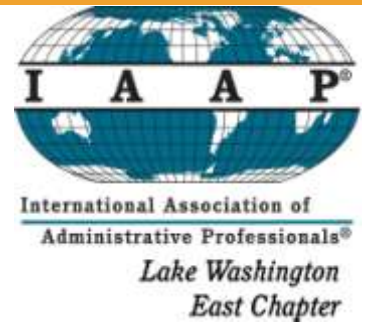


The Eastsider

“A Publication for Career-Minded Administrative Professionals”



Volume 33, Issue 10

June 2009

Wednesday, June 17, 2009
 Lake Washington East (LWE) Chapter Meeting

Seizing Serendipity....Are You Ready to be Extraordinary? Sunny Kobe Cook



Sure; you are a wiz at work, a magician with the household budget, a confidant to family and friends but is that all there is to life? Do you have secret ambitions, goals and dreams lying dormant somewhere in the back of your mind? Is there more you would like to do? Places you would like to see? Experiences you would like to have?

An Extraordinary Life is not made possible by money – rather by a series of simple choices you can begin making TODAY. Sunny Kobe Cook has lived just such a life from her humble beginnings in the Midwest to her well-known place in the Pacific Northwest. She has traced her success to some very basic steps anyone

can take. Where those steps will lead you is **anyone’s guess, but it’s certainly going to make for an interesting journey. So we have to ask... “Are YOU Ready to be Extraordinary?”**

Sunny Kobe Cook began her career as a secretary and gained popularity with the company she founded in 1991, Sleep Country USA. She served both as CEO and Company spokesperson in both radio and television advertisements for many years. Selling her 28 store chain in February, 2000 gave her the opportunity to realize a lifelong dream. Sunny’s book, “COMMON THINGS UNCOMMON WAYS” is now available in stores everywhere. In these pages and through the many speeches she makes, she shares with other business people proven ways to improve any business through increased focus on the Customer Experience, Employee Recognition and Motivation.

Red Lion Bellevue Inn
 11211 Main Street
 Bellevue, WA 98004
 RSVP by: Friday, June 12, 2009
 See page 3 for RSVP information and
 Schedule of Events
 This program qualifies for recertification points.

SAVOR   
 SEATTLE
 food tours

Many thanks to our June
 Vendor Sponsor!

Special Points Of Interest:

- ◆ Websites for your benefit
- ◆ Chapter Meeting Photos
- ◆ Computer Corner

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President's Message

By Winona Esposito CPS



After last month's presentation by Karen Wright I wanted to start the June President's message by quoting her.

"We long for a life of meaning and significance, but all too often, we shrink from the very opportunity that would deliver it. We let fear choose our path. We seek to be safe,

when safety is impossible. We run from risk, when risk is unavoidable.

The best way to live this life is as if we are destined to win – because we are. But, our self-talk convinces us that we won't get what we want, so we rarely even try.

If there's one critical skill to learn in this life, it is to manage self-talk and fear. This alone will make enormous improvements in your opportunities, your self-image, and the quality of your life."

During the Stop, Start and Continue conversation there were wonderful, well thought out suggestions or ideas. This next year we will be implementing them. Please understand that we will not be allowing "fear to choose our path". We will take up the challenge, take the risk and dare to be challenged.

Yes I said DARE TO BE CHALLENGED. Are you ready for the challenge? This is YOUR year. Your year to step into a position you have never been before. Take this opportunity to volunteer to chair a committee or be on a committee or just do something different. Are you a member that says, "maybe later"? Well later is here, here today, here to stay.

Follow the lead of someone that inspires you and volunteer to assist in making the changes that we want in the Chapter. Make your voice heard! Speak up, stand up and be heard!

Safety is possible in this environment. Have you ever wanted to try your hand at decorating?

Then step up and join either the Administrative Professional Day (APD), the Holiday Auction or even the Arrangements Committee? Would you like to place on your resume that you were on the finance committee? Would that help you at work as you talked or showed your manager that you were branching out? What special skills do you possess? What is your passion? Let that passion shine inside the Chapter!

Congratulations to the new leadership team for Lake Washington East Chapter!

President:	Winona Esposito CPS
President-Elect:	Pat Lintho
Vice President:	Betty Amundson CPS/CAP
Secretary:	Mira Salisbury
Treasurer:	Sandy Davis

Our June meeting will be special as we install the new officers, recognize members for their contributions during this year, install new members, and greet Sunny Kobe Cook as our speaker!

Three Chapter members attended the 2008-2009 WA-AK Division Annual Meeting in Wenatchee, WA. Mira Salisbury will be giving us an official report. We all look forward to what she and Donella Robbins CPS have to share from their experience.



Retirement Trust Foundation

By CJ Estrella CPS & Jane Jenkins CPS/CAP, Committee Co-Chairs



Who and what can The Trust do for you? For starters its most commonly referred to by either of its shortened names - The Trust or RTF, which stand for The Retirement Trust Foundation, as shown in its logo.

RTF deals with a commodity very valuable to **all us at any time in our lives. It's YOU!**

It all started back in 1951 when a Memphis Chapter member proposed establishing a project to build a retirement home for secretaries.

She donated the first dollar. Land was bought in 1967 in Rio Rancho, New Mexico. Construction began in 1970 and in less than a year later the first residents moved into their new home. In 1971 the official name changed to what it is called today: Vista Grande.

Today, the RTF's mission statement is forthright: *The mission of the IAAP Retirement Trust Foundation is to assist needy, elderly administrative professionals.* The RTF now has programs in addition to Vista Grande, including a financial assistance program for retired IAAP members, RTF *ReVisions*, a quarterly newsletter, and a monthly e-newsletter *ReVisions 2.0*. Our programs benefit everyone, retirees and future retirees.

(Continued on page 4)



June Chapter Meeting Information

Location:

Red Lion Bellevue Inn
11211 Main Street
Bellevue, WA 98004

Schedule of Events

5:30 PM– Check-in & Networking
5:45 PM– Introductions & Dinner
6:00 PM– Program

Menu

Red Lion House Salad-Mixed leafy greens tossed with light blue cheese vinaigrette dressing, diced apple, candied spiced walnuts and shredded carrot.

Classic London Broil-Marinated flank steak, char grilled and broiled, then sliced thin with a light mushroom demi sauce.

Fresh seasonal vegetables, warm artisan rolls w/butter

Coffee, decaf coffee, and assorted Tazo teas.
Dessert: Blackout tort

To make reservations please contact Sue Behey at:
suebehey3@verizon.net

Reservation Deadline

Friday, June 12, 2009
End of Day (EOD)

Cancellation Deadline

Monday, June 15, 2009
(NOON)

Remember to have checks prepared in advance and made payable to IAAP-LWE. If paying with cash, please have correct change to expedite the check-in process.

Late Cancellations and No Shows will be billed

Cost

\$30.00 with RSVP (IAAP Members)
\$35.00 Non-Members-Guests-lateRSVP

“Chair-only” reservations

(no meal included)
available at no cost

If you RSVP as "Chair Only", please do not bring your own food as the restaurant will charge you the full dinner price.

Retirement Trust Foundation (cont.)

(Continued from page 3)

Please visit the RTF “Web Link,” where you will find lots of sources for valuable information on the web for future and current retirees. Each link has been checked by us to be sure it works and actually has the information it says it does.

We are constantly adding links, so check back often! If you run across a site you think we should list here, send it to us at aensminger@iaap-hq.org and we'll review it as soon as we can!

You can find links in the following categories:

HEALTH – Health care is perhaps the largest issue facing seniors, and as such, there is a lot of information out there. We have tried to distill the sometimes confusing information out there into the most informative and easy-to-understand sites we could find.

AGING – In the past few years, the world has begun to look at aging as a part of a process, just like any other stage of life, rather than a series of problems. These sites reflect that new outlook, and can give some valuable insights into the new “life stage!”

POLITICS & LAW – This section has links to sites that deal with governmental issues facing retirees, give free legal advice and provide referrals to attorneys.

MONEY & FINANCE – If your largest concern in thinking about retirement is not health, it may be money—there are some links to help you plan for that important change.

WEB PORTALS – There are numerous sites out there set up to find links and that create communities of people with message boards,

chat, and other features. You will find links to some of the best.

FAMILY & FRIENDS – Retirement (and pre-retirement) is filled with issues regarding your family and friends. How to deal with the spouse you suddenly see a lot more of every day? How do you keep up with your grandkids? For that matter, you may be called upon to take care of an elderly parent! These sites can help with interpersonal relationships as you enter retirement.

LIFESTYLES – When retirement starts looming ahead, most of us necessarily start thinking about making some changes in the way we live, whether that is a “life downsizing” or a move to a smaller home or retirement community. These links can help with all of those changes.

EMPLOYMENT – Retirees represent a potential pool of highly skilled labor. These Web sites can help employers find qualified older workers.

Please feel free to contact us if you have any questions:

CJ.Estrella@t-mobile.com o r Jane.Jenkins@verizonwireless.com

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Schedule of events

- June 3—Board Meeting
Adecco Offices
3055 112th Ave NE, Suite 208
Bellevue, WA 98004
5:30-7:30 PM

- June 17—LWE Chapter Meeting
Red Lion Bellevue Inn
11211 Main Street
Bellevue, WA 98004

- June 20—LWE Leadership Workshop
Eastside Baha'i Center
16007 NE 8th St.
Bellevue, WA 98008

- July 26-29—International Education Forum and Annual Meeting (EFAM)
Minneapolis, Minnesota

- August 15—LWE Strategic Planning Workshop
Eastside Baha'i Center
16007 NE 8th St.
Bellevue, WA 98008

LWE=Lake Washington East

Lake Washington East Chapter Meeting
May 13, 2009



IAAP LWE Secretary
Mira Salisbury



Donella Robbins CPS



Mavis Karalius



Pat Lintho



Christine Rees

Rita Shemchuk



Asian Buffet



Lake Washington East Chapter Meeting
May 13, 2009



Debra Pearson Katie Jansons



Amanda McArthur Sue Behey



Incoming Lake Washington East 2009–2010 Chapter Officers

Treasurer	Secretary	Vice President	President-Elect
Sandy Davis	Mira Salisbury	Betty Amundson CPS/CAP	Pat Lintho



Left: Speaker
Karen Wright



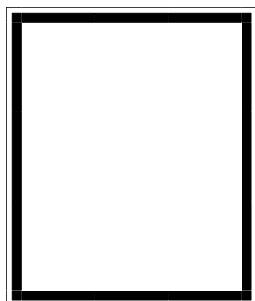
Picking prizes for on-time RSVP
Karen Wright Sue Behey

2008-2009 Lake Washington East Chapter Officers



President
 Winona Esposito CPS
 Contact information:
 425-965-2695
winona.d.esposito@boeing.com

Secretary
 Mira Salisbury
 Contact information:
 425-941-3744
perin36@hotmail.com



Vice President
 POSITION
 OPEN

Treasurer
 Dawn Carter
 Contact information:
 425-281-9271
primalux1@hotmail.com



Contact the Lake Washington East Chapter:
 PO Box 40236
 Bellevue, WA 98015



2008-2009 Washington-Alaska Division Officers
www.iaap-wa-ak.org

President	Pam Clark Hamilton	pam.hamilton@wwu.edu	Bellingham, WA
President-Elect	Linda Cook CAP	tomandlindcook@msn.com	Seatac, WA
Vice President	Bev Ostoj	hildee1@alaska.net	Anchorage, AK
Secretary	Angela Amaya	asamaya@snopud.com	Everett, WA
Treasurer	Celine Landauer Allen CPS/CAP	clandauerallen@comcast.net	Mt. Vernon, WA
Immediate Past President	Jacqueline Petrick CPS	jacquelinepetrick@msn.com	Auburn, WA
International Director, Northwest District	Valerie S. King CPS/ CAP	vking@iaap-hq.org	Rochester, MN



Time: 8:00 AM—4:00 PM
Includes breakfast and lunch

Location:

Eastside Baha'i Center
16007 NE 8th Street
Bellevue, WA 98008

- 8:00 a.m. Breakfast
- 8:30 a.m. Welcome, Introductions & Overview:
Winona Esposito CPS
- 8:35 a.m. Leadership Seminar
- 11:30 a.m. Breakout Session
- Chapter Officers with
Jacqueline Petrick CPS
- Chapter Committee Chairs with
Betty Amundson CPS/CAP
- 12:30 p.m. Lunch
- 1:30 p.m. Parliamentary Procedure
- 3:10 p.m. Goals
Expectations
Budget
- 4:00 p.m. Adjourn

Coordinated by:
Betty Amundson CPS/CAP
Please RSVP
by June 10, 2009 to:
betty.amundson@symetra.com



Lake Washington East Chapter (LWE)

2009 Leadership Workshop

Saturday, June 20, 2009



This thing called Leadership – What is it? Do you have it? (8:35-11:30am)
Presented by Jean Oplinger, Professional Certified Coach

Leadership... Is it a feeling, a belief? Is it tangible or visible? When we see it, we know it – usually. Leadership is a common and wonderful word, yet it is quite subjective. How do you define leadership? Can you access it, and utilize it? Do you want to?

If we don't have a common or even personal and empowering definition of leadership, then how can we possibly uphold our "leadership" positions and roles? From my past and personal experience, my leadership style was often hot or cold, sometimes aimless and many times a reflection of my mood. But I have learned other ways.

In our journey together we will examine and uncover through exercises, dialog and storytelling this thing called *Leadership*. The intention of our efforts: to be more equipped, at ease and inspired to use our leader strengths for the betterment of our communities, our organizations, and ourselves.

Parliamentary Procedures—Rules for Organizations (1:30-3:00pm)
Paul McClintock PRP, CP-T

As a Chapter of IAAP, LWE operates under IAAP rules, WA-AK Division rules, LWE's own bylaws and standing rules, and Robert's Rules of Order Newly Revised. All officers and members of LWE will benefit from learning where to look for various rules, which outrank others, and some basic rules for effectively participating in meetings.



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Getting To Know You

Alisa Duclos

What prompted you to join IAAP? What do you hope to gain from your membership?

I recently joined IAAP as a networking tool. Since I joined I have made several friends and look forward to the hearing the guest speakers. I am planning to prepare for the CPS/CAP testing this fall.

Tell us about your employment and education background. What are your career goals?

I worked for United Airlines for over twenty years. In 2005 I decided with the downturn in the airline industry to take a new path. I then made the move and worked for CB Richard Ellis on the WAMU account as a National Business Manager and a couple of years later I went to work directly for WaMu as an Executive Assistant. In January I was laid off

when WAMU was taken over and I am currently working at Expedia, Inc. as an Executive Assistant. I enjoy being an executive assistant and being a key player behind the scenes.

I graduated from Seattle University with a Bachelor of Arts degree in Business Management.

What do you enjoy doing when you are not at work?

I enjoy spending time with my husband and eleven year old son. We are very busy with our son's **Boy Scout troop. I never camped growing up, but I have since learned to "camp".** I have decided it is not too bad as long as I have my big blow up mattress.

When we aren't busy with Boy Scout activities we spend the winter skiing and the summer at the beach.

Pathways to Excellence

Certified Professional Secretary (CPS)
 Certified Administrative Professional (CAP)
 Exam Dates and Application Deadlines
<http://www.iaap-hq.org/prodev/certification/recertification.html>

Exam Dates	Deadline Dates
November 6-7, 2009	August 15, 2009

International Convention and Education Forum
 July 26-29, 2009
 Minneapolis, Minnesota
<http://www.iaap-hq.org/events/convention/index.html>

Certification Conference
 October 18-21, 2009
 Portland, Oregon

<http://www.iaap-hq.org/events/certification/index.html>

Computer Corner

By Georgette Pereira Kammer

How to recover almost anything.

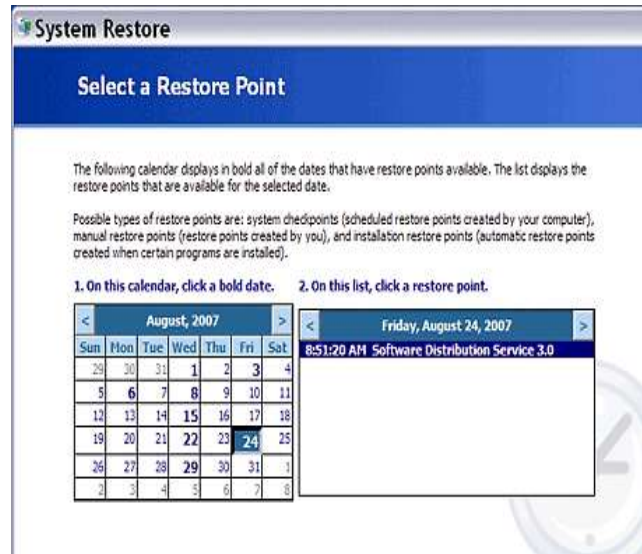
From: MSN tech & gadgets
PC World

<http://tech.msn.com/howto/article.aspx?cp-documentid=5406866>1=10438>

Author: Kirk Steers

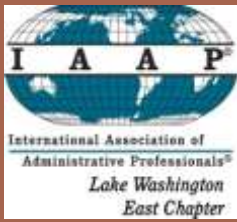
Refresh misbehaving Windows: Something has changed in your system. You don't know what happened exactly, but Windows or some application has gone haywire. Use Windows' System Restore utility to roll back your configuration files and Registry keys to an earlier time when your PC was working fine. Even if you never configured the System Restore utility yourself, Windows probably created some restore points for you automatically.

To check, click *Start, All Programs, Accessories, System Tools, System Restore*. (In Vista you can get to System Restore by alternative routes: Click the *Start* button, type *system restore*, and press *<Enter>*; or access it from the Startup Repair menu mentioned above.) In Windows XP, select *Restore my computer to an earlier time*, and click *Next*. Bolded dates in the calendar are saved restore points. If you don't see any restore points in the current month, scroll back to previous months. In Vista, select *Choose a different restore point*, and click *Next* to display a list of available restore points. To roll your PC back to a particular restore point in either version, select the restore point from the list, click *Next*, and follow the prompts.



Caption: Roll back Windows XP to an earlier date when everything worked properly. By selecting a restore point.

Recover your sanity: Take a 5-minute vacation and pretend that you're Spider-Man.



A publication for Career-Minded Administrative Professionals (CMAP)

IAAP Mission & Vision

- **IAAP's** mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, competence, and influence.
- **IAAP's** purpose is to provide information, education, and training, and to set standards of excellence recognized by the business community on a global perspective.
- **IAAP's** objectives are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.
- **IAAP's** vision is to inspire and equip all administrative professionals to attain excellence.

IAAP Web Community:

<http://community.iaap-hq.org/>

June Anniversaries & Birthdays

Anniversaries

Colleen Messenger	1 yr
Suzanne Rivas	1 yr
Maureen Burke	1 yr
Shelley Hill	2 yrs
Tara Knudson	2 yrs
Heather Vandenberg	2 yrs
Dawn Carter	5 yrs
Sarah Duncan	5 yrs

Birthdays

Stephanie Schuh CPS/CAP	5
Suzanne Phillips CAP	12
Pat Lintho	13
Sandy Davis	23
Katy Bergman	30



Newsletter Editor
Georgette Pereira Kammer

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Article suggestions, questions, and feedback should be sent to: gettep@hotmail.com