



June 2010

# 3 Rivers Edition

Join our new  
Facebook  
group  
Tri-Cities  
Chapter IAAP!

## What's in this Issue:

- June Meeting
- 2009 – 2010 Officers
- President-Elect's Message
- Member News
- 2010-2011 Officer Nominations
- What's Going On
- IAAP Training Programs
- About IAAP
- OPTIONS Training Program
- 2010 WA-AK Division Annual

## IAAP Events

### June 10

Tri-Cities Chapter Meeting  
Installation of Officers  
Columbia Point Marina  
Park, Richland

### June 14

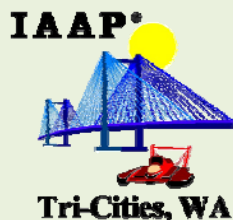
17 Essential Qualities of a  
Team Player (Webinar)

### July 26-29

International Education  
Forum and Annual  
Meeting  
Boston, MA

The Tri-Cities Chapter newsletter dedicated to helping Administrative Professionals succeed.

## June Meeting



*International Association of Administrative Professionals  
Tri-Cities Chapter invites you to their June  
potluck and installation of officers.*

*Thursday, June 10  
5:30 pm – 7:00 pm  
Columbia Point Marina Park  
At the end of Columbia Point Drive  
Richland, WA*

**Steaks will be provided, so bring any side dish or dessert. RSVP is a must for an accurate number of steaks. We will be at the picnic shelter closest to the bathrooms.**

**Please RSVP to Rose Davis by Tuesday, June 8th at [scottrose1@clearwire.net](mailto:scottrose1@clearwire.net) or at 531-0353. There is no charge for this meeting.**

## 2009-2010 Chapter Officers

### IAAP Tri-Cities Chapter President

Wendi Finkbeiner 509-947-0910 [wendarella@verizon.net](mailto:wendarella@verizon.net)

### President-Elect

Rosie Jones 509-366-2162 [rosemarie\\_jones@rl.gov](mailto:rosemarie_jones@rl.gov)

### Treasurer

Sandee Haats 509-366-9800 [Sandra.Haats@dhs.gov](mailto:Sandra.Haats@dhs.gov)

### Secretary

Lynn Dossett 509-372-5327 [lddossett@energy-northwest.com](mailto:lddossett@energy-northwest.com)

TRI CITIES CHAPTER

[www.iaap-tricitieswa.org](http://www.iaap-tricitieswa.org)

## Websites

TRI CITIES CHAPTER

[www.iaap-tricitieswa.org](http://www.iaap-tricitieswa.org)

WA-AK DIVISION

[www.iaap-wa-ak.org](http://www.iaap-wa-ak.org)

IAAP HEADQUARTERS

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

## *From the President-Elect*

By: Rosemarie Jones



*“The ability to concentrate and to use your time well is everything if you want to succeed in business--or almost anywhere else for that matter.”*  
~ Lee Iacocca

As you can see in a report to follow, Rose Davis and I just got back from the 2010 WA-AK Division Annual Meeting in Tukwila. It was so interesting and fun, as it was my second year and I knew a little more of what was happening. I really enjoyed myself, as the Mount Rainier and Washington-Evergreen Chapters really put on a great meeting. I was very proud to be the Tri-Cities delegate. As usual, I met a lot of outstanding women. I am looking forward to next year, because of these women have agreed to come to our chapter meetings. Our new Division President, Angela Amaya, is a very charismatic speaker. I look forward to working with her. She talked of **“Passion and Purpose”** for this year. I am really pumped to succeed in making our chapter more successful this next year. So I am extending a personal challenge to each and every one of you to:

- Attend chapter meetings,
- Recruit one person into IAAP,
- Update your career path in some form.

Again, I am looking forward to working with you this next year. See you at the park.

**Congratulations to Rose Davis, Editor – Second Place for Tri-Cities Newsletter!**

## *Member News*

Do you or your company have news or received an award that you want to share? Let Rose Davis or Wendi Finkbeiner know and we will make sure it is announced in the upcoming newsletters.

### **IAAP Anniversaries and Birthdays for June, July and August:**

#### **Anniversaries:**

Colleen Lloyd, June 1973

#### **Birthdays:**

Rosie Jones, June 2

Lynn Dossett, July 10

Colleen Lloyd, August 12

Congratulations to Jen Votaw on your engagement and for attaining your Bachelors degree in Business Administration!!!

The Three Rivers Edition received 2<sup>nd</sup> place for Chapter Newsletters under 30 members at the WA-AK Division Annual Meeting. Rose Davis accepted the award as the editor.

## *2010 - 2011 Officer Nominations*

The following members have accepted nominations as officers for the 2010-2011 year:

**President-Elect:** Currently looking for someone to step into this leadership role

**Treasurer:** Katie Janson

**Secretary:** Marilyn Anderson

Rosie Jones will automatically succeed to the office of President as per the Tri-Cities Chapter Bylaws.

*What's Going On**Pending 2009-2010 Calendar Plan*

| SEP 09  | OCT 09   | NOV 09  | DEC 09  | JAN 10  | FEB 10  |
|---|--|---|---|---|---|
| <p><b>10</b> Chapter Mtg<br/>5:30 pm<br/>Restaurant Rosy's<br/>- Strategic<br/>Planning</p> <p><b>26</b> Hands Across<br/>the Border<br/>Bellingham, WA</p> | <p><b>8</b> Membership<br/>Meeting<br/>5:30 pm<br/>- What IAAP Can Do<br/>for You, WA-AK<br/>Division Treasurer<br/>Celine Landauer-<br/>Allen<br/>- Speaking in Public,<br/>Cal Robinson,<br/>Toastmaster Power<br/>Speakers</p> <p><b>18-21</b> Certification<br/>Conference<br/>Portland, OR</p> <p><b>16</b> Boss' Day</p> | <p><b>6-7</b> CPS &amp; CAP Exam</p> <p><b>12</b> Chapter Mtg<br/>5:30 pm<br/>Office Ergonomics and<br/>Safety, David<br/>Rodriguez, Energy<br/>Northwest ACES<br/>Program Manager</p> <p><b>Retirement Centers<br/>Trust Month</b></p> | <p><b>10</b> Christmas Party<br/>Cedars Restaurant</p>                    | <p><b>14</b> Chapter Mtg<br/>5:30 pm<br/>Fund Raising</p>   | <p><b>11</b> Chapter Mtg<br/>5:30 pm<br/>Sacred Cows Make<br/>the Best Burgers</p> <p><b>15</b> Deadline for<br/>CPS &amp; CAP May,<br/>2010 exam</p> |
| MAR 10  | APR 10   | MAY 10  | JUN 10  | JUL 10  | AUG 10  |
| <p><b>8-10</b> Professional<br/>Education<br/>Conference<br/>Reno, NV</p> <p><b>11</b> Chapter Mtg<br/>5:30 pm<br/>Team Building</p>                        | <p><b>8</b> Chapter Mtg<br/>5:30 pm<br/>Dress for Success<br/>Fashion Show and<br/>Shopping</p> <p><b>18-24</b><br/>Administrative<br/>Professionals Week</p>  | <p><b>7-8</b> CPS &amp; CAP Exam</p> <p><b>13</b> Chapter Mtg<br/>Business Meeting<br/>5:30 pm</p> <p><b>21-23</b> WA-AK Division<br/>Annual Meeting<br/>Doubletree Guest<br/>Suites<br/>Seattle, WA</p>                                | <p><b>10</b> Chapter Mtg<br/>Installation of<br/>Officers<br/>5:30 pm</p> | <p>No Chapter Mtg</p> <p><b>26-29</b> International<br/>Education Forum and<br/>Annual Meeting<br/>Boston, MA</p> | <p>No Chapter Mtg</p> <p><b>15</b> Deadline for<br/>CPS &amp; CAP Nov.<br/>2010 exam</p>  |

**Training Programs Available for Chapter Member Use**—May be used as IAAP Chapter activities or presented by IAAP members to their companies—everything you need to give a standing-ovation presentation. Please limit your request to one selection per month. To request a presentation, send email request with your title selection from the list below to [education@iaap-hq.org](mailto:education@iaap-hq.org).

- Succession Planning (1 hr) Author: Mary Ramsay-Drow
- Success by Design: Your Professional Skills Portfolio (2 hrs) Author: Susan Fenner PhD
- Business Etiquette for the Business Professional (1.5 hrs) Author: Susan Fenner PhD
- We've Got to Stop Meeting Like This (1.5 hrs) Author: Susan Fenner PhD
- Communication Across Generations (1.5 hrs) Author: Susan Fenner PhD
- Market Like a Pro (1.5 hrs) Author: Susan Fenner PhD
- People Reading: The Vital Role That Active Listening Plays in Effective Communication (1.5 hrs) Author: Susan Fenner PhD
- The Land of Ah's: Storytelling as a Powerful New Business Communication Tool (1.5 hrs) Author: Susan Fenner PhD
- Building Trust (1.5 hrs) Author: Susan Fenner PhD
- Grace Under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot (1.5 hrs) Author: Susan Fenner PhD

## *About IAAP*

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

### **What are IAAP's 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 are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

### **Our Mission**

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

## *OPTIONS Training Program*

Are you looking for a way to expand your workplace skills and get recognized as an outstanding professional? Do you need a proven training program that fits a slim departmental budget and doesn't take a lot of your time? Would you like something that can grow with you and focuses on all of you—personal attributes, teamwork, organization, office and information management, task and people skills, and your individual career? If so, then the OPTIONS Training Program from IAAP is the answer! It contains four skill levels of increasing complexity, each one divided into 12 modules, making it a perfect solution for independent or group study of the course of a year. But you can take as much or as little time as you want to complete the program, ending up with personalized certificates for each workbook. You will receive 0.2 CEUs or 2 recertification points for each module. At the end of 12 modules or 12 months, you will have attained 2.4 CEUs or 24 recertification points for the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) rating.

The OPTIONS Training Program is designed to provide quality, low-priced, easy-to-use, fun yet practical, self-study workbooks. It is not online training. The price per skill level is \$199 for IAAP members; \$279 for nonmembers. Price includes shipping/handling for US and Canada.

## 2010 WA-AK Division Annual Meeting

By: Rosemarie Jones and Rose Davis

The 58<sup>th</sup> Washington-Alaska Division Annual Meeting started on Friday, May 21<sup>st</sup> with a mini office bootcamp. Gini Courter gave a very informative session on Office 2007, Sharepoint, and then only a few new options on what is new in Office 2010. Office 2010 will be coming out June 15, 2010.

Friday Night Fever was the theme of the evening of welcome. While there were only two people who dressed up, one as a disco ball, the deejay played all the favorite disco hits and some more current ones that were requested like the Macarena and the Electric Slide. It was a nice time to network with other members over hors d'oeuvres.

Saturday's keynote speaker was Sunny Kobe Cook, entitled Are You Ready to be Extraordinary? She talked about trying something new every day. When change comes, we can just consider it another new thing to try rather than be afraid of the change. She gave the example of the buffalo. When a storm comes, cows run from the storm, whereas a buffalo will but his head down and charge into the storm. The buffalo gets through the storm faster than those that run from it. We need to be like a buffalo when change comes. She also talked about exercising our social muscle, for example, saying "hi" to strangers, smiling and making eye contact.

She stated that we cannot afford to be viewed as a dinosaur. We should embrace new technologies. She used the example that there were a half million jobs posted on twitter and nowhere else. Businesses are looking for employees who are comfortable with these technologies and we should be on Facebook and Twitter. She mentioned that most people use these for their personal lives and if we do not want our information to go to others, we should create a separate account for business networking purposes.

She ended by stating that we should keep a pad by our bed and list five things we are grateful for every night. This way you end the day on a positive note and will wake up happier.

WA-AK Division President, Linda Cook, CAP, called the meeting to order. The 57<sup>th</sup> Annual Meeting Minutes were approved with some changes to the credential's report. Valerie King, CPS/CAP Northwest District Director gave an International update. Both proposed bylaw amendments passed, as did the 2010-2011 proposed budget. The following 2010-2011 Division Officers were elected: President-Elect Melanie Loughmiller, CAP, Vice President Carrie Gehring, CPS/CAP, Secretary Gisela Young, CAP, and Treasurer Sandra Early, CAP. Angela Amaya will automatically succeed to the office of President.

The 59<sup>th</sup> WA-AK Division Annual Meeting hosted by the Everett Chapter will be held at the Embassy Suites in Lynnwood, WA May 13-15, 2011. Room rates are \$109.00 for a standard room or \$119.00 for a suite. The Bellingham Chapter made a bid to host the 60<sup>th</sup> WA-AK Division Annual Meeting May 18-20, 2012.

The Saturday evening banquet was well attended, with many items donated being auctioned off by Lorna Brown, CPS/CAP. During the awards and recognitions, the Tri-Cities Chapter was awarded second place for the Three Rivers Edition newsletter in the category of newsletters from chapters under 30 members. Northwest District Director, Valerie King, CPS/CAP conducted the installation of 2010-2011 officers. Division President Linda Cook, CAP passed the gavel to the 2010-2011 Division President Angela Amaya.

Sunday's leadership seminar on succession planning was conducted by Northwest District Director Valerie King, CPS/CAP. Succession planning is important in that it allows people to step into leadership roles, rather than having to beg someone to step into them. She talked about the qualities leaders possess and the responsibilities of leadership. Leaders develop a vision for moving members forward and that succession planning begins the moment you are elected. Mentoring new leaders will make your succession planning a success.



2009-2010 WA-AK Division Officers



2010-2011 WA-AK Division Officers