

Reflections

A Newsletter for Career-Minded Administrative Professionals
Created by the Mount Rainier Chapter IAAP®

Mt Rainier Chapter IAAP

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Be sure to attend our 56th birthday celebration, election of officers, and strategy meeting on April 14, 2010

APRIL TO-DO LIST:

ATTEND your chapter meeting on April 14.

April heralds springtime and our chapter will be getting in the mood at our meeting on April 14. Not only will we celebrate our 56th birthday, we will put together baskets for our division meeting that will happen May 21 – 23 in Tukwila. See page 2 for a list of things to bring to complete our garden and craft baskets. We will also elect officers and continue with the Division meeting plans!

CELEBRATE:

Apr. 18-24 Administrative Professionals Week

Apr. 21 Administrative Professionals Day

REGISTER for the 58th Washington/Alaska Division Annual Meeting & Leadership Conference

Full Conference Registration includes: Friday Evening of Welcome, Saturday & Sunday Business Sessions, Keynote Speaker Sunny Kobe Cook, "Are You Ready to be Extraordinary?" Vendor Fair, Saturday Banquet & Sunday Breakfast (Friday Seminar fees are not included).

Register by Friday, April 30, 2010, and save \$25.00

Full Conference Registration by April 30, 2010 – Members \$150

https://fs9.formsite.com/KarinNorton/form821558010/secure_index.html

Please join us **Wednesday, April 14**
Birthday, Elections, Division Strategy Session

King Oscar's Restaurant (253) 539-1153
8820 South Hosmer, Tacoma, WA 98444

5:00 p.m. Networking

5:30 p.m. Dinner

6:00 p.m. Meeting

POWER
of
Commitment
Mount Rainier Chapter

Please **RSVP** by Friday, **April 9** including number of guests to:

tulas5th@aol.com

No Show Policy

REMINDER: For all regular monthly meetings, all "no shows" will be billed (\$15) the cost of the dinner, without exception, unless the cancellation is received prior to the RSVP deadline stated in the newsletter.

We know that life happens and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and needs to pay for the meal whether or not you are there.

Upcoming Meetings

April 14: Birthday/ Election of Officers/Strategy Session for the Division Meeting

May 12: Preparation for Division Meeting

June 9: Planning Meeting for 2010 - 2011

Riddles

What game can be dangerous for your mental health?

Answers on page 2

Quotes

Accomplishing the impossible means only that the boss will add it to your regular duties.
~Doug Larson

As soon as you sit down to a cup of hot coffee, your boss will ask you to do something which will last until the coffee is cold. ~Author Unknown

The first thing the secretary types is the boss.

~Donald Trump

President's Corner



Lila Licens
CPS/CAP

We had a wonderful meeting with Sunny Kobe Cook. Sunny told us our chapter should be using the social media so people can find us. She said she is going to talk to Headquarters about it. Grassi's was terrific. The food was excellent as was the service. We will certainly consider having another meeting there.

We will elect our 2010-2011 officers. Here is the current slate, if you would like to run from the floor, please let me know:

President	Lila L. Licens, CPS/CAP
Vice President	Karin Norton
Secretary	Debbie Griffin
Assistant Secretary	Deborah Draho
Treasurer	Susan Rojas

We will celebrate our 56th Birthday in April. Please join us on April 14. We will be firming up some of the plans for the Division Meeting. Remember we need your help to make the meeting a success. Don't forget to bring your items for the Garden and Craft baskets.

See you on the 14th.

Lila L. Licens, CPS/CAP
President

Anniversaries

2008 – 2 years
Victoria Christin

2009 – 1 year
Erin Smith

Birthdays

Sorry if we missed your birthday. Please update your profile at

www.iaap-hq.org

so we don't miss it again!

Riddle Answers

lose any!
don't want to
Marbles - you

Auction Baskets

The chapter decided on two baskets for the Division Meeting - one for the auction and one for the chapter ways and means. We decided to start preparing these baskets early because there are and will be a number of sales over the next couple of months. This will make it easier to find and pick-up items for the baskets.

The **Spring Basket** is a garden lover's basket. Here are some suggestions:

- ✂ Paint yourself planter box
- ✂ Variety of seed packets
- ✂ Lemonade mix
- ✂ Garden poetry
- ✂ Gardening tools
- ✂ Children's gardening tools
- ✂ Gardening how to books
- ✂ Paint yourself bird house
- ✂ Floral note cards

Here are some ideas for the **Craft Basket**.

- ✂ Greeting card kit - including cardstock and envelope
- ✂ Inks
- ✂ Rubber stamps - summer or spring theme
- ✂ Ribbon, buttons, various accessories
- ✂ How-to stamp book
- ✂ How-to scrapbook book
- ✂ Sample pages for scrapbook
- ✂ Cardstock
- ✂ Blank calendar or birthday calendar for stamping
- ✂ Gift boxes for stamping on

2009 – 2010 Officers

President

Lila Licens, CPS/CAP
lila_licens@yahoo.com

Vice President

Rosalie Westerberg
rosalie.westerberg@cptc.edu

Secretary

Deborah Drahos
Drahos_3@msn.com

Treasurer

Susan Rojas
Tulas5th@aol.com

Committee Members

2010 Division Meeting

Crystal Cooper, CPS/CAP

Bylaws & Standing Rules

Lila Licens, CPS/CAP

Certification

Karin Norton

Community Service

Susan Rojas

Greeter

Sharon Netter, CAP

Membership

Chris DeLaney

Newsletter, Web site

Rosalie Westerberg

Retirement Trust Foundation

Susan Rojas

How Should You Handle New Cyber Technologies?

The 21st century brought a burst of new technologies advancing communication capabilities globally. Digital cameras, text messaging, hand-held computers, cell-phone headsets, camera phone snapshots—Wi-Fi is all around us.

Many of these technologies have helped form the virtual office, allowing virtual meetings to outnumber in-person meetings and increase the productivity ratio.

All these new technologies and meeting formats now require unique rules and some whole new areas of conferencing etiquette to remember. Virtual meetings have actual etiquette guidelines of their own.

Email etiquette:

<http://www.cit.cornell.edu/computer/email/polite.html>

Cell phone etiquette:

http://www.classbrain.com/artteensb/publish/cell_phone_etiquette.shtml

Texting etiquette:

http://hwebbjr.typepad.com/openloops/2006/08/texting_etiquet.html

Voicemail etiquette:

http://www.spherion.com/careerblog/hot_topics/voicemail_etiquette_101.php

Thanks to Susan Rojas for the contribution

Power of the Word April Fools

Chicanery – sporting trickery and financial double dealing

Discombobulate – to confuse, upset, or disconcert

The origin of April Fools is unknown. However, there are several theories. Read some of them at:

<http://www.snopes.com/holidays/aprilfools/origins.asp>

National Upcoming Events

2010

Apr. 16-17 Incoming Division Presidents Conference Kansas City, MO

Apr. 18-24 Administrative Professionals Week

Apr. 21 Administrative Professionals Day

May 7-8 CPS and CAP Exams

May 21-23 58th Annual Washington-Alaska Division Conference

July 18-21 International Education Forum and Annual Meeting Boston, MA

October 17-20 Certification Conference Louisville, KY

Web Sites

Mount Rainier Chapter

www.mtrainier.freesevers.com

Washington-Alaska Division

www.iaap-wa-ak.org

IAAP Headquarters

www.iaap-hq.org

Retirement Trust Foundation

(RTF)

www.iaap-rtf.org

How the Administrative Assistant “Drives” the Company

How YOU are the “U” Joint of your Company

- Feeling misunderstood by those technical types?
- Do they just not “get” how important your position is at your work?
- Below is a simile that may help some of those “techy” types have a better idea of how you fit in the organization.

In the complicated operation of an automobile there are hundreds if not thousands of components that result in the miracle that is motion. Electrical, hydraulic, mechanical, HVAC systems. Systems that are monitored and controlled by sensors and computers. However, the core function in the automobile remains the not so simple transferring of the power of the engine to the turning of the axle thereby propelling the vehicle. Behind all the fluff, finesse and fury of engine power and the final delivery of that power to the wheel where the rubber meets the road is found an integral but often forgotten part of the drive train. The “U” joint. A simple, unassuming name for a critically important member of the drive train. This part connects the drive shaft which is driven by the engine to the axles which deliver the power to the wheels. A part that is taken for granted. That is until it fails.

Certainly not the sexiest, prettiest or appreciated component in the array of automotive parts. This reliable, hard working unit is very seldom thought of or even mentioned. But, without the “U” joint the most powerful, well tuned engine would be useless in the splendid movement of all that polished metal, shiny glass and creature comfort.

In so many ways, the administrative assistant can be considered the “U” joint of any successful organization. The position is often overlooked in its intrinsic importance. However, between the paneled offices and think

tanks of policy makers and planners and the meat and potatoes of the front line work force is the Administrative Assistant. A position that, like the “U” joint, is often overlooked and underappreciated

The conceptual ideas, the important directives and the necessary logistics of the corporate decision makers (the engine) must be translated and transferred efficiently and consistently to the departments charged with implementing and sustaining the success of the mission and the achievement of the goals of the organization (the axles).

The importance and impact of the Administrative Assistant cannot be overstated. Behind any smooth running, effective organization can always be found that individual or individuals that excel in connecting the power of innovation with the performance of reality. These team members must continually improve their knowledge, hone their instincts and develop their tact. They are often invisible in the spotlight of success but they are as often the very reason the spotlight is shining. The successful executive, the effective manager and the capable worker realize the vital contribution of a well informed and utilized Administrative Assistant just as a competent automotive designer, mechanic and driver realize the critical importance of a well maintained and serviced “U” joint.

Contributed by E.R. Westerberg