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Notes from Marina...

Let the good times roll! We'll be celebrating Mardi Gras on Fat Tuesday, and **International Women's Day** – our March 8 monthly meeting promises good fun and education credits – a winning combination!

There will be numerous important events coming up; make sure you mark your calendars accordingly, and don't miss out on any of them!

We thoroughly enjoyed the musical 9 to 5 at ASU Gammage Auditorium on February 22. Michelle Johnson CPS/CAP extended a very special offer to all members. Now we anticipate the performance of Bill T. Jones/ Arnie Zane Dance Company – Fondly Do We Hope...Fervently Do We Pray on Saturday, March 5, and we thank Michelle and her executive Colleen Jennings-Roggensack for their continued support of IAAP Kachina-East Valley Chapter.

Administrative Professionals' Week will soon be here, and we look forward to the four-chapter event on April 26, at the Phoenix Convention Center. Look for the Registration packet coming to your inbox momentarily, and be an early bird! Seating is limited. In addition to sponsoring your participation, maybe your employer will be willing to offer a door prize, or maybe you know someone who would like to be a vendor at the event. Contact Rose Kallevig rose.kallevig@avenet.com in reference to door prizes, and Kim Hennis CAP KimHennis@gmail.com in reference to the Vendor Expo (before March 31). The speakers this year come highly recommended; it will be a memorable and very affordable event, offering valuable recertification points, and great networking. This is a great time to encourage your professional colleagues to join IAAP and Kachina-East Valley Chapter! The Board has decided to encourage your recruitment efforts with a contest. The member who brings in the most new members between February 9 and May 9 will receive recognition at the Installation Banquet!



Marina Higdon, President
Kachina-East Valley Chapter

March 16 will be the busiest day – we will hold a **New Member Orientation /Pizza Party** at the Wells Fargo Arena at ASU campus, starting at 6 pm. The board invites all our new members to join us for an open exchange and camaraderie. Free designated parking for our group. Look for more details on your inbox soon!

There will also be a New Member Orientation Webinar on **March 16**. International President Mary Ramsay-Drow, CPS/CAP will lead the session. The link is [Wed, March 16, 2011 12:00 PM – 1:00 PM CT](http://www.iaap-hq.org/IAAPHQ/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/Default.aspx), if you would like to participate.

March 16 is also the date New Horizons extended a great discounted fee for our members to attend **Microsoft Office 2010 – New Features** (9am – 5 pm). Be on your toes!

To all of you preparing to obtain CPS and CAP designations in May 2011, our best wishes for success; we all stand behind you!

Check your status for obtaining 2010-2011 Member of Excellence recognition on <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/Default.aspx>.

(Continued on page 5)



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

New Member Orientations!

A face-to-face New Member Orientation is being held at Wells Fargo Arena at 6pm on Wednesday, March 16th. Pizza and refreshments will be served.

Please RSVP to Cheryl Amick at cnamick@asu.edu by noon on March 11th.

There will also be a New Member Orientation webinar lead by International President Mary Ramsay-Drow, CPS/CAP on Wednesday, March 16th at noon CDT. [RSVP online here.](#)

Check Us Out & Join Us on the Web!

www.kachinachapter-iaap.org

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

www.iaap-hq.org





From the Desk of...

Nancy Rung, CPS
Immediate Past President
Ways & Means Committee
Nominations Committee



The Nominations Committee encourages our talented members to come forward and join our board in 2011-2012. Following are detailed descriptions of Board of Directors Tasks and Duties:

President

- Perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by IAAP.
- Appoint all Standing and Special Committees, subject to the approval of the Board of Directors.
- Be a member, ex-officio, of all committees except the Nominating Committee and the Audit Committee.
- Call meetings of the Board of Directors whenever such meetings are necessary.
- Preside at all meetings of the Chapter and Board of Directors.
- Serve as official representative of the Chapter.
- Appoint a member of the Chapter to serve as Parliamentarian or Parliamentary Advisor, subject to the approval of the Board of Directors.
- Sign checks drawn on Chapter funds in the absence of the Treasurer.
- Upon approval of the Board of Directors, the President may declare a committee chair or committee membership vacant because of non-performance of duties and may appoint a successor
- Serve as liaison officer between the Chapter and the Division level of IAAP
- Keep the Division President fully informed on all matters concerning the Chapter

The following duties and tasks are not in the Bylaws, but because of continual usage have come to be assigned to the president:

- Prepare and distribute agendas for Board and Chapter meetings
- Along with the Immediate Past President, Incoming Treasurer and Past Treasurer prepare the Chapter budget for review by the Board and approval of the Chapter
- Compose a monthly article for the Chapter newsletter
- Represent the Chapter at International and Division Board Meetings and/or Conferences whenever possible
- Review before distribution all Chapter communications (i.e. newsletter, program notices, e-mail communications)
- Write or designate a Board member to draft an article for Division Newsletter (ICON) when requested by Division

Vice President—Programs

- Serve as presiding officer of meetings of the Chapter or of the Board of Directors in the absence of the President.
- In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
- Assist the President in the performance of the duties of the office.
- Be responsible for coordinating Chapter programs, including Continuing Education Units as applicable.
- Perform such other duties as may be assigned by the Board of Directors
- The bylaws state that the Vice President/ Programs is “responsible for coordinating Chapter programs, including Continuing Education Units as applicable.” The following tasks and duties are also the responsibility of the office.
- Schedule speaker(s) for programs
 - Communicate with speaker regarding needs for AV equipment and other equipment needs
 - Send program notices to speaker so they can RSVP with their meal selection (speaker meal is paid for by the chapter)
 - Presents speaker with appreciation gift at meeting
 - Send thank you card to speaker after their presentation
- Create meeting notices with all pertinent information: meeting date, time, location, program title with description, dinner selection, and RSVP instructions. The draft is to be sent to the president before distribution for approval.
- After receiving approval send notice to Secretary for distribution via e-mail. Meeting notice should be distributed no later than two weeks prior to meeting.
- Provide the webmaster or Publications Committee with information on upcoming events with sufficient notice, so information may be published.

Vice President—Site Coordination

- Serve as presiding officer of meetings of the Chapter or of the Board of Directors in the absence of the President and the Vice President/Programs.
- Assist the President and Vice President/Programs in the performance of the duties of their offices.
- Be responsible for acquiring the meeting place for all regular meetings.
- Be responsible for coordinating notices and reservations for all regular meetings.
- Be liaison between the Chapter and the meeting location management, including catering.

(Continued on page 3)



From the Desk of...

Board Member Duties (Continued from page 2)

- Perform such other duties as may be assigned by the Board of Directors.

These tasks and duties are also the responsibility of the office of Vice President/Site Coordination:

- Work with the meeting place and Vice President/Programs to be sure all AV and other needs for the presentation will be met.
- Coordinate RSVPs for programs/events and send RSVP list to the Board
- Determine procedure for follow-up phone calls for those who have responded to the meeting notice (working with Secretary)
- Turn over monies received to the Treasurer
- Prepare receipts
- Prepare nametags for guests and speaker(s)
- Prepare sign in sheet when there is a CEU program
- CEU and CPS recertification points (in coordination with Vice President/Programs)
- Six to eight weeks prior to the meeting, prepare documentation for approval by International
- Copy evaluation forms for distribution at the meeting
- Arrange CEU payment with the Treasurer

Vice President—Membership

- Serve as presiding officer of meetings of the Chapter or of the Board of Directors in the absence of the President, Vice President/Programs, and Vice President/Site Coordination.
- Assist the President, Vice President/Programs, and Vice President/Site Coordination in the performance of the duties of their offices.
- Shall chair the Membership Committee.
- Perform such other duties as may be assigned by the Board of Directors.

The Vice President/Membership has certain tasks and duties that are customary to the office.

- Send membership information to people who have solicited it
- Prepare and present visitor information packets
- Order information packet supplies as necessary from the International web site
- Maintain a separate mailing list for people outside the chapter who receive meeting notices and /or additional chapter information and will send those materials to them
- Produce a welcome letter appropriate to the current board to be included in the Welcome Packet
- Process membership registration forms and work with Treasurer for processing
- Recruit additional chapter members for the membership committee
- Give IAAP New Member Packets to new members and include current favor along with pins
- Coordinate membership ceremony in conjunction with the board
- Coordinate new member orientation
- Order nametags
- Introduce guests at the meeting
- Obtain new member bios and send them to the newsletter for publication
- Produce/edit the Kachina Chapter marketing brochure

Secretary

- Be responsible for the minutes of all Chapter and Board of Directors meetings.
- Conduct general correspondence of this Chapter under the supervision of the Board of Directors.
- Have available at all meetings, up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
- Perform such other duties as may be assigned by the Board of Directors.

The Secretary has other duties that have become part of the office that include, but are not limited to:

- Create and maintain the Chapter's e-mail distribution list and separate mailing list for people outside the chapter who receive meeting notices and/or additional chapter information and will send those materials to them
- Send out the chapter meeting notice via e-mail at least two weeks prior to the meeting
- Send out the chapter meeting reminder via e-mail one week prior to the meeting
- Distribute other correspondence or information to the chapter via e-mail as approved by the President

Treasurer

- Be the finance officer of the Chapter, responsible for all Chapter funds. These funds shall be deposited in an accredited financial institution.
- Keep the books current, and make a monthly report to the Chapter.

(Continued on page 7)

March 8th, 2011 Meeting & Program

Registration—5:30 p.m.

Dinner—6:00 p.m.

Fiesta Inn & Conference Center
Galleria C

Cost is \$25

Fiesta Inn Resort & Conference Center

2100 S. Priest Drive
Tempe, AZ 85282

Southwest corner of Priest and Broadway

Public Speaking—You Don't Really Have to Die!

Presented by

Margaret Lojas, CAP & Sandy Chismark
Valley West Chapter IAAP

This is a re-certification program!

There will be a short business meeting after the program.

This Month's Menu Choices:

Blackened Boneless Chicken Breast, Cajun Red Beans & Rice

Or

Vegetarian Choice: Cajun Red Beans & Rice with Vegetables

Mixed greens salad & Lemon Cake will also be served

Please RSVP with your menu choice no later than 10:00 a.m. on Friday,

March 4th, 2011 to Cheryl Amick at cnamick@asu.edu or (480) 965-2176

2010—2011 Chapter Meetings

September 14th, 2010

Get Organized with Avery

Karen Thomas, Avery Account Manager

October 12th, 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 16th, 2010

*(Please Note this is the 3rd Tuesday)
Resume Writing in the Digital Age*

Joe Mizzi & Garrett Messerly, OfficeTeam

December 14th, 2010

Holiday Social

January 11th, 2011

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

February 8th, 2011

Microsoft Office Tips & Tricks

Katrina Kurz, New Horizons Computer
Learning Center

March 8th, 2011

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

April 12th, 2011

*Parliamentary Primer: Basics of Parliamentary
Procedure*

Nancy Riley, CPS Kachina-East Valley Chapter

May 10th, 2011

Annual Business Meeting

June 14th, 2011

Installation Banquet

Important IAAP Dates

New Member Orientation

March 16th, 2011

Wells Fargo Arena, Tempe, AZ

Wine Tasting at Studio Vino

April 1st, 2011

Tempe, AZ

Administrative Professionals Day Conference

April 26th, 2011

Phoenix Convention Center

Division Annual Meeting

June 2nd-4th, 2011

Albuquerque, NM

International EFAM

July 24th-27th, 2011

Montreal, Quebec, Canada

Board Member Reports



Jessica Cherry, CPS/CAP
Vice President—Programs

Fabulous February has faded away; however, the Microsoft Tips & Tricks from our February program are alive and kicking! Katrina Kurz, certified Microsoft Office Specialist (MOS) Master, of New Horizons Computer Learning Centers shared some great features of Office 2007. Did you know you can use PowerPoint as a photo album? Simply click on the *Insert* tab and select *Photo Album* from the *Illustrations* group. From the Photo Album dialog box you can insert your pictures and then select various options for the album layout. It is so cool! Do you have a favorite Word formatting style? You can easily modify one of Word's built-in styles by right mouse-clicking on it and selecting *Modify* from the sub-menu. Or, create your own formatting style within a document, select the newly created text, right mouse-click, choose *Styles*, and then *Save Selection as a New Quick Style*. Styles are a real time-saver!

Katrina answered all of our questions and even gave a quick PowerPoint animation tutorial upon request. She also shared information about the Microsoft certification exams and informed us that the New Horizons Scottsdale location is pursuing Microsoft certified exam provider status. This is great news!

Katrina's colleague, Joe Rostowsky, Account Executive for New Horizons, offered an amazing discount to IAAP members for their March 16th class, "Office 2010 New Features Transition from Office 2003." This class has been offered to IAAP members for only \$50. That equates to an 80% discount off the regular course fee of \$250! Contact Joe at jrostowsky@nhphoenix.com for a course outline and registration form. Don't forget to bookmark www.newhorizons.com and check out all the training classes and their free webinars as well.

Be sure to RSVP for the upcoming March presentation, "Public Speaking – You Don't Really Have to Die!" Our very own Margaret Lojas, CAP (AZ-NV-NM Division President) and Sandy Chismark (Valley West Chapter President) will provide us pointers on how to improve our public speaking skills. Public speaking does not come naturally to everyone, but it can be a learned skill through preparation and practice. Join us on March 8th to learn techniques of preparing an effective presentation, as well as tips on how to best use various types of technology, body language, and props to make the information presented a memorable experience for the audience. One recertification point has been approved by the IAAP headquarters. Our meeting also happens to fall on Fat Tuesday and International Women's Day!



Cheryl Amick
Vice President—Site Coordination

We had an awesome February meeting with 30 members and guests in attendance. I want to extend my gratitude to all for your prompt RSVPs; I greatly appreciate it!

Mardi Gras is in the air, hence the menu selection and "fun facts."

Meat choice: Mixed Greens Salad, Blackened Boneless Chicken Breast and Cajun Red Beans and Rice

Vegetarian choice: Mixed Greens Salad, Cajun Red Beans and Rice with vegetables

Please note, the March meeting location has changed. We will be meeting in Galleria C. Enter through the hotel lobby, walk past the registration desk, veer to your right, exit the large sliding glass doors to the outside area and continue to Galleria C which will be on your left.

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

MARDI GRAS FUN FACTS

Did Mardi Gras begin in New Orleans? *No. A common misconception – Mardi Gras in America was actually started in Mobile, Alabama in 1703. In 1857, members of a Mobilian mystic society brought Mardi Gras to New Orleans.*

What tradition can Mardi Gras be traced back to? *Feasting before the arrival of Lent. Mardi Gras day was the last day before Lent, when Catholics would give up a certain food until Easter. Therefore, they would feast the day before.*

What does the French expression "Mardi Gras" literally translate to in English? *Fat Tuesday. It was called this because of the feasting that took place on that day.*

What accessory is an absolute must for Mardi Gras Day? *Masquerade mask.*

What is the traditional food of Mardi Gras? *Pancakes. (who knew)*

See you at the meeting!



Notes from Marina (continued from page 1)

There's still plenty of time to apply—deadline for submissions is June 30, 2011. Our goal is all chapter members will also be Members of Excellence! You may have already fulfilled all the necessary criteria; don't forget to submit your application!

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.

Our immediate past president, Nancy Rung CPS, is chairing the committee for nominations, assisted by Pam Ruiz and Kathleen Paulsen, and has started scouting for board candidates. We encourage you to get involved and bring your talents to enrich the board and the chapter experience.

The Division Educational Forum and Annual Meeting (**DEFAM**) is coming up. It will be held in Albuquerque, NM this year. Mark your calendars for June 2-4 and join us.

It's not too early to start planning for the Education Forum and Annual Meeting (**EFAM**) – July 24-27 (*Montreal, Quebec, Canada*). Keep watching the international website for updates. Hotel reservations are open and filling up quickly; early bird registration will start in April. Get your passports ready!

We are pleased to announce that, due to popular demand, we will repeat our **Wine Tasting** event at Studio Vino in Tempe on Friday April 1st (this is not an April Fool's prank!), at 6:30 pm. See flyer on this edition of Perspective, and don't be a fool by yourself J - join us! Members and guests are welcome! We work hard; let's have a good time and be silly together.



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	-	★	★	★	-	★	★	★				Complete!
Have one member earn CPS and/or CAP (you?)	-	-	-	-	-	-	-	-				NEED
Sign commitment agreement	-	-	-	★	-	-	-	-	-	-	-	Complete!
Distribute six newsletters	★	★	★	★	★	★	★	★				Complete!
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	-	-	-	-	-	★	-	-				Complete!
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

Board Member Duties (Continued from page 3)

- Be bonded and the premium for this bond shall be paid from Chapter funds.
- Be authorized to sign checks and make all disbursements by check; Treasurer and President have signature authority, making disbursements only as authorized by Chapter vote or Board of Directors, either by specific action or by adoption of a budget.
- Prepare a proposed Chapter budget, in conjunction with the President, for review by the Chapter Board of Directors and approval by chapter members.
- Keep a complete and accurate record of Chapter membership.
- Prepare a detailed financial report for presentation at the Annual Meeting and a complete financial report for the period of the term of office.
- File Form 990 with the Internal Revenue Service for each fiscal year that Chapter receipts exceed \$25,000.
- Perform such other duties as may be assigned by the Board of Directors.

As with all other offices the Treasurer has certain duties that are not specifically listed in the bylaws.

- Process necessary forms for IAAP International Headquarters
- Create and maintain the chapter membership roster and distribute to the chapter on a regular basis.
- Create a monthly expense and income report for Board meetings and distribution to chapter members after board review via e-mail to the Secretary who will send it out with the meeting reminder
- Order pins and other supplies as needed
- Notify Secretary of any member e-mail changes for the e-mail distribution list
- Notify the President of any new, transferring and renewing members. Notify the Vice President/Membership of any new or transferring members. ■

“Feeling gratitude & not expressing it is like wrapping a present & not giving it.”

-William Arthur Ward

American author, editor, pastor & teacher

APD Conference Information!

Administrative Professionals Day® Conference

Tuesday, April 26, 2011

Phoenix Convention Center

100 North Third Street

Look for registration materials soon

The four Valley chapters of IAAP have joined forces to offer the best APD Conference yet and want you to be a part of it!

This all-day event includes:

Presentations by:

June Cline – The Passion & Purpose of Humor – Living with Passion & Laughing on Purpose

Ross Reck – Turning Your Workplace into a Destination: Getting People Excited About Coming to Work and Working Hard

Parking

Vendor expo

Continental breakfast, breaks and lunch

Door prizes

Recertification points

Certificate of attendance

Registration is \$90 for IAAP members and \$95 for non-members
Seating is limited, so register early!

Please forward the registration materials to your co-workers and fellow administrative professionals from other companies.
Everyone is invited to attend!

We are seeking door prizes, so if your company can donate an item, please contact Rose Kallevig at rose.kallevig@avnet.com.

All four chapters will share in the profit, so we need your support by attending, as well as promoting attendance and providing door prizes.

Thank you!

Michelle Johnson, CPS/CAP
2011 APD Committee

March Birthdays

Alicia Richardson—March 24

March Anniversaries

Nancy Riley, CPS — 38 Years

Veronica Morales — 5 Years

Jeanette Buckley—2 Years

Member Birthdays

&

Anniversaries



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





What Do You Want To Be When You Grow Up?

By Jessica Cherry, CPS/CAP

Those that attended our October meeting, “Re-Purpose, Re-Tool, and Re-Fresh Your Life,” will remember our speaker, Kitty Wiemelt. I attended her WSIB (What Should I Be?) Workshop on February 5th. The three-hour career coaching workshop is based upon the book, *What Should I Be When I Grow Up? Now That I’m 40, 50, 60*, written by Patricia Noel Drain, CPC, CIPC. This workshop is designed to help identify desires, patterns, passions, and obstacles in order to live healthier, happier, prosperous lives.

I completed some of the workbook exercises prior to the workshop. It was strangely interesting that my answers to some of the questions during the workshop did not match my original answers. Apparently, when I have too much time to think about something, I tend to over-analyze a bit. I get wrapped around the axle about what I *should* do instead of what I *really want* to do. Attending this workshop helped me to discover that some goals that I had previously pinpointed may not truly be in line with my inner passion.

The workshop and associated e-book provide a “Purposeful Questionnaire” to help identify what really makes you tick and to become more aware of yourself. It’s about finding your perfect balance and overcoming obstacles in all areas of your life. According to Oprah, “If you don’t know what your passion is, realize that one reason for your existence on Earth is to find it.” This workshop will definitely provide the gentle nudge to get you on your way to finding your passion and purpose.

The next WSIB workshop is scheduled for the afternoon of Saturday, March 19th at Broadway Christian Church. Contact Kitty via e-mail, kitty@kittywiemelt.com or by phone, 480-329-6996 for registration information. Kitty is the owner of Winds of Change Consulting (www.windsofchangeconsulting.com), a Certified Laughter Leader, the current President of the Arizona National Speakers Association (NSA), and Arizona Co-Coordinator of Casting for Recovery (www.castingforrecovery.org / www.nytimes.com/2010/11/11/giving/11CAST.html?ref=giving).

AZ-NV-NM Division Nominations!

The Division Committee on Nominations is seeking members who are interested in running for Division Office. Due to a change in the Nominations Committee Chair, the deadline has been extended to Monday, April 4.

For more details on submitting nominations, please see the attachment on page 13.

Mary Jo Newton, CPS/CAP
Nominations Chairperson
AZ-NV-NM Division
mnewton@cityofsparks.us

Now is your chance to get involved at the Division level!

Parliamentary Procedure

Tip of the Month by Nancy Riley, CPS

Reconsideration

An adopted motion must not have substantially been enacted or completed to be reconsidered. The maker of the motion must have been on the side of the majority vote. For example, the members vote to send a delegate to convention and to pay \$400 registration and \$100 per day excluding taxes for the hotel for five days and airfare not to exceed \$200. International then has to make a change in venue after the published information has been distributed and the members have voted. The new hotel will cost \$150 per day excluding taxes and the early bird registration has been changed to \$450. The new location also means that airfare will be more expensive. So the members need to move and successfully vote to reconsider the motion. The appropriate amendments are made and voted. Then the original motion as amended is voted.

RTF District Challenge

Did you know that in addition to the month of November, the month of March is also designated as RTF month? Attached is a flyer from our SW District RTF Chair on a District Challenge that is being sponsored in the month of March to help support our Retirement Trust Foundation.

If your chapter, or any of your members, will be making a donation to the RTF in the month of March, please be sure that any and all contributions must be received at Headquarters no later than March 31 in order to be eligible for the District Challenge Award. All checks to be made payable to “RTF”.

The RTF fundraising goal is based on each member donating just \$3.50! Even in these tough economic times, this is a very “doable” amount to achieve.

Spread the word about RTF’s latest fundraising effort!

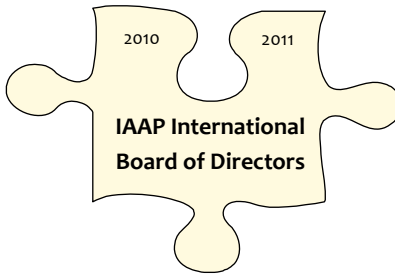
Thank you,
Sandy Kowalec CAP
AZ-NV-NM Division RTF Chair



IAAP Leadership



Mary Ramsay-Drow, CPS/CAP
President



www.iaap-hq.org



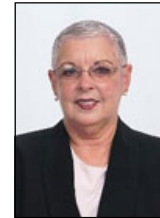
Antoinette Smith, CPS/CAP
Secretary



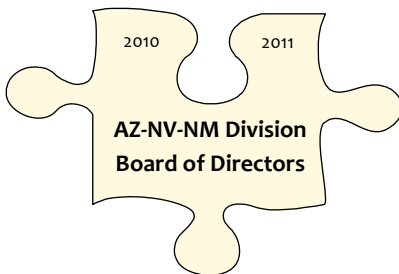
Tamra Goodall, CPS/CAP
President-Elect



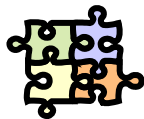
Karlena Rannals, CPS/CAP
Vice President



Judith Yannarelli, CPS/CAP
Treasurer



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



Margaret Lojas, CAP
President

Patti Speer, CPS
President-Elect

Lorraine McGraw
Secretary

V. Tina Gilbertson
Vice President

Marianne Robbins
Treasurer

Committee Chairs

Bonnie Ellis
Bylaws & Standing Rules

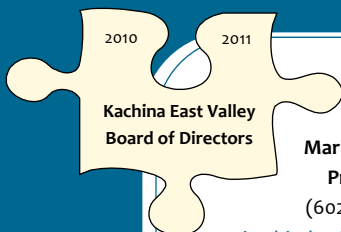
Sandra Kowalec, CPS/CAP
Retirement Trust Foundation

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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AZ-NV-NM Division Nominations Guidelines

Per the Bylaws of the Arizona-Nevada-New Mexico Division, it is time to seek candidates for election to the Division Board of Directors. Below are the pertinent sections of the bylaws dealing with qualifications and nominations.

Our Bylaws and Standing Rules indicate this should have been done earlier, however, due to a change in the Committee Chair, this was not done. In order to give chapters and individuals enough time to prepare a submission, we are extending the deadline for submission to Monday, April 4, 2011. The list of candidates will be published by April 15.

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional Member for at least two (2) years prior to the time of nomination, shall have served as a chapter officer or chairman of an International or Division committee, and shall be employed at the time of election in accordance with the IAAP definition of an Administrative Professional.
- B. A candidate for the office of President shall have served as an officer of this Division for at least one (1) full term prior to the time of election.

Section 3. Nomination and Election

- A. Any chapter, by vote of its membership, may nominate its professional members as candidates for a Division office. No more than two (2) members from the same chapter shall serve as members on the Division Board at the same time.
- B. A chapter may nominate one (1) of its Professional Members from the floor at the Annual Meeting, provided a resume of qualifications has been submitted and approved by the Committee on Nominations prior to the nomination being made, and the candidate's written consent to serve has been received by the Committee on Nominations. Such nomination from the floor must receive two (2) seconds. A resume of qualifications must be provided for each Division Officer and Chapter Delegate at the Annual Meeting.
- C. A Division Member-at-Large Delegate may nominate a Professional Division Member-at-Large candidate from the floor, provided a resume of qualifications has been submitted and approved by Committee on Nominations prior to the nomination being made and the candidate's written consent to serve has been received by the Committee on Nominations. If there is no Division Member-at-Large Delegate, then another Chapter Delegate may nominate the Division Member-at-Large candidate. Such nomination from the floor must receive two (2) seconds. A resume of qualifications must be provided for each Division Officer and Chapter Delegate at the Annual Meeting.
- D. Officers shall be elected by ballot at the Annual Meeting, except that if there is but one (1) candidate for each office, the officers may be elected viva voce.
- E. In the event no candidate receives a majority vote, all but the two (2) highest for the office shall be eliminated and the balloting continued. If the vote remains a tie after the second (2) ballot, the election shall be decided by lot. The Committee on Nominations will determine the lot.

Please submit your nominations to:

Mary Jo Newton, CPS/CAP

Phone: 775.353.2255

Mail: c/o Sparks Fire Department
1605 Victorian Avenue
Sparks, NV 89431

Email: mnewton@cityofsparks.us

Fax: 775.353.2424



Join the FOG Don't Get Lost in it!



Let's clear away the confusion about the **F**amily **o**f **G**ivers . . .

What Is It?

The **F**amily **o**f **G**ivers program gives IAAP members the ability to support the Retirement Trust Foundation through donations that are cumulative with a complementary recognition program. The Family of Givers allows us to track your donations over time and recognize the whole of your generosity.

How will my donations be used?

Contributing to the Trust is all about helping our own. Financial assistance is available for all members in need, across North America. It is for those living in *any* retirement center as well as those living in Vista Grande. All funds contributed are used to support the Trust's overall program consistent with the mission and strategic plan as outlined by the Board of Trustees. More specifically, these funds will be used to:

- ◆ Provide housing assistance grants to elderly admin professionals in need
- ◆ Maintain Vista Grande and provide an affordable, comfortable environment for all residents
- ◆ Maintain the Trust's website

How Can I Join?

Mail the completed form below with your donation to IAAP :

Sue Tuff, Comptroller
P O Box 20404
Kansas City MO 64195-0404

Or you can donate online with a credit card at <http://www.iaap-rtf.org/donate/form.html>

- For more information, contact SW District RTF Committee representative: iaapBanzhaf@gmail.com

Donor Information

Name _____
IAAP Membership ID _____
Address _____
City _____ St _____ Zip _____
Phone _____ Email _____

Please Check One

Check (payable to RTF)
 Credit Card Visa Master Card Discover AmEx
Account # _____
Security code _____ Expiration _____
Amount \$ _____
Signature _____

Southwest District Challenge

**March 1 to March 31
2011**

**Donate and be the
division with the highest
per capita amount
(based on each division's
membership numbers).**

**Winner announced at the
SW District Caucus during
EFAM 2011!**

Save the Date

April 26, 2011 - 7:30 AM - 4:30 PM

Administrative Professionals Day® & Conference

PASSION &
PURPOSE

Join administrative professionals from government agencies, private and public companies for a day of education and networking. The presentations will reinforce leadership knowledge, strengthen the ability of the administrative professional to be a leader and valued member of an office team and demonstrate how humor can help connect people.

Phoenix Convention Center
100 North Third Street
Phoenix, AZ 85004

\$95 Registration includes:

- **Parking**
- **Continental Breakfast**
- **Lunch**
- **Breaks**
- **Vendor Expo**
- **Door Prizes**
- **Recertification Points**
- **Certificate of Attendance**

Registration information coming soon

Featuring

ROSS RECK, PhD - Ross is all about changing the status quo in the world of business. He's the only person on the planet who has developed a completely new model for negotiating and managing people, both of which work remarkably better than their traditional counterparts. Listen and learn from Ross on "Turning Your Workplace Into A Destination: Getting People Excited About Coming to Work and Working Hard."

JUNE CLINE - June is President of Open Heart Communication. Listen and learn from June's presentation on "The Passion and Purpose of Humor - Living with Passion and Laughing on Purpose." Are you ready to lighten up, have fun and play more? Are you ready to change your brain chemistry without losing your mind? June will help us get to the heart of the matter by learning how to humanize our experiences and actions creating resiliency and trust. June believes laughter = hope. Ignite your own personal power by giving the gift of laughter.

Hosted by Valley Chapters



Valley of the Sun



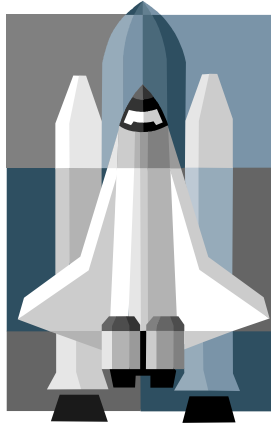
Kachina East Valley



Valley West



Scottsdale Chapter Scottsdale



**PREPARE TO COME TO A MEETING
THAT PROMISES TO BE OUT OF THIS WORLD!**

**SAVE THE DATE...
START THE COUNTDOWN...
FIRE UP YOUR ENGINES...
*BLAST OFF June 03-04, 2011***

**2011 ARIZONA-NEVADA-NEW MEXICO DIVISION
EDUCATION FORUM AND ANNUAL MEETING**

“Create Your Purpose, Live Your Passion”

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Please join us for...

Wine Tasting at Studio Vino

Friday, April 1 at 6:30pm



- Tasting includes five wines - featuring a selection of whites, reds and fruit-infused
- 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 purchase with the addition of our custom label



RSVP marina.higdon@bankofamerica.com by 3 pm on March 25