



To: All Northwest District Members through Division / Chapter Presidents

From: Teresa G. Bennett CPS
International Director – Northwest District

Date: December 1, 2006

Subject: Northwest District Update #2

Attached is the second Northwest District Update for this IAAP year. Within this update you will also find the latest *Action>Direction* from the Fall International Board of Directors Meeting. Please forward to all members in your chapters, and all division members-at-large. The District Update will also be posted on the IAAP website at www.iaap-hq.org.

I would like to encourage all chapters and divisions to fill out the application for the Avery Greats Results Achievement Program. You can find the application on the IAAP website. This is a great way for your chapter or division to be recognized for your accomplishments.

Please feel free to contact me with questions, comments, or concerns. It is always a pleasure to hear from you. My contact information is on the first page of the District Update.

May you have a wonderful season “*Shaping the Future*” of the Northwest District.

c: International Board
Northwest District International Committee Members
Northwest District Past International Presidents
Don Bretthauer CAE, Executive Director

Northwest District Update



International Association of Administrative Professionals®

December 2006 — Issue 2

Seasons Greetings

The Great Northwest is spectacular this time of year! I love Fall and the colors of the season. By now, I think most of us have experienced our first snow of the season. As our thoughts turn to the holiday ahead, it is natural to be thankful for all we have.



Having just returned from the Fall International Board of Directors Meeting in Tampa, Florida, I came away with a deep feeling of gratitude for being elected. I am thankful you have entrusted me with this responsibility. It is an exciting time to be a member of the Board of Directors, and be a part of “*Shaping the Future*” of IAAP and our profession. Please take the time to read the *Action>Direction* in this issue. The *Action>Direction* will give you an idea of what the International Board of Directors discussed at the meeting.

In addition to the Fall Board Meeting, I was also thankful to be part of the Strategic Planning Session. I have always enjoyed participating in strategic planning sessions at the local level. You can imagine how excited I was to participate at the International level! You will hear more about the Strategic Planning Session later in the IAAP year.

It is that time of year to start thinking of serving on an International Committee. For those of you thinking of a way you can serve IAAP, this is a rewarding way to give back and learn more about our association. In this issue I have asked our three International Committee representatives to tell us why they chose to serve on an International Committee. Take a minute to read their articles. Then consider submitting your form to serve on one of these important committees.

I want to thank the members who serve IAAP each day. Your dedication and commitment does not go unnoticed. A special thank you to the chapters that send me their newsletters. I enjoy reading each and every one of them. This is one way I can stay “in touch” with your chapter.

Seasons Greetings to you all. May the New Year bring you peace, happiness, and health.

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Registration is now open!

Professional Education Conference

March 5-7, 2007

Hyatt La Jolla Hotel

La Jolla, California



Skills for the Global Workplace

Cultural Competency, Cross-Cultural Communication for Admins

IAAP “*Shaping the Future*”

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Action>Direction

Action>Direction is prepared and distributed to help inform IAAP members of recent International Board actions and activities. Look for other pertinent association news and information on upcoming activities in current and future issues of *IAAP Connections*.

The International Board of Directors (The Board) held their Fall Board Meeting at the Marriott Tampa Waterside Hotel, Tampa, Florida, November 3-4, 2006. In conjunction with this meeting, the Board conducted an inspection of the Tampa Convention Center, site of the 2007 International Convention and Education Forum, to be held at this location July 29 – August 1.

- The Board held a full day session reviewing and updating the 2006-2010 IAAP Strategic Plan. The session was facilitated by Mickie Rops, a professional association consultant.
- The Board reviewed the 2005-2006 Audited Financial Statement for IAAP. A copy of this report is available for members to access in the "Members' Place" area of the IAAP web site at www.iaap-hq.org.
- Valerie King CPS was approved as Co-Coordinator for the 2009 International Convention and Education Forum to be held July 26-29 at the Minneapolis Convention Center, Minneapolis, Minnesota.
- Due to high demand, the Board approved additional funding of \$10,000 for the *Division/Chapter Cooperative Marketing Assistance Program for the 2006-2007 IAAP year*.
- The Board approved a change to the policy regarding chapter disbandments. Effective with the 2006-2007 IAAP year, the deadline for a chapter to disband is now April 30. Disbandments received May 1–June 30 will be processed in the next fiscal year.
- The Board approved the budget for the 2007 International Convention and Education Forum.
- Detailed information regarding hotel accommodations and trips & tours for the 2007 International Convention and Education Forum are available in the "Events and Conferences" page on the IAAP web site. The 2007 Convention Registration Brochure will be mailed to members in late March 2007 along with the April 2007 issue of *OfficePro*. Information regarding vendor opportunities for the 2007 Office Expo will be available in the "Events and Conferences" page on the IAAP web site in mid-November.
- The Board approved the following registration fees for the 2007 International Convention and Education Forum: Early Bird registration - \$475; regular registration - \$500; and late registration - \$525.
- Information, procedures, and forms are now available to submit nominations for the International Board, The Retirement Trust Foundation (The Trust) Trustees, International Committees, and The Trust Committee. Forms are available in the "Members' Place" area of the IAAP website, under "Forms". Please note that the certified or registered mail postmark or e-mail deadline is January 15, 2007 for applications. Beginning this year, chapter recommendations and signatures will not be required for those members wishing to volunteer for IAAP Standing Committees and The Trust Committee.
- The procedures and sample format for submission of Proposed Amendments to International Bylaws and Standing Rules and Resolutions is also available with the Nominations forms on the IAAP web site. Please note the postmark or e-mail deadline of February 1, 2007.
- The Board approved the recommendations of the Employer Advisory Group Sub-Committee to move forward with its plan to invite potential advisory group members to serve as an education resource with future activities to include a series of panel discussions.
- The new Web-Base community network and web site hosting service for divisions and chapters is now in beta testing phase. This new system is designed to integrate every level of IAAP into a robust online community. Details on the Web 2.0 project, including a Frequently Asked Questions section, will be available on the IAAP web site. Divisions and chapters may participate in a free trial period until January 2007. To participate, please contact IAAP Information Technology Department Manager, Scott Adamson at sadamson@iaap-hq.org.

(Upcoming Events on page 3)


Action>Direction cont.

UPCOMING EVENTS:

- The Spring International Board of Directors Meeting will be held March 2-4, 2007 at the Hyatt La Jolla Hotel, La Jolla, California.
- The Incoming Division Presidents Conference will be held March 23-25 in Kansas City, Missouri.
- *Skills for the Global Workplace: Cultural Competency, Cross-Cultural Communication for Admins* is the title of the Professional Education Conference to be held at the Hyatt La Jolla Hotel, La Jolla, California, March-7, 2007. Additional details and registration information is now available in the "Events & Conferences" section of the IAAP website.
- "Shaping the Future" is the theme for the 2007 Administrative Professionals Week® (APW®) to be celebrated April 22-28. Orders are now being taken for the 2007 APW Commemorative Pin; details and order form are available in the Administrative Professionals Week/Day page on the IAAP web site. This fundraising effort supports the 2007 Convention Host Committee.
- The 2007 Certification Conference will be held at the Hyatt Regency, San Antonio, Texas, October 14-17, 2007. Look for additional information as it becomes available in the "Events & Conferences" section of the IAAP website.
- The 2008 Professional Education Conference will be held March 3-5 at the Charleston Riverview Hotel, Charleston, South Carolina.
- The 2008 Certification Conference will be held at the Grand Hyatt Hotel, Denver, Colorado, October 19-22.

Important Reminders

Committee on Nominations

 Since we have now gone to the two-year term for our District Director, we will not be electing someone for this office until 2008. However, there is always the opportunity to run for another International Office or as an RTF Trustee. Remember your nomination form must be appropriately completed and properly submitted by **January 15, 2007**.

Also, if you are planning on applying for an appointment to one of the International Committees, the deadline is the same.

NOTE: New this year — you do not have to have chapter or division approval to request appointment on an International Committee.

The official procedures and appropriate forms for nominations and appointments were sent out to all members through Division Officers and Chapter Presidents in October. You can also download these forms from the "Member's Place" on the IAAP website at <https://iaap-hq.org>.

Colleen Lloyd CPS
Northwest District Representative
Committee on Nominations
crlloyd@charter.net

Bylaws and Standing Rules

In early October, all Chapter and Division Presidents were sent the sample submission form and deadline information for submitting an amendment to the International Bylaws and Standing Rules. The amendments should be sent to the Chairman and each member of the International Bylaws and Standing Rules Committee.

The deadline for the submission is **February 1, 2007**. Submissions will be reviewed between the February 1 deadline and February 15. From there, final recommendations will be sent to Headquarters for International Board of Directors review.



Please contact me with any questions.

Victoria Halverson CPS/CAP
NW District Representative
International Bylaws and Standing Rules Committee
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2006-2007 Northwest District International Committee Members

Bylaws and Standing Rules

Victoria Halverson CPS/CAP (Saint Paul Chapter, MN-ND-SD Division)



During my 22 years as a member of IAAP, I have held various Chapter offices, including President of the Saint Paul Chapter in 1991-1992 and 2000-2001. I have been the Saint Paul Chapter Bylaws and Standing Rules and Procedures Committee chair for probably 12 of those years. In the early years, I wouldn't have dreamed of doing something like serve on an International Committee. I barely spoke to anyone at meetings because I didn't know anyone. But as time went on, I developed more a "why not?" approach and as they say, "the rest is history."

My real interest in Bylaws and Parliamentary Procedure was piqued when I attended my first International Convention in 1987. I have been to every convention since then except the year I was tolerating cancer treatment (all's fine). I have stayed involved in IAAP for many of the same reasons as everyone else – the education, networking, skills development, and most of all, the friendships I have developed. My closest friends and resources are a direct result of my IAAP membership. I value the working relationships as much as the personal relationships. I want to continue to develop them as well as my knowledge base and skills, both soft and technical skills.

Committee on Nominations

Colleen Lloyd CPS (Tri-Cities Chapter, WA-AK Division)



I really don't know where to begin. Why do I continue to want to be involved in IAAP? Simply put, it's because this is one way I can serve the great members of the Northwest District and continue to work toward the attainment of our mutual IAAP goals, as well as make and maintain friendships that will last a lifetime. I have been fortunate to serve our association at all levels from chapter to international during my more than 30+ years of membership. It always been enjoyable and satisfying for me. By volunteering for one of the committees, it is my way of giving back to the association that I have been so fortunate to belong to for so many years.

I have been selected to serve on several International Committees throughout the years. It is a special honor to be granted an appointment to one of these committees. I take my position on the International Committee on Nominations very seriously. I feel that it is indeed a pleasure, and most of all my privilege, to serve the membership by making certain that the officers that are approved to run, and those subsequently elected, are qualified to become our leaders and represent us all effectively.

I would encourage each of you to seriously consider taking that step to the next level of IAAP involvement, either by submitting your application to run for office or applying for one of the committee appointments. It is truly a unique opportunity to continue to serve our association and one not to be taken lightly. If you have any questions please just drop me an e-mail at crlloyd@charter.net.

Retirement Trust Foundation

Kathy Morgan CPS (Twin Buttes Chapter, ID-OR-UT Division)

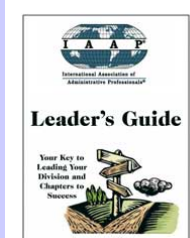


As I began my second career after raising my family, I had returned to college and acquired the various skills I needed to do the job but lacked the professional polish I thought my new career needed. As I struggled with this, several of the administrative assistants at the office invited me to attend a business association meeting. At PSI and then IAAP, I have received that professional polish. The education and networking provided that extra something I was searching for. I am excited to serve on the International RTF Committee and give back to the association that has given so much to me.

As challenges arrive with each position I serve in, I develop new skills that are useful in the workplace. I could keep my skills current by reading trade magazines but those do not have IAAP's most important ingredient, awesome members!

Make sure you check out the "Leader's Guide" on the IAAP website for all your questions on the successful operation of your chapter and division.

This handy guide is full of information about IAAP. Go to <https://iaap-hq.org>, click on *Member's Place*, and then *Chapter Resources & Tools*.



October Scoreboard

The scoreboards below reflect month end numbers in October for membership and total chapters. Since our last update, we are pleased to announce the chartering of the Norfolk Chapter in the Iowa-Nebraska Division. We welcome these new members to IAAP and look forward to their participation in the Northwest District!

The Northwest District also lost two chapters — the Medford Chapter (Medford, Oregon) in the Idaho-Oregon-Utah Division and the Olympia Chapter (Olympia, Washington) in the Washington-Alaska Division in September. While it is always sad to see the loss of a chapter, many of the members of these chapters retained their membership as Members-At-Large.

Congratulations to the Iowa-Nebraska Division and the Minnesota-North Dakota-South Dakota Divisions for showing positive growth in the first four months of the IAAP fiscal year.

<u>Membership</u>	<u>06/30/06</u>	<u>10/31/06</u>	<u>% Change +/-</u>	<u>Chapters</u>	<u>06/30/06</u>	<u>10/31/06</u>	<u>Change +/-</u>
CO-WY-MT	386	380	-1.55%	CO-WY-MT	11	11	0
ID-OR-UT	345	335	-0.87%	ID-OR-UT	16	15	-1
IA-NE	561	574	+2.32%	IA-NE	14	15	+1
MN-ND-SD	694	733	+5.62%	MN-ND-SD	20	20	0
WA-AK	577	556	-3.64%	WA-AK	15	14	-1

Chapters “Shaping the Future”



Patti Lovato of the **Boulder Chapter** (Boulder, Colorado) reports that the Boulder Chapter celebrated their 50th anniversary in May 2006, and the members were proud to be part of such a momentous occasion. Patti states, “It is an honor to be part of an organization that has been together through good times and bad, and has weathered all the storms.” They enjoyed the company of many honored guests that attended, including past presidents and special guests. The celebration included a special dinner, an IAAP celebratory cake, and champagne to top off the evening!! A letter from Kay E. Enlow CPS/CAP, Past International President, was read to the Chapter stating warmest congratulations on our 50th anniversary, as well as a letter from Eloise Braidwood. Her contribution to their Ways & Means for their 50th year celebration was graciously acknowledged by all.

Pikes Peak Chapter (Colorado Springs, Colorado) is currently holding a Discover Toy drive to benefit TESSA, the Domestic Violence and Sexual Abuse organization in Colorado Springs. TESSA has given the Pikes Peak Chapter a wish list that will help the children in two ways. One, toys for the children when they first arrive at a shelter with just the clothes on their backs and second, for the educational programs they provide the children. The Chapter benefits from this toy drive as a fund raiser as well. They get cash credit for all the toys being purchased. This is both Community Service and Ways & Means.

The **South Suburban Chapter** (Burnsville, Minnesota) has already reached their goal of recruiting 10 new members! According to President Teresa Dambowy CPS, CFM, this success is due to the Minnesota-North Dakota-South Dakota Division waiving division dues during the month of October. In addition, their annual Open House event in October had excellent presentations by Division President Lisa Hogan CPS, and Immediate Past Division President, Val King CAP. Congratulations South Suburban Chapter!

Mountain River Chapter (Idaho Falls, Idaho) president, Laurie Christensen, is very excited to report that their chapter is able to offer CEU's for their programs this year. Since this is a two year-old chapter, this is a great accomplishment. They are also starting to advertise their programs in the local newspaper. They hope to gain some new members from the successful Impact meeting they held in October.

President Karen Morten of the **Cornhusker Chapter** (Lincoln, Nebraska) says they are celebrating their 65th year as a founding chapter in PSI/IAAP, and are planning a big celebration next spring at their Administrative Professionals Day (APD) luncheon. Karen feels that they have reached this milestone through the hard work and dedication of the members. The speaker for this event will be Past International President Kay E. Enlow CPS/CAP! They plan to make this the best APD luncheon event they have ever had, and will be working towards that goal all year. Another focus for this chapter will be a strategic planning session after the first of the year. This session will contribute to the continued success of the chapter in the next 65 years!

Tampa is A-OK



Your International Board recently returned from its fall Board meeting, which included an inspection of the Tampa Convention Center, site of the 2007 International Convention and Education Forum, to be held July 29-August 1. **IAAP members: you are going to love this convention locale!**

The new Tampa Convention Center is a beautiful, spacious facility, located right in the heart of Tampa's vibrant downtown business district, within walking distance (and trolley service, too!) to numerous shops, restaurants, shopping centers and other key attractions.

Our Headquarters staff has been working diligently to provide you with a wide variety of top-notch educational workshops, inspiring keynote speakers, numerous networking events, and many fun convention activities, too. In addition, your Board of Directors met with many members of the Tampa Convention Host Committee during the fall Board meeting, and these enthusiastic member volunteers are primed and ready to make sure you have a memorable convention experience.

Don't miss IAAP's largest training and networking opportunity of the year...hope to see you there!

Convention Registration Information

Once again, this year's Convention Registration brochure will be mailed with the April issue of *OfficePro* magazine. The Registration brochure will also be available to download (printable PDF file format) in late March/early April from the [IAAP International Convention and Education Forum webpage](#) in the "Events & Conferences" area of the IAAP website.

Registration for the 2007 Convention in Tampa will open early April 2007. Early-bird registration fees will be:

\$475 Member or Affiliate
 \$150 Student/Advisor
 \$575 Nonmember

Reserve Your Housing Choice ASAP

Hotel reservations for the Tampa Convention opened September 1st. The Marriott Tampa Waterside is sold out but there are rooms still available at the Hyatt, Westin and Sheraton hotels, which are all within just a few blocks of the Convention Center.

Hotel reservations for the Tampa Convention must be made through the Tampa Housing Bureau. The hotels are unable to take individual reservations. You will find information on how to reserve your hotel room on the convention webpage at www.iaap-hq.org/Convention_07



Continue to refer to the IAAP International Convention and Education Forum webpage for additional updates. We hope to see you in Tampa!



2008 International Convention Update

Yes, you can plan to “Let the Good Times Roll” in New Orleans in 2008! IAAP is already making final preparations to hold its rescheduled 2008 International Convention and Education Forum at the Hilton Riverside Hotel in New Orleans, Louisiana, July 27-30.

Some members have expressed concerns as to whether New Orleans will have recovered sufficiently from the affects of 2005’s Hurricane Katrina in time to host our convention. Rest assured, by 2008, we will encounter a much revitalized city. Other associations that have recently held their conventions in New Orleans have given the city rave reviews. For example, the American Librarian Association held its annual convention in New Orleans in June of this year, with over 18,000 members in attendance (90% of the attendees were female, similar to IAAP’s demographics), and no incidents occurred that were a result of the city’s current condition. Other recent successful meetings in New Orleans include the USA Volleyball Association (5,000 attendees), the Air and Waste Management Association (3,000 attendees) and the National Association of Collegiate Directors of Athletics (1,500 attendees).



The most celebrated and historic core of the city – including the Faubourg Marigny, French Quarter, Central Business District, Warehouse and Arts District, Magazine Street, Garden District, Audubon Park and Zoo and St. Charles Avenue

– not only remains intact, both physically and spiritually, but is thriving. For those with health and safety concerns, recent EPA tests show that the air quality in New Orleans is rated at the top grade for metropolitan areas in the United States.

So, we are planning to let the good times roll in New Orleans in 2008.

Q What is the Retirement Trust Foundation?

A The RTF is a nonprofit organization founded in 1947. Della Herring asked at a meeting of Secretaries International why there was no retirement home for secretaries and contributed the first dollar toward the cause. Her dream was realized, and today, the Trust owns and operates Vista Grande Retirement Center in Rio Rancho, New Mexico. Today, the Trust has expanded its vision to other goals while maintaining Della Herring’s vision of helping retired administrative professionals.



Q What other projects does the Trust have in progress?

A Aside from Vista Grande, the RTF’s biggest project is *RTF reVisions*, a quarterly publication that is mailed to all IAAP members. *RTF reVisions* has information on retirement, family, decorating, health, and a whole lot more. The Trust also operates a financial assistance program, which helps retirees in need with housing expenses.

Q How can I get involved with the Trust?

A At the Chapter and/or Division level, ask your leadership if there are any positions available. While each Chapter and Division has RTF leadership positions, many of these go unfilled each year, and it’s a simple process to get involved! To become a Retirement Trust Foundation Committee Member, simply fill out the form *Application for Appointment to International Committees and Retirement Trust Foundation Committee*, by January 15. The appointments are made by the International President-Elect each year. Retirement Trust Foundation Trustees are elected officials. To serve as a member of the Board of Trustees, you must have served at least one year as:

- A member of the IAAP International or Division Retirement Trust Foundation Committee (RTFC)
- An IAAP Division or International officer
- A member of an IAAP International Department or International Standing Committee

Get involved! The Trust is taking on new and exciting projects all the time, and we need you!