

**International Association of Administrative Professionals
Kachina East Valley Chapter
Report of the Historian
May 11, 2010**

PLANNING RETREAT

The annual planning retreat was held Saturday, July 18, 2009, at the home of Nancy Riley CPS. The following goals were developed.

- 1. Increase members' interest in attending meetings**
 - a. Impact meeting – explore feasibility
 - b. New member orientation
 - c. Send out meeting flyers in a timely manner
 - d. Keep business part to a minimum, as necessary
- 2. Increase the number of members that are certified**
 - a. Share information about certifying
 - b. Encourage members to become certified
- 3. Member Retention**
 - a. Board members to contact members
 - b. Personal email w/ script
 - c. Plan interesting, educational meetings
 - d. Continue birthday, congratulations, get well cards etc.
 - e. Missed you notes, phone calls, emails
 - f. Call members to encourage attendance
- 4. Membership Recruitment**
 - a. Increase membership by net gain of two
 - b. Membership contest, drawing for theatre tickets
 - c. Provide brochures, bookmarks for members to use as give-a-ways
 - d. Seek & utilize free publicity
- 5. Networking**
 - a. Ice cream social
 - b. December social
 - c. Impact meeting- Bosses Day
- 6. Mentoring Goals**
 - a. Ask established members to be mentors
 - b. Give contact information to newer members

SOCIALS

The chapter enjoyed an ice cream social on August 15, 2009, at the home of Nancy Riley CPS.

Nancy Rung CPS hosted the December Social at her home. Colleen Jennings-Roggansack of ASU Public Events donated tickets to "Annie" as a door prize (won by Nancy Riley CPS).

PROGRAMS

- All chapter program meetings were held at the Fiesta Inn in Tempe.
- The program during the September 8, 2009, meeting was "Business Solutions for Greater Productivity" presented by Karen Thomas, Avery Dennison and a report on the IAAP International Convention presented by Sheryl Hand CPS.
- The Recertification program during the October 13, 2009, meeting was "Using Resilience in Times of Change, Transition and Innovation" presented by Jan Northup, Ph.D. The proposed 2009-10 Budget was adopted as presented.
- The CEU/Recertification program during the November 10, 2009, meeting was "Cultivating Optimism – How to Stay Positive in Tough Times" presented by Kirk Wilkinson. Lee Cordilla was welcomed as the newest chapter member. International Convention will be held in Boston 2010. Motion to pre-pay the delegate's registration and hotel expenses before Dec 15, 2009 in order to receive a 10% discount was adopted unanimously.
- The Recertification program during the January 12, 2010, meeting was "Events Technology" presented by Michael Stawiarski. Yvonne Miles, Vice President/ Membership, welcomed Janice Cissna to IAAP and Nancy Rung CPS, President, recognized her for recently receiving her CPS Certification.

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- The CEU/Recertification program during the February 9, 2010 meeting was "Mastery of Self" presented by Deborah Dubree. Yvonne Miles, Vice President of Membership, welcomed Susannah Bozile and Patricia Koblewski as the chapter's newest members. Motion to proceed with the Administrative Professionals Week (APW) Conference on April 22, 2010 with Valley of the Sun and Valley West chapters was adopted. Pamela Ruiz was elected chair of the Nominating committee. Rose Kallevig and Lee Cordilla were appointed to the committee.
- The Recertification program for the March 9, 2010, meeting was "Social Media Overview: What Is It and How Can It Help My Business?" was presented by Sheila Kloefkorn.
- The Recertification program for the April 13, 2010, meeting was "Why Smart People Do Dumb Things: An Introduction to Emotional Intelligence" presented by Dr. Patricia Gangi DTM. The Board presented each attending member with a wooden rose. Yvonne Miles, Vice President/Membership, welcomed new member, Rena Christensen, to the Kachina East Valley Chapter. Motion to present a bid to host the 2012 Division Educational Forum and Annual Meeting was adopted. Pam Ruiz, Nomination Committee Chair, presented the slate of officers for 2010-2011 on behalf of the committee (Lee Cordilla and Rose Kallevig).
President: Marina Higdon
Vice President/Programs: Jan Cramer
Vice President/Site Coordination: Jessica Cherry CPS/CAP
Vice President/Membership: Janice Cissna CPS
Secretary: Nancy Riley CPS
Nominations from the floor will be accepted at the May Annual Meeting. The President thanked the Chair and Committee Members for their service.

WAYS AND MEANS

- Growth Meeting during October 2009 (additional members bring additional dues income)
- Poinsettias sales
- Raffle tickets were donated by Gammage ASU for the Mary Poppins Production in February and facilitated by Michelle Johnson CPS/CAP
- Kachina-East Valley, Valley of the Sun, and Valley West Chapters cooperated in presenting a conference on April 22, 2010 during Administrative Professionals' Week.

COMMUNITY SERVICE PROJECT

- Collected items for the Retirement Center in Rio Rancho, NM

MENUS

THEME	MEAT	VEGETARIAN
Summer	Trio Salad	Fruit Plate
Columbus Day	Penne Pasta w/Meatballs	Penne Pasta w/Marinara Sauce
Thanksgiving	Turkey	Grilled Vegetables
MLK	Ham	Pasta
Valentine's Day	Lemon Chicken	Pasta
St. Patrick's Day	Irish Stew	Spinach Pasta
APW	Spaghetti w/meatballs	Spaghetti w/Marinara Sauce
Cinco de Mayo	Chicken Chimichangas	Cheese Chimichangas

NEWSLETTER

- Five issues of the Kachina Perspective were published this year in August, September, November, and December 2009 and February 2010.

Submitted May 11, 2010



Nancy Riley CPS
Historian