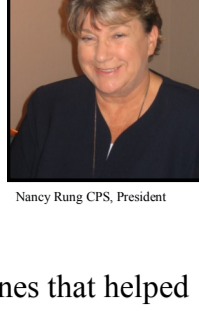




### Notes from Nancy...

As we look back over the years to those events that have shaped our careers we can identify those key moments that caused one door to close and another to open. Many of these moments are joyful, some painful, some easy, some difficult, some were a success and others were a learning opportunity. They each have played their roles in shaping who we have become today.



Nancy Rung CPS, President

Do you remember those people who made a difference? The ones that helped us take these journeys, encouraging us to take a chance, who sometimes pushed us kicking and screaming to something that we didn't think we could do? They were the ones who were always there to catch us when we fell and the same ones who used a spotlight to shine on our successes.

### Administrative Professionals Week 2010

See Important Article Below

I would encourage each of you remember that you can be one of those people that others will remember as contributing to their success. Many of us have years of experience, a wealth of work ethic and knowledge to share. I would venture to guess that sometimes we are not asked or even encouraged to voice our opinions. But, there are things that we can do. Volunteer to become a mentor.

Join committees and be the first to step up when there is an opportunity.

The company I work for recently offered to send management people to the Get Motivated Seminar that was held in Phoenix. They did not offer the opportunity to administrative assistants. I asked my manager to consider sending me too. Two days later he said yes. The administrative assistants in my office asked how it was that I got to go too. "I asked," was all I had to say.

I believe that our chapters are much like those people that we remember. We encourage each other to learn, to try something new, and to share something with the group. They are all important steps for our personal growth as well as being an example for other members. I would like to thank each of you who attends our meetings. You share information and contribute to our success as a chapter. I would also like to thank those who help me along the way. You are each a "door" that has opened for me and let me grow.

Our speaker in February encouraged each of us to reach beyond what we think we can do and take the next challenge. She and her family moved to a new state (Arizona) several years ago. She decided to change careers and went from hairdresser, to receptionist to accountant to owner of a \$20 million dollar construction company. It was a remarkable story.

### REMINDER

Our March 9 speaker will be the President of KEO Marketing, Sheila Kloekorn. Her topic is social media.

While Deborah was speaking I was thinking of our elections that are coming up soon. My leadership role has been an education in itself. I'd like to encourage each of you to consider running for office. Pam Ruiz is the chair of our Nominations Committee. She is a former Board member and can answer questions that you might have. You may also contact current board members.

Visit the Chapter website for more information.

<http://www.kachinachapter-iaap.org/>

Under the "Member" section of our website there is a box on the left that has quite a bit of useful information about the duties of the Board. Pam can be reached at: [pam.ruiz@bannerhealth.com](mailto:pam.ruiz@bannerhealth.com) or 480-512-3437.

*We need you!*

## Administrative Professionals Week 2010

The date has been set! Mark your calendar for the Valley of the Sun-Valley West-Kachina Chapters' Administrative Professionals Day event on *Thursday, April 22<sup>nd</sup> 2010*.

Nancy Riley CPS, Denise Malavasi CPS/CAP, and Marina Higdon have been representing us well to find a location, line up door prizes, speakers and establish the itinerary for a first class event. It's been very exciting to watch these 3 in action. They each have an area of expertise to bring to any committee. It's been many years since the chapters have worked together for the good of all and its promising to be a wonderful event.

There are ways that each of us can contribute. Are there companies or businesses that you know that would like to buy a vendor booth? We are looking for those items that apply to our work or our personal needs. Do you frequent a favorite restaurant that would like to offer a gift certificate as a door prize? We can provide a letter from the committee regarding our event.

Do you know of administrative professionals who can benefit from a reasonably priced day long educational event? We will be offering information that can be of practical value, taken back to the office for everyday use, and shared with our peers.

We are also offering CEU's and recertification points. We'd love to have the names and contact information of career minded professionals that you know...and we may also be calling on you to help a committee member. There are a million details with this type of event and you are essential to its success.

Be sure to save the date – Thursday, April 22, 2010

## Member Spotlight

Name: **Helen Siordian**  
Place of employment: **Blue Cross Blue Shield of Arizona – 36 years this June 2010.**  
Career/job title: **Administrative Assistant**  
Family: **George (Husband) and Alex (Son) – Son is attending ASU downtown, Walter Cronkite School of Journalism. Love to brag about him!**  
Hobbies/spare time interests: **Learning to speak Spanish correctly is my interest, taking online classes with Western International University. Hobby is buying purses!**  
Long range goal: **To be certified in Spanish.**  
How did you hear about IAAP? **Cheryl Amick, ASU Gammage.**

*Welcome, Helen!*

Janice Cissna CPS. Member who has most recently achieved certification. She's already signed up for her CAP in May.



*Congratulations, Janice!*

Our newest member: Kathleen Paulsen, former member of IAAP, most recently of the disbanded Gateway Chapter. *Welcome, Kathleen!*

## Road Trip!

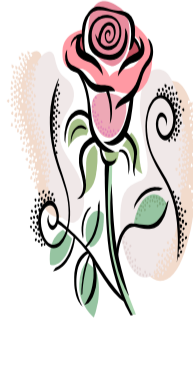
Kachina members Sheri Brogni CPS/CAP, Dorothy Galvez CAP, Michelle Johnson CAP, Theresa Lovato CPS/CAP, Phyllis Chase CPS—attended the AZ-NV-NM Division educational conference in Tucson AZ in January.



The venue was outstanding (the historic Manning House) and speakers Dr. Jan Northup, President of Management Training Systems and Mary Jacobs, Assistant City Manager of Sierra Vista AZ presented enlightening and entertaining programs.

## Community Service Update

Kachina members supported the IAAP Retirement Center in Rio Rancho, NM by sending paper plates, cutlery, napkins and a Wal-Mart gift card along with 10 DVDs to facilitate their social programs and pot-lucks. Thanks for being part of this endeavor.



## Member of Excellence

by Nancy Riley CPS

Three Kachina Chapter members were awarded a certificate as a Member of Excellence: Nancy Riley CPS, Nancy Rung CPS, and Marina Higdon. These members completed 8 out of 11 possible items to earn this award.

You, too, can earn this award. Attached to this article is an Excel file in which to keep track of items as you complete them. You might also set aside a file folder in which to keep verification items.

If you are a CPS or CAP, enter the date you attained the rating in the completion date column. Enter a 1 in the Score column.

If you did not sign the commitment agreement last year it's not too late. Enter the date you sign the agreement in the completion date column and a 1 in the Score column. The agreement (in a .pdf format) is attached.

If you have posted something to the web community forum discussions print it out, do a screen save and save the graphic, or cut and paste your posting to a Word document and save. This will be your verification of completing this item should your submission be chosen for a spot check audit. Or submit an article to the Kachina Perspective.

If you attend a non-IAAP Professional Educational Workshop, Seminar or Conference enter the information in your file as soon as you complete. Perhaps your company offers webcasts to its admins or your employer pays for you to attend a workshop (such as a Padgett Thompson one). Enter the info into your file as soon as you complete and be sure to keep a copy of the completion certificate.

Do you have an AA or Bachelor's degree? How about a Microsoft certification? Just enter the date you completed into your file.

An easy item to complete is to pay your renewal dues before the due date. I paid mine in July and they aren't due until November! Now I can concentrate on the holidays.

Another way to complete an item is to serve on a Kachina Chapter committee. Better yet, volunteer to chair one!

Perhaps you will be called upon to present a program or training at work. Or you may be asked to be part of a panel for our chapter's Growth Meeting. Be sure to enter the info into your file before you forget.

With the wonderful programs scheduled for this year the next choice should be easy enough to complete. The Kachina Chapter meetings are already entered. If you miss a meeting simply delete that line. If you attended the Division Annual Meeting or other Division event during the year just insert a row and add the meeting info. You only need to attend 8 meetings for this section.

If you recruit a new member you not only get a sponsor pin but you also get a point toward this award.

You can integrate your IAAP involvement into your annual performance review and earn a point. With the excellent programs, Recertification Points, and CEUs this should be an easy task.

Keep the file on your computer at home and at work. When you complete an item enter it on the form as soon as possible so you don't forget. At the end of the year (in June) you will have completed 8 points and will be ready to enter the info online. Then you, too, will receive the Member of Excellence Award!