



The Perspective

Kachina-East Valley Chapter of IAAP

October/November 2011 Edition

Volume 45, Issue 2

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Notes from Marina



Marina Higdon
Chapter President

We have many great events to look forward to this Fall. We were off to a good start with a social event on September 17th at Jester's Billiards where we had lessons from pros on how to play pool. It was a lot of fun!

We enjoyed the October 11th presentation by Kirk Wilkinson and learned contents from his new book I AM STRONG. Dorothy Galvez CPS/CAP talked about the changes in certification effective in November.

We held a Career Advancement/Member-ship Recruitment event on October 18th at Dave and Buster's at the Tempe Marketplace. Sheri Brogni CPS/CAP and Phyllis Chase CPS presented an overview of the benefits of joining IAAP and the

Kachina Chapter to our seven guests. We are grateful to Dave and Buster's for hosting our meal and meeting room. Be sure to read the flyer about their special holiday incentive in this issue.

I was invited to participate in an international event in Sao Paulo, Brazil on October 28-29, sponsored by the secretaries union in Sao Paulo (SINSESP). Isabel Baptista, SINSESP President, is an IAAP Member at Large and is in the process of getting the IAAP Brazil Chapter chartered--sponsored by IAAP Kachina-East Valley Chapter! Check my name on the program - <http://www.coins.sinesp.com.br/programa>.

I am very honored to be representing IAAP on the international panel, and I have prepared a presentation in Portuguese.

Please read the article about our special Macy's shopping event on November 12th. Let's get some Christmas shopping done and benefit the chapter at the same time! Watch for more information about the "Italian Nite" dinner that's being

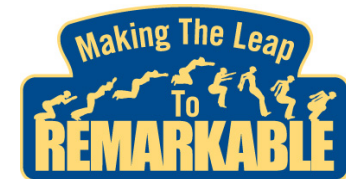
planned at Floridino's in Chandler. Of course guests are always welcome!

Don't forget to participate in the drawing for two tickets to see "Wicked" at ASU Gammage, Please read all the details in this issue.

We wish success to all of you who are sitting for the new certification test on November 4th. Keep us posted.

I'm pleased to report that our chapter has met Criterion #1 of the eight requirements for Chapter of Excellence, and we are on our way to becoming a COE again this year. Please follow the lead of many of your fellow chapter members and become a Member of Excellence.

We are "Making the Leap to Remarkable" – get in line!



Do you have news or an article for The Perspective?

Please send an email to:

Perspective@KachinaChapter-IAAP.com

AZ-NV-NM Division Liaison Update



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

Hello Chapter Members,

You are hearing a lot about our "Leap to Remarkable" this year. The phrase "Leap to Remarkable" brings back wonderful memories of a photo safari I enjoyed throughout Tanzania and Kenya. I was pleased to have the opportunity to visit a village of Masai Mara warriors in Kenya. The warriors are renowned for their ability to jump unbelievably high from a standing-still position. They are truly amazing, but not as amazing as the Kachina-

East Valley Chapter members! Your chapter members are leaping so high in setting and accomplishing your goals, you could teach a Masai Mara warrior a thing or two!

I will soon be submitting to IAAP headquarters the results of each chapter's progress toward Criterion #1 in the *Pathways to Excellence* program. I am delighted to report that your chapter has achieved all of the goals of Criterion #1 and your leadership supplied all of the documentation in a timely

fashion. You have raised the bar on performance, attitude and accomplishment. Great work! Thank you for making my job so easy in this, our "Leap to Remarkable" year!

Parliamentary Procedure Tip of the Month



Nancy Riley CPS
Chapter Secretary

Have you ever been in a meeting where the Chair ruled a motion as out of order? But you thought the motion should have been in order and discussed? You could do nothing and so the motion was never brought to the floor.

There is a way to bring that motion to the assembly. It is called "Appeal from the Decision of the Chair." When you think the Chair has incorrectly or improperly ruled on a motion (or any circumstances where you feel the Chair has not ruled correctly) you rise and, without waiting to be

recognized, say to the Chair, "I appeal from the decision of the Chair." A second is needed. The appeal must be made at the time of the ruling. If any debate or business occurs, it is too late to appeal.

This motion takes precedence over any question pending. The Chair has the right to speak first to the appeal and may speak a second time to give additional reasons or answer arguments raised during debate. After debate the vote is taken. A tie sustains the decision of the Chair, based on the

principle that it takes a majority to overrule the Chair. Since the Chair is also a voting member, she may vote. If her vote creates a tie, the decision stands.

Should a member doubt the result of a vote announced by the Chair, the motion to use would be "Division" which would then require a standing vote.

VP of Membership Report

Once again I find myself on the board of Kachina-East Valley Chapter. This year it looks like fun! I get to greet, meet and be sweet to all new and established members; as well as represent the chapter to anyone interested in joining, what is in my unbiased opinion, the best chapter in Arizona. No, not just Arizona, in the entire AZ-NM-NV Division!

Now that I have gotten that out of my system I want to say I am looking forward to working with Marina and the rest of the board to let people know how great Kachina Chapter and IAAP are. In this crazy electronic world

we live in situations in the workplace are changing daily. We need to keep informed and keep up with the changes. IAAP in general and specifically the great programs offered by Kachina Chapter are wonderful ways to keep abreast of what is going on.

As Marina mentioned earlier, we held a Career Advancement/Recruitment event on October 18th. We offered a special membership incentive, and we hope to be able to welcome some new members from the event.

In the future I will be using this column to report on

opportunities for new and established members, and help prospective members become aware they can advance their own world through networking, training and the other advantages that belonging to IAAP-Kachina-East Valley Chapter bring to us.



Denise Malavasi
CPS/CAP

VP of Programs Report

We have started the new year with two great presentations and our calendar line-up promises to continue on the trend throughout the year.

In September, Karen Thomas, Account Rep for Avery provided us with an update on the many new and improved products offered by Avery Dennison. In addition, Avery donated a wonderful door prize which contained great products that we use in our daily tasks.

In October, Kirk Wilkinson gave an outstanding presentation on his new book I AM STRONG! My take-away from his presentation is that YOU determine your own value and don't allow others to set that value. Following Kirk's presentation he gave away two books in the door-prize drawing and offered our chapter members an opportunity to purchase an autographed book.

In November, we have Mary E. Young, Certified Meeting Planner and

owner of M.Y. Events, Inc. and her presentation will be "Successful Meetings" - how to create agendas, conduct meetings, and improve your presentation skills.

We are looking forward to seeing you at the next chapter meeting!



Theresa Lovato
CPS/CAP



Pathways to Excellence

Attention all members aspiring to be Members of Excellence!

Did you know that if you write an article (minimum 200 words) and have it published in The Perspective, you satisfy one of the criteria for Member of Excellence?

Please congratulate our Members of Excellence from 2010-2011:

Cheryl Amick, Phyllis Chase CPS, Jessica Cherry CPS/CAP, Janice Cissna CPS/CAP, Marina Higdon, Michelle Johnson CPS/CAP, Theresa Lovato CPS/CAP, Denise Malavasi CPS/CAP, Nancy Riley CPS, Nancy Rung CPS, and Kim Hennis CPS/CAP

Save a Bundle at Our Macy's Shopping Event



On November 12th, we will enjoy a special shopping event at Macy's (Biltmore Fashion Park and Scottsdale Fashion Square). The \$10 tickets entitle the purchaser to \$10 off, plus a 10-20% discount off merchandise, and an entry into a drawing for a \$500 shopping spree! Finish your Christmas shopping early and earn

some money for the chapter at the same time! Please contact me at KimAHennis@gmail.com if you need tickets.

event—step up; it will be fun!

Kim Hennis CPS/CAP
Project Coordinator

Remember to return your money and any unsold tickets to me at our November 8th meeting. We also need to provide volunteers to help at the

Community Service—Shoebox Ministry

The Kachina Chapter is supporting Shoebox Ministry, a nonprofit service organization that has been creating toiletry kits since 1988. The kits are distributed through agencies and shelters that work directly with the homeless and working poor in the Greater Phoenix Metro area.

The kits are comprised of freebies from hotels, purchases at the dollar store, and/or items you

have in your home:

- Hair (shampoo, conditioner, brush, comb, shower cap, hair spray)
- Shaving (razors, cream)
- Dental Care (toothpaste, toothbrush, dental floss, mouthwash)
- Soap (bar or liquid)
- Deodorant
- Lotion (hand, body)
- Band-Aids
- Tissues (pocket pack)
- Mending/Sewing Kit

- Socks (new or clean used)
- Washcloth (new or clean used)
- Shoeboxes

As of the October meeting, 117 items have been collected! Please bring your donations to any chapter meeting. To learn more about the Shoebox Ministry, visit their website.

Lynda Hilton
Project Coordinator



www.shoeboxministry.org

Community Service—Box Tops for Education



The Kachina Chapter is collecting Box Tops for Education to benefit Frank School in Guadalupe.

So far, we have sent Frank School 475 Box Top Coupons, each worth 10 cents. The teacher who is coordinating the program is very excited. He works with special needs children and they keep track of the coupons. The coupons also supply the school with money it otherwise would not have had. You would be surprised at what teachers

can do with just a little bit of money to help in their classrooms. I have received about 60 more box tops since the last package was sent in. Any future coupons will be sent unmounted since the children learn dexterity, math, and several other lessons from preparing the coupons for cash in.

We also participated in the Avery--IAAP Box Tops for Education Challenge, and you'll see our certificate of appreciation from Avery Dennison on the last page of The Perspective.

You may give your coupons to me at any chapter meeting.

**Denise Malavasi CPS/CAP
Project Coordinator**

Look for the Box Tops logo on these and other popular products.



Do you have some good news to share? Please send your articles, announcements and chapter news to Sheri Brogni CPS/CAP at Perspective@KachinaChapter-IAAP.com

Member Milestones



Wishing all the best to our members celebrating birthdays in October:

Janice Cissna CPS/CAP (14)
Suzanne Daniel CPS/CAP (24)
Diane Wiese (10)

and IAAP anniversaries:

Cheryl Amick - 4 years
Lee Cordilla - 2 years
Pam Ruiz CAP - 6 years



**Save the date!
Annual Holiday Social
December 13th
at the home of Laura Scheller**

2011-2012 Meetings

November 8

“Successful Meetings”

Mary E. Young, CMP

M. Y Events, Inc.

December 13

Holiday Social

January 10

“Lead, Laugh, or Get Out of the Way”

June Cline

Communication Expert

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



Reminders for New Members

The New Member Orientation Webinar is available anytime on the IAAP website (you will need to log in to the Web Community to view it)

<http://community.iaap-hq.org/viewdocument/?DocumentKey=9567e2a3-6dd6-4720-8be2-f014882e8d60>

You can also access your electronic membership packet online

<http://www.iaap-hq.org/newmemberpacket/pageflip.html>.

If you do not have FLASH on your computer, the following link is a PDF version:

electronic membership packet, PDF <http://www.iaap-hq.org/newmemberpacket/new-member-packet.pdf>

The International Association of Administrative Professionals®

Kachina-East Valley

Serving the East Valley of the Greater Phoenix Metropolitan Area

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Kachina-East Valley Chapter



\$10 buys you a chance to win two tickets to the Tony Award-winning musical “Wicked!”

Enter a drawing to win a **pair of orchestra seating** tickets to see the award-winning Broadway musical “Wicked” at [ASU Gammage](#) in Tempe, Arizona for only \$10 per entry! Tickets are valued at **\$93.50 each**. Buy more than one ticket to increase your chances!

“[Wicked](#)” is the winner of 35 major awards including the Grammy, three Tony Awards, and it was declared “The Best Musical of the Decade” by Entertainment Weekly.

Make checks payable to “Kachina Chapter” and send to Nancy Rung CPS, 3700 E. Page, Gilbert, AZ 85234 by **December 10, 2011** (or bring a check to the next chapter meeting).

The drawing will be held on December 13, 2011. The winner will have a choice of performance dates from 2/15/12—3/11/12.

Please share this with your friends and family!

Special Recognition Goes To:



Janice Cissna CPS/CAP

As I take over as the new editor of The Perspective, I would like to extend a special “thank you” to Janice for her dedication, creativity, and legacy of service to the Kachina Chapter during her tenure as editor.

Sheri Brogni CPS/CAP

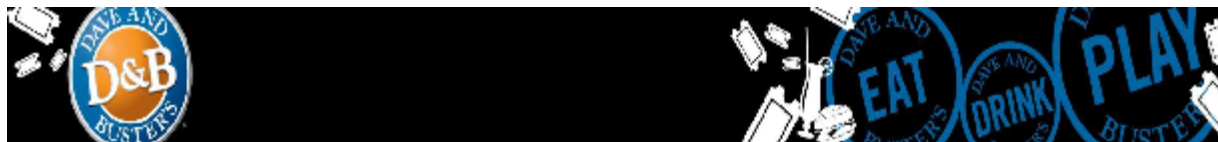
Sheryl Hand CPS

Have you noticed that our very own Sheryl Hand CPS is featured in the “Member Spotlight” on the AZ-NV-NM Division website?

Check her out at <http://www.iaap-az-nv-nm.org/AZNVNMDivision/Home/>

Do you know a chapter member who deserves special recognition?

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



We would love to help you plan a
 holly jolly,
 sleigh bells ringing,
 star twinkling,
 best-party-of-the-year event for your team!

We have a special holiday incentive for groups that plan prior to Nov. 27th. We are offering a free room rental OR 50% more game play on all \$17, \$22 and \$27 game card purchases.

On a budget? Flexible with your date?

We have an amazing incentive for groups that plan their event on a
 Monday or Tuesday in December.

If you purchase a buffet for your group and a \$10 game card or higher for each guest, we are offering unlimited video game play!

This amazing offer of unlimited fun will make your holiday party **ROCK!**

Buffet minimum is 20.

Unlimited video game play excludes ticketed, specialty and crane games. For additional details and/or restrictions please inquire with Special Events.

Please feel free to spread the holiday cheer and forward this offer to other departments in your company.

We can help them make planning their holiday party **Fa La La La Awesome!**

Your Ambassadors to Holiday Cheer

Jennifer Castro
 Special Events Sales Manager
 Direct: 480-281-8506
jennifer_castro@daveandbusters.com

Heather Luvisi
 Special Events Consultant
 Direct: 480-281-8507
heather_luvisi@daveandbusters.com

Tempe Marketplace ~ 2000 E Rio Salado Parkway, Tempe AZ 85281



KACHINA-EAST VALLEY CHAPTER IAAP

November 8, 2011

"Successful Meetings"

Presented by Mary E. Young, CMP

M. Y. Events, Inc.

Learn the essential skills to properly conduct meetings: create agendas, oral and written communications, time management, presentation skills, etc.

Michelle Johnson, CPS/CAP will make a brief presentation about the Chapter of Excellence and Member of Excellence Programs.

**THIS IS A RE-CERTIFICATION PROGRAM.
November 8, 2011**

**Location "Fiesta Inn & Conference Center"
2100 S. Priest Drive Tempe, AZ 85282
Registration: 5:30 p.m.
Dinner: 6:00 p.m.
Cost: \$25.00**

Please RSVP with your menu choice no later than 10:00 a.m., Friday November 4, 2011 to Laura Scheller @ Sitecoordinator@kachinachapter-iaap.org, telephone 480-704-9617.

All reservations are final.

Cancellations accepted 2 business days prior to meeting. No shows will be billed.

THIS MONTH'S MENU:

Beef Bourguignon
served over Buttered Egg Noodles
Vegetarian
Ratatouille - Vegetable in a Puff Pastry
Gluten free
Grilled Chicken and Vegetables

Dessert:
choice of fruit or bread pudding

Assorted Rolls & Butter
Coffee, Iced Tea, Water



Certificate of Appreciation

This certificate is awarded to:

Kachina East Valley

Chapter of IAAP®

for participation in the 2010-2011
Avery®-IAAP® Box Tops For Education® Challenge

Thank you for making a difference!



Sharon Churchill

Avery Dennison Consumer Products

August 22, 2011

123 Certificates