

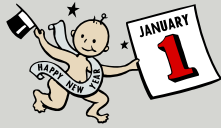


Perspective

Kachina-East Valley Chapter of IAAP Newsletter



January 2011 || Volume 2, Issue 6



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Notes from Marina...

Happy New Year! May this be a year of new beginnings, motivated by Passion and Purpose! Peace, love, joy, and prosperity to all!

We're starting 2011 with a great recertification program on January 11 – Eileen Roth, our guest speaker, and author of "Organizing For Dummies®" will be honoring us with a very timely presentation. Eileen has appeared on the Today Show, Oprah, and in various publications such as ASTD's Training and Development, Successful Meetings, Event Solutions, Reader's Digest, Self, Real Simple, Women's Day, and even twice in Men's Health. Don't miss this golden opportunity to meet a local celebrity!

To all of you preparing to obtain CPS and CAP designations in May 2011, before all the changes in November 2011, don't miss the deadline – applications are due by February 15, 2011.

Check your status for obtaining 2010-2011 Member of Excellence recognition on <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/Default.aspx>. There's still plenty of time to apply – deadline for submissions is June 30, 2011.

Our immediate past president, Nancy Rung, will chair the committee for nominations and start scouting for board candidates in January. Please approach Nancy and the committee should you have interest in becoming a board member.



Marina Higdon, President
Kachina-East Valley Chapter

We enjoyed a very nice Holiday Social at Nancy Rung's – great buffet, engaging games, gift exchange (and stealing), and great camaraderie. We welcomed our guest Shari Schugardt, who works at Intel, and look forward to introducing her to more members at our monthly meetings.

We were saddened by the passing of Sheryl Hand's Mom, a wonderful lady who I had the privilege of meeting during EFAM in Boston. Ireta accompanied Sheryl on the trip, and joined us on several occasions, always an energetic, cheerful and lovely presence. The Kachina family extends our deepest sympathy to Sheryl and family.

We are also keeping Theresa Lovato, our Treasurer, in our thoughts and prayers during a most difficult time; her Mom has been battling terminal illness.

Every year brings us joy and sadness; and it's important we stay together in any situation – we would like IAAP Kachina-East Valley Chapter to be considered an extension of your families.



See page four to chart our progress to obtaining Chapter of Excellence for 2010—2011

New Member Online Orientation

Wednesday, January 19th

This webinar will answer questions you may have as a new member and give you a jumpstart on taking advantage of all that IAAP has to offer.

Please email membership@iaap-hq.org to sign up

Check Us Out & Join Us on the Web!

www.kachinachapter-iaap.org

[Kachina Facebook Page](#)

[Kachina Twitter Page](#)

[Kachina LinkedIn Page](#)

www.az-nv-nm-div-iaap.org





From the Desk of...



Margaret Lojas , CAP
AZ-NV-NM Division President

Have you made any resolutions for 2011? The beginning of a new year is always the time for people to make resolutions to “start fresh”. Most of us pick something like becoming healthier (i.e., exercising, eating better). Others vow to become more organized, while others want to remove the clutter from our lives! The usual time period for such good resolutions lasts about one month.

It is not easy to change habits and lifestyles. It takes a huge commitment and willpower. It involves intense introspection. Because if you don't really believe something needs to be changed, you will have an extremely difficult time making the commitment to change.

Unfortunately, or fortunately, I have done quite a bit of thinking the past few weeks. I have not been entirely devoted to my IAAP responsibilities. The reasons are my own, and by some people, could be viewed as excuses.

Nevertheless, I am committed to turning myself around and recommitting myself to our Division. You will all be hearing from me shortly with needed information.

I wish you a life of Passion and Purpose.

Nancy Rung, CPS
Immediate Past President
Ways and Means Committee



Happy New Year to all!

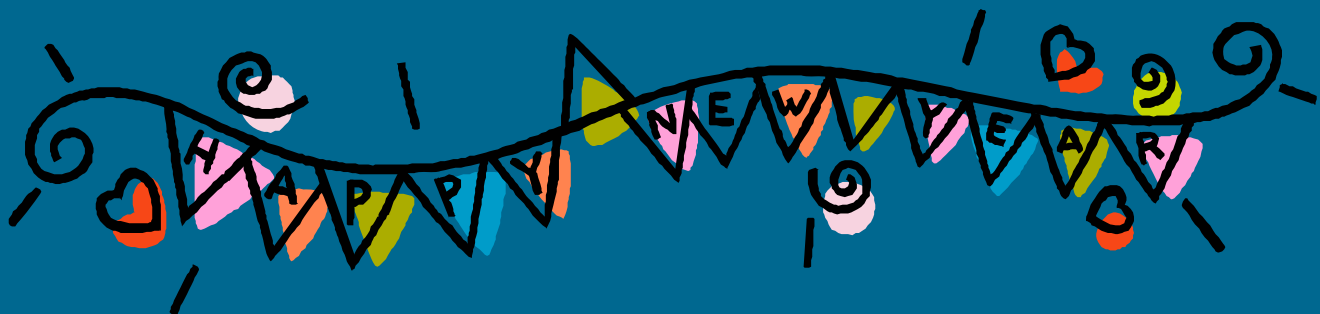
Our Holiday Social was very fun and we all enjoyed ourselves. I am looking forward to 2011.

I always enjoy the possibilities that a new beginning offers. I am thinking about education and certification. I'd like to encourage each of you to pursue certification in these uncertain times. I always tell my children that an education cannot be taken from you no matter what the economic times may be.

Studies have shown that learning keeps your brain active. Although I saw an ad with Jane Fonda the other day and she looks darn good for 70+ years. Beauty or brains? We can have both!

Should I go for the new designation? I've been thinking of it for the past two years so perhaps it's time to stop procrastinating. My past excuse has been “Board duties” but Marina and 2010-2011 Board is very capable and has everything well in hand. I enjoy a challenge and the personal satisfaction is important to me. My employer is encouraging. I've almost got myself talked into it.

See you January 11th. Please bring your Box Tops for Education.

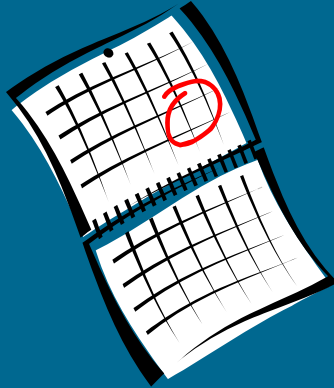


*Happy New Year from the
Kachina-East Valley Chapter!*

PASSION & PURPOSE
KACHINA-EAST VALLEY CHAPTER

Save the Date

2010—2011 Chapter Meetings



September 14, 2010

Get Organized with Avery
Karen Thomas, Avery Account Manager

October 12, 2010

*Re-Purpose, Re-Tool & Re-Fresh Your Life—
Seven Principles of How to Move Through a
Transition Successfully*
Kitty Wiemelt, Winds of Change Consulting

November 16, 2010

*(Please Note this is the 3rd Tuesday)
Resume Writing in the Digital Age*
Joe Mizzi & Garrett Messerly, OfficeTeam

December 14, 2010

Holiday Social

January 11, 2011

Dispel the Top 10 Time Management Myths
Eileen Roth, www.everythinginitsplace.net

February 8, 2011

Microsoft Office Tips & Tricks
Robin Smith, New Horizons Computer
Learning Center

March 8, 2011

Public Speaking—You Don't Really Have to Die!
Margaret Lojas, CAP & Sandy Chismark, IAAP
Valley West Chapter

April 12, 2011

*Parliamentary Primer: Basic Procedures for
Members*
Nancy Riley, CPS, Kachina-East Valley Chapter

May 10, 2011

Annual Business Meeting

June 14, 2011

Installation Banquet

Important IAAP Dates

Administrative Professionals Day Event
April 26, 2011 (Phoenix Convention Center)

Division Annual Meeting
June 2-4, 2011 (Albuquerque, NM)

International EFAM
July 24-27 (Montreal, Quebec, Canada)

Mark Your Calendars

May 2011 Exam

May 6th & 7th, 2011

Application due by February 15th, 2011

November 2011 Exam

November 4th & 5th, 2011

Application due by August 15th, 2011

Pathways to Excellence

Follow our progress as we strive to achieve Chapter of Excellence for the 2010—2011 year!

Chapter Criteria (need 14 out of 19)	July/ Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Status
Hold Six Meetings that offer recertification points	-	★	★	★	-	★						In Progress
Have one member earn CPS and/or CAP (you?)												NEED
Sign commitment agreement	-	-	-	★	-	-	-	-	-	-	-	Complete!
Distribute six newsletters	★	★	★	★	★	★						In Progress
Participate in IAAP web community												NEED
Create annual calendar & marketing plan	★	-	-	-	-	-	-	-	-	-	-	Complete!
Create annual budget & monthly statements **	★	★	★	★	★	★						In Progress
Maintain a full slate of officers & four chairs	★	-	-	-	-	-	-	-	-	-	-	Complete!
Leadership/succession officers/chairs training	-	-	★	-	-	-	-	-	-	-	-	Complete!
Send delegate to DEFAM & delegate/proxy to International	★	-	-	-	-	-	-	-	-	-	-	Complete!
Have a member serve as Div. or Int. committee/officer	★	-	-	-	-	-	-	-	-	-	-	Complete!
Hold seminar, APD or Exec. Event												In Progress
Apply for Avery or IAAP Chapter Award						★						In Progress
Have 15 members & 80% retention												In Progress
Conduct at least one recruitment Meeting **	-	-	★	-	-	-	-	-	-	-	-	Complete!
Hold a new member orientation												In Progress
Increase membership by 12%												In Progress
Sponsor new professional or student chapter												NEED
Strategic plan & member survey	★	-	-	-	-	-	-	-	-	-	-	Complete!

** These are mandatory requirements in order to obtain Chapter of Excellence

Please visit www.pathways.iaap-hq.org for more information on the Pathways to Excellence Program.

Member's Corner



In conjunction with the 2010-2011 Division Recruitment Award Program, beginning Jan. 1, 2011, IAAP will waive the \$15 processing fee for any member who has dropped from active status in the last two years and reinstates his or her membership between Jan. 1 and March 31, 2011

Educational Offerings

IAAP and two educational partners are offering [onsite, webinars and audio conferences](#) on a variety of topics. If you're looking for training, check these out.



Group photo from the Holiday Social held at Nancy Rung's home. Thank you Nancy, for hosting and sharing your beautiful home with the Kachina-East Valley Chapter!

Member Birthdays & Anniversaries



January Birthdays

Pam Conley, CPS/CAP—1/15

Phyllis Chase, CPS—1/21

January Anniversaries

Laura Scheller—3 Years

Jessica Cherry, CPS/CAP—2 Years

Patti Koblewski—1 Year

We are missing several member birthdays. Please email Janice Cissna at jcissna@phihelico.com with your birthday.

Parliamentary Procedure

Tip of the Month by Nancy Riley, CPS

Lay on the Table

Lay on the Table is a motion to temporarily dispose of a motion to allow other business to occur. For instance, you are waiting for your speaker to arrive, who is on a very tight schedule and must leave as soon as the presentation is completed. After the program a member moves to remove the motion from the table.

Refer to Committee is the only way to discharge a motion to another meeting. After the committee is formed, meets, researches the motion the committee moves the adoption of the motion. The chair would be the first speaker and report on the findings of the committee and whether or not the committee recommends adoption.

When a motion cannot be decided at a meeting, perhaps due to time constraints or several members supporting the motion are absent, a member may move to consider the motion at an Adjourned Meeting and suggests a date, time, and place to meet. An Adjourned Meeting is a continuation of the current meeting. The President doesn't adjourn the meeting, but rather says, "The meeting will be continued at the Adjourned Meeting on (date) at (time) at (location)" to end this portion of the meeting.

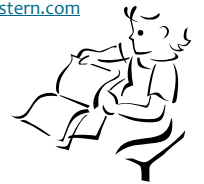
A maker may Withdraw the Motion before it is seconded. However, if the motion has been seconded, the maker may request the members' vote to withdraw the motion before a vote is called.

Online Study Group

The Valley West Chapter offers an online study group for CPS & CAP certification.

Those interested may contact

tiffany.otero@bestwestern.com



Would you like to learn more about Microsoft Office?

Check out these FREE webinars!



New Horizons Computer Learning Centers offers free webinars on certain Microsoft Office programs. They also have a webinar archive which can be viewed at anytime. A big thanks to Jessica Cherry for sharing this great resource!

www.newhorizons.com

Is there something you'd like to see in this publication?

Remember, submitting an article will help you obtain Member of Excellence!

Email Janice Cissna at jcissna@phihelico.com

Microsoft Office Tips & Tricks

By Jessica Cherry, CPS/CAP

Formula Checking in Excel

If you frequently use worksheets that contain many formulas, there is an easy way to view all formulas at once. The key combination of "Ctrl" and the tilde/accent mark (located in the upper left corner of US keyboards) will switch your view from the *values version* to the *formulas version*. Reviewing worksheets in the *formulas version* can be a time saver compared to clicking each individual cell to review its contents in the formula bar.

Check out <http://www.mrexcel.com/articles.shtml> for more Excel tutorials and tips.

As always, should you have any Microsoft Office related questions, I am happy to do my best to assist you. I can be reached via e-mail at jcherryiaap@yahoo.com or 602-881-3598. Additionally, the IAAP Web Community (<http://community.iaap-hq.org>) has several eGroups available for software and technology related questions and discussions.

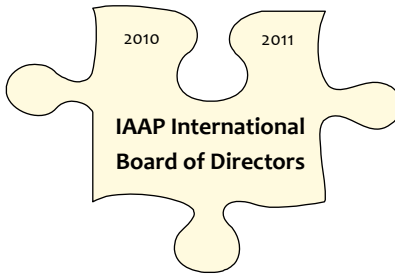
Know someone who should be featured in the Member Spotlight?

Email Janice Cissna at jcissna@phihelico.com

IAAP Leadership



Mary Ramsay-Drow, CPS/CAP
President



www.iaap-hq.org



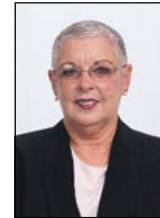
Antoinette Smith, CPS/CAP
Secretary



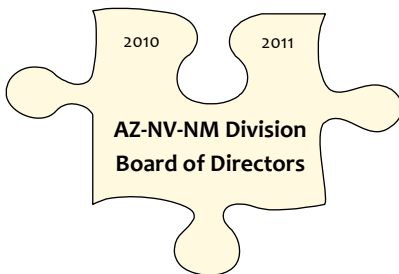
Tamra Goodall, CPS/CAP
President-Elect



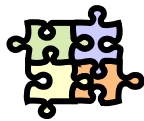
Karlena Rannals, CPS/CAP
Vice President



Judith Yannarelli, CPS/CAP
Treasurer



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Margaret Lojas, CAP
President

Patti Speer, CPS
President-Elect

Lorraine McGraw
Secretary

V. Tina Gilbertson
Vice President

Marianne Robbins
Treasurer

Committee Chairs

Bonnie Ellis
Bylaws & Standing Rules

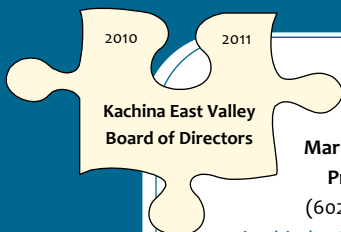
Sandra Kowalec, CPS/CAP
Retirement Trust Foundation

Susan Schultz, CPS
Division Parliamentary Advisor

Dawn Negrete, CPS/CAP
Certification

Phyllis Chase, CPS/CAP
Membership

Diane Rogers, CPS/CAP
Webmaster



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