



International Association of
Administrative Professionals®

The Rim Rock Connection

Rim Rock Chapter President's Report

By Karen Sable CPS

2004 – 2005 OFFICERS

President

Karen Sable CPS

The RETEC Group, Inc.
406.652.7481

Vice President

Darlene Chamberlain CAP

WYO-BEN, Inc.
406.652.6351

Secretary

Sherry Tizono

PPL Montana
406.896.4711

Treasurer

Yvonne Ray

KOA, Inc.
406.248.7444

Directors

Ginnie Burgess

Solid Waste Div. –
City of Billings
406.657.8285

Linda Frank CAP

Colorado Energy Management
406.638.9140

Past President

Tam Rodier CAP

Public Works Assoc. –
City of Billings
406.657.8230



International Association of
Administrative Professionals™

It is hard for me to believe that my second term as President of Rim Rock Chapter will be over soon.

Our July meeting was a birthday celebration for Rim Rock Chapter's 45 years with IAAP. We invited former members and held a picnic at Veteran's Park. We had 10 current members and 9 former members attending to help us celebrate. Guests and members signed our guest book and everyone enjoyed looking at the old scrapbooks.

By August several committees had gotten underway with planning programs, fundraisers, Enhance Your Career event and publishing Rim Rock's bimonthly newsletter. In my absence, Vice President Darlene Chamberlain, CAP announced my Recognition Program to promote member participation. Each member received a booklet with seven specific goals. Members will receive stars for each goal met and members who accomplish five of the seven goals will be recognized at the June 2005 meeting.

Darlene Chamberlain CAP and Nicole Geiger attended the 2004 International Convention held in Washington D.C. August 1-4, 2004.

Ways and Means started out the year asking members to sell Dutch bulbs in August/September. Then for October/November members sold Masterpiece cookies and cheesecakes and All-American Fundraising gifts. The committee chose dinner gift cards as special incentives for members who sold the most items. As of October 31 our records indicate we have received income of approximately \$1,270. I

would like to thank the committee of Yvonne Ray, Brenda Olheiser, and Diane Mattingly for all their efforts. Also thanks to the members for participating.

The Membership committee presented a fun Enhance Your Career meeting. Members Nicole Gieger (Mr. Sleazeball) and Tam Rodier CAP (Miss Hawiggins) were great actors in "The Evolution of Secretary" with narration by Linda Frank CPS/CAP. This skit was performed at the 2004 CWM Div. meeting. We had six guests attend. As of December 15, 2004 we have had one member drop and two new members.

The program committee met in August to plan all of our programs for the 2004-05 year. The programs will cover such topics as newsletter tips, stress management, long term care, resume writing/interview tips and a 1 ½ hour program on leadership to help our CPS/CAP holders earn those valuable CEUs.

Our chapter has a few members who are studying for the CPS/CAP exams for 2005. The certification committee has discussed the purchase of updated study materials and whether to form a study group or not. The committee has also been discussing how to help current CPS/CAP holders obtain CEUs as part of their recertification process.

The APW/APD committee has met with the MSU-B College of Technology to discuss the possibility of holding our 2005 event at their facility and how they would help us make this event self supporting.

Thank you to all committee chairs and members for your continued support and efforts to keep Rim Rock Chapter active.

Member Profile



Current position:

I am an Executive Assistant for Payne Financial Group, Inc. Hoiness LaBar Insurance. I have been with PFG-HLB since March of 1993. I handle all administrative duties for the Billings office. I handle all the licensing and continuing education for all of our agents company-wide and assist with HR duties.

What she likes best about her job:

To be honest I like everything about my job! I am fortunate to have a position that has a huge variety of duties. Along with the above-mentioned duties, I also coordinate all special events for our organization; I am head of our company-wide safety committees and work closely with the CEO and COO. I work for a great organization.

Least favorite job tasks:

Trying to coordinate meetings to meet everybody's schedule!

What offices have you held in this Chapter?

None.

Does your employer support you in your membership to IAAP?

Yes.

Why you enjoy coming to Chapter meetings.

I love the networking with other administrative professionals and the variety of speakers at the meetings. It is nice to get updated on

various computer skills in addition to hearing about how to handle stress to learning about keeping your job fresh and new.

Advice for other IAAP members?

Keep learning, keep smiling and enjoy the camaraderie!

Family life:

I have a very special significant other in my life. He supports me in whatever I do and I extend to him the same support. He has two grown children of which one has made me a step-grandmother. Not having any children of my own, this is a role I did not think I would be playing or liking! But much to my surprise I love every minute of it! I am originally from North Dakota and my immediate family is still there.

Hobbies and other interests:

We love to golf in the summer and watch football in the winter (Go Vikings!). I sell Weekender clothing from my home. I am heavily involved with the Chase Hawks Memorial Association as a volunteer, which is a very rewarding involvement.

I also belong to the Yellowstone Valley Chapter of the Society of Human Resource Management and am part of the Yellowstone County Job Service Employees Committee (JSEC).

Thanks! I look forward to growing in this great organization!

Committee Reports

Certification Committee RIM ROCK CHAPTER IAAP

January 15, 2005

Committee Members

Tam Rodier CAP
Darlene Chamberlain CAP
Carole Blakeman

Meetings

Our "meetings" have been conducted via e-mail, phone, etc.

Accomplishments to Date

- Ordered IAAP certification brochures and distributed them during the chapter's *Enhance Your Career* meeting in October 2004
- Made a recommendation to order Metcalf Study Materials for Parts III and IV, first to the Board, and then to the full chapter (approved December 2004)
- Ordered Metcalf Parts III and IV – when they arrive, we will have a full set for members to use as they prepare to sit for the exams.
- Distributed e-mail survey to members

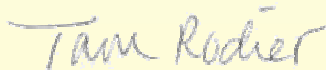
May 6-7, 2005 Certifications Exam Candidates

- The application deadline is February 15, 2005. The following people have indicated they will be sitting for the exam(s):
Brenda Olheiser
Teresa Cox

Study Group Status

- The committee will discuss after reviewing the results of the certification survey

Submitted by



Tam Rodier CAP, Committee Chair

Historical/Newsletter

RIM ROCK CHAPTER IAAP

January 12, 2005

Committee Members

Lou Dreiling Deanna Anthony CAP Karen Sable CPS
Brenda Olheiser RaKell Petrini

Meetings

Our meetings have been conducted via e-mail, phone, etc.

Accomplishments to Date

- The committee distributed the first chapter newsletter for this fiscal year in November and will continue publishing every other month. We are participating in the CWM Newsletter/Website competition with winners to be announced at the annual CWM Conference in June. Tam Rodier CAP is our web master; therefore, any updates or postings should be sent to her.
- Karen Sable CPS is keeping scrapbooks and photo albums up to date. Please submit any photos or articles to Karen so they can be included in the chapter scrapbook. All members are encouraged to submit items for the newsletter and our web site.

Submitted by
Karen Sable CPS, Committee Chair

Rules and Bylaws Committee

RIM ROCK CHAPTER IAAP

January 11, 2005

Committee Members

Ginnie Burgess Tam Rodier CAP

Accomplishments to Date

- As of January the committee has not met. We will be asking for input from all Chapter members within the next month. The input will help the committee determine which if any rules or bylaw revisions should be considered. The rules and bylaws for the Chapter have been sent to Division for review. I have received an e-mail from Jackie Clough letting me know some suggestions for change; I will have these suggestions for review at the February Board meeting.

Submitted by
Ginnie Burgess, Committee Chair

Ways and Means

RIM ROCK CHAPTER IAAP

January 12, 2005

Committee Members

Yvonne Ray
Diane Mattingly
Karen Sable CPS
Brenda Olheiser

Meetings

We have held three meetings so far with another scheduled shortly, plus many email communications.

Accomplishments to Date

- The Ways and Means Committee started off the fundraising year with a great sales effort. Packets were sent out in August for Dutch Garden brand flower bulbs. The chapter makes a 50% profit from sales and shipping of the bulbs to the chapter is free. Once all of the orders were tabulated, the chapter raised \$280!
- In September, sales packets for Masterpiece desserts and All-American gifts were mailed or delivered to the members. The Masterpiece sales bring in over a 40% profit, while the gifts bring in a 50% profit. We pay no freight and handling charges. Orders were turned in at the October 20 chapter meeting and delivery was at the November meeting, just before the holiday season began.
- Top sellers for the Masterpiece & Gift promotion were Diane Mattingly and Yvonne Ray, who each earned a gift certificate for \$25 at a nice local restaurant. Diane, by the way, also was the top seller for the bulbs this fall and so won a \$25 spa gift certificate donated by a chapter member.
- Our goal was to raise \$2000 from these autumn sales efforts so our focus could be on Convention fundraising in the Spring. We actually cleared a total of \$900.25 so we are short of our very ambitious goal.

Thank you to all of the chapter members for your sales efforts! The committee will be meeting soon to consider ideas for the spring fund raising. If you have ideas, please let a committee member know so your ideas may be included.

Submitted by
Yvonne Ray and Brenda Olheiser, Committee Co-Chairs

Local Training Opportunities

How to Excel at Managing and Supervising People Skillpath Seminars 1-800-873-7545 www.skillpath.com	Billings Hotel & Conv. Center	February 16-17, 2005	\$399
How to Be a Dynamic Trainer National Seminars Group 1-800-258-7246 www.natsem.com	Holiday Inn Grand MT	February 18, 2005	\$249
Conflict Management Skills for Women Skillpath Seminars 1-800-873-7545 www.skillpath.com	Sheraton Hotel	February 18, 2005	\$99
Getting the Most from Microsoft Office – Standard, Professional, Developers & Professional Special Editions CompuMaster (Microsoft certified partner) 1-800-867-4340 www.compumaster.net	The Homestead Quality Inn	February 22-23, 2005	\$399
Best Practices for Managing Inventories and Cycle Counts Skillpath Seminars 1-800-873-7545 www.skillpath.com	Billings Hotel & Convention Center	February 24, 2005	\$199
Strengthening Your People Skills in the Workplace – Keys to Building Your Interpersonal Skills National Seminars Group 1-800-258-7246 www.natsem.com	Billings Hotel & Convention Center	February 25, 2005	\$179
Human Resources and the Law National Seminars Group 1-800-258-7246 www.natsem.com	Billings Hotel & Convention Center	March 10 – 11, 2005	\$479
How to Build Powerful PowerPoint Presentations CompuMaster (Microsoft certified partner) 1-800-867-4340 www.compumaster.net	Billings Hotel & Convention Center	March 15, 2005	\$249
Results Centered Leadership <i>Presented by Mr. Loren Soft CEO of Yellowstone Resource Center</i> <i>Sponsored by Rim Rock Chapter</i>	KOA Training Room – TW III	March 16, 2005	No fee Recertification points will be provided
Managing Multiple Projects, Objectives and Deadlines Skillpath Seminar 1-800-873-7545 www.skillpath.com	Sheraton Hotel	March 17, 2005	\$199
Time Management & Organization Skills for Professionals National Seminars Group 1-800-258-7246 www.natsem.com	Hampton Inn	March 18, 2005	\$179

Member Tidbits

Important Dates

February 15

CPS/CAP exam applications due

February 27 – March 2

Professional Education Conference in Miami FL

We encourage members to take part in: 2005 International Convention in Denver

Your chapter has an opportunity for you to Own The Experience. The International Convention is being hosted by the CWM Division in Denver this coming July. Your board challenges each of you to Own The Experience by volunteering to work on the host committee. If you work 12 hours (not all at once), you will have half of your registration waived – that's approximately \$210. Besides getting half your registration waived, the real opportunities include:

- Teamwork- working with others to accomplish a common goal
- Service - a sense of giving back or paying forward for benefits received
- Affiliation / Social / Networking - You get to know more members and interact with them on a deeper level
- Empowerment - Individuals who are trying to expand their skill set can rise to the next level by taking on an office
- Meeting and assisting colleagues from all over the world
- Being a part of the largest convention for admin staff in the world
- Contributing to the success of an international event

News on RaKell Petrini

I am starting my final semester January 19 and will graduate in May. I am also doing an internship at Waller & Womack, P.C. Attorneys at Law in the afternoons during my final semester.

Wyo-Ben will be moving into their new offices on January 21st. Our new physical address will be 1345 Discovery Drive, 59102, but we will still use the same PO Box number for our mailing; our phone and email addresses will be the same.

Rim Rock Chapter MEETINGS

FOR THE MONTH OF
January 2005

Meeting Location: Unless indicated otherwise in the monthly meeting notice, all chapter meetings will be held in the KOA, Inc., Training Room, 1st floor, 550 North 31st Street, TransWestern III Building.

Cost: Dinner will be \$10 unless otherwise indicated in the monthly meeting notice.

RSVP: To Ginnie Burgess by 9 a.m. Monday before our Wednesday meeting at 657-8285 (w) or via e-mail burgessg@ci.billings.mt.us

Standing RSVP List:

Yvonne Ray
Darlene Chamberlain CAP
Karen Sable CPS
Linda Frank CAP
Margaret Hartl
Ginnie Burgess
Sherry Tizono

Happy Birthday

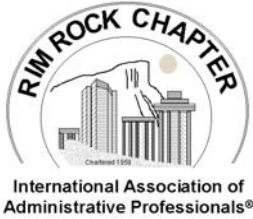
February:

10 Linda Frank CPS/CAP
14 Louise Peterson
17 Darlene Chamberlain CAP

March:

4 Lou Dreiling
8 Deanna Anthony CAP
21 Carole Blakeman
27 Karen Sable CPS





Rim Rock Chapter IAAP
PO Box 20261
Billings, MT 59104
[http:// www.orgsites.com/mt/iaap](http://www.orgsites.com/mt/iaap)



Chapter Meeting Minutes For December 2004

Members present: Darlene Chamberlain CAP, Linda Frank CAP, Karen Sable CPS, Sherry Tizono, Carole Blakeman, Lou Dreiling, Deanna Anthony CAP, Yvonne Ray, Ginnie Burgess, Diane Mattingly

Program: The cookie exchange went well. It was fun to gather all the recipes. We went around the room and everyone said what they were doing for the holidays.

Karen Sable CPS also reminded us that the pins being sold to raise funds for the 2005 International Convention are \$6 each and she has several to sell. Also the CWM Division is offering two early bird registrations (June 1, 2005 deadline) to the 60th IAAP International Convention to be held in Denver, CO. Each chance to win an early bird registration is \$5.

The meeting was called to order with Karen Sable CPS, President, conducting.

Chapter Meeting Minutes

⇒ November 17, 2004 meeting minutes were filed as presented.

Treasurer's Report

⇒ The Treasurer's Report was distributed. There were no questions and the report was filed as presented.

Committee News:

⇒ APW/APD: The location has been established as MSU-B COT. The date will be April 26, 2005. A meeting has been set for January 16th for discussion on more details.

⇒ Certification: There was a recommendation to the Board to purchase Parts 3 & 4 of the study materials for \$280.00. The budget was for \$200.00. A motion was made and seconded and

members voted to have the committee purchase additional study materials.

⇒ Community Service & Retirement: No report at this time.

⇒ Rules & Bylaws: No report at this time.

⇒ Education & Programs: January meeting will be on writing resumes. The newsletter was issued in November. There will be another newsletter in January.

⇒ Historical/Newsletter: Please check your cameras from the July event to see if you have any pictures to contribute for the scrapbook.

⇒ Membership: Sara Kelly from Helena is still very interested in forming a chapter.

⇒ Ways & Means: Next meeting will be very soon to plan the Spring fundraising effort.

Unfinished Business

Nothing at this time.

New Business

The CWM conference will be in Cheyenne, WY June 3-4, 2005. Hotel Reservations can be made at the Hitching Post beginning in mid January. Registration forms will be available in March. Don't forget the CWM fund raiser at <http://www.pamperedchef.biz/jenniferrhodes>.

A unified fundraiser for the International Building Fund will get underway in February. Each chapter member is encouraged to donate \$1.00.

Web and Newsletter criteria checks will begin December 1, 2004.

Nominations for International Office should be submitted by January 15.

Announcements/Notes from International / District / Division

Specializing in online job listing service for associations, Boxwood Technologies was to begin developing and maintaining a job board for IAAP on or before December 1.

IAAP members are encouraged to take advantage of airfare discounts for upcoming conferences. Contact information is available in the meeting registration materials. Or you may call TQ3 Navigant at 800-823-9539, or e-mail carol.noyes@tq3navigant.com for discount information.

IAAP now has online e-purchasing. This will allow for additional user-friendly member services, such as online registration payments, conferences, online payment of dues/renewals and other product purchases.

Upcoming meetings

Chapter meeting Wednesday January 19 at 5:30 p.m. KOA Training Room in TransWestern III on first floor

Board meeting Wednesday February 2 at 7 a.m. Retec's office at 2048 Overland Avenue, Suite 101

Good of the Order

Nothing new at this time.