



The Perspective

Kachina-East Valley Chapter of IAAP
February 2012 Edition
Volume 46, Issue 2

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 **Chapter of Excellence**

*Celebrating 45
years in the
East Valley*

Notes from Marina



Marina Higdon
Chapter President

I am excited to report that Chapter Brazil will soon be a reality. They have reached the minimum of fifteen members. Their installation date will be on March 3, 2012. Our chapter is very proud to sponsor the chartering of an International Chapter.

Please mark April 24th on your calendar for the Administrative Professionals' Day (APD) seminar (see the flyer on page eight for all the information). Pam Ruiz CAP, Lynda Hilton, Kim Hennis CAP-OM, and Kendra Karnoski represent our chapter on the planning committee. Please consider donating door prizes and suggesting vendors. Maybe some of your employers would like to be sponsors? In turn, the Valley Chapters will offer

them time to talk to our members about their services.

Our chapter's New Member Orientation event will be scheduled after the APD event.

Don't forget that the deadline to register for the next CAP or OM specialty exam is coming up on February 15th.

I encourage you to apply for Member of Excellence at www.iaap-hq.org. Sign in, and look for Pathways to Excellence under Member Resources tab.

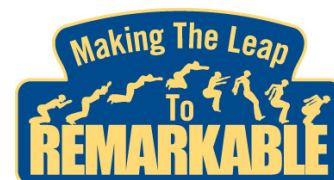
I wanted to share this important "News from HQ."

We know how important training is to you. Learn something new and earn rave reviews at your office by attending [IAAP's Spring Conference](#). Like a great movie, every office has its own set of characters, plot, setting and theme. The key to success is directing all these elements into a compelling and productive story. At this year's IAAP Spring Conference, you

will learn how to identify your office's genre and write the script for your own workplace blockbuster. On Sunday we're offering an optional, interactive technology workshop with Gini Courter.

I hope you have a wonderful Valentine's Day!

We are all Making the Leap to (more) Remarkable—let's keep the pace!



AZ-NV-NM Division Liaison Update



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

Hello, Kachina-East Valley Members,

I've been looking over my New Year's resolutions to see how I'm doing so far and to determine which goals may need some work or, perhaps, some tweaking. I admit I may have been overly zealous when I made my resolutions (I am optimistic by nature). In discussing my progress with a friend, she reminded me of something I would like to share with you. She gave me the following exercise, which I invite you to take.

1. Name the five wealthiest people in the world.
2. Name the last five Heisman trophy winners.
3. Name ten people who have won the Nobel or Pulitzer Prizes.
4. Name the last half dozen Academy Award winners for best actor and actress.
5. Name the last decade's worth of World Series winners.

The point is that none of us remembers the headliners of yesterday. These are no

second-rate achievers. They are the best in their fields. But applause dies, awards tarnish, accolades and certificates are buried with their owners.

Now, let's see how you do with this one:

1. List a few teachers who aided your journey through school.
2. Name three friends who have helped you through a difficult time.
3. Name five people who have taught you something worthwhile.
4. Think of a few people who have made you feel appreciated and special.
5. Think of five people with whom you enjoy spending time.

Easier? The lesson is that the people who make a difference in your life are not the ones with the most credentials, the most money, or the most awards. They simply are the ones who care the most. Let's make a real effort this year to help others whenever and wherever we can...join a committee (or chair one), become a candidate for office, or just work in the background,

if that's your style, to help your chapter become a *Chapter of Excellence*. It takes all of us to be successful in our *Leap to Remarkable!*

YOU make a difference in my life!

"I am personally convinced that one person can be a change catalyst, a transformer in any situation, in any organization. Such an individual is yeast that can leaven an entire loaf..."

- Stephen R. Covey

VP of Site Coordination Update



Laura Scheller, CMP

I'm pleased to report that the Kachina chapter is alive and well, thanks to our active members who attend our numerous events throughout the year. Not only do we have our monthly educational meetings, but we also host socials, recruitment events and new member orientations. Face it, we enjoy being surrounded by people we know and like!

Although the focus of the organization is education, the board is always looking for fun, economical ways for our members to informally network and enjoy each other's company. For example,

some of our members became sharp shooters after learning tips about playing pool from Nancy Riley this past Fall.

This Spring we have another wonderful event planned for March 31st at Floridino's Italian Restaurant in Chandler. Sign up now because you won't want to miss sharing a delicious meal and perhaps a glass of vino with your IAAP family. Besides, someone else is doing the cooking--it doesn't get better than that. You can get all the details on the flyer on page ten. See you there!

VP of Programs Update



**Theresa Lovato
CAP-OM**

Our next meeting will be on the third Tuesday of the month, February 21st, to allow everyone to celebrate Valentine's Day on the 14th.

We have a very interesting speaker planned, and the program is approved for re-certification. Please see the flyer on page nine of this issue for more information.

MEETING ROOM CHANGE:

We will be meeting in the Red Rock Room in the Conference Center behind the hotel (rather than in our usual room in the main hotel), so please park in the parking lot by the Conference Center.

A Note from the Editor

Do you have news, an article or an update to share with the chapter? Please send an email to Perspective@KachinaChapter-IAAP.com. The deadline for the next issue is February 17th.

Sheri Brogni CAP-OM

Tech Tool—Snipping With Snagit



Sheri Brogni
CAP-OM

Have you ever felt frustrated when you tried to copy an image or block of text from a web page and you ended up with weird formatting or odd characters? Does the “print screen” function on your keyboard give you an image that’s not the right size or shape, and you have to fuss around with it to make it look the way you want? Is the snipping tool in your Windows program too limited for your needs? One of my tech mentors recently introduced me to a great snipping tool called “Snagit,” and it has now become one of my essential office tools.

Snagit takes screenshots and image capture to a whole new level. According to their website, Snagit offers over 40 ways to capture images. Snagit gives you a quick and easy way to capture just what you want from a web page, pdf document, photo or image, and you can edit the images with callouts, effects or arrows. It even offers a video

capture mode. It’s a very robust program, easy to use, and fun to experiment with. The time it will save you is well worth the \$49.95 price tag for a single user license.

Do you need to quickly create a list of flight options to show your executive for their next trip? Use Snagit to capture just the information you want from the airline’s website in an easy to read format.

Would you like to transfer important information from an event invitation to an Outlook appointment without attaching the whole invitation? Use Snagit to capture just the information you need and paste it into the notes section of the appointment.

Does your executive need directions to a meeting that are less cluttered and more customized than Mapquest? Use Snagit to capture just the map and

add your own comments.

Do you need to create a step-by-step procedure sheet? Use Snagit to capture each step of the process in a close-up window (good-bye Print Screen!) and enhance it with text boxes, arrows or other symbols. Or better yet, use Snagit to create a procedure video that you can email to all of those people who look to you as their how-to person. Once you try it, I bet you’ll think of all kinds of other ways you can use it.

Do you have a favorite tech tip, trick or tool that you’d like to write a short article about? Please email me!

Here’s the Snagit website: <http://www.techsmith.com/snagit.html>

You can download a free 30-day trial at:
<http://www.techsmith.com/download/snagit/default.asp>

Community Service—Shoebox Ministry

Thanks to all of you who have contributed items to the Shoebox Ministry. Please bring your items to any chapter meeting. To learn more about the Shoebox Ministry and what items they need, visit their website www.shoeboxministry.org.

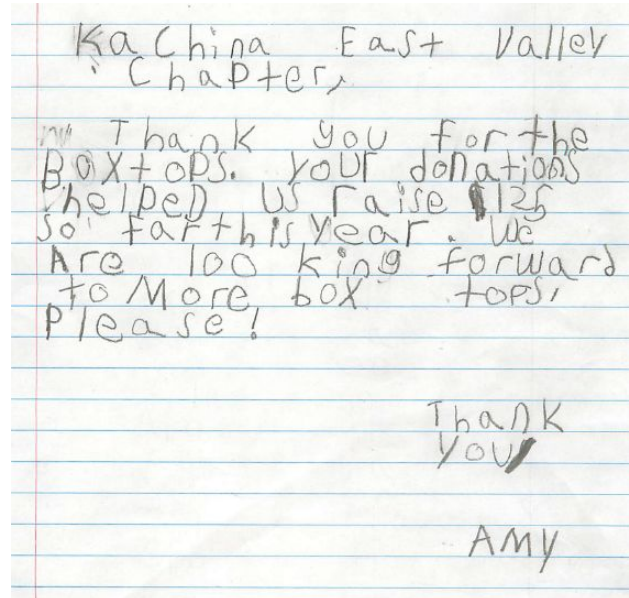
Lynda Hilton, Project Coordinator

Community Service—Box Tops for Education

I wanted to take this opportunity to let all of you know that Frank Elementary School appreciates our efforts to send them Box Tops. The teacher who is in charge of the program, Adam, sent me a thank you letter, but more importantly he sent me letters from some of the children to show you. I will have the originals of Adam's letter and the children's letter at the February meeting, but I just wanted to give you a preview here. Ladies, we are making a difference. This is a class of children with differing abilities. As Adam tells us, the Box Tops are increasing his students' small motor skills and counting ability. We get to bring a little excitement to them too.

The number of Box Tops has been falling off. Please look out for more and don't trim them up and make them neat—that is for the children to do—just go ahead and **rip** them out of that cereal box, box of Avery labels or wherever you find them, and get them collected! Get the Box Tops to me and I will send them out to Adam's class at Frank Elementary. Thanks for contributing!

Denise Malavasi CAP-OM, Project Coordinator



New Amazon.com Fundraiser

We are launching an exciting new fundraiser with Amazon – go to our website www.kachinachapter-iaap.org and click on the link [Shop AMAZON.COM - Support Kachina Chapter IAAP](#). You will be directed to the same Amazon page you currently use, you'll pay the same prices as you normally would, and Kachina will receive up to 6% of the proceeds from the amount of purchases you make! Spread the word to all your relatives, acquaintances, friends, and neighbors who buy from Amazon, and support the Kachina-East Valley Chapter!

“He who stops being better stops being good.”

- Oliver Cromwell

2012 Meetings

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**

Visit our website for detailed program information:
www.kachinachapter-iaap.org

Upcoming IAAP Events

Deadline: May 2012 Certification Exam Registration

Wed, 02/15/2012

2012 Spring Conference

Sun, 03/04/2012

Administrative Professionals Week

Sun, 04/22/2012

May 2012 CAP Exams

Sat, 05/05/2012

2012 Education Forum & Annual Meeting (EFAM)

Sun, 07/22/2012

Mark Your Calendar:

March 31--Chapter social at Floridino's

April 24--APD conference

June 1-2--AZ-NV-NM Division Education Forum and Annual Meeting (DEFAM)



About the Kachina-East Valley Chapter

We are celebrating 45 years as an [IAAP Chapter](#).

Our chapter mission is to promote excellence through education, professional development, networking, and mentoring.

Our meetings are designed to provide education and networking opportunities for career-minded administrative professionals.

Learn more about us by visiting our website at: www.kachinachapter-iaap.org



Visit Us on the Web

Stay informed about all the latest news within IAAP—there are many different ways!

Visit our chapter's website at www.kachinachapter-iaap.org

Visit our chapter's Facebook page: Kachina East Valley Chapter-IAAP
<http://www.facebook.com/pages/Kachina-East-Valley-Chapter-IAAP/377087187175>

See what's going on within our Arizona-Nevada-New Mexico Division and get links to IAAP news:
<http://www.az-nv-nm-div-iaap.org/>

Join the division Facebook group: AZ-NV-NM Division Members
<http://www.facebook.com/groups/178347878893630/>

Get the latest news on the IAAP website at <http://www.iaap-hq.org/>

Visit IAAP's Facebook page: IAAP International Association of Administrative Professionals
<http://www.facebook.com/iaaphq>

Become familiar with the members-only section of the IAAP website <http://community.iaap-hq.org/home/>
 It's the place to complete or update your personal profile, subscribe to newsletters, join eGroups (our division has one), connect with other IAAP members, and stay current on activities throughout IAAP.

Member Milestones

Sending warm wishes for a wonderful birthday to our members who are celebrating this month:



Helen Siordian (February 12)
 Jessica Cherry CAP-OM (February 15)
 Kendra Karnoski (February 24)
 Cynthia Leedom CAP (February 26)
 Veronica Morales (February 23)
 Nancy Riley CAP (February 20)
 Nancy Rung CAP (February 18)

Congratulations to our members who are celebrating their IAAP anniversaries in February:

Cynthia Buda 1 year
 Kendra Karnoski 1 year
 Rose Kallevig 6 years
 Kathleen Paulsen 2 years

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International Association
of
Administrative Professionals



Technology + You = Cloud Nine!

Administrative Professionals
Day Conference

April 24, 2012
8:00 am – 4:30 pm

Join us for an exceptional day of education, networking with other office professionals and an exciting vendor expo with lots of valuable products and services.

Featuring

Kirk Wilkinson, Author of *The Happiness Factor* will provide inspiration in his motivational presentation on how to maximize our gifts, talents and strengths and use technology to help, not hinder us! Kirk's entertaining presentation style and his valuable information will certainly put you on Cloud Nine!

Brad LaFave, Training Manager at Executive Training Solutions, will also lift us up from ordinary to inspired! He will provide expert technical training on Cloud Computing. Using his passion for teaching, he will raise your knowledge base to new heights so you are able to use cutting-edge technology to be the go-to person in your organization.

Location

Desert Willow Conference Center
4340 E Cotton Center Boulevard, Phoenix AZ 85040
(Cross Streets are Baseline and 40th Street)

\$95 Non-Members/\$90 IAAP Members
Registration Includes

Free Parking | Continental Breakfast | Lunch | Breaks
Vendor Expo | Door Prizes | Recertification Points
Certificate of Attendance

Hosted by Valley IAAP Chapters:



Kachina East Valley



Valley of the Sun



Valley West

For more information email: iaapapd@gmail.com



KACHINA-EAST VALLEY CHAPTER IAAP

February 21, 2012

"Are Your Butterflies in Formation"

Presented by Danny Valenzuela

Associate Certified Coach(ACC)
Certified Leadership Fitness Coach



**"Do you want to feel more comfortable speaking in public?"
Don't miss this presentation!**

Learn the importance of effective communication and the key parts of a presentation (Opening, Body & Conclusion). Pick up tips on how to overcome nervousness and effective uses of gestures/ body language/vocal variety. In addition, learn the steps needed in preparing a presentation and preparing for "Off the Cuff" questions.

**THIS IS A RE-CERTIFICATION PROGRAM.
February 21, 2012**

**Location "Fiesta Inn & Conference Center"
RED ROCK room in the CONFERENCE CENTER
2100 S. Priest Drive Tempe, AZ 85282**

Registration: 5:30 p.m.

Dinner: 6:00 p.m.

Cost: \$25.00

Please RSVP with your menu choice no later than 10:00 a.m., Friday February 17, 2012 to Laura Scheller @ Sitecoordinator@kachinachapter-iaap.org, telephone 480-704-9617.

All reservations are final.

THIS MONTH'S MENU:

Chicken Parmesan

Vegetarian - Eggplant Parmesan

Gluten Free- Eggplant Parmesan without the breading

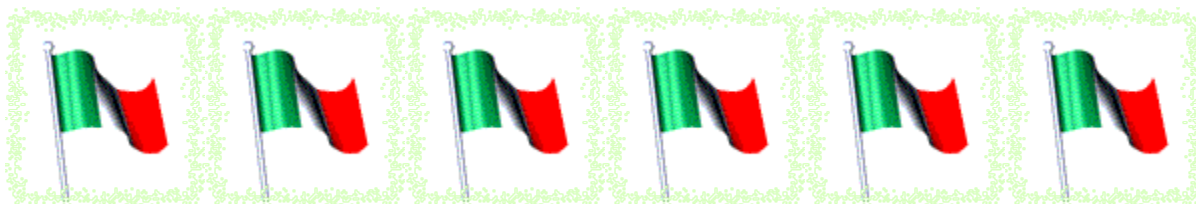
Dessert - Fruit or Chocolate cake

Assorted Rolls & Butter
Coffee, Iced Tea, Water



Kachina-East Valley Chapter IAAP

invites you to join us for a first annual pasta dinner
at a local Italian restaurant in Chandler



The Date:

Saturday - March 31, 2012

The Place:

**Floridino's
580 N. Alma School Road (North of Chandler Blvd)
Chandler, AZ 85224
480-812-8433**

The Time:

**Arrive any time after 6 pm
Dinner will be served at 6:30 pm**

The People:

Kachina members & guests, spouses & friends

The Event:

This is a purely social evening with friends and spouses. Need a conversation starter? How about, "Ever been to Italy? Want to go there?" Bring your stories or photos or questions.

The Price:

\$15.00 per person

Included in the price is the all-you-can-eat buffet of lasagna, ziti, meatballs, antipasto salad, dessert and non-alcoholic beverage, tax & tip - Beer and wine available for individual purchase

R.S.V.P.

RSVP **now (but no later than March 21) to Phyllis Chase.
Email to: <mailto:Phyllis@wbhsi.net> or phone 602-539-4041.
Send your check made payable to Kachina Chapter to Phyllis at
10839 E Chestnut Drive, Sun Lakes AZ 85248.**