



In this issue:

Message from the President	1	Tid Bits	8
From the Desk of	2	IAAP Leadership	9
Save the Date	3	Division Education & Leadership Conf. Registration	10
Board Member Reports	4	Growth Event Invitation	12
Pathways to Excellence	5	Tao of Everest Presentation Invitation	13
Member's Corner	6	Wine Tasting Event Invitation	14
Certification Central	7		

Notes from Marina...

What a great year it has been! We closed September by attending a fun event at ASU Gammage, courtesy of Michelle Johnson, CPS/CAP and executives. IAAP Kachina-East Valley Chapter values ASU Gammage continuous support and generosity.



Marina Higdon, President
Kachina-East Valley Chapter

Let's honor our executives/bosses in October, and show our appreciation for their mentorship. Let's invite them to our Membership Recruitment event on October 26, from 6 pm-8pm at the Best Buy offices on Papago Arroyo office complex at 1295 W. Washington St., Suite #205, Tempe (just down the street from Fiesta). Let's also each invite a couple colleagues/co-workers to bring their talent and mutually benefit from getting to know us better, and perhaps joining our professional organization. The committee needs your support. It will be a pleasant evening of networking and education, no cost to attend. Refreshments will be served. Let's share our Passion & Purpose – bring guests, and strive to donate a door prize.

We are anticipating two very special leadership events – The Division Education and Leadership Conference, October 16-17 at the Sheraton Four Points in Phoenix (\$89, registration deadline October 11), and “The Tao of Everest”, by Ian Woodall on November 6, from 9:30am-11am, again at the Best Buy offices at Papago Arroyo in Tempe, courtesy of Patti Koblewski and executives, only \$5 to attend! Please see flyers, and mark your calendars accordingly.

We've enjoyed the camaraderie at our socials at Chevy's. On November 13, we will get together for a Wine Tasting event at Studio Vino in Tempe – see flyer for details, and don't miss it!

The four-Chapter APD committee has started planning for April 2011. Please contribute your ideas and talent, and let's make it a huge success.

We will host an excellent program on October 12, featuring speaker Kitty Wiemelt, from Winds of Change Consulting, LLC www.windsofchangeconsulting.com - "Re-Purpose, Re-Tool, and Re-Fresh Your Life". See everyone at Fiesta!

I once read a quote that made a great impression on me - “Skills are cheap, Passion is priceless... Why? One can't teach Passion.” We are so fortunate to have Passion & Purpose!



Chapter of Excellence

2009-2010

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

2010 Division Education and Leadership Conference

Join us on Saturday & Sunday, October 16—17, 2010 for the AZ-NV-NM Division Education and Leadership Conference in Phoenix.

See registration form on page 10. Deadline to register is October 11th.

For more information is available on the [Division website](#) under 'Educational Opportunities'.

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

www.iaap-hq.org





From the Desk of...



Margaret Lojas , CAP AZ-NV-NM Division President

I truly believe that knowledge is power. I don't believe that we should keep that knowledge to ourselves. Knowledge should be used to help others fulfill their potential, just as you use knowledge to fulfill your potential.

Most of us have encountered people who keep their knowledge to themselves, because they believe it gives them power over others. These people are great at keeping important information secret. Unfortunately, in the long run, such behavior is truly counterproductive. Resources are wasted because people spend it on projects or items that are unnecessary. Teamwork is destroyed in favor of distrust.

Have we done that in our IAAP organization as well? Have more seasoned members kept information to themselves rather than sharing their successes and failures with the group? A good practice is to have an "after-action" meeting. Both the "what went right" and "what could be improved" should be an important aspect of this meeting. Then a document could be developed with this information, as well as contact information for the future.

When it comes to our newer members, have we shared our knowledge of our organization with them? Have we groomed them for success in IAAP? Are we helping them reach their potential? By reaching out to newer members, and sharing our knowledge, the newer member is made to feel part of the team. In order to be a successful and excellent organization, we need to share our knowledge with all our team members. Share Your Passion -- Share Your Knowledge!

“Nothing great in the world has been accomplished without passion”

-Georg Wilhelm Friedrich Hegel
German Philosopher & Inventor

Nancy Rung, CPS Immediate Past President Ways and Means Committee



“The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails.” John Maxwell

Fall arrived on September 23 and with it the promise of cooler temperatures and a new season. Our first chapter meeting of this year was held on September 14th. It was great seeing old friends again and gearing up for new challenges.

We are offering three different products to you, our members. If you can purchase any of these it will be appreciated. Any money earned goes back into the chapter to pay our obligations such as insurance, web charges, office supplies, and sending a delegate to IAAP Educational Forum and Annual Meeting and the Division EFAM; two important meetings that need representation from all chapters during elections. We would like you to visit our website for links into Tupperware, Pampered Chef and raffle chances for Billy Elliot. The award winning musical will be playing at the Gammage Theater next spring. The music is by Sir Elton John.



In July, several of us met at Chevy's for an appetizer and a meal. We had fun and an opportunity to get to know each other in a relaxed sort of way. We're doing that again on Oct. 2nd. By the time you read this I hope that we saw you there, too. We call it a Fun(d)raiser. I call it an evening out with friends!

All of these things, Tupperware, Pampered Chef, Billy Elliott and Chevy's are open to family members, co-workers and friends.

Box Tops for Education are a very painless way to help children succeed. In these inflationary times schools have less and less money to spend. As we collect the box tops we will be adding value to the children's school. Every box top coupon is worth \$.10. Avery Dennison will pay up to \$20,000 to our school of choice. Please help us submit as many as possible. I'd like to see Avery pay a lot. They can be found on General Mills products, Ziploc bags and many, many Avery office supplies. See you at Chevy's, and at our October 12 meeting!

Save the Date

October 12, 2010 Meeting & Program

Registration—5:30 p.m.

Dinner—6:00 p.m.

Fiesta Inn & Conference Center
Galleria A&B
Tempe, AZ

Cost is \$25

“Re-Purpose, Re-Tool, and Re-Fresh Your Life”

Presented By:

Kitty Wiemelt, BS, NHA, CWC
Certified Laughter Leader

www.windsofchangeconsulting.com

This is a Re-Certification Program!

Fiesta Inn Resort & Conference Center
2100 S. Priest Drive
Tempe, AZ 85282
Southwest corner of Priest and Broadway

This Month's Menu Choices:

Pasta with marinara sauce & meatballs

or

Vegetarian Choice: Pasta with marinara sauce

Caesar salad, garlic bread & cheesecake will
also be served

Please RSVP with your menu choice no later than 10:00 a.m. on Friday,
October 8th, 2010 to Cheryl Amick at cnamick@asu.edu or (480) 965-2176

All reservations are final. Cancellations are accepted two business days prior to meeting. No shows will be billed.

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

Working with Webinars and Skype
Dulce de Leon, National Speakers Assoc.

February 8, 2011

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

March 8, 2011

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

April 12, 2011

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

May 10, 2011

Annual Business Meeting

June 14, 2011

Installation Banquet

Important IAAP Dates

Division Educational & Leadership Conference

October 16—17, 2010 (Phoenix)

**Kachina-East Valley Chapter
Member Recruitment Meeting**
October 26, 2010 (Tempe)

**IAAP 4-Valley Chapter Event
The Tao of Everest, Ian Woodall**
November 6, 2010 (Tempe)

Wine Tasting Event at Studio Vino
November 6, 2010 (Tempe)

Administrative Professionals Day Event
TBD, April 2011 (Phoenix)

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

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

Board Member Reports



Jessica Cherry, CPS/CAP
Vice President—Programs

Greetings everyone! It is hard to believe the month of September has come and gone. Karen Thomas, Account Manager for Avery® Dennison, provided organizational tips and tricks and shared Avery's new Note Tabs™. These little gems are great for marking pages in notebooks, organizers, and textbooks. You can use them to turn pages (similar to a divider tab) and you can make notations on them, as well. This is a great product for office, home, and school. As an added bonus, the packaging contains the Box Tops for Education coupons. Karen also shared a timeline of Avery's history with us. Avery Dennison celebrates their 75th anniversary this year. Did you know that Avery developed the first re-fastenable, self-adhesive diaper closure tape in 1971? Talk about Passion & Purpose – way to go Mr. Avery! Check out the timeline and Avery's many fabulous products at www.avery.com.

Our October meeting is right around the corner and I hope you will join us for a powerful presentation by Kitty Wiemelt, owner of Winds of Change Consulting (www.windsofchangeconsulting.com). Kitty's purpose is to touch the human spirit with levity and renewed perspective. Her presentation will teach us how to Re-Purpose, Re-Tool, and Re-Fresh our lives with seven principles to finding passion, purpose, and priorities during a successful transition. Kitty is no stranger to life's transitions and will share with us the lessons she learned through her own personal experiences of being laid-off, her fears, and her successes in finding a new adventure in her life. Author of the best-selling book, *Laid Off? Don't Stress! How to Get from Mad to Glad*, Kitty has been featured on CNN and is an avid fly fisher. You won't want to miss this program – Kitty is a Certified Laughter Leader! I hope you make it your purpose to join us on October 12th!

The recertification point application has been submitted.



Theresa Lovato, CPS/CAP
Treasurer

The Financial Report will be posted to our website prior to the monthly Chapter meeting. Check the "member's" section of the website prior to the meeting to review the financials, minutes, and additional information that may be presented.

As a follow-up from the last meeting, a budget comparison for the 2009-2010 year has been posted for review.



Cheryl Amick
Vice President—Site Coordination

I'm very happy to report we had 25 members and 3 guests attend the September meeting. I would like to thank all 28 of you for your prompt RSVPs; I greatly appreciate it. Way to go, ladies!

On behalf of the Board, we look forward to seeing you at our meeting on Tuesday, October 12, in the Galleria room off the main lobby of the Fiesta Inn Resort. In celebration of Columbus Day, an Italian theme meal of pasta with marinara sauce and meatballs (vegetarian meal: pasta w/ marinara sauce), garlic bread, Caesar salad and cheesecake will be served.

As a reminder, when you RSVP for a monthly meeting and are unable to cancel by the deadline or do not attend the meeting, please note it is necessary for us to still bill you for the meal to cover the cost with Fiesta Resort. Doing so keeps the Chapter financially solvent.

See you at the meeting!



Janice Cissna, CPS/CAP
Vice President—Membership

Planning is underway for our upcoming Growth Event on October 26th. Although, no matter how much planning is put into it, this event will only be successful with help from each of our chapter members. Please reach out and invite potential members, their bosses as well as your bosses so we can get the word out about our great chapter. We have some great speakers lined up including AZ-NV-NM Division President Margaret Lojas, CAP, AZ-NV-NM Division Membership Chair Phyllis Chase, CPS, Kachina Past President Sheri Brogni, CPS/CAP & Kachina APW and Other Educational Events Chair Michelle Johnson, CPS/CAP. Also scheduled is Dave Motzkin, Director of PHI Air Medical who will be giving testimonial as to why other executives should support their administrative staff in furthering their education and involvement in IAAP. Is this something that your boss should be hearing? There will also be a special raffle prize for all bosses & their assistants in attendance that night.

Another way to help with the Growth Event is to collect door prizes. Everyone did a great job collecting last year and your help is needed again in making this year another success. Please contact Shabrina Glass at Shabrina.Glass@asu.edu if you have any prizes to donate.

Hope to see you all at the next chapter meeting!

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! (on 10/17)
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! (on 10/26)
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.

Mail Call!



Question: Where can I find the recertification application?

Answer: Go to the IAAP home page: <http://www.iaap-hq.org/>
Click on **Professional Development** at the top of the page
Click on **Certification** on the left
Click on **Recertification** on the left
The recertification application & recertification spreadsheet are on this page

Do you have a question that you would like answered in our next newsletter? Send it in! Email jcissna@phihelico.com. Don't be shy, there are no bad questions!



Jan Mahoney, our Rose Lady, had a very special birthday in July. Thank you, Jan, for always recognizing our member's milestones. We salute you on yours, and wish you the very best always.

Congratulations to both Shabrina Glass and Lee Cordilla on their recent engagements!



Member Spotlight

Shabrina Glass is the Executive Assistant to the Vice President of Operations & Services of ASU Foundation a New American University. Before her promotion to Operations & Services, Shabrina was the Research Prospect Coordinator for the Research and Prospect Management department at ASUF. Prior to joining ASU Foundation, Shabrina established her own event planning company – A Simple Touch for over 20 years. She is also involved in various committees such as IAAP, Association of Fundraising Professional (AFP), Association of Professional Researchers for Advancement (APRA), ASU MLK Committee, Council for Advancement and Support of Education District VII, ASU Foundation Employee Recognition Committee, ASUF Administrative Professionals Group and ASUF Employee Activity Committee.



“Joining IAAP has really allowed me to participate and network with other professionals in the field. These relationships encourage me to seek out further professional development and feel more confident in my skill set and make me a greater asset to my organization.”

Shabrina is the proud mother of two gorgeous sons, Robert and Sebreun. She also has two awesome grandchildren Saniah and Robert IV. Shabrina hobbies are traveling and shoe shopping adding to her 300+ shoe collection and reading. She also is a mentor/teacher for “I4newU” Christian Charm School.

Know someone who should be featured in the Member Spotlight?
Email Janice Cissna at jcissna@phihelico.com

Member Birthdays & Anniversaries

October Birthdays

Diane Weiss—10/10
Janice Cissna—10/14
Susanne Daniel—10/24
Sherian Fleming—10/25



October Anniversaries

Pam Ruiz—5 years
Cheryl Amick—3 years
Lee Cordilla—1 year

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

CPS/CAP Question of the Month

An alphabetical list of all references directly cited within the body of a report is called

- A. an appendix
- B. a glossary
- C. an index
- D. works cited

(Correct Answer is D)

Online Study Group

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

Those interested may contact tiffany.otero@bestwestern.com



Certification Changes

By Dorothy Galvez, CAP

In late 2009, IAAP began investigating the possibility of adding a third rating that would build on the Certified Administrative Professional (CAP) certification. However, rather than adding a third exam/rating, IAAP decided to move from a two-rating system to a one-rating system with areas of specialization. The base exam, which will test material similar to the current Certified Professional Secretary three-part exam, will become a one-part exam; passing this exam will result in a candidate earning the CAP designation. As a result, the CPS certification is being eliminated and current CPS holders will be given the CAP designation.

The one-rating system with areas of specialization will allow IAAP to offer an array of certification designations. For example, current CPS/CAP and CAP holders will be given the designation of CAP – Organizational Management (CAP-OM). In addition to the OM specialization, future specialty certifications may be offered in areas such as information technology and medical administration. These certification changes become effective November 2011.

The recertification process is also changing but these changes will be effective immediately, although the IAAP Certification Department will allow recertification under either the new or old system until April 1, 2011. The number of points required for recertification will be reduced from 90 to 60 points and the new categories will be:

- Continuing Education (minimum of 30 points required; maximum of 60 points);
- Other Certifications (5 points for each certifica-

tion, up to a maximum of 20 points); and,

-Leadership – points awarded for officer or chair positions for committees active for at least 7 of the 12 months of the IAAP year (5 points for each position, up to a maximum of 20 points).

I have attached [a summary showing the changes between the present certification program and the new program](#). You can also find information in State of the Association report presented by Susan Shamali, CPS/CAP at the 2010 Education Forum and Annual Meeting [can be found on the IAAP website - <http://www.iaap-hq.org/> - by logging in as a member].

Mark Your Calendars

November 2010 Exam

November 5th & 6th, 2010
Application due by August 15th, 2010

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

Be a Volunteer at EFAM By Sheryl Hand, CPS

Would you like to take half off of your registration fee to EFAM? Read on for more details on volunteering at this great event.

Here are some of the details on being a volunteer:

- * You pay the full registration fee for convention
- * You agree to work a minimum of 12 hours as a convention volunteer
- * You agree to purchase the official volunteer dress (still to be determined)
- * After your 12 hours have been verified as completed by the host volunteer coordinator, IAAP will reimburse ½ of your registration fee (this occurs after the close of convention)

Being a volunteer is a lot of fun, and can help you experience the convention in a whole new way, but it is also important to be aware that you will most likely not be able to attend all of the educational sessions or events that you would like, as of course, the main time volunteers are needed are when events are happening. While there isn't an official deadline to sign-up, we are limited to the number of reimbursed volunteers we can have, so of course, we will work on a first-come, first-serve basis.

To volunteer in Montreal in 2011, contact [Beth Turner](#), Volunteer Committee Chair or [Elaine Harrison, CPS/CAP](#), Host Committee Coordinator

Parliamentary Procedure

Tip of the Month by Nancy Riley, CPS

Making a Motion

According to Henry Robert, the proper form to making a motion is:

- Stand and address the chair, "Madam President."
- Wait for recognition.
- State the motion slow enough for the Secretary to record it beginning with, "I move...."

After the President restates the motion and asks if there is any discussion, the maker has the right to speak first. After all others have spoken, the maker may speak a second time.

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@philhelico.com

Microsoft Office Tips & Tricks By Jessica Cherry, CPS/CAP

Downloading Templates from the Microsoft Office Online Website for use in PowerPoint

Need to create a relationship or hierarchy diagram fast? Need a timeline on the fly? Microsoft has done the work for you to create outstanding PowerPoint presentation slides! Here are the steps to download a template that you can easily customize for your presentation:

1. Click the *Office* button
2. Select *New*
3. In the *Microsoft Office Online* section of the *Templates* menu, click the category for your presentation (alternatively you may utilize the *search box* with key words such as "relationship," "hierarchy," or "timeline" to name a few)
4. Click the thumbnail of the template you wish to use to display a preview
5. Click the *Download* button in the lower right corner to download the template
6. Save the presentation slide with a name of your choice
7. Continue to create the rest of the slides in this PowerPoint presentation or, if you already have a presentation in work, complete the following steps to insert the new template into your presentation:
 - a. Open the existing PowerPoint file
 - b. Click the *New Slide* button on the *Home* tab

- c. Select *Reuse Slides...*
- d. Click the *Browse* button in the *Reuse Slides Task Pane*
- e. Select *Browse File...*
- f. Navigate to the location where you saved the downloaded template file
- g. Mouse over and click the slide to insert it into your existing presentation
(Be aware of the *Keep source formatting* check box at the bottom of the *Reuse Slides Task Pane*. If you check this box, it inserts the slide exactly as shown, if you uncheck the box, it inserts the slide and will use the formatting in your existing presentation.)

And there you have it – a professional looking, customized diagram, organization chart, timeline, calendar, etc. without the need to create it in a separate software application.

Check out www.ellenfinkelstein.com for more PowerPoint tips, news, and links.

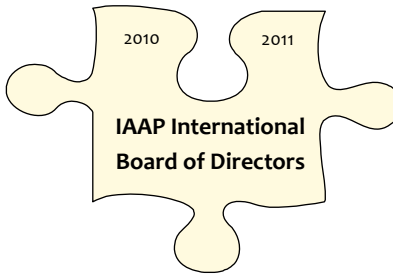
As always, should you have any Microsoft Office related questions, I am happy to do my best to assist you. I can be reached via e-mail at jcherryiaap@yahoo.com or 602-881-3598. Additionally, the IAAP Web Community (<http://community.iaap-hq.org>) has several eGroups available for software and technology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



IAAP Leadership



Mary Ramsay-Drow, CPS/CAP
President



www.iaap-hq.org



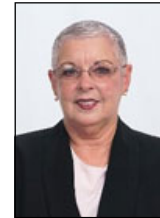
Antoinette Smith, CPS/CAP
Secretary



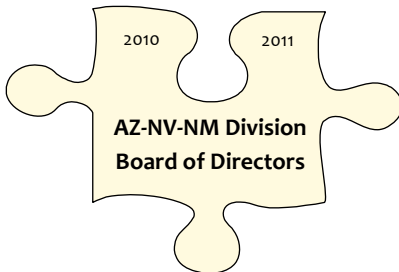
Tamra Goodall, CPS/CAP
President-Elect



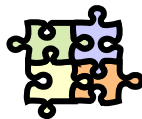
Karlena Rannals, CPS/CAP
Vice President



Judith Yannarelli, CPS/CAP
Treasurer



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



Margaret Lojas, CAP
President

Patti Speer, CPS
President-Elect

Mary Anne Tolmie
Secretary

V. Tina Gilbertson
Vice President

Marianne Robbins
Treasurer

Committee Chairs

Bonnie Ellis
Bylaws & Standing Rules

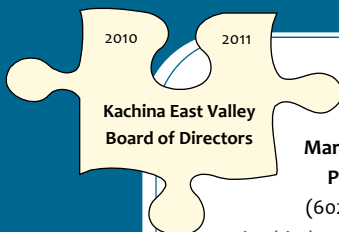
Sandra Kowalec, CPS/CAP
Retirement Trust Foundation

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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Arizona-Nevada-New Mexico Division
International Association of Administrative Professionals®

2010 Education and Leadership Conference

Leading with Passion & Purpose

Saturday & Sunday, October 16-17, 2010

Four Points by Sheraton
10220 North Metro Parkway East
Phoenix, AZ 85051

Registration

(Please type or print clearly)

Name: _____

Name for Badge (if different from above: _____

IAAP ID: _____ Chapter: _____

Home/Business Address: _____

City/State/Zip: _____ Preferred e-mail: _____

Company Name: _____

Business Phone: _____ Home/Cell Phone: _____

Registration Fee

\$89

Saturday Conference (Includes Continental Breakfast and Lunch)
Sunday Leadership/Succession Planning Session

Make checks payable to: AZ-NV-NM Division, IAAP (Tax ID#86-6053718)

Mail Payment and Registration to:

Marianne Robbins
6800 Atwood Avenue, Las Vegas NV 89108

If you have any questions, please contact any AZ-NV-NM Division Board Member

WE HAVE APPLIED FOR RECERTIFICATION POINTS

Lunch Choices (Check One)

Grilled Chicken Breast
w/Red Pepper Cream Sauce

Grilled Tilapia
w/Honey Almond Crust

Dietary Restrictions (If Any) _____

Leading with Passion & Purpose

Saturday, October 16, 2010
7:30 a.m. - 4:30 p.m.

Sunday, October 17, 2010
8:30 - 9:30 a.m.

Four Points by Sheraton
10220 North Metro Parkway East
Phoenix, AZ 85051
(602) 997-5900

AGENDA

Saturday

- 7:30 - 8:30 a.m. Registration and Continental Breakfast
- 8:30 - Noon Turning Your Workplace Into A Destination --
*Getting People Excited About Coming to Work
and Working Hard*
Ross Reck, Ph.D.
- Noon - 1:00 p.m. Lunch
- 1:00 - 4:30 p.m. Tuned in to Teamwork -- *How Emotional
Intelligence Enhances Team Development*
Lynne Brasher

Saturday Dinner and Activities
On Your Own
A List of Nearby Restaurants/Attractions Attached

Sunday

- 8:30 - 9:30 a.m. Leadership and Succession Planning
Margaret Lojas, CAP, Division President

REGISTRATION DEADLINE IS OCTOBER 11, 2010

*Tuesday, October 26th
6:00 P.M.—8:00 P.M.*

You are Invited
to the
Kachina-East Valley Chapter

Growth Event



*International Association of
Administrative Professionals®
Kachina-East Valley Chapter*



Please join us on Tuesday, October 26th for a special meeting hosted by the Kachina-East Valley IAAP Chapter to present the benefits of IAAP membership to potential and new members as well as their executives.

You are encouraged to invite co-workers, acquaintances & bosses to this event.

There is no cost to attend.

Light refreshments will be served.

Along with our great door prizes, there will be a special prize raffled off to all bosses & their assistants in attendance!

Location

Best Buy District Office
1295 W. Washington St., Ste. 205
Tempe, AZ 85281

Located in the Papago Arroyo Business Center
on the SW corner of Washington & Priest



Please RSVP to Janice Cissna at jcissna@phihelico.com
or at (602) 273-9334 by Friday, October 22nd.

4-Chapter Event coordinated by Kachina-East Valley Chapter

Saturday, November 6, 2010

An excellent leadership presentation...

The Tao of Everest Presented by Ian Woodall

www.taoofeverest.com

Date: Saturday, November 6, 2010
Time: 9:30 a.m. – 11:00 a.m.
Location: Best Buy Division Office, 1295 W. Washington St., Suite #205, TEMPE
Best Buy office is located in the Papago Arroyo commercial complex (not a Best Buy retail store)
Cost: \$5.00
RSVP: By **November 1, 2010** to Nancy Riley at usafvet69@yahoo.com or by phone at 602-920-9302

Open to the first 60 IAAP members and guests on a first come, first served basis
NO SHOWS will be invoiced due to the limited space

Directions:

If you're coming up I-10, exit at the 202 East off ramp (Red Mountain) and come out to the Priest exit; turn left and go up to the first light after you come over the freeway (just down the hill)...this is Washington. Turn left onto Washington and go to the first light (56th Street). Make u-turn and come back towards Priest. Two-story building on your right (there is a Bank of America sign on the back corner of the building) is where you're going; turn right into parking area (entrance says "Papago Arroyo") and right towards building (Lady Bug Cafe downstairs). Come upstairs to Suite #205.

If you're coming from East side up 101 North, exit 202 Red Mountain West, exit Center Pkwy/Priest and stay to your left. Come up to Priest and turn right; first light just down hill is Washington...need to turn left and go to the first light (56th Street). Make u-turn and come back towards Priest. Two-story building on your right (there is a Bank of America sign on the back corner of the building) is where you're going; turn right into parking area (entrance says "Papago Arroyo") and right towards building (Lady Bug Cafe downstairs). Come upstairs to Suite #205.

For more information, contact Nancy Riley at 602-920-9302





Please join us for...

Wine Tasting at Studio Vino

Saturday, November 13 5:30pm



- Tasting includes 5 wines: Green Apple Riesling, Riesling, Pinot Grigio, Barbera and Zinfandel
- Hand-selected cheeses, dips, chocolate and crackers
- \$20 per person ~ a portion of each will be donated back to Kachina-East Valley Chapter
- ½ bottles (375ml) and full bottles (750ml) will be available for bottling with our own custom label



RSVP marina.higdon@bankofamerica.com by November 3, so we may determine whether we will enjoy a closed event for IAAP Kachina-East Valley Chapter and guests.