



The Perspective

Kachina-East Valley Chapter of IAAP
December 2011 Edition
Volume 45, Issue 3

In this Issue:

- Last chance to win two tickets to see “Wicked”
- Register for our holiday social on December 13th
- Division Report
- Board Member Reports
- Community Service Projects
- Fundraiser Updates
- Committee Updates

Do you have news or an article for The Perspective?

Please send an email to:

Perspective@KachinaChapter-IAAP.com

Notes from Marina



Marina Higdon
Chapter President

I'm pleased to report that we have added several new members to our roster since we hosted our Career Advancement/Recruitment event in October. Welcome everyone! We will host a New Member Orientation event in 2012, and all new members will be officially welcomed at the June banquet. In the meantime, please see “Reminders for New Members” later in this issue for important information.

We want to hear from all who sat for the new certification test in November. Keep us posted.

Don't miss out on your last chance to win two tickets to see “Wicked” at ASU Gammage—find all the details later in this issue.

The international event at the Sheraton WTC in Sao Paulo, Brazil on October 28-29, sponsored by the secretaries union in São Paulo (SINSESP) was absolutely fantastic—four excellent keynote speakers and several workshops to choose from.

Isabel Baptista, SINSESP President, is

an IAAP Member at Large and is in the process



of getting IAAP Brazil Chapter chartered, sponsored by the Kachina-East Valley Chapter.



I was extremely honored to represent our association and chapter in the international panel, together with delegates from South Africa and Portugal.

I hope you had a blessed Thanksgiving, and I look forward to seeing everyone at our holiday social on December 13th.



AZ-NV-NM Division Liaison Update



Lori McGraw
AZ-NV-NM Division
President-Elect
2011-2012

WHEW! It's a full-time job just trying to keep up with the doings and goings-on of your chapter! You should all be very proud and extremely happy to be a part of such a vital, energetic and involved chapter. Your leadership is accomplishing remarkable things, and your members are supportive and innovative in their approaches to membership and fundraising, to say the least. What fun you have with your social activities too!

By now, you have received your November edition of the SW Communiqué and you should have some time to enjoy it before the frantic pace of the holidays begins. If you have some spare time during the holidays or just want to kick back after cleaning, shopping, wrapping, decorating, baking and being the "hostess with the

mostest," take a peek at your Division website. I'm sure you've heard that we have a Facebook group and some interesting, new things you may not have seen.

I've just returned from over two weeks of beachcombing in beautiful Hawaii and enjoying many spectacular sunsets and incredible rainbows (even a few double ones!). Those of you who know me well will rightly guess that I lured friends off on numerous sightseeing jaunts to "must-see places" on Maui and Kauai. I would have tried zip-lining but wanted to be able to have the benefit of both arms and legs unencumbered by casts when I returned to Arizona. I was in a laid-back, relaxed state of mind until I returned to the office and found hundreds

of emails, a desk full of snail mail, and numerous voicemails awaiting my attention. I hope to catch up soon and take a deep breath. Would you believe sometimes I forget to breathe? However, I absolutely did not want to miss this opportunity to wish each and every one of you a joyous holiday season and a very healthy, happy and prosperous new year.

**Visit the AZ-NV-NM
Division website at:**

www.iaap-az-nv-nm.org

VP of Site Coordination Report



Laura Scheller CMP

Creating a partnership with your vendors is key to a successful venue selection. We have been blessed to have a strong relationship with the Fiesta Resort for a few years. How does that affect the chapter? The hotel has not only worked with us to provide delicious meals that stay within our budget, but they also provide a meeting room for both the monthly board and chapter meetings at no charge. In return, we guarantee them a minimum

of eighteen paid meals for each of our monthly meetings. So remember, all our welcome at our meetings, but by purchasing a meal you not only enjoy dining and networking with your fellow colleagues, you're also helping to support our financial commitment to the resort. Please join us on December 13th to celebrate the holiday season (see the flyer later in this issue).

Treasurer's Report

The Kachina-East Valley Chapter continues to be in good fiscal health. Please see our financial reports on the Kachina website. We have also filed a tax return as required by the IRS and we had an excellent review from our auditor. Our thanks go to Theresa Lovato, CAP-OM who did an excellent job as 2009-2011 Treasurer.

I hope to see you at our holiday social. It's been fun in the past and a good opportunity to just enjoy the company of some very smart, talented woman. Happy Holidays to each of you.

**Nancy Rung CAP
Treasurer**

**Monthly financial reports are posted
on the Member's Page at
www.kachinachapter-iaap.org**

VP of Programs Report

We had another great meeting presentation in October by Mary E. Young, President of M.Y. Events, Inc. Her topic was Successful Meetings, and she shared many terrific tips and tricks for meeting planning. One great piece of advice she offered was to begin at the end and work backwards--this will help keep you on track with deadlines, tasks, etc. Mary's presentation was a great refresher for all of us who are in charge of planning meetings.

We also learned all about

how to become Members of Excellence from Michelle Johnson CAP-OM.

Our December social will be hosted by Laura Scheller. We hope to see you at her house for a fun evening (details are later in this issue).

In January, our guest speaker will be June Cline, a communication expert with a humorous twist. Some of you may remember June from the APD conference in April. She is an inspirational



**Theresa Lovato CAP-OM, VP of Programs,
presents a gift of appreciation to Mary**

humorist and President of Open Heart Communications. Her presentation, "Lead, Laugh or Get Out of The Way!" is sure to be entertaining and educational. Mark your calendar and be sure to attend the meeting on January 10th!

IAAP 2012 Administrative Professionals Day Seminar

All three Phoenix metro area chapters (Kachina-East Valley, Valley of the Sun, and Valley West) are involved in the planning and execution of a one-day seminar to be held during Administrative Professionals Week from April 23-27, 2012.

Lynda Hilton, Pam Ruiz CAP, Kendra Karnoski, and Kim Hennis CAP-OM are the Kachina Chapter members on the planning committee. Watch for more event information to be announced in January of 2012.



Lynda Hilton

Community Service—Box Tops for Education



The Kachina Chapter is still collecting Box Tops for Education to benefit Frank School in Guadalupe. Please give your coupons to me at any chapter meeting.

For more information about the program and participating products, please visit this website: <http://www.boxtops4education.com/earn/clip/Brands.aspx>

Denise Malavasi CAP-OM
Project Coordinator

Macy's Community Shopping Day



Marina Higdon, Michelle Johnson CAP-OM, and I volunteered at the Macy's Community Shopping Day event held November 12th. THANKS to Michelle, Marina, and everyone else who participated in this fundraiser by selling tickets. As this was the first year for Kachina Chapter to participate, we realized it might take awhile to get the word out on what a great fundraiser it can be. We won't know until January what the chapter's percentage from in-store ticket sales will be, but any fundraiser that makes money for the chapter is well worth it! If anyone still has money from sold tickets, please bring them to the December social, along with any unsold tickets. Thanks again!

Kim Hennis CAP-OM
Project Coordinator

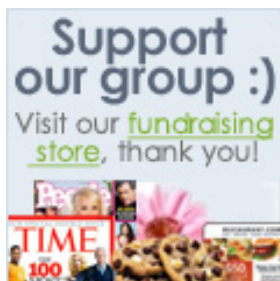
Community Service—Shoebox Ministry



The Kachina Chapter is continuing its support of Shoebox Ministry, which distributes toiletry kits to the homeless and working poor in the Greater Phoenix Metro area. So far this year 282 items have been collected from our chapter! Please bring your donations to any chapter meeting. To learn more about the Shoebox Ministry, visit their website at www.shoeboxministry.org.

Lynda Hilton
Project Coordinator

Please Support Our Fundraising Store



Get great discounts on magazines, restaurant coupons and other items through our fundraising store, and support the chapter at the same time!

To sign up, please click on the link to the left, or go to <http://www.efundraisingonline.com/KachinaChapterIAAP>

Certification Update

The November 2011 certification exam was the last to be offered under the old format and the first offered under the new format. At our test site, there were two candidates who were eligible to retake parts of the exam under the old format and eight who tested under the new format. We also had two candidates who sat for the Organizational Management specialty exam. If grading goes as planned, candidates should receive their results by mid-December. Of course, our best wishes are extended to all candidates that they receive positive results.

Following the November exam, IAAP's Certification Department notified active holders of the Certified Professional Secretary rating that their rating would be changed to Certified Administrative Professional (CAP) effective the week of November 7, 2011. In addition, active Certified Administrative Professional holders were notified that their rating would change to CAP with the Organizational Management specialty (CAP-OM). In the case of CPS holders who certified prior to January 1988, their rating is considered active and will be changed. Their certification status is not affected by their status as an active member of IAAP.

All CAP holders must recertify every five years to keep their certification active. Passing the Organizational Management exam does not change the recertification date as this is a specialty and not a certification.

For those of you considering taking the CAP or OM specialty exam in May 2012, the application deadline is February 15, 2012. Should you miss this deadline, applications will be accepted February 16-28 but you will need to pay a \$50 late fee.

Perhaps your next step to being **REMARKABLE** is to sit for the certification or specialty exam, so **MAKE THAT LEAP** now!

Dorothy Galvez, CAP-OM, Certification Committee Chair

Pathways to Excellence

The IAAP Pathways to Excellence Recognition Program is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence (MOE). Our chapter has the distinction of being a Chapter of Excellence, and there is also a Division of Excellence program. Find out more about the program in the members section of the IAAP website. Log in and go to Web Community, click on Member Resources, scroll to Pathways to Excellence, <http://pathways.iaap-hq.org/Pathways/Home/>, and click on Member of Excellence. You can download the forms by scrolling down and clicking on them.

The first item you should review is the Member of Excellence information. You only have to achieve eight of the eleven criteria to qualify. At the bottom of that information is the online submission form and commitment form. You will have fulfilled one of the requirements just by completing the commitment form! Those of you who are certified have completed another one! Download the MOE worksheet and review the sample spreadsheet to aid you in tracking your achievements. I encourage you to start your worksheet now to allow ample time to fulfill the requirements. Becoming a MOE is an achievable goal for any member who is active and involved in IAAP activities.

The Pathways to Excellence year coincides with the IAAP fiscal year, and the deadline to submit your form is 11:59 p.m. CST on June 30, 2012. Please provide a copy of your commitment form to our president Marina Higdon so the board can support and track those members working on MOE.

As a special incentive, all members who submit their MOE form will be entered in a drawing for a pair of tickets to a Broadway show at ASU Gammage in the 2012/13 season! I urge you to contribute to your professional development by participating in this worthwhile program.

Michelle Johnson CAP-OM, Committee Chair





\$10 buys you a chance to win two tickets to the Tony Award-winning musical “Wicked!”

Enter a drawing to win a **pair of orchestra seating** tickets to see the award-winning Broadway musical “Wicked” at [ASU Gammage](#) in Tempe, Arizona for only \$10 per entry! Tickets are valued at **\$93.50 each**. Buy more than one ticket to increase your chances!

“[Wicked](#)” is the winner of 35 major awards including the Grammy, three Tony Awards, and it was declared “The Best Musical of the Decade” by Entertainment Weekly.

Make checks payable to “Kachina Chapter” and send to Nancy Rung CPS, 3700 E. Page, Gilbert, AZ 85234 by **December 10, 2011** (or bring a check to the next chapter meeting).

The drawing will be held on December 13, 2011. The winner will have a choice of performance dates from 2/15/12—3/11/12.

Please share this with your friends and family!

Special Recognition Goes To:



Marina Higdon

For being our “President Without Borders” by representing our chapter at SINSEP in Brazil, and for successfully surviving downsizing and recently landing a great new position.

Cynthia Leedom CAP

Congratulations on your new position at PHI Air Medical.

Do you know a chapter member who deserves special recognition?

***Please send an email to
Perspective@KachinaChapter-IAAP.com***

2011-2012 Meetings

December 13
Holiday Social at Laura Scheller's home

January 10
"Lead, Laugh, or Get Out of the Way"
 June Cline
Communication Expert

February 21
"Are Your Butterflies In Formation?"
 Danny Valenzuela, CPS, DTM
Transition Execs

March 13
"How to Succeed With Humor"
 Jodi Weisberg, *Comic*

April 10
"SharePoint Applications"
 New Horizons Computer Learning Center

May 8
Annual Business Meeting

June 10
Installation Banquet

Meetings are held at the **Fiesta Resort Conference Center**
 2100 South Priest Drive
 Tempe, Arizona

**Reminders for New Members**

The New Member Orientation Webinar is available anytime on the IAAP website (you will need to log in to the Web Community to view it)
<http://community.iaap-hq.org/viewdocument/?DocumentKey=9567e2a3-6dd6-4720-8be2-f014882e8d60>

Kachina-East Valley Chapter will host a New Member Orientation event in 2012, and all new members will be officially welcomed at the June banquet.

You can also access your electronic membership packet online
<http://www.iaap-hq.org/newmemberpacket/pageflip.html>.

If you do not have FLASH on your computer, the following link is a PDF version: electronic membership packet, PDF <http://www.iaap-hq.org/newmemberpacket/new-member-packet.pdf>

The International Association of Administrative Professionals®

Kachina-East Valley

Serving the East Valley of the Greater Phoenix Metropolitan Area

www.kachinachapter-iaap.org



International Association of
 Administrative Professionals®

Kachina-East Valley Chapter

Celebrating 45 years of dedication to our mission of promoting excellence through education, professional development, networking, and mentoring.

Member Milestones

Congratulations to our members celebrating IAAP
anniversaries in November and December:

Sheri Brogni CAP-OM—9 years
Dorothy Galvez CAP-OM—26 years
Cynthia Leedom—6 years
Denise Malavasi CAP-OM—15 years
Diane Wiese—15 years
Jan Mahoney—10 years
Linda Rodriquez—1 year
Helen Siordian—2 years
Karen Want—1 year

We Need Your News!



*Do you have some good news to share? Please send your articles,
announcements and chapter news to Sheri Brogni CPS/CAP
at
Perspective@KachinaChapter-IAAP.com*

Kachina – East Valley Chapter Holiday Party December 13, 2011



Happy Holidays

Please join us at Laura Scheller's Home to celebrate the holidays

Laura Scheller's Home 16654 S. 38th Way
Phoenix, AZ 85048
Home Phone: 480-759-2733

Please RSVP with what you plan to bring by December 9th at 10:00am to Laura Scheller@
Sitecoordinator@kachinachapter-iaap.org, telephone 480-704-9617

Food Item	How Many	
	Needed	Who Brings it
Stuffing	2	A-C
Mashed Potatoes	2	A-C
Potato Casserole	2	A-C
Sweet Potatoes	2	D-K
Vegetables (Hot)	2	D-K
Green Salad	2	L-P
Fruit Salad	2	L-P
Appetizers	4	L-P
Dinner Rolls	2	Q-S
Cranberry Relish	1	Q-S
Desserts	4	T-Z

*~Bring your favorite beverage to share
& a \$10 Gift to exchange~*