

2006-07 Award Winning Newsletter

Volume 18, Issue 1

August 2007



Posted Notes

Inside this issue:

Schedule of Events	2
Value-Added Employee	2
Word Tips	3
Meet Your Members	3
Changing Workplaces	4
Keeping Good People	5
Excel Tips	5

A Chat with your President

As we near the end of August, for some it's all the excitement of getting the kids back to school, others are looking forward to the possibility of getting into a routine and settling in for cooler temperatures. To some of us, it's time to start another exciting year with IAAP/UCC.

A new year means a new logo, a lot of new ideas and the start of some great programs. At our September meeting you'll be hearing about the programs that Ellen and the Programs Committee have been busy putting together, some fund raising ideas from Tobi and lots more. Mark your calendars now for September 12th and plan to attend our first meeting for the 2007-2008 year to welcome Ellen Hetterle as Vice President.

I'm pleased to announce that we installed two new members with two

more joining us soon. This is a great start in growing our chapter. Please invite other administrative professionals to visit us and see what we are all about—I'm confident they will want to know more about us.



Ginger Zech
2007/2008
Chapter President

The Board reminds you that we are here for you and encourage you to submit any and all ideas for new chapter activities. Please join us in the excitement of beginning a new year and all the information that will be forthcoming. See you in September!

Ginger

Special points of interest:

- New Newsletter format—items due by the 18th of each month.
- Four new members: meet Rhoda this month.
- Exciting new programs for the upcoming year.
- Learn a new tip for your computer skills.

Robert's Rules?

If you've ever attended a meeting where participants have "moved to adjourn" or called for a "point of order," chances are they've been reading a copy of Robert's Rules of Order. Henry Martyn Robert was assigned to the Army Corps of Engineers during the Civil War.

On one occasion, he was asked to chair a

meeting at a church. When he stepped in front of the group, he realized that all he knew about meetings was banging a gavel to call for order. He proceeded to study parliamentary law in earnest, and even today, his book is considered the final word on proper parliamentary procedure.

Tidbits 8/23/07

Schedule of Events

UCC Chapter Meetings

- **September 12, 2007**
Microsoft 2007
Ellen Swieter
Aims Community College
- **October 10, 2007**
Appreciation Night
RTF/Retiree Forum
Retread to Retirement
- **November 14, 2007**
Traveling Around the
World with Kay Kosmicki
- **December 12, 2007**
Giving Back to the
Community
Pam Hungenberg
Community Outreach Ctr

IAAP CONFERENCES

- IAAP Certification Conference
- **October 14-17, 2007**
Hyatt Regency San Antonio,
San Antonio TX
 - **October 19-22, 2008: Grand**
Hyatt Hotel, Denver, CO
- Spring Professional Education
Conference Future Dates/Sites
- **March 2-5, 2008: Charleston**
Marriott Hotel, Charleston,
South Carolina
 - **March 8-11, 2009: Gaylord**
Opryland Resort, Nashville,
Tennessee

IAAP Annual Convention & Education Forum Future Dates/Sites

- **2008: New Orleans, Louisiana,**
July 27-30, Hilton Riverside
- **2009: Minneapolis, Minnesota,**
July 26-29, Minneapolis Con-
vention Center
- **2010: Boston, Massachusetts,**
July 18-21, Hynes Convention
Center
- **2011: Montreal, Quebec,**
July 24-27 Montreal Conven-
tion Center
- **2012: Grapevine, Texas, July**
22-25, Gaylord Texan Resort
- **2013: Anaheim, California, July**
28-31, Anaheim Convention
Center & Spa - Palm Springs

Get More Rewards: Be a 'Value Added' Employee

How much value would you say your work adds to the organization? Have you ever thought about it? Now more than ever, not only is every employee expected to pull his or her own weight, each person's work must add value to the organization.

There are a number of ways to be what I call a "value added" partner. Here are a few that can help you earn the rewards and recognition you deserve:

- **Boost productivity.** If you can think of ways to streamline your job (or the work processes in a department, for example), it'll improve overall productivity. That means more can be accomplished in less time - and management is sure to appreciate that.

- **Make money.** Is there a profitable opportunity that your employer is not currently taking advantage of? Whether you're a manager or an assistant, if you are familiar with your business, you can often see ways to make money - perhaps by paying attention to competitors or watching trends. Speak up, or prepare a brief describing your idea. Profit-generating ideas are a sure-fire way to promote your value.

- **Save money.** "A penny saved is a penny earned" applies to the workplace as well. In what ways could you help save your em-



ployer money? Propose them.

- **Be proactive.** Ultimately, the best way to demonstrate your value is to show you don't have to be asked to do something. You do it because it makes sense - because it helps the business and your co-workers!

Tip: Document your value-added efforts to ensure you reap the rewards over time. Share results with your supervisor immediately, and then again at performance review time. Trust me, it'll pay off!

Joan Burge

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Our Members

	Anniversary / Birthday	
	<u>Anniv</u>	<u>Bday</u>
February		
Mona Boyd CAP	1998	8/25
Sheri Garland CPS	2003	3/19
Trudy J. Miller CAP	1998	3/03
Greta Steinmetz	2006	10/17
March		
Beth Gibbs CPS	1990*	4/30
Ellen Hetterle CAP	2003	2/24
Barbara Swetzig CPS	1990*	9/04
Nancy Upchurch CPS/CAP	1990*	3/23
Ginger Zech	2004	12/7

April		
Michelle Barraclough	2005	3/09
Dorothy Brethauer	2001	5/05
May		
Esther Camacho	2004	11/19
Rhoda M. Blough	2007	1/16
Barbara Patton	2007	3/26
Paula Wacker	2007	3/10
July		
Ann Grotness	2005	11/6
Mary Lenhart	1997	8/21
Tobi Vegter CPS	2005	11/21
August		
Cathy Witte CPS	1996	7/28
Shannon Habermann	2007	9/14

October		
Betty Carwin CPS/CAP	2000	3/04
Melody Hart	2005	4/08
Harriett Meeker	2005	4/23
November		
Sharon Lynch-	2005	3/19
Sue Young CPS/CAP	1994	5/22
December		
Elaine Furister CPS/CAP	2000	3/03
Becky Sperber CAP	1995	5/08

"Until you make peace with who you are, you'll never be content with what you have."
-- Doris Mortman

Microsoft Office Word 2003/2002: Creating a Watermark

To add a watermark to a Word document (versions 2003 or 2002/XP):

1. Open your document--you can be on any page.
2. Choose the Format menu, then Background > Printed Watermark.
3. Do one of the following:
 - * To insert a picture as a watermark,

click Picture Watermark, and then click Select Picture. Choose the picture you want, and then finish with Insert.

- * To insert a text watermark, click Text Watermark, and then pick from the list or enter your own text.
4. Select any additional options that you want including font and scale/size. Click OK to apply.

5. To view the watermark as it will appear on the printed document, use the Print Layout View.

To add DRAFT, or CONFIDENTIAL, or any other text, just add a watermark

Meet Your Members: Rhoda M. Blough

I am currently working for Banner Health as an Administrative Assistant to the Injury Prevention Specialist in the Risk Management Department. I enjoy the variety and the many different tasks involved in my job. It is never boring!

I was introduced to IAAP when I started my working as a temp for Banner Health at North Colorado Medical Center by Ellen Hetterle. I thing I will benefit

most from IAAP by being able to network with other administrative professionals and learning from each other.

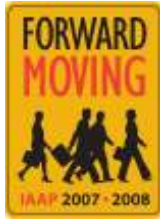
I am always interested in advancing my computer skills so educational programs in this area would be great.

I am an avid reader and enjoy belonging to a book club. I also enjoy bird watching with my husband.



Birthday: January 16
Hometown: Windsor, CO

Your Board



International President-
Vice President: Barb Horton CAP
Secretary: Susan Shamali CPS/CAP
Treasurer: Mary Ramsay-Drow CPS/CAP
Director, Canada District: Katherine Fogal CPS/CAP
Director, Great Lakes District: Sam Gill III CPS
Director, Northeast District: Marie (Gerry) Brunell CPS/CAP
Director, Northwest District: Teresa Bennett CPS
Director, Southeast District: Tamra Goodall CPS/CAP
Director, Southwest District: Karlena Rannals CPS/CAP

President: Judy McCoy CPS/CAP
Elect: Tia Theriaque CAP

2007-2008 International Board of Directors



2007-2008 International Trustees,
Retirement Trust Foundation

Barbara Carter CPS/CAP
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Kathryne Hampton CPS/CAP
IAAP International President Judy McCoy CPS/CAP
IAAP International Treasurer Mary Ramsay-Drow CPS/CAP



Tips on Staying Ahead in a Changing Workplace

What can professionals do to adapt to these changes and maximize their value to their employers?

1. Become a computer software expert. Demonstrate your mastery of "office suite" software packages which typically include word processing, spreadsheet, database, presentations, and scheduling software. Learn to navigate the Internet, and gather information via the World Wide Web to further your organization's goals and to serve customers' needs. Become a "Web Master" or a Web content provider for your employer.
2. Actively pursue continuing education. Attend business-related workshops and seminars or pursue a college degree program. Polish your written and verbal communications skills.
3. Learn how to plan conferences and

meetings. Make the meetings well organized and user friendly through good room and site selection, meeting arrangements, and audio-visuals. Understand audio- and video-conferencing. Become adept at presentation software such as Microsoft's PowerPoint.

4. Be a good teacher and leader. Many administrative professionals are training and supervising other staff. IAAP offers many opportunities to practice organizational leadership roles.

5. Become a communications hub for your workplace. Clients and vendors often judge the character of a business by the quality and efficiency of its administrative support staff. Customer service



skills are critically important. Interpersonal skills (tact, diplomacy, negotiation) are also essential.

6. Be an adept organizer and "Information Manager." Utilize computerized data as well as paper office records to provide information needed by managers. Today's administrative staff increasingly conduct research and help manage projects from conception to completion.

7. Get involved in selecting and maintaining office equipment. Stay abreast of the types of available office equipment and what is most suited to your organization. Seek out appropriate vendors. Learn to oversee equipment purchases, evaluate office supply needs, and schedule maintenance.

12 Ways to Keep Good People

1. Do I know what is expected of me at work?
2. Do I have the materials and equipment I need to do my work right?
3. At work, do I have the opportunity to do what I do best every day?
4. In the last seven days, have I received recognition or praise for good work?
5. Does my supervisor, or someone at work, seem to care about me as a per-



"Do Your Opinions Count?"

- son?
6. Is there someone at work who encourages my development?
7. At work, do my opinions seem to count?
8. Does the mission of my company make me feel like my work is important?
9. Are my co-workers committed to doing quality work?
10. Do I have a best friend at work?
11. In the last six months,

have I talked with someone about my progress?

12. At work, have I had opportunities to learn and grow?

It isn't that people answering yes to these questions are likely to stay with the organization. Rather, they address factors that are particularly important to the most talented and productive workers. These questions are less interesting to plodders.

Microsoft Office Excel 2003/2002: Expert Printing Fit to Page

Unlike Word documents, content is not limited by the paper size or orientation. A worksheet can be split into as many pages as needed to display the content but sometimes you might want to fit all data into one page by height or width. To do this, first choose **File > Page Setup**, set margins to the smallest size that will work for your layout. Change paper size and orientation if you want. Next, select the **Page**

tab and under the **Scaling** category pick **Fit to**. For instance, if you want to fit all data columns on one lengthwise page, change orientation to landscape and choose **Fit to 1 page wide by 999 pages tall**. Try it—this setting won't stretch pages to 999 pages but will make sure that a low value won't accidentally shrink the pages to a much smaller size. Another option under **Scaling** is to adjust the size to a percentage of the

normal size.

Important Note: with **Scaling** other than 100%, manual page breaks are ignored.

Easy to
Expert
Printing Tips

Meet Your Division President: Kyle Sheldon-Chandler

Kyle Sheldon-Chandler has been in the administrative support field for more than 18 years. She graduated from AssistU in 2003 as a Virtual Assistant.

Kyle loves the 'virtual' flexibility of her career and the wide variety of individuals who she meets and works with. In addition, Kyle has a BBA and



AA in Business Administration/Management.

As an active member of the International Association of Administrative Professionals Association, she has held the offices of Book Cliff Chapter Vice President (2 years), President Elect, and President (2005-2006). She has

also been involved in the Mesa County Women's Network as a Board Member.

Kyle lives in Grand Junction, CO, and loves to fish, camp, hike, and ride her motorcycle or dirt bike in the desert of Utah. She and her husband have 3 children and 3 grandchildren, along with an assortment of white boxers and cats.

Meeting Location

Aims Community College
5401 W. 20th Street,
College Center Rm 729
Greeley CO

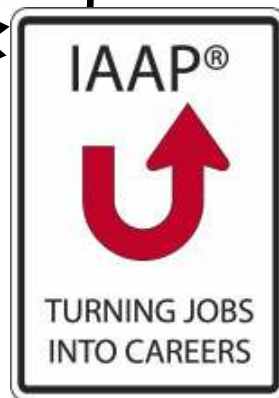
Union Colony Chapter
PO Box 336578
Greeley CO 80633

Meeting time

5:30–7:30 p.m.

RSVP to Ellen Hetterle

www.orgsites.com/co/iaapucc/



Union Colony Chapter Mission Statement

Union Colony Chapter is committed to:

Educational Programs
Leadership Enrichment
Professional Development

Forward Moving
with
SUCCESS



IAAP Information

GENERAL INFORMATION

One of the best resources about our association is the IAAP website: www.iaap-hq.org. It can provide you with direct links to a variety of research websites, job postings, and educational opportunities. It has a private members only section (Members Place) available with additional educational articles, an archive of OfficePRO magazine, and the latest information from the International Level. Members Place also has a link to PromoCorp, the maker of official IAAP merchandise (jewelry, pins, shirts, and gifts).

COMMON IAAP ACRONYMS

If you are a new member, you will hear a few acronyms unique to our organization. Here are a few of the most common ones.

APD®	Administrative Professionals Day® (Wed. of last full week in April)
APW®	Administrative Professionals Week® (Last full week in April)
CAP®	Certified Administrative Professional®
CEU	Continuing Education Unit
CPS®	Certified Professional Secretary®
R&E	Research and Education
RTF	Retirement Trust Foundation

New Members will find general information to assist their new journey on this page.