desk...



Dear Members,

I hope everyone had an enjoyable Holiday season with family and friends. I recently attended a presentation from a group that visited Zambia in October. Many villagers walk 1-4 miles each way to get 5 gallons of water you and I would not put our feet in. A new borehole in the village gave them access to clean water. In this season of giving, we all have so much to be thankful for. Life can get busy and complicated. Take a few moments for yourself and with family and friends to give thanks for all the little things that we forget are a luxury to many around the world.

Our annual Holiday Auction Fundraiser was held on November 11<sup>th</sup>. We have received some amazing donations and many items had a lot of competition. Congratulations to all the winning bidders and to Laura Steinbaugh, who won our raffle donated from The Catering Company, featuring a hot luncheon or breakfast for 12 people valued at \$250.00! There were 11 members and 16 guests in attendance and a good time was had by all. After expenses we are right at our goal of \$1200! Thank you to everyone who participated by getting donations and/or attending the auction and bidding on the wonderful items. If you have any feedback on the auction, please feel free to email the board at [everettchapteriaap@yahoo.com](mailto:everettchapteriaap@yahoo.com) and we will review any and all suggestions at the next board meeting.

Our January meeting will feature Connie Boyer from our Everett Chapter. You won't want to miss Connie's informative and fun presentation. Committee Chair's please come prepared to give an update on the happenings of your Committee during the business portion of our meeting.

Wishing you and your families a very happy 2010!

Jeannie Gahnberg  
Chapter President  
Everett Chapter IAAP



Board Meetings are open to all members. If you would like to attend, please contact any of the following board members:

## President

Jeannie Gahnberg  
[jeanniegahnbergiaap@gmail.com](mailto:jeanniegahnbergiaap@gmail.com)

## Vice President

Johanna Snip  
The Boeing Company  
[johanna.l.snip@boeing.com](mailto:johanna.l.snip@boeing.com)

## Treasurer

Kellie Skorupa, CAP  
Penguin Windows  
[skorupak@penguinwindows.com](mailto:skorupak@penguinwindows.com)

## Secretary

Cordelia Skorupa  
Cardiac Science Corporation  
[caskorupa@yahoo.com](mailto:caskorupa@yahoo.com)

**Want to reach all chapter officers at one email address?**

Send an email to:

[everettchapteriaap@yahoo.com](mailto:everettchapteriaap@yahoo.com)

The board will be checking this email on a regular basis.

# New Year, New Reflections & New Goals

By Cordelia Skorupa

January is the month of quiet reflections, contemplations and setting a new direction. While snow covered the ground, our ancestors would reflect on the year past and make plans for the future at this auspicious time of the year. We continue this tradition in the form of New Year's Resolutions.

While we take stock and reflect on our year past, we look ahead to the future and make for ourselves new goals, new promises, new resolutions... By looking at the past, we can see that committing ourselves to a decision, ideal, and improvement of oneself got us to where we are. Only by commitment have we achieved our past goals and only through commitment can we move forward into this new chapter of our life and achieve our future goals.



"If you make the unconditional commitment to reach your most important goals, if the strength of your decision is sufficient, you will find the way and the power to achieve your goals." --Robert Conklin

By looking at our past, we see a world full of stability, where there was little to no pressure to change, or be changed. In this New Year, we are faced with far more changes than we've seen in a long time... Not the least of these changes is a new economy outlook, where things are far less certain than they used to be and is forcing companies to change how they do business. Re-organizations galore, re-tooling, re-working, re-strategizing on a massive scale... And those that can facilitate that change and learn new skill sets to accommodate those changes are the ones getting rewarded.

As we look toward the coming year and start setting our goals, a new approach to our goal setting may be necessary. To gain a more balanced overall coverage of goals that might be important to you, try thinking about the following categories:

- **Artistic:** Do you want to achieve any artistic goals?
- **Attitude:** Is any part of your mindset holding you back?
- **Career:** What level do you want to reach in your career?
- **Education:** Is there any knowledge in particular you want to obtain?
- **Family:** Do you want to spend more time with them? How would you like to accomplish that?
- **Financial:** How much do you want to earn by what stage?
- **Physical:** Are there any physical goals you want to set for yourself?
- **Pleasure:** How do you want to enjoy yourself? Ensure that you spend time on what you enjoy to recharge your batteries.
- **Public Service:** Do you want to help better the world? Did you want to mentor someone or volunteer more?

## Division Officers

### President

Linda Cook, CAP  
Washington-Evergreen  
Chapter  
Linda.M.Cook@boeing.com

### President-Elect

Angela Amaya  
Everett Chapter  
asamaya@snopud.com

### Vice-President

Rose Davis  
Tri-Cities Chapter  
RDAVIS@energy-northwest.com

### Treasurer

Celine Landauer Allen,  
CPS/CAP  
Bellingham Chapter  
clandauerallen@comcast.net

### Secretary

Gisela Young  
Polar Chapter  
GYoung@uskh.com

# Are You Committed?

By 2009-2010 Chapter Board

Did you know that being a member of the Everett Chapter of the International Association of Administrative Professionals [IAAP] means that you are a part of a 40,000 member strong organization? On a Chapter scale, we are a 31 member strong, totally volunteer run organization dedicated to helping each member develop skills that help with personal and professional growth. Without the involvement of the membership, there would be no Everett Chapter. Your elected board willingly commits to making sure the business of the chapter gets taken care of. The board also commits to providing programs to stretch the imagination and educate members on a variety of topics. Opportunities are available for other growth, as well as community service, by volunteering to be a committee chair or serve as a committee member.

Our meetings take place on the 2<sup>nd</sup> Wednesday of the month at the Everett Firefighters Hall. We are able to use this hall free of charge, thanks to the commitment of the Everett Firefighters Association to help foster non profit organizations. One of the ways we thank them for use of the hall is by donating part of our proceeds from our annual auction fundraiser. We are also responsible for leaving the hall clean and tidy after our meetings; making sure all chairs and tables are put away, all garbage is removed and the floors are swept. If we do not meet these requirements, we could be fined \$500 and lose the privilege of free use of the hall.

What is your level of commitment to our Chapter? Certainly we each feel differently from time to time about the level of time and energy we are willing to commit. Your Board of Directors not only provides learning opportunities and programs, but also spends countless hours behind the scenes ensuring that we run the chapter effectively and efficiently. Have you considered running for a Board position next year? Have you stepped up to chair or co-chair a committee? How about volunteering to serve on one of the committees? Here we are nearly halfway through the year and some committees are struggling due to lack of participation. Are you willing to rise to the challenge? Can we count on you to put away a chair or table after each and every meeting?

The Board would like to thank each of you who have made a commitment to our Chapter over the years and your continued commitment this year. For those of you who have yet to make a commitment beyond just belonging, we strongly encourage and challenge you to step up your commitment to our Chapter. It is a very easy environment to learn new skills or sharpen your abilities to help you further your career. We all know that regardless of what ever the perceptions may be that Admins are the backbone of every organization. Are you willing to take an active role in our Chapter? Why not take this opportunity to take a small step or maybe a big step and see where the journey takes you? What are you waiting for?

## *Thank you to the following businesses for donating to the Holiday Auction:*

*The Catering Company  
Lynnwood Bowling Lanes  
Woodinville Florist  
Hotel Sierra-Redmond  
The Holiday Inn-Everett  
Bambino's Pizza  
One Hour Parties  
La Hacienda  
Ivar's  
The Flying Pig  
Gretchen's Shoebox Express*

~\*~\*~

## *Thank you to the following members for donating to the Holiday Auction:*

*Leslie Adkins  
Sandi Pistole  
Marcia Jenkins  
Laura Steinbaugh  
Kellie & Cordelia Skorupa  
Jeannie Gahnberg  
Angela Amaya  
Meri Gaus  
Johanna Snip  
Evey Bushman  
Karen Teramoto*

# Local Events

January 2010						
S	M	T	W	T	F	S
					1 – New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13 – Chapter Mtg 5:30pm	14	15	16
17	18	19	20 – Chapter Board Mtg 5:30pm	21	22	23
24	25	26	27	28	29	30
31						

February 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10 – Chapter Mtg 5:30pm	11	12	13
14	15	16	17 – Chapter Board Mtg 5:30pm	18	19	20
21	22	23	24	25	26	27
28						

# Note from the Editor and About IAAP

## Note from the Editor

Do you have an article you'd like to submit to be published in the newsletter, or a great idea for an addition to what we already print? Send them to the Communications Committee, at [evtcommcommittee@yahoo.com](mailto:evtcommcommittee@yahoo.com). Any and all ideas and suggestions are welcome! Newsletter deadlines are the Friday following the Chapter Board Meeting. Help me help you by making this a great resource for all Everett Chapter IAAP members.

Have you taken a look at the website lately? If not, you should check it out. The website includes forums, an up-to-date calendar listing all the latest events, and information pertaining to the Everett Chapter, its meetings and activities. In addition, from our website there are links to Division, Headquarters and many other chapters.

Have a suggestion for the Chapter Webmasters? Send an email to the Communications Committee at: [evtcommcommittee@yahoo.com](mailto:evtcommcommittee@yahoo.com)

## About IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.

IAAP Mission, Objectives, Purpose, Vision and Core Values:

IAAP Mission Statement: To enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

IAAP 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.

### CONTACT US ANYTIME

Everett Chapter - IAAP

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Marysville, WA 98270

[everettchapteriaap@yahoo.com](mailto:everettchapteriaap@yahoo.com)

### Check it out!

We have a code at the Dinner's Ready in Mill Creek. It is: D011-053AP. *Note: The 0 is a zero.*

Dinner's Ready is a place where you can either make your own or have made for you homemade meals ready for the freezer or oven. All the ingredients for a month's worth of meals are supplied, along with recipes, directions, pans and baggies.

This is such an easy way for people to contribute: Simply use our code whenever you order!