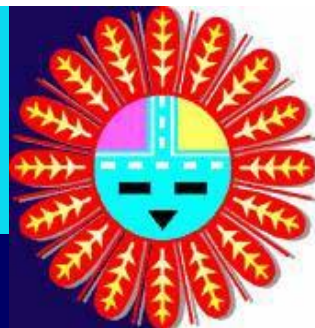


P E R S P E C T I V E

Kachina East Valley Chapter

International Association of Administrative Professionals®



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NOTES FROM NANCY...

What a great idea! Someone, back in 1942 thought that secretaries needed an organization that provided a professional network and an educational resource, and the National Secretaries Association (NSA) was founded.

Many women were working for the first time while the men were serving their country. Today's women are supporting families, going to school, holding down full time jobs and joining professional organizations. Our careers have gone on very different paths than we ever thought possible. We are being asked to keep up with new technologies, contribute to budget goals, make travel arrangements, handle correspondence, create reports, set up

meetings, plan events and provide excellent customer service in the process. Many administrative professionals are managing people, offices, and their own businesses.

And this is where the International Association of Administrative Professionals (IAAP)® proves that it still has value in this ever changing world. Our Kachina-East Valley Chapter Mission Statement says: *To promote excellence through education, professional development, networking and mentoring.* The name may have changed but our principles are still valid. We are in the continuing process of carrying through with those ideals.

Our first meeting of the 2009-



Nancy Rung, CPS
Kachina Chapter President

2010 year will be held on September 08. In addition to Sheryl Hand, CPS, reporting the activities of the Educational Forum and Annual Meeting (EFAM), we will also have an Avery representative presenting a program called "Business Solutions for Greater Productivity". All of us

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NEXT CHAPTER MEETING!

Join us for the first meeting of our 2009-2010 year on Tuesday, September 8, featuring a presentation by our Avery representative and a report from our chapter delegate to International, Sheryl Hand CPS. Learn more about the exciting line-up of speakers planned for this year. Our meetings will be held at the Fiesta Inn and Conference Resort in Tempe on the 2nd Tuesday of each month—dinner served at 6:00 p.m. with the speaker to follow. Visit the [Kachina Chapter website](#) for more information.

THE POWER OF YOUR IAAP® WEB COMMUNITY NETWORKING FEATURE

By Jessica Cherry, CPS/CAP · Robertson Aviation, L.L.C. · Tempe, AZ

“Leave it at the door”; “Separate work life from home life”; “Don’t bring work home with you”. We have all heard these phrases before and we strive to adhere to them. However, let us look at it from a different perspective.

There are instances in which you may want to bring work with you outside of the office. One such instance would be when a new acquaintance or fellow IAAP member (either in person or in an online environment) asks you where you work or what you do for a living. How do you answer these questions? Do you promote yourself, your career, and your employer in a positive light; or are you potentially creating a reputa-

tional risk for yourself and/or your employer with your responses? It is important to remember that no matter what your status in the company organizational hierarchy, you have the power to either boost or bust its reputation, and your own.

There are many available networking Web sites. Let’s focus on one in particular – your new IAAP Web Community. Networking within your association can be a very powerful tool if you choose to utilize it. Once you have logged in to the IAAP Web community, your personal biography (profile) can be located via the “Network” link. This feature is a terrific way to promote your skills, certifications, and accom-

plishments, as well as to promote your employer. Wouldn’t it be great if you were able to connect your executive with an executive of another company that may need your company’s products or services? Wouldn’t it also be great if you were able to tell your executive that you were able to make this connection due to your professional association networking? There are approximately 40,000 current members and affiliates within the IAAP network, and you never know who is associated with whom outside of the network.

If you have not yet visited the new community, I encourage you to do so, create your personal profile, and empower yourself! ~~~

IAAP MEMBERS ASSIST THE ARIZONA STATE DEPARTMENT OF EDUCATION

By Nancy Riley, CPS

As members of a professional organization we have learned to network. Our headquarters staff is certainly a good example to follow. A member of the Arizona Department of Education remembered meeting Susan Fenner, PhD and contacted Susan for manpower help in the field of business. Susan sent out the call via email. A Valley West Chapter member and I answered the call.

The call involved a Department of Education partnership with several other entities to develop education standards for secondary and post-secondary students in Business Management and Administrative Services. After developing the standards, a bank of test questions was developed and refined over a period of over a year and five meetings. The committee to develop the questions was composed mostly of teachers. I was one of a few members to represent the business community and the only one to remain for all six sessions (standards development and five sessions on test questions).

The scope of this committee, while focused on a few educational standards, has a wide potential impact. One of the partners in the project is a consortium of state departments of education. All but four states have, at one time or another, been members of this consortium. The skills were established and the test bank developed as a measureable means to monitor student progress. Federal funding requires such measurement for various programs. At some point the consortium expects to pool the test banks of each state into a single test bank for tests administered in each member state. A program to certify basic skills may evolve which would also use this bank of test questions.

Another committee consists of high level business executives. Sherry Brogni’s boss served on this committee. Their purpose is to promote the acceptance and use of a basic skills certification program. It may take years to develop and implement this comprehensive program. Meanwhile, por-

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This newsletter is prepared by and for the members of Kachina East Valley Chapter of the International Association of Administrative Professionals (IAAP)®

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NOTES FROM NANCY...

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can learn something from this presentation about organizing, saving money, filing tips and ideas to make reports more polished. Avery is very good about sharing its products with us. This is the first of seven educational meetings we'll hold this year

to keep you abreast of current office trends. Please visit our website to see a complete list of speakers and topics for the year.

We are part of an organization that's devoted to us and our success. I have doubts that you would have joined IAAP if you were not interested in the ideals that we

promote. New tools are available to us free of charge. Our website networking is an invaluable resource, and many classes are offered at our desktops. We are still that organization that promoted education and networking back in 1942. And we are so much more. I shall look forward to seeing you this year. ~~~



August

- 9th Michelle Johnson
- 25th Diane Cook-Canade
- 25th Dorothy Galvez

September

- 7th Rose Kallevig
- 22nd Janet Cramer

October

- 10th Diane Weise
- 24th Suzanne Daniel
- 25th Sherian Fleming
- 27th Jennette Buckley

IAAP MEMBERS ASSIST THE ARIZONA STATE DEPARTMENT OF EDUCATION

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tions of the plan are in development and in use.

More careers have been added to the process. In July, five members of Kachina Chapter and members from Scottsdale Chapter, Valley of the Sun Chapter, Valley West Chapter, and San Xavier Chapter joined teachers to develop standards for Business Operations and Administrative Assistants. The same process will be followed with meetings to write test questions, a pilot test, and fine tuning test questions.

KACHINA NEW MEMBERS ~ ~ ~ ~ ~

Kachina welcomed nine new members during the 2008-2009 chapter year. They are:

Jeannette Buckley, Jessica Cherry, Janice Cissna, Jan Cramer, Amanda Dupuis, Katherine Foster, Ellen Parchim (transfer from Gateway Chapter), Kayley Pierce, and Jean Thompson.

KACHINA INSTALLS 2009-2010 OFFICERS



L to R Standing: M. Darlene Stover, President AZ-NV-NM Division; Marina Higdon, VP-Programs
Theresa Lovato CPS, Treasurer; Yvonne Miles, VP-Membership; Margaret Lojas CAP, President
Elect AZ-NV-NM Division
L to R Seated: Nancy Riley CPS, VP-Site Coordination; Nancy Rung CPS, President; Sherian
Fleming, Secretary



CONGRATULATIONS TO
THE FOLLOWING
MEMBERS WHO
CELEBRATE 1-YEAR
CHAPTER ANNIVERSARIES

Cheryl Amick—9/30

Jami Baldwin—7/31

Katherine Foster—8/1

Jean Thompson—9/1

TO THE MEMBERS...

Please accept my heartfelt thank you for your recognition of my 40 years as a member of NSA/PSI/IAAP. The plaque is gorgeous and already hanging on my office wall. I thoroughly enjoyed the beautiful flowers, and the 40-year pin is one I will wear with pride.

I am grateful for the friendship and opportunities for personal growth you have given me through the years, and I truly appreciate your acknowledgment of my time with the organization. You and your peers have been a hugely important part of my life.

~Phyllis Chase CPS

Did You Know?

The reason that we charge \$25 dollars for a meeting? The cost of each meal including, tax and gratuities is \$22. We also buy the meal of our speaker and need 22 attendees to each pay \$1 towards that expense. Some of our speakers are very well known on the speaker circuit and charge high fees to speak at functions. We are fortunate that they also put aside some time to speak at non-profit organizations such as ours. We give a small token gift in appreciation. We found something different to give this year, instead of a Border's card. You'll have to come to a meeting to see!

When we offer Continuing Education Units (CEU's) the Kachina chapter must pay a \$30 application fee plus \$5.00 per person for each attending member and/or guest. By charging just a little extra at each meeting we offset some of that cost. Our goal is to offer two meetings this year with a CEU.

The Fiesta Inn and Conference Center does not charge a room fee but we must guarantee at least 18 meals will be purchased, whether or not we have 18 in attendance. We encourage members to attend meetings and purchase a meal when you do.

We have had a few months over the past year when we spent more than we earned. That's a very unsound fiscal practice. Any suggestions that you have for fundraising are appreciated. Since we don't produce any widgets or gadgets to sell, our few fundraising projects do help us to pay the bills.