



In this issue:

Message from the President	1	Member's Corner	6
From the Desk of	2	Certification Central	7
Save the Date	3	Tid Bits	8
Board Member Reports	4	IAAP Leadership	9
Pathways to Excellence	5	Fun(d)Raiser Flyer for October 2nd.....	10

Notes from Marina...

I was extremely honored to represent Kachina-East Valley Chapter at the 2010 EFAM in Boston, and I thank all members for this wonderful opportunity. We received Chapter of Excellence designation during the SW District caucus, and I beamed with pride, thinking back about our many accomplishments and the wonderful team work that afforded us the great distinction. Bonds were strengthened with the three other Valley chapters, and all chapters from the SW District (**Southwest is the best!** - our motto :-). Friendship and collaboration developed among several other chapters as well. I must mention the ladies from Texas, who I befriended on the share van ride from the airport, and the international group from Brazil, who Sheryl Hand and I met at the dance floor (naturally!) during Welcome night. The Brazilian group is very congenial, and would love to become our "sister" chapter. The keynote speakers were fantastic - please check Vernice Armour's website at www.VerniceArmour.com. Your experience could only have been better if you'd met these ladies in person. Vernice is an outstanding achiever and motivator; she has been invited to fly a replica of the Amelia Earhart plane, following the same route intended for Amelia's flight - keep an eye on her news! Erin Brockovich is a joy to listen to, expletives and all. They don't even seem bad coming from her mouth, she has a certain "grace" about it, and one immediately excuses her. Very attractive lady; she owes nothing to Julia Roberts. Her story is a true inspiration, and she tells it with poise and humor.



Marina Higdon, President
Kachina-East Valley Chapter

My favorite workshop was Microsoft Office 2010, and I hereby share their content flyer [CoolNewSoftware 2010.pdf](#)

As a delegate, I sat on the second row/center (thanks to early registration!). I was immediately behind the new IAAP President, Mary Ramsay-Drow CPS/CAP, and had the opportunity to introduce myself and chat briefly. She is very friendly, bubbly personality, dynamic, and exhibits good sense of humor. Antoinette Smith CPS/CAP was elected Secretary; we all sat with her and chatted more extensively. All of you, who had the opportunity to meet Antoinette at DEFAM in Tucson, will certainly reinforce my endorsement - Antoinette is a terrific lady, always ready to listen and bring our issues to HQ's attention. Needless to say, we love our SW Division President and chapter liaison, Margaret Lojas CAP. Margaret represents us with great distinction, and is very well recognized by our leaders at IAAP HQ.

Our Planning Meeting was very productive; we will adopt our 2010-2011 Strategic Goals during our September meeting, and are ready to apply our

(Continued on page 2)



The Kachina-East Valley Chapter is a 2009—2010 Chapter of Excellence. Thank you, members, for helping us achieve this accomplishment! See Page 5 to learn more about Pathways to Excellence.

Avery® Great Results Chapter and Division Achievement Awards Update

Last year, the Kachina Chapter submitted an application to Avery's Great Results Chapter & Division Achievement Awards Program. Although we did not win the competition, we did qualify for a consolation prize. A donation will be made to the IAAP Research and Education Foundation in the name of the Kachina Chapter. By submitting our application we also gained a point towards our Chapter of Excellence designation.

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

It is important for people to set goals -- they motivate you to reach new levels of maturity in every aspect of your life. Goal setting is a continuous process. Once you reach one goal, it's time to establish another goal -- to stretch just a little more. It is important that goals be realistic and reachable, but reachable with effort.

The Pathways to Excellence program in IAAP sets goals for members, chapters and Divisions. Some of these goals are easily reached, while others require some work, effort, and stretching.

The Division Board met recently and developed strategies for reaching the Division of Excellence. However, the Board working alone cannot reach this goal. We depend on chapters, and their members, to achieve goals within the Pathways program as well. Many of the goals for Division of Excellence require chapter participation -- such as offering educational programs at chapter meetings, submitting the Avery Achievement Awards application, and promoting certification.

The Division Board will endeavor to help Chapters meet their goals by offering recertification points and educational programs twice this year. At the upcoming Education and Leadership Conference, we will offer two fantastic speakers. Ross Reck will start our conference with ways to bring passion and fun into your worklife. In the afternoon, we will hear from Lynne Brasher on emotional intelligence. A session on leadership and succession planning will also be included. The Conference is set for October 15-17 at the Sheraton Four Points in Phoenix. The hotel is located in the Metro Center area, just off the I-17 and Peoria.

Good news! The Division Board will pay the transportation and hotel costs for one officer from each chapter. Securing funding for the registration fee will be the responsibility of each member attending. The flyer will be released by September 3rd. The Conference is open to ALL MEMBERS. Yes, even the leadership and succession planning is open to all members. I hope to see all of you there!



Nancy Rung, CPS Immediate Past President Ways and Means Committee

The weather is not the only thing that's hot in Arizona! The Kachina - East Valley Chapter has quite a few things going for it. We have several opportunities in store for our members and for the benefit of the chapter, too. Of course fundraising is one of those necessities of an organization that provides education, networking, job opportunities, and mentoring. We've looked for products that we all can personally use, give as gifts, and that allow the chapter to earn a little bit of money. It helps to pay for insurance, bonds, website fees, office expenses and representation at IAAP conferences. As always we appreciate that you take the time to look over what we offer and if you can make a purchase, we thank you.

Back by popular demand, a raffle for orchestra seats for the hottest play this year, Billy Elliott! Please look for the advertisement in this newsletter for the details.

We are also hoping to entice you to purchase some Tupperware or perhaps a new product from Pampered Chef. We are going to have access to both of these products on-line for your convenience and ease. Our Kachina website will have links too. Our chapter has an ongoing partnership with Current Cards. Purchasing cards and other like products give us a rebate. There is a link on our website for this as well.

Thank you in advance, as always, for your support of the chapter. See you at our next meeting on September 14th.

(Notes from Marina continued from page 1)



Pictured are AZ-NV-NM Chapters who received the Chapter of Excellence award from Division President, Margaret Lojas, CAP at Division Caucus during EFAM 2010 in Boston
At podium: Antoinette Smith CPS/CAP (IAAP International Secretary)
Front row from left: Marina Higdon (President, Kachina-East Valley Chapter), Barrett Shaw, CPS (President, NTS Chapter), Margaret Gianfararo (President, Scottsdale Chapter), Lorraine McGraw (Immediate Past President, Valley West Chapter), Margaret Lojas, CAP (President AZ-NV-NM Division)

Passion & Purpose to action. This will be another fabulous year for Kachina-East Valley Chapter. In addition to our outstanding programs and talented speakers, no one will want to miss all the special events we have been planning to expand our networking, solidify our friendship, and further our careers. Mark your calendars for our Fun(d)Raiser events (next one on October 2nd at both Chevy's locations! See page 10 for flyer), Division Leadership Seminar October 15-17, Membership Recruitment event on October 26th, The Tao of Everest Leadership presentation on November 6, wine tasting in November (TBA), Holiday Social December 14, and Administrative Professional Day event in April 2011, among others!

Take notes of upcoming changes in reference to Certification process that will be effective November 2011, become a Member of Excellence, and plan to attend 2011 DEFAM in Albuquerque, and 2011 EFAM in Montreal. The Canadian representatives were selling piggy banks at EFAM in Boston, saying that if you put aside the equivalent of a Starbucks a day, you will be well on your way to Canada! ■

PASSION & PURPOSE
KACHINA-EAST VALLEY CHAPTER

Save the Date

September 14, 2010 Meeting & Program

Registration—5:30 p.m.

Dinner—6:00 p.m.

Fiesta Inn & Conference Center
Tempe, AZ

Cost is \$25

“Get Organized with Avery”

Presented By:

Karen Thomas

Account Manager, Avery Dennison

This is a Re-Certification Program!

There will be a short business meeting, EFAM update and Certification Program update after the program.

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

This Month's Menu Choices:

Mixed green salad & Chicken Marsala

or

*Vegetarian Choice: Mixed Green salad,
pasta with marinated vegetables*

Dessert is strawberry ice cream

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

Upcoming 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

Chevy's Restaurant Fun(d)Raiser

Saturday, October 2nd
(Mesa & Glendale locations)

Division Educational & Leadership Conference

October 15—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)

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 fellow Kachinans! I hope you are as excited as I am to kick-off the new IAAP Kachina Chapter year. The 2010-2011 program schedule is complete and I am confident that all our scheduled programs will qualify for recertification points. Look for your new chapter bookmarks at the September 14th meeting.

Karen Thomas, Account Manager for Avery Dennison, will be joining our September meeting to provide some organizational tips and tricks. She will also share with us the latest and greatest Avery products to help organize your workspace and your workload. It is a great time to start thinking about those little projects you would like to wrap up before year's end. So, get ready to "Get Organized! With Avery." Re-certification points have been received from the headquarter certification office.

Many members have sent in suggestions for potential program topics and speakers. Although this year's chapter programs are scheduled, please keep your suggestions coming. One of my goals this year is to develop a speaker database. This database will include past speakers, as well as future prospects. Its purpose will be to help the next person serving on the board in the VP / Programs position, as well as to provide a resource of speakers for special engagements throughout the year.

Check the chapter calendar and mark your calendar for the morning of Saturday, November 6th. Kachina-East Valley Chapter will be hosting a special leadership event, The Tao of Everest, presented by Ian Woodall. Visit www.taofeverest.com to learn more about Ian and his presentation.

Let's kick-off the new year with Passion & Purpose!



Theresa Lovato, CPS/CAP
Treasurer

The 2010—2011 budget will be presented for adoption at the September 14th chapter meeting. The budget has been posted on the Kachina Chapter website for your review. Please be sure to review the budget before the meeting.



Cheryl Amick
Vice President—Site Coordination

SAVE THE DATE!

Saturday, November 6 at 9:30 a.m., our chapter will welcome guest speaker Ian Woodall who will be presenting *The Tao of Everest*. For only \$5, come join us and be inspired by his journey.

Using the power of emotional storytelling, Ian brings the triumphs and tragedies of climbing both the south and north sides of Mount Everest directly to his audience, showing how the insights gained on the mountain can enhance personal inspiration and practical leadership skills.

Date: Saturday, November 6th

Time: 9:30 a.m.—11:00 a.m.

Location: 1295 W. Washington Street., Suite 205, Tempe

KUDOS

On behalf of the Kachina East Valley Chapter, we thank Patti Koblewski and her executives for allowing us to use their training room for our November 6 event. Not only are they donating the room at no cost, they are allowing us to charge a minimal fee to raise funds for the chapter. So it is with much gratitude that we say THANK YOU to Patti and her executives with Best Buy, Steve Wileman and Rod Baarstad, District Managers, for their support of IAAP.



Janice Cissna, CPS/CAP
Vice President—Membership

Hello All,

We have a great year ahead of us with our lineup of monthly programs, social events, and Fun(d)Raisers (see page 10 for Fun(d)Raiser flyer). We are also in the process of planning for our Growth Event which will be held on the evening of Tuesday, October 26th. Do you know of someone who would like to be introduced to or learn more about IAAP and our chapter? Do you have a boss that would like to learn more about our organization and hear first-hand from other executives who recognize the value and importance of what we as individuals and as a chapter do? Please consider inviting other administrative professionals that you may know as well as members of your management team to our Growth Event in October or to any of our monthly chapter meetings. Guests are always welcome!

Hope to see you all at the next chapter meeting!

Pathways to Excellence

There have been a few changes to the Pathways to Excellence program for the 2010—2011 year. Criteria for both Member of Excellence and Chapter of Excellence are listed below. Online submission links for the 2010—2011 Pathways to Excellence Programs will be available October 1, 2010 at www.iaap-hp.org.

Future editions of this newsletter will contain a Pathways to Excellence Progress Chart which will allow members to track our chapter's achievements as we strive to obtain the Chapter of Excellence designation for the 2010—2011 year. We can do it!



Member of Excellence Criteria

2010 –2011 IAAP Year

A Member of Excellence will maintain a minimum of 8 of the following 11 criteria

1. Be a current CPS and/or CAP holder
2. Download the Member of Excellence form; sign and date
3. Actively participate in the IAAP Web Community Forum discussions or write an article and have it published in an IAAP publication (chapter, division or international level)
4. Attend non-IAAP professional educational workshops, seminar or conference
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date—**MANDATORY REQUIREMENT**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program
8. Conduct a public presentation, program or training at least 60 minutes in length
9. Attend a minimum of eight (8) chapter, division or international sponsored meetings, programs or events
10. Recruit at least one new member
11. Integrate IAAP membership & involvement into annual performance plan or review

Chapter of Excellence Criteria

2010 –2011 IAAP Year

A Chapter of Excellence will maintain a minimum of 14 of the following 19 criteria

1. Sixty Percent (60%) of the chapter meetings offer recertification points
2. At least one (1) member of the chapter obtains their CPS and/or CAP certification during the current IAAP fiscal year
3. Download the Chapter of Excellence Commitment form; sign and date
4. Publish at least six (6) newsletters / e-newsletters
5. Host chapter's website on the IAAP Web Community
6. Publish annual meeting calendar with education and/or training topics by October 1st and establish marketing plan to encourage members to attend chapter, division and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer—**MANDATORY REQUIREMENT**
8. Maintain a full slate of officers (minimum four (4) offices); maintain committee chairs for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chair listing to HQ by July 1 deadline
9. A minimum of four (4) officers and chairs of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
10. Send a delegate to the Division Annual Meeting and send a delegate or submit a proxy to the International Convention and Education Forum
11. At least one (1) member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80%
15. Conduct at least one Member Recruitment Meeting—**MANDATORY REQUIREMENT**
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an Annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey

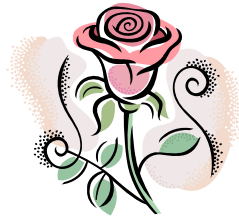
Mail Call!



Question: How do I become a Member of Excellence?

Answer: See page five of this newsletter! Online submission links for the 2010—2011 Pathways to Excellence Programs will be available October 1, 2010 at www.iaap-hp.org

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!



Thank You!

Special acknowledgement and thank you to Phyllis Chase, CPS/CAP for her continuous contributions to our chapter. We are very proud to count on her as Division Board Membership Chair.

Congratulations, Phyllis, you are awesome!

Member Spotlight

Name: Sara Rose Chacon

Company: Blue Cross & Blue Shield of Arizona

Title: Administrative Assistant to Vice President & Treasurer

Sara Rose Chacon joined the Kachina–East Valley Chapter in December 2009. She has over 15 years of administrative support to Executives at Blue Cross & Blue Shield of Arizona. She is a third-generation Arizonan, born and raised in the small copper mining town of Globe-Miami in Gila County. She has attended both Phoenix Community College and Rio Salado Community College.

Sara Rose's hobbies include volunteering, traveling, hiking, camping, cooking, music and photography.

Sara Rose recently joined the Kachina Chapter Social Committee and is looking forward to upcoming Fun(d)raiser events.

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

Member Birthdays & Anniversaries

September Birthdays

Rose Kallevig—9/7

Shabrina Glass—9/28

Sara Rose Chacon—9/21



September Anniversaries

Donna Ward—15 Years

Jean Thompson—2 years

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

Certification Central

Congratulations!



Congratulations to our members who tested in May 2010 and obtained certification!

Lucy Coltman, CPS

Janice Cissna, CPS/CAP

Thank you to our members Michelle Johnson and Dorothy Galvez who continue to serve IAAP by proctoring the certification exam every year.

CPS/CAP Question of the Month

The communication effect of vocal attributes such as volume, silence or speed is known as

- A. kinesics
- B. proxemics
- C. paralanguage
- D. body language

(Correct Answer is C)

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

IAAP's Certification Program will be changing effective November 2011. Most significantly, they will be moving from a two-rating system to a one-rating system, with areas of specialty. The base rating will be Certified Administrative Professional (CAP). They will also offer a specialty in Organizational Management, the CAP-OM.

Effective November 2011, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP-OM.

The CAP exam will become a one-part exam, testing similar to the current three-part CPS exam. The CAP-OM will also be a one-part exam testing similar to the current Part 4 of the CAP exam.

In the future, there could be other specialty areas offered, such as a specialty in technology and software or in medical administration and more.

Changes to Recertification Program

Also changing is the Recertification Program. The number of points required for recertification will be reduced from 90 to 60. The recertification categories have also been modified.

The changes to the recertification program are effective immediately, however, the Certification Department will accept applications under either the new guidelines or the old guidelines until April 1, 2011.

To read more about the changes, visit the [IAAP document library](#) & search for Document ID 5279 or email certification@iaap-hq.org with questions.

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

Billy Elliot the Musical Fundraiser!

Kachina Chapter is having a fundraiser! We ask that you either purchase chances or commit to selling chances (both would be nice) at \$10 each to win two orchestra tickets, valued at \$167, to a **Billy Elliot**, performance of choice, at ASU Gammage. Ticket booklets will be made available at the September 14, 2010 chapter meeting at the Fiesta Inn & Conference Center for members to sell. There will be ample time to sell chances as the drawing will be held on December 13 and the winner will be notified immediately thereafter.

Performance dates are April 27-May 8, 2011. Check out asugammage.com for show information.

Any questions, please contact Michelle Johnson at 480-965-3916 or mmjcap@asu.edu.



Did You Know...

Earlier this year, IAAP headquarters updated grammar and punctuation rules to be used when creating IAAP documents. One change of particular interest is the use of a comma between your name and designation. It is now proper to use a comma after your name and before your designation. Previously, the comma was left out and not used at all.

Example: Molly Member, CPS/CAP

To read more about the changes, visit the [IAAP document library](#) & search for Document ID 3947

Parliamentary Procedure

Tip of the Month by Nancy Riley, CPS

Without Objection

Members often hear the President say, "Without objection...the motion is adopted."

You may think this is not valid, that a "Yeah/Nay" vote must be taken. And you would be correct if anyone were to say "I object" during the pause after "Without objection...." If no one speaks up, this method of voting is a great time saver to move the meeting agenda forward.

Henry Robert provided another time saver. When you feel discussion on a motion is repetitive, say, "Madam President, I move the previous question." A vote on the motion must then be immediately conducted.

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

Did you know...?

Quick Parts is the way to go! Ever find yourself constantly reusing images, sections of text, headers, or footers in your documents? Word 2007 has added a feature to help you quickly insert reusable pieces of content into your files. The Quick Parts feature is located on the Insert tab.

Let's say you have a need to frequently add the same image into your documents. From an existing document, select the image, click on the Quick Parts button, select Save Selection to Quick Part Gallery..., and complete the information in the dialog box that will appear. The next time you need to insert the image you simply click on the Quick Parts button and select it from the gallery. Alternatively, right mouse-clicking on the image will open a new menu to choose the location you wish to insert the image, such as the header or footer of your document. As you add more quick parts to your gallery, a scroll bar will appear on the right side of the Quick Parts menu. Go ahead, give it a try!

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.



Would you like to learn more about Microsoft Office?
Check out these FREE webinars!

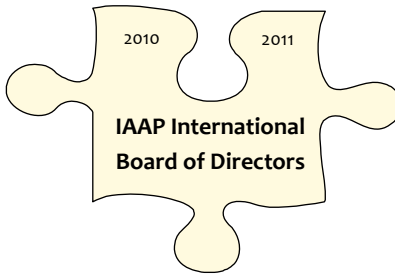
New Horizons Computer Learning Centers offers free webinars on certain Microsoft Office programs. They also have a webinar archive which can be viewed at anytime. A big thanks to Jessica Cherry for sharing this great resource!

www.newhorizons.com

IAAP Leadership



Mary Ramsay-Drow, CPS/CAP
President



www.iaap-hq.org



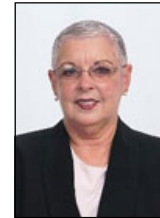
Antoinette Smith, CPS/CAP
Secretary



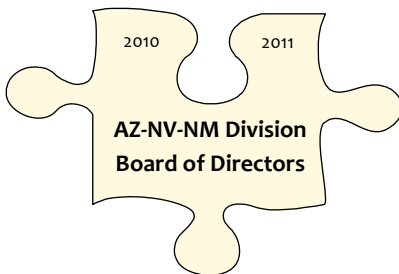
Tamra Goodall, CPS/CAP
President-Elect



Karlena Rannals, CPS/CAP
Vice President



Judith Yannarelli, CPS/CAP
Treasurer



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Margaret Lojas, CAP
President

Patti Speer, CPS
President-Elect

Mary Anne Tolmie
Secretary

V. Tina Gilbertson
Vice President

Marianne Robbins
Treasurer

Committee Chairs

Bonnie Ellis
Bylaws & Standing Rules

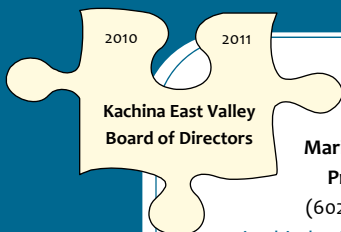
Sandra Kowalec, CPS/CAP
Retirement Trust Foundation

Susan Schultz, CPS
Division Parliamentary Advisor

Dawn Negrete, CPS/CAP
Certification

Phyllis Chase, CPS/CAP
Membership

Diane Rogers, CPS/CAP
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**HAVE
FUN,
RAISE MONEY...**



Make a Difference

Chevys
FRESH MEX

**Please Join Chevys At
Our Fundraising Event For**

Kachina-East Valley Chapter - IAAP®
(International Association of Administrative Professionals)

Invite all of your friends and family to dine with
us and Chevys will donate **25%**
of the proceeds to our fundraising partner!

DATE: Saturday, October 2, 2010 **TIME:** 11:00 A.M.– 11:00 P.M.

ADDRESS:

Mesa: 1335 S. Alma School Rd. (north of US 60)

Glendale: 7700 W. Arrowhead Towne Center
(Bell Rd. east of Loop 101)

**Please be sure to submit this
flyer to your server.**

*It's just our way of giving
back to the community!*