

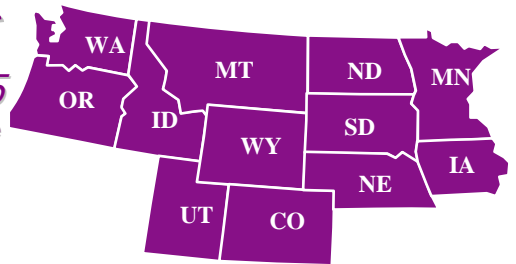


# Northwest District News

Volume II, Issue II

November 2005

Creating Excellence through the Colorful World of IAAP® and the Purple Majesty of the Northwest



## Three Days in November

During the first week in November I spent three incredible days in a hotel conference room in Kansas City, Missouri and had a fantastic, exciting and energizing experience. How could you have a fantastic time in a hotel conference room — by being a member of a wonderful and colorful team. The agenda was jam packed and even included an incredible strategic planning session. Lots and lots of work — tiring and exhilarating at the same time.

Four out of five NWD divisions had a positive gain in membership and maintained chapters. Two divisions, Idaho-Oregon-Utah and Iowa-Nebraska are ranked in the top10 in the Association membership category. Congratulations to all and thank you for your dedication to IAAP®.

Membership	July 1, 2005	Oct. 31, 2005	% Change +/-
CO-WY-MT	377	378	+ 0.27
ID-OR-UT	342	356	+ 4.09
IA-NE	527	548	+ 3.98
MN-ND-SD	629	646	+ 2.70
WA-AK	642	631	- 1.71

Chapters	July 1, 2005	Oct. 31, 2005	Change +/-
CO-WY-MT	12	12	0
ID-OR-UT	16	16	0
IA-NE	14	15	+ 1
MN-ND-SD	19	19	0
WA-AK	16	16	0

The 2006 Division Activity information has been sent to the Division Presidents — “Grace under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot!” It seems like a perfect morning, everything is under control; you’re on top of things, when all heck breaks loose. Suddenly, your life is chaos. This workshop is designed especially for busy people who have high expectations for themselves and the various roles they play – at work, home, and in the community. For more information on the 2006 Division Activity, contact the Education Department at Headquarters: [education@iaap-hq.org](mailto:education@iaap-hq.org).

IAAP® and Microsoft are partnering to offer a series of “webinars.” The first session on Excel will be December 14 featuring Gini Courter and Annette Marquis as facilitators. More information will be available in early December on both partner’s websites.

Three new companies have been added to our list of corporate sponsors by our Corporate Relations Department. At the Gold Level: Fellowes, Inc. and at the Silver Level: Office Dynamics and Boston Market. For more information on our sponsors, visit our web page [www.iaap-hq.org](http://www.iaap-hq.org) and click on their links.

Consumer Development Manager, Diane Page, announced an exciting new addition to the 2006 Avery Awards—a \$1,000 Division Prestige Award. A special version of the Awards application will be required for the Division to complete. This is a wonderful opportunity for the chapters and divisions to work together because one of the criteria will be the participation rate by chapters in the contest! Everyone is a winner in this contest because the top winners will receive cash prizes; all entries will receive an assortment of Avery products for the chapter or division. It’s a win-win for all—so keep a look-out for the application which will be mailed and posted on the web page. Let the Northwest reign supreme on highest percentages of applications and participation!

IAAP® members have received an exciting invitation from International Affiliate Leanne Fischer AOP JP, to attend the Sixth International Secretarial Summit to be held September 3-6, 2006, at the Radisson Resort Gold Coast in Queensland, Australia. For more information go to [www.issummit.com](http://www.issummit.com). (Any Northwest District member going must pack me in their suitcase!)

Now available in the Members’ Only section of the IAAP Web site are reverse logos of the 2005-2006 “Creating Excellence” theme logo and “Turning Jobs into Careers”. These reverse logos are provided for those Divisions and Chapters who would like to use it on tee-shirts. If you do decide to use these logos, it is hoped that the “Creating Excellence” logo would be used on a purple tee-shirt for the Northwest District. Contact Kathy Koopman at headquarters ([kkoopman@iaap-hq.org](mailto:kkoopman@iaap-hq.org)) if you have any questions.



# IAAP - Creating Excellence



## **MEMBERSHIP GROWTH INCENTIVE PROGRAM**

### **Join the Friendly Competition and Help Strengthen IAAP®!**

To promote friendly competition among IAAP® members and leaders, awards are offered for exemplary performance in membership growth and retention at all levels of the organization. Join the competition and help to strengthen IAAP's position as the premier association for administrative professionals! The 2005-2006 "Creating Excellence" *Recognition Plus Awards* Program and Presidential Growth Program information can be found under "Membership Contests" on the IAAP web site under "Members Only." **Congratulations** to Northwest District Members & Chapters:

**Picture This Rewards Program** July 2005 – Kristin Goudie, Olympia Chapter, WA-AK Division  
August 2005 – Beth Thompson, Washington-Evergreen Chapter, WA-AK Division  
**Creating Excellence Program** September 2005 – A.N. Palmer Chapter, IA-NE Division  
October 2005 – Saint Paul Chapter, MN-ND-SD Division

## **2006 INTERNATIONAL CONVENTION & EDUCATION FORUM, MOVED TO RENO, NEVADA**

Its official: The 2006 International Convention & Education Forum will be held at the Reno Hilton, Reno, Nevada, August 7-10, 2005. As you know, the recent Gulf Coast hurricanes made meeting in New Orleans this year impossible. IAAP® Headquarters staff has worked diligently to make this happen. Arrangements were made to "swap" the New Orleans location with Reno. In order to achieve this, the Opening Session of the 2006 convention in Reno will move from its traditional Sunday start date to Monday. The final awards banquet will move from Wednesday to Thursday.

### **Hotel Reservations For The 2006 International Convention In Reno Are Open!**

Reserve your room online using the following link.

<http://www.caesars.com/reservations/main.aspx?hotelid=06&specialgroupcode=IAAP0N>

You may also call the Reno Hilton toll-free, 800.648.5080, to reserve your room. Room rates will be \$99 per room per night/single or double occupancy plus applicable taxes.

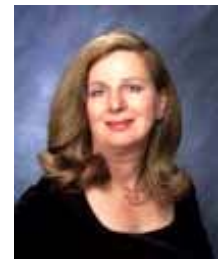


### **NWD Division Annual Meetings**

**May 18-21, 2006** – ID-OR-UT Division Annual Meeting, Salt Lake City, UT  
**May 19-21** – MN-ND-SD Division Annual Meeting, Bloomington, MN  
**May 19-21** – WA-AK Division Annual Meeting, Mt. Vernon, WA  
**June 2-3** – CO-WY-MT Division Annual Meeting, Thornton, CO  
**June 9-11** – IA-NW Division Annual Meeting, Lincoln, NE

### **IAAP® Future Events & Conferences**

**Feb. 26 – Mar. 1, 2006** – Professional Education Conference, Flamingo Las Vegas Hotel, Las Vegas, NV  
**Apr. 23-29** – Administrative Professionals Week  
**Apr. 26** – Administrative Professionals Day  
**May 5-6** – CPS and CAP Examinations  
**Aug. 7-10, 2006** – International Convention & Education Forum, Reno Hilton, Reno, NV  
**Oct. 15-18, 2006** – Certification Seminar, Marriott Rancho Las Palmas Resort & Spa, Palm Springs, CA



### **Director Contact Information**

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## **IAAP® Annual Convention & Education Forum Future Dates/Sites**

2006: Reno, Nevada, August 7-10, Reno Hilton  
2007: Tampa, Florida, July 29-August 1, Tampa Convention Center  
2008: New Orleans, LA, July 27-30, Hilton Riverside  
2009: Minneapolis, Minnesota, July 26-29, Minneapolis Convention Center  
2010: Boston, Massachusetts, July 18-21, Hynes Convention Center  
2011: Montreal, Quebec, Canada, July 24-27, Montreal Palais de Congress Convention Center

### **2005-2006 International Board Of Directors**

President – Kay E. Enlow CPS/CAP	Director, Canada – Kathryn A. Hampton CPS/CAP
President-Elect – Sandra P. Chandler CPS	Director, Great Lakes – Mary A. Ramsay-Drow CPS/CAP
Vice President – Judy McCoy CPS/CAP	Director, Northeast – Linda M. Lorden CPS
Secretary – Barb Horton CAP	Director, Northwest – Lynda B. Boulay CPS/CAP
Treasurer – Susan K. Shamali CPS/CAP	Director, Southeast – Tia Theriaque CAP
Affiliate Representative – Leanne M. Fisher AOP/JP	Director, Southwest – Patti S. Speer



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## 2005-2006 Northwest District Members Serve With Pride “Is There Life After Division?”

### **BYLAWS & STANDING RULES COMMITTEE** **Teresa G. Bennett CPS**



When Lynda asked the question, “Is there life after Division?” my immediate response was, “ABSOLUTELY!” And, life is sweet! Why, you ask? Because stepping out of my comfort zone to serve as Division President proved to be an adventure! Two wonderful things happened during my year. First, I had the opportunity to meet more of the members in the Idaho-Oregon-Utah Division. Second, was gaining confidence in me! Because of that, I’m a better employee to my company.

The skills that are gained from serving IAAP far surpass being an asset to IAAP. Active involvement in IAAP helps me to grow personally and professionally. Beyond the Division level, I now have the opportunity to serve on the International Bylaws and Standing Rules Committee. I have always enjoyed the “structured” part of how our association conducts itself. This opportunity is allowing me to learn even more. I feel that as a member of IAAP, it is my responsibility to learn as much as I can about our association. Any opportunity I have that allows me to gain further knowledge, I grab that opportunity with enthusiasm.

I’ve often wondered why we seem to lose many Division Presidents after their year of service. I have yet to figure that out. Yes, you put in a lot of time and energy serving on the Division Board. Yes, you can get burned out. But, my years on the Division Board were so rewarding, so energizing, and so much fun I can’t imagine not continuing to learn and grow. The changes in me are worth every minute I spend in service to IAAP. It strengthens my resolve to continue serving above and beyond.

I truly believe in the old adage “attitude is everything.” If you approach your service in IAAP with the right attitude, you will have everything you want from it and more. For me, “life after Division” has been sweet! I’m able to learn more at a less intense pace. I’m able to catch my breath, and think about the lessons learned. I am looking forward to what lies ahead.

### **COMMITTEE ON NOMINATIONS** **Barbara J. Abrahamsen CPS**



Since attending the International Convention and Education Forum in Denver, CO, Barb has been very busy. On August 1, she was promoted to Legal Administrative Assistant, which also meant a transfer to the Legal Department. Barb supports Tom Jenkins, Vice President and General Counsel, and three other staff attorneys for Blue Cross and Blue Shield of NE. So far, the transition has been very smooth and comfortable. Tom is very supportive of IAAP® and included a brief write-up about the association when he made the announcement to the department that she had accepted the position.

Serving on the Nominations Committee is a new experience for Barb. This is the first time Barb has been a member of this committee and she is looking forward to working with everyone. It should be a fulfilling and exciting time.

Barb has also been asked to present two educational programs this year; both on negotiation skills based on the presentation that she gave in Nashville at the International Convention and Education Forum. The Great Plains Chapter has asked for an abbreviated version for the March meeting and the Ak-Sar-Ben Chapter has been scheduled for May for the full presentation so they can offer CEU and Recertification Points to their members.

Barb stated, “Serving in IAAP® in various capacities has afforded me a wide range of experiences, which I otherwise would never have had. Attending IAAP functions and events makes a better member of anyone who takes the opportunity and accepts the challenge of their membership. As I state in my negotiation seminar, you only get out of IAAP® what you put into it. Spend the time and effort in making the association a resource for your career in the administrative professional area.”



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## Action>Direction

### News from Your International Board of Directors

*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 *Bits & Bytes*.

The Board of Directors held their Fall Board Meeting at the Sheraton Suites Hotel, Kansas City, MO, November 4-5, 2005.

- An intensive strategic planning session was conducted in conjunction with the Fall Board of Directors Meeting. Finalization of the communication plan is now underway, with the association-wide rollout planned for January 2006.
- "Grace Under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot" is the topic for the 2006 Division Meeting Activity. This 1 1/2-hour activity will teach attendees how to anticipate and prepare for unexpected chaotic situations and will provide strategies for dealing with them in a cool, compassionate, and credible manner. The program description was e-mailed to all division presidents this month. Upon request, instructions, script and handout masters will be provided in e-format to division presidents on January 31, 2006.
- The Board of Directors approved the design and marketing of an annual Administrative Professionals Week pin as a fund-raising item for future host units of the International Convention & Education Forums. The 2006 pin will be available for purchase through the host chapter, Valley of the Sierras, in the near future.
- The Board of Directors approved the Canadian Office Workers Career Centre to use the IAAP logo in their event program material for their 3<sup>rd</sup> Annual Professional Development Forum, April 26, 2006 in Toronto. Office Workers Career Centre is a non-profit career counseling and skill enhancement centre for unemployed administrative/clerical workers in Canada.
- The Board of Directors approved the preliminary budget for the 2006 International Convention and Education Forum.
- The Board of Directors approved Jill Nichol CPS, Coordinator, and Laurie Collins, Co-Coordinator for the 2006 International Convention and Education Forum in Reno, Nevada, August 7-10, 2006.
- The Board of Directors approved Jeff Neurauter as Parliamentarian for the 2006-2007 IAAP fiscal year
- The Board of Directors approved the criteria for establishing new Student Chapters. Effective in the 2006-2007 IAAP year, one student chapter advisor (who must be a professional member of the association) and a minimum of ten student members will be required to charter a Student Chapter.

#### UPCOMING EVENTS:

- The spring Board of Directors Meeting will be held February 25-26, 2006, at the Flamingo Hotel, Las Vegas, Nevada.
- "Rework the Future" is the title of the Professional Education Conference, February 26-March 1, 2006, to be held at the Flamingo Hotel, Las Vegas, Nevada. Complete details on this conference are available in the "Conferences and Events" section of the IAAP Web site, [www.iaap-hq.org](http://www.iaap-hq.org). Plan now to attend this dynamic conference!
- The Incoming Division Presidents' Conference will be held March 24-26, 2006 at the Kansas City Hilton, Kansas City, Missouri.

## 2005-2006 Northwest District Members Serve With Pride Is There Life After Division?"

### RETIREMENT TRUST FOUNDATION

Kay Gale CPS



Long, long ago I received a seminar flyer for a review series to study for the Certified Professional Secretary® exam which was being offered by the local university. I signed up and attended all the classes [every week from September thru April] and sat for the exam and passed in 1987. That's when I was invited to the Ak-Sar-Ben Chapter meeting and joined in January, 1988. I have been an active member ever since.

I served on committees and in 1991 was elected as Chapter Vice-President. I served on Chapter or Division Boards every year thru 2005. I served as the Nebraska-South Dakota Division President in 1995-96 and then was elected President-Elect of the Iowa-Nebraska Division when we merged in 2002. I wanted to contribute in making our new division a success.

There is always networking to be done, things to learn, and friendships to be made so I decided to stretch a bit more and was appointed as NW District Representative to the International Committee on Bylaws and Standing Rules. This committee can be challenging, but also provided me an opportunity to grow in knowing more about the association's processes and also Robert's Rules of Order. And this year, I'm learning about financial planning and fund-raising as our district representative to the Retirement Trust Foundation.

There is a place for us in IAAP at many levels of service. Serving on an International Committee allows us to hear the views of other areas of the country, too. Even if you don't aspire to serving as a District Director or other International Officer, there are plenty of opportunities available for us. SO, don't think you can quit being active once you've served as a Division Officer because we ALWAYS need you, your expertise, and your insights.

Get Involved, Stay Involved, and Grow!



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## REWORK THE FUTURE

## REINVENT...RETOOL...REIMAGINE

IAAP® Professional Education Conference  
February 26 – March 1, 2006  
Flamingo Las Vegas Hotel  
Las Vegas, Nevada

*(Information taken from the IAAP® web site)*

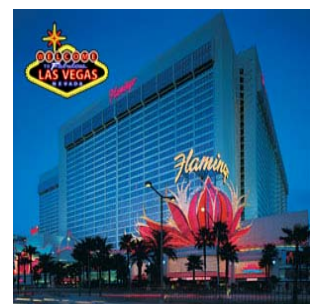
**Join Administrative Professionals from all over the world in Las Vegas, Nevada for a 2-1/2 day intensive workshop designed especially for you!**

Work. We all used to know what it was, where it happened, and who was in charge. We know our co-workers by sight, managed to leave each day with a relatively clean desk, and expected to stay with our company until retirement, but not any more.

Today's workplace can be in an office, aboard an airplane, within a cyber café, or from our own kitchen table. Our managers may be down the hall, across the state, or around the globe. Our colleges may not speak our language or be in the same time zone. Every day when we begin our work, we must be ready to juggle, morph, and reboot our thinking and priorities. What we learned in school is long obsolete, what we garnered on the job is passé, and the latest technology upgrades are continuously revised and replaced. We have to learn on the fly, adapt to every day changes, and have the spirit and the resourcefulness to meet continual changes.

This conference will take you places you've never been – maybe places you can't even imagine. Dynamic, interactive leaders chosen for their specific insights, knowledge, and experience with administrative professionals will explain where the world is going, and how you can keep pace and take charge of your own professionalism. You'll hear about trends, forecasts, and receive simple explanations for why things are happening and how you can use them to your career advantage. What seems chaotic will become reasonable and you'll be able to predict where business is going and how admins are perfectly positioned to become integral players. You'll explore the new technologies that are available and you'll learn how to use them to make your job easier. You'll return to your office with ideas, suggestions, and information that will astound and impress your execs. You'll get the boost you need to confidently take control of your role within your organization and steer it in the direction the future is headed. You won't be trailing any longer after these 2-1/2 days...you'll be leading your organization, having gained the ability to reinvent, retool, and reimagine future work.

The **Flamingo Las Vegas Hotel** has anchored the heart of the Las Vegas strip since the mid- 1940's at the corners of Las Vegas Blvd. and Flamingo Rd. Conference attendees receive a special room rate of \$72.00 for Sunday through Thursday and \$132.00 for Friday and Saturday single/double, plus tax. The reservation deadline for this preferred rate is February 2, 2006. Call 800-732-2111 and request the IAAP® group rate.



**Recommended dress** for this conference is "relaxed professional" which includes khakis, blazers or jackets, skirts and blouses, loafers or low heels. General sessions and educational workshops will be in an air-conditioned environment. Dressing in layers is recommended. The average daily temperature for Las Vegas in February and March is 50°F.

**Speakers include:** Warren Evans, Liz Hughes, Barbara Stoker, Gini Courter and Anette Marquis.

**FOR MORE INFORMATION ON SPEAKERS, WORKSHOPS, AIRLINE AND GROUND TRANSPORTATION, OR TO REGISTER ON-LINE, VISIT THE IAAP® WEB SITE "EVENTS & CONFERENCES" SECTION.**



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