



The Perspective

Kachina-East Valley Chapter of IAAP
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 **Chapter of Excellence**

Celebrating 45 years in the East Valley

Notes from Marina



Marina Higdon
Chapter President

Happy New Year everyone! We had a great time at the holiday social hosted by our gracious VP of Site Coordination Laura Scheller, CMP (see a photo of the party on page two).

At the event, we held the drawing for two tickets to the musical *Wicked* at Gammage Auditorium, and the lucky winner was Maggie Rung. We were able to offer the tickets through the generosity of Michelle Johnson, CAP-OM and her executive, the Executive Director for ASU Gammage, Colleen Jennings-Roggensack—thank you so much!

Chapter Brazil will soon be a reality. They have reached the minimum of fifteen members to get chartered, and it is now a matter of filling out some

forms and scheduling the installation date. Kachina-East Valley Chapter is very proud to sponsor the chartering of an International Chapter. Here's the letter I received from International President, Tamra Goodall, CAP-OM:

12/06/2011

Hi Marina,

This is indeed exciting news! Congratulations on a successful event and the chartering of this chapter. I have copied International Affiliate Representative Leanne Fisher on this so she is aware of this and can reach out to them as a point of contact and guidance in the coming year.

We all look forward to their involvement with IAAP and their members Making the Leap to Remarkable. I appreciate all the time that you invested in this opportunity.

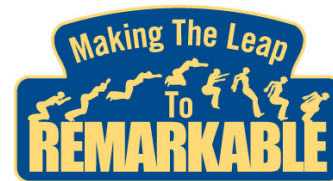
Merry Christmas and Happy New Year,

Tamra Goodall, CAP-OM
International President

We will be planning a New Members Orientation event and an Italian Nite at Floridino's for members and guests in 2012.

Stay tuned for APD announcements and Save the Date in April; it will be a memorable event. Lynda Hilton; Kim Hennis, CAP-OM; Pam Ruiz, CAP; and Kendra Karnoski represent our chapter on the APD committee. Other members can help by donating door prizes and suggesting vendors. Maybe some of your employers would like to be sponsors? In turn, the Valley chapters will offer them time to come talk to our members about their services.

We are all Making the Leap to (more) Remarkable – let's keep the pace!



AZ-NV-NM Division Liaison Update



Lori McGraw
AZ-NV-NM Division
President-Elect
2011-2012

Here we are in a new year already. What a wonderful time to reflect on the challenges, trials, tribulations and successes of the past year. Even better, we have a clean slate to start anew in our quest to achieve great things and really make a difference in the lives of the people with whom we come in contact on a daily basis.

I'd like to share with you an email a friend sent me recently. It goes something like this:

You are driving down the road in your car on a wild, stormy night when you pass by a bus stop and you see three people waiting for the bus:

1. An old lady who looks as

if she is about to die,

2. An old friend who once saved your life,
3. The perfect partner you have been dreaming about.

Which one would you choose to offer a ride to knowing that there could only be one passenger in your car? Think before you continue reading. This is a moral/ethical dilemma that was once actually used as part of a job application.

You could pick up the old lady because she is in danger of dying, or you could take the old friend because he once saved your life and this would be the perfect opportunity to repay him...on the other hand, you may never be able to find

your perfect mate again!

The candidate who was hired had no trouble coming up with his answer. He simply answered, "I would give the car keys to my old friend and let him take the lady to the hospital. I would stay behind and wait for the bus with the partner of my dreams."

Sometimes, we gain more if we are able to give up our stubborn thought limitations. Never forget to think outside of the box. You can and do make a difference!

Thanks to your Remarkable Board for submitting Criterion #2 in the *Pathways to Excellence* program well in advance of the deadline. YOU make a difference in my life!

VP of Programs Update



December Holiday Party

We had a fabulous December holiday party hosted by Laura Scheller. It is always great to get together and socialize; you always learn more about people when they are in a relaxed atmosphere. We shared a fabulous feast, played games and exchanged wonderful gifts. Again, a big **thank you** to Laura and her family for graciously inviting us into their home!

We laughed as we learned at June Cline's January 10th presentation "Lead, Laugh, or Get Out Of The Way." She taught us how to use the power of humor to improve our communication and how to discover our own humor style. She explained that friction between coworkers can often be caused by having different humor styles (did you know there are four?). You can find out more at junecline.com.

We look forward to seeing you at the February 21st program by Danny Valenzuela who will present "Are Your Butterflies in Formation?" Danny is an Executive/Business Coach, Leadership Facilitator and Organizational Consultant. Watch for the program flyer later this month.

Theresa Lovato CAP-OM

VP of Membership Update

2011 is over and a wonderful year it has been for the chapter. We have many new Kachina members, transfers from the former Scottsdale Chapter, transfers from “at large,” people who have moved from other states and brand new members. What an exciting time.

I want to take this opportunity to remind new members that the New Member Briefing is online at the International website www.IAAP-HQ.org. Below are specific directions for the New Member Orientation Webinar, which is available online. The briefing is also a good reminder for established members—it’s always a good exercise to go over the basics.

All new members should have received a “Welcome to IAAP” email. Below is an *excerpt* from that email including links you received.

The first step is logging into the [IAAP Web community](#). You'll need your ID number (listed above) and the link will provide instructions (or copy and paste the following link into your browser):

<http://community.iaap-hq.org/userguide/loggingon/>)

The [New Member Orientation Webinar](#) is also available at any time online. To access it, use the link or copy and paste the following into your web browser: <http://community.iaap-hq.org/viewdocument/?DocumentKey=9567e2a3-6dd6-4720-8be2-f014882e8d60>

Note: You will need to log into the web community to view the webinar.

The New Year is before us and we have many exciting, fun and educational events lined up for the coming months. I look forward to seeing and talking to all of you, if not at all the events, then at some combination of them.

Denise Malavasi CAP-OM

Special Recognition Goes To:



Cynthia Leedom CAP

Cynthia passed the November 2011 certification exam and achieved her Certified Administrative Professional designation. Congratulations on making the leap to remarkable, Cynthia!

Do you know a chapter member who deserves special recognition?

***Please send an email to
Perspective@KachinaChapter-IAAP.com***

Reflections from a New Member



Susan Robinette

I'm a new member of the Kachina-East Valley Chapter of IAAP. I transferred to this chapter in September 2011. During this very short period of time, I have already learned quite a bit about this particular chapter. I have met quite a few delightful members so far and am continuing to get to know them—as well as meet more fellow chapter members—with each meeting and event I attend.

Kachina's members come from varied professional backgrounds and experiences, enriching everyone's perspective with respect to both the administrative profession and IAAP. In turn, I hope to be able to introduce, to my new chapter, tips I've learned and experiences I've acquired

from my former jobs and IAAP chapters.

Since becoming a member of IAAP in 2009, I have come to the understanding that a chapter is only as vibrant as its members allow it to be through the act of participation. Members who just pay their dues to the association without even attending one monthly chapter meeting all year, for example, lose out tremendously. There is so much to be learned, just by attending these monthly meetings, from networking with fellow colleagues and picking up new tips and tricks of the trade to gaining knowledge from fascinating featured speakers. So far, I have been enriched by learning more about gaining self worth (presented by

Kirk Wilkinson) and meeting planning (presented by Mary E. Young, CMP)—experts in these areas. As an added bonus, there is always a delicious meal accompanying every presentation.

In conclusion, I invite any administrative professionals "shopping around" for a chapter to join to give serious consideration to joining the Kachina-East Valley Chapter. With your participation, the chapter can only get even better!

Member Milestones

Sending warm wishes for a wonderful birthday to our members who are celebrating this month:

Phyllis Chase CAP (January 21)

Cynthia Buda (January 29)

and a belated birthday to Susan Robinette (January 3)



Congratulations to our members who are celebrating their IAAP anniversaries in January:

Norma Bowers 1 year

Jessica Cherry CAP-OM 3 years

Wendy Dunn CAP-OM 1 year

Patricia Koblewski 2 years

Laura Scheller CMP 3 years

Community Service—Box Tops for Education



Thank you for continuing to collect Box Tops for Education coupons to benefit Frank School in Guadalupe. Please give them to me at any chapter meeting. More information about the program can be found on our chapter website.

Denise Malvasi CAP-OM, Project Coordinator

Community Service—Shoebox Ministry

Thank you to everyone who has contributed items to the Shoebox Ministry. We collected 93 items in December! Please bring your items to any chapter meeting. To learn more about the Shoebox Ministry, visit their website www.shoeboxministry.org.

Lynda Hilton, Project Coordinator

EFAM Fundraiser

Please consider supporting the fundraising activities of the 2012 Host Committee for this year's Educational Forum and Annual Meeting (EFAM). The committee is selling commemorative pins as their major fundraiser. These pins are great to wear to all IAAP meetings and events and to show our support of IAAP during 2011-12. You can make an order on the committee's website at www.iaap2012.org.

IAAP is Turning 70!



*Did you know that IAAP is celebrating its 70th year in 2012?
Read more about the history of the association at:*

<http://www.iaap-hq.org/about>

2012 Meetings

February 21

“Are Your Butterflies In Formation?”

Danny Valenzuela, CPS, DTM
Transition Execs

March 13

“How to Succeed With Humor”

Jodi Weisberg, *Comic*

April 10

“SharePoint Applications”

New Horizons Computer Learning Center

May 8

Annual Business Meeting

June 10

Installation Banquet

**Meetings are held at the Fiesta Resort Conference Center
2100 South Priest Drive
Tempe, Arizona**

Visit our website for detailed program information:
www.kachinachapter-iaap.org

Upcoming IAAP Events

Deadline: May 2012 Certification Exam Registration

Wed, 02/15/2012

2012 Spring Conference

Sun, 03/04/2012

Administrative Professionals Week

Sun, 04/22/2012

May 2012 CAP Exams

Sat, 05/05/2012

2012 Education Forum & Annual Meeting (EFAM)

Sun, 07/22/2012

Mark Your Calendar:

March 17

Chapter social at Floridino’s Pizza

April 24

APD conference at Desert Willow Conference Center

June 1-2

AZ-NV-NM Division Education Forum and Annual Meeting (DEFAM)



“We tend to forget that happiness doesn't come as a result of getting something we don't have, but rather of recognizing and appreciating what we do have.”

- Fredrick Koeing



Visit Us on the Web

Stay informed about all the latest news within IAAP—there are many different ways!

Visit our chapter's website at www.kachinachapter-iaap.org

Visit our chapter's Facebook page: Kachina East Valley Chapter-IAAP
<http://www.facebook.com/pages/Kachina-East-Valley-Chapter-IAAP/377087187175>

See what's going on within our Arizona-Nevada-New Mexico Division and get links to IAAP news:
<http://www.az-nv-nm-div-iaap.org/>

Join the division Facebook group: AZ-NV-NM Division Members
<http://www.facebook.com/groups/178347878893630/>

Get the latest news on the IAAP website at <http://www.iaap-hq.org/>

Visit IAAP's Facebook page: IAAP International Association of Administrative Professionals
<http://www.facebook.com/iaaphq>

Have you visited the members-only section of the IAAP website <http://community.iaap-hq.org/home/> lately? Go there to complete or update your personal profile, subscribe to newsletters, join eGroups (our division has one), connect with other IAAP members, and stay current on activities throughout IAAP.

Chapter of Excellence Update

Follow our progress as we work to achieve Chapter of Excellence for the 2011-2012 chapter year—we've already fulfilled half of the criteria!

	Chapter of Excellence Criteria	Completed?	Deadline
#1	Send Annual Meeting Calendar	✓	October 1, 2011
#2	Send budget and Financial review/audit report	✓	December 31, 2011
#3	Hold Membership Drive/Submit form	✓	June 1, 2012
#4	Hold New Member Orientation/Submit form		June 25, 2012
#5	Send Business Plan		April 30, 2012
#6	Send Delegate to DAM		Division sets deadline
#7	Send Delegate to EFAM	✓	July 4, 2011
#8	7% of members earn Member of Excellence		June 30, 2012

Certification Update

February 15th is the deadline to submit your application for the next Certified Administrative Professional (CAP) and Organizational Management (OM) Specialty exam.

Exam Dates

May 5, 2012
Nov. 3, 2012

Deadline Dates

Feb. 15, 2012
Aug. 15, 2012

IAAP recently announced that IAAP is now offering a new Technology Applications specialty.

Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed. Then, submit the application and the fees for your TA specialty.

To learn more about the Technology Applications specialty, visit: <http://www.iaap-hq.org/certification>

To learn more about the Options Technology Training program at: <http://www.iaap-hq.org/events/options>



About the Kachina-East Valley Chapter

Our chapter mission is to promote excellence through education, professional development, networking, and mentoring.

Our meetings are designed to provide education and networking opportunities for career-minded administrative professionals.

Learn more about us by visiting our website at: www.kachinachapter-iaap.org