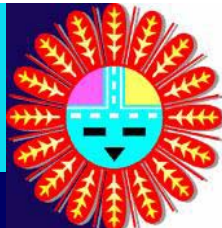


Perspective



Kachina East Valley Chapter

International Association of Administrative Professionals®



Notes from Nancy...

I hope all of our highly valued members, new and long standing, enjoyed a happy Thanksgiving!

First of all I want to tell you about the very successful Growth Program that the Kachina East Valley Chapter hosted on Oct. 27. Michelle Johnson and her committee had everything organized and professionally presented. Our members came through with a place to hold the meeting, light refreshments, door prizes and potential members. Eighteen members came and 15 guests signed up. Six guests actually attended, and three of them have already submitted paperwork. We love our new members. They are bringing some great skills with them as well as being very likable. Thanks to our members, we have five new members since September; Susan Bozile, Lee Cordilla, Katie Daggett, Temple Ferreros, and Helen Siovdian. A warm Kachina welcome to each of you!

I am sorry if you missed our November speaker, Mr. Kirk Wilkinson. He is a bestselling author, a very engaging speaker and one of our best yet. He is the kind of speaker that you just hate to see his time come to a close. His lecture stayed with me the whole next day. I found myself sharing some of things with my co-workers. He told personal stories that were extremely touching. His mother had abandoned him and two siblings when he was eight years old. Of course it was a profound influence in his life. He shared how to turn circumstances around to become the hero, not the victim. Excellent speaker! He is hosting a free webcast on Tuesday, December 1. It's titled "Got Goals? – Learn How to Achieve Them". I am planning on attending. I believe that he will deliver an outstanding inspirational message. See more information on our website or go to this website:

www.thehappynessfactor.com/goals.php

Marina Higdon has done such a great job that I am sure our January, 2010 speaker will be just as outstanding. We will welcome Michael Stawiarski, MFS, presenting "Events Technology" on January



Nancy Rung CPS, President

Vol 1, Issue 4—December 2009

Supercalifragilistic-expialadocious Kachina Fund Raiser!

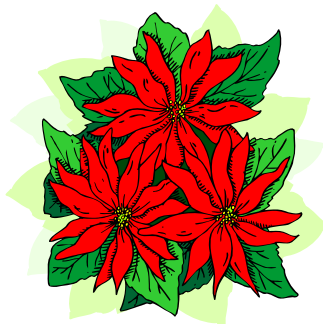
LAST CALL!!!!

ASU Gammage in Tempe, AZ will be presenting the Broadway version of Disney's *Mary Poppins* February 11-28, 2010.

Gammage's Executive Director, Colleen Jennings-Roggensack, has shown her support of the Kachina East Valley Chapter once again by donating two orchestra seats valued at \$80 each. This pair of tickets will be raffled at a drawing held in December.

For just \$10 (the price of two Starbucks coffees) you can buy a chance to win these two tickets. Please ask your friends, neighbors and families if they would like to see this acclaimed show.

The entry form can be found on our website at www.kachinachapter-iaap.org.



REMINDER

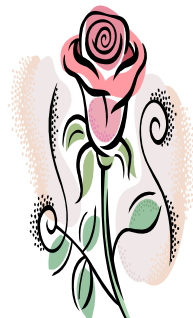
Next chapter meeting is December 8 for our holiday social.

Visit the Chapter website for more information.

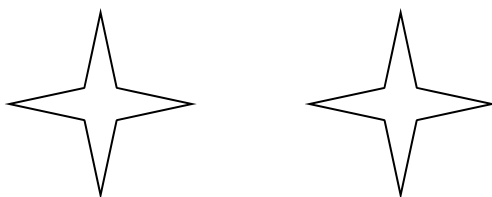
12. Thank you, Marina for providing inspiration and education each and every month.

Our Holiday Social is to be held on our usual 2nd Tuesday, December 8th. We have the food planned. Sherian is lining up games and prizes. I know we'll have too much food, lots of laughter, games, singing and general silliness. Your Board of Officers sincerely hopes that you can attend.

Our community service project this year is to support our retirement center in Rio Rancho, New Mexico. They said that many of their social events revolve around food and potlucks. Imagine that! If we can help them by providing paper plates, silverware, napkins, or other like things, they will be very appreciative. They also like small denomination gift cards from Wal-Mart. The cards help them purchase small items like a needed rug or document shredder. We can start this in December and continue into January. Thank you for any donations that you can provide.



This newsletter is created by and for the members of Kachina-East Valley Chapter of the International Association of Administrative Professionals.



MEMBER OF EXCELLENCE

By Nancy Riley CPS

In 2008-09, three Kachina Chapter members were recognized and awarded a certificate as a Member of Excellence: Nancy Riley CPS, Nancy Rung CPS, and Marina Higdon. These members completed 8 out of 11 possible items to earn this award from IAAP headquarters.

You, too, can earn this award. [Attached to this article is an Excel file](#) in which to keep track of items as you complete them. You might also set aside a file folder in which to keep verification items.

If you are a CPS or CAP, enter the date you attained the rating in the completion date column. Enter a 1 in the Score column.

If you did not sign the commitment agreement last year it's not too late. Enter the date you sign the agreement in the completion date column and a 1 in the Score column. [The agreement is attached.](#)

If you have posted something to the web community forum discussions print it out, do a screen save and save the graphic, or cut and paste your posting to a Word document and save. This will be your verification of completing this item should your submission be chosen for a spot check audit. Or submit an article to the Kachina Perspective.

If you attend a non-IAAP Professional Educational Workshop, Seminar or Conference enter the information in your file as soon as you complete. Perhaps your

company offers webcasts to its admins or your employer pays for you to attend a workshop (such as a Padgett Thompson one). Enter the info into your file as soon as you complete and be sure to keep a copy of the completion certificate.

Do you have an AA or Bachelor's degree? How about a Microsoft certification? Just enter the date you completed into your file.

An easy item to complete is to pay your renewal dues before the due date. I paid mine in July and they aren't due until November! Now I can concentrate on the holidays.

Another way to complete an item is to serve on a Kachina Chapter committee. Better yet, volunteer to chair one!

Perhaps you will be call upon to present a program or training at work. Or you may be asked to be part of a panel for our chapter's Impact Meeting. Be sure to enter the info into your file before you forget.

With the wonderful programs scheduled for this year the next choice should be easy enough to complete. The Kachina Chapter meetings are already entered. If you miss a meeting simply delete that line. If you attended the Division Annual Meeting or other Division event during the year just insert a row and add the meeting info. You only need to attend 8 meetings for this section.

If you recruit a new member you not only get a sponsor pin but you also get a point toward this award.

You can integrate your IAAP involvement into your annual performance review and earn a point. With the excellent programs, Recertification Points, and CEUs offered by Kachina Chapter, this should be an easy task.

Keep the file on your computer at home and at work. When you complete an item enter it on the form as soon as possible so you don't forget. At the end of the year (in June) you will have completed 8 points and will be ready to enter the info online. Then you, too, will receive the Member of Excellence Award!