



www.iaap-hq.org

• IAAP's **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, 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.

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Lake Washington East Chapter

PO Box 2243 Kirkland, WA 98083-2243

www.iaap-lwe.org

EASTSIDER

A Publication for Administrative Professionals

Eastsider — Volume 30, Issue V

January 2006

Wednesday, January 18, 2006 New Year ... New Things

Two IAAP Partners will be introducing new products at the January 18 Chapter meeting.

Scott Rockfeld, Group Production Manager at Microsoft Corporation, will demonstrate the capabilities of Microsoft Office OneNote 2003. OneNote is the new digital note-taking program that administrative professionals can use to capture, organize, access, and share information more effectively.

Larry Hoover, Avery Dennison Account Manager, will share the latest items and advances from Avery Dennison. Larry will bring timesaving tips, cutting-edge software, and Avery products that will increase the administrative professional's productivity.

Red Lion Bellevue Inn 11211 Main Street Bellevue, WA

Dinner Menu

Traditional Green Salad
Grilled Northwest Salmon
Vegetarian Option: Pasta Primavera
Chef Choice Accompaniments
Chocolate Mousse Cake
Coffee/Tea/Decaf
Iced Tea and Water

Schedule of Events

5:30 PM Check-in Networking

5:45 PM Introductions/ Dinner

7:00 PM Program

Reservation Deadline

Thursday, January 12, 2006

Cancellation Deadline

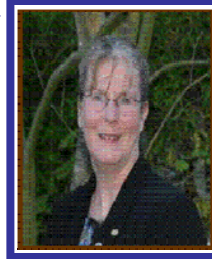
Monday, January 16, 2006

Dinner \$19.00

(no shows will be billed)

Remember to have checks prepared in advance and made payable to: **IAAP-LWE**. If paying by cash, please have correct change to expedite the check-in process. For making reservations contact Stephanie Schuh CPS/CAP at stephs@microsoft.com. No reservation/Pay at the door price is \$22.00.

President's Message by Winona Esposito MBA-TM



With the New Year come new challenges, new hopes and new expectations. January growing up in New Mexico was a time when typically my Dad and I would go hiking. We would talk about what my plan was for the next year. This was a very important time in my life as he always incorporated an inspirational message in the walk. At the time of my youth I just thought we were spending quality time, but as an adult I discovered the true lesson of what he was saying. I want to share one of those stories with you.

A daughter and her father were walking on the mountains. Suddenly, his daughter falls, hurts herself and screams: "AAAhhhhhhhhhhh!!!"
 To her surprise, she hears the voice repeating, somewhere in the mountain: "AAAhhhhhhhhhhh!!!"
 Curious, she yells: "Who are you?"
 She receives the answer: "Who are you?"
 Angered at the response, she screams: "Coward!"
 She receives the answer: "Coward!"
 She looks to her father and asks: "What's going on?"
 The father smiles and says: "My daughter, pay attention."
 And then he screams to the mountain: "I admire you!"
 The voice answers: "I admire you!"
 Again the father screams: "You are a champion!"
 The voice answers: "You are a champion!"
 The little girl is surprised, but does not understand.
 Then the father explains: "People call this **ECHO**, but really this is **LIFE**. It gives you back everything you say or do.
 Our life is simply a reflection of our actions.
 If you want more love in the world, create more love in your heart.
 If you want more competence in your team, improve your competence.
 This relationship applies to everything, in all aspects of life;
 Life will give you back everything you have given to it."
YOUR LIFE IS NOT A COINCIDENCE. IT'S A REFLECTION OF YOU!

Happy New Year!

Winona

**Lake Washington
 East Chapter
 Officers
 2005-2006**
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Immediate Past President



Board meetings are held the first Wednesday of each month and are open to all members. For attendance or information contact Winona Esposito, 425-941-2978 or send her email at: winona.d.esposito@boeing.com

Next Board Meeting
February 1, 2006
 5:30 PM

Location:
 David Evans and Associates Inc.
 415-118th Avenue SE
 Bellevue, WA 98005-3518
 425-519-6500

2005-2006 Chapter Calendar of Events

January

- 4 Board Meeting
- 18 Chapter Meeting

February

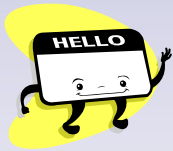
- 1 Board Meeting
- 15 Chapter Meeting

March

- 1 Board Meeting
- 14 Chapter Meeting
(in Seattle)

Nothing happens unless first a dream. "

- Carl Sandburg



IAAP Name Badges

Name Badges can be ordered through Stephanie Schuh for \$6.00
Call Stephanie at 360-668-8167 or email Stepsh@microsoft.com

It isn't the great big pleasures that count the most; it's making a great deal out of the little ones.

-Jean Webster

**Proposed Bylaws Amendments
Submitted by the Bylaws and Standing Rules Committee**

AMENDMENT #1

To amend the Lake Washington East Chapter Bylaws, ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM OF OFFICE, DUTIES, VACANCY, AND REMOVAL FROM OFFICE, Section 2., by inserting a new sub-section D.

**Present Wording
SECTION 2. QUALIFICATIONS**

- A. Candidates for office shall be a Professional or Professional-Merited Member, shall have participated in IAAP for at least one year and have served as a committee chairman prior to nomination.
- B. A candidate for the office of President-Elect shall have preferably served as an officer of this chapter prior to nomination.
- C. No member shall hold more than one Chapter office at a time.

**Proposed Wording
SECTION 2. QUALIFICATIONS**

- A. Candidates for office shall be a Professional or Professional-Merited Member, shall have participated in IAAP for at least one year and have served as a committee chairman prior to nomination.
- B. A candidate for the office of President-Elect shall have preferably served as an officer of this chapter prior to nomination.
- C. No member shall hold more than one Chapter office at a time.

D. Former officers may serve a nonconsecutive term.

Submitted by: The Lake Washington East Chapter Bylaws and Standing Rules Committee

Reason: To clarify that former officers are eligible to run for office.

Recommendation: The Lake Washington East Chapter Bylaws and Standing Rules Committee and the Lake Washington East Chapter Board of Directors recommends adoption.

AMENDMENT #2

To amend the Lake Washington East Chapter Bylaws, ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM OF OFFICE, DUTIES, VACANCY, AND REMOVAL FROM OFFICE, Section 4.B., by substitution.

Present Wording

- B. The President and President-Elect shall serve one term only, except as provided in Article III, Section 6.A.; however, a member may serve as President and President-elect more than one term but not a consecutive term. Other officers shall serve no more than two consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term.

Proposed Wording

- B. The President may serve a consecutive term (2 years) if there is a vacancy in the office of President-Elect. The President-Elect shall serve one term except as provided in Article III, Section 6.A. The Vice-President, Secretary, and Treasurer shall serve no more than two consecutive terms (2 years) in the same office. Any officer serving six months or more in an office shall be deemed to have served one term.

Submitted by: The Lake Washington East Chapter Bylaws and Standing Rules Committee

Reason: To clarify terms of offices.

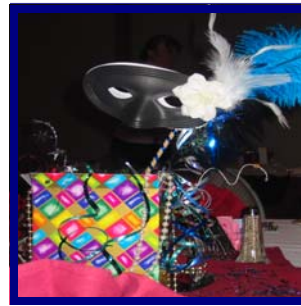
Recommendation: The Lake Washington East Chapter Bylaws and Standing Rules Committee and the Lake Washington East Chapter Board of Directors recommends adoption.

Masquerade Holiday Auction

By Dawn Salisbury

Happy New Year

The 2005 Masquerade Holiday Auction Event was a success.



Appreciation and heartfelt thank you to every one for their donations to the Holiday Auction which made it such a success. Those who took the time to get donations from various sponsoring companies your extra efforts were greatly appreciated. **Our auction brought in a total of \$2,711.25. Yes we made our goal of \$2,000.00.**

We had some really creative people in our midst who donated wonderful gift baskets, crocheted items, baked items, and hand made items. This year we had some wonderful overnight hotel packages to Seattle, Bellevue, Reno and Redmond. There was a dinner for three couples to a Mardi Gras Party at Lynanne Lewis' home in February. A Crabbing trip was donated by Stephanie Schuh's husband. While these were just a few of the donations each and every one was cherished. Without these thoughtful individuals and the other donations our auction would not have been the success it was.

With every successful event there has to be a great committee and I had the privilege to work with Mary Ochoa CPS/CAP, Jacqueline Petrick, Mavis Karalius CPS/CAP, Cathy Hawkins CPS/CAP, Lillian Trolio, Tina Harcrow CPS/CAP and our favorite young helpers Claire and Leanne Schuh.

Thank you all for your support, ideas and willingness to assistance at a moment's notice. I had a great time and as the pictures show so did lots of other members and families.



LWE Chapter Committee Chairs 2005-2006

Audit

Mavis Karalius CPS/CAP
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425-587-3330

Arrangements

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Bylaws and Standing Rules

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Newsletter

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Betty Amundson CPS/CAP
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425-376-6346

Retirement

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Jacqueline Petrick
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Recertifying the Easy Way

By Jamie Chambers CPS

Flashback: Senior year of high school, midnight, and you're stressfully compiling information for that senior paper so you can graduate. Don't use that same process for recertifying! Here is some useful information so you recertify with ease.

Familiarize yourself with the recertification brochure, which can be found at <http://www.iaap-hq.org/Cert/recertification.pdf>. Basically, you will need to fill out the Application for CPS or CAP Recertification with 90 points in the approved categories, along with a \$75 recertification fee.

Important things to remember about recertifying:

- CPS and CAP holders are required to recertify every five years.
- Retired CPS or CAP holders are not required to recertify. However, the Certification Department must receive a letter verifying your retired status.
- CPS holders who gain the CAP rating recertify five years after attaining the CAP rating, and every five years thereafter.

Some Continuing Education Units (CEUs) may be used for recertification. Read the brochure to see if they apply.

How Do I Accumulate the 90 Points To Recertify?

Accrue points in the three categories (education/experience, leadership, and elective). The link above spells out examples for each category and how many maximum points for each example can be earned. When you've earned the 90 points in the approved categories within five years, you're ready to recertify!

Making It Easy

Keep the recertification chart at http://www.iaap-hq.org/Cert/recert_chart.pdf handy at work and at home. Keep a binder with the different categories so you can file recertification points and CEUs for each category as you earn them, as well as know how close you are to recertifying. Make sure you keep track of your attendance at seminars, Professional Education Conferences, and certification seminars. Occasionally refer to IAAP's events page for an updated event listing so you can attend events and build up recertification points.

Give yourself plenty of time to fill out the recertification application, send in your documentation, pay the fee, and submit everything on time (or early!).

Congratulations to the new recipients of their CPS/CAP certification:

Tina Harcrow CPS/CAP
Jane Jenkins CPS



Congratulations

January IAAP Anniversaries

Linda Adair	1 Year
Karen Anderson	1 Year
Sheri Bratton	1 Year
Danijela Korac	1 Year
Desiree Leaphart	1 Year
Mary Ochoa CPS	3 Years
Georgette Pereira	1 Year
Paula Pierson-Sears CPS/CAP	3 Years
Connie Schuerer	2 Years

January IAAP Birthdays

Connie Schuerer	7
Rosa Torres	9
Courtney O'Brien-McFarland	11
Loretta Rickards	19
Danijela Korac	20
Sandra Corcoran	22
Katharine Durish	30
Jeanette Medford	31



Lake Washington East Chapter Spotlights New Members

By Betty Amundson CPS/CAP

Membership Committee



Annette Anderson is the Executive Office Administrator for the Vice President of the BCA Delegated Compliance Organization (BDCO) at Boeing Commercial. She has been working at The Boeing Company since May 1987. Prior to working for Boeing, Annette worked in the medical and retail fields.

Annette enjoys outdoor activities with her husband, and spending time with her two grown boys. She is an animal lover and enjoys her dog, cat, and watching wildlife around her home in Snoqualmie, WA.

Annette's sponsor is Lorna Rubenaker CPS/CAP.

Debra Pearson after 12 years of homemaking, is now a BTS (Business Technology Systems) student at BCC. This is her third full quarter of computer classes. She has recently earned her Office Assistant Certificate and is studying toward other certificates: Business Software Specialist and Administrative Assistant. She is job hunting between quarters.



Debra lives in Bellevue, has a son in middle school and a daughter in elementary school. She likes reading, scrapbooking, and gardening.

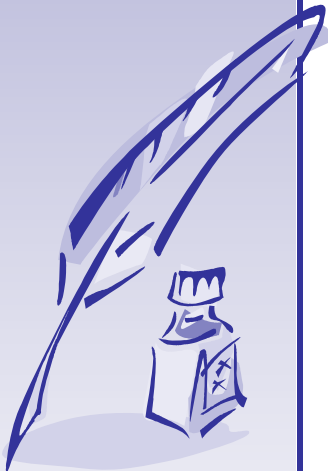
Debra's sponsor is Valerie Rucker.



The Eastsider is published monthly and is available on the web via <http://www.iaap-lwe.org>

Article suggestions, questions and feedback should be sent to:
Amanda Fleming
afleming2@verizon.net

Or to the Co-chair:
Winona Esposito
Winona.d.espostio@boeing.com



Editor's Note:

All newsletter articles are due by the **25th** of each month.

AMANDA FLEMING
NEWSLETTER EDITOR

www.iaap-lwe.org

Treating Monday Morning Blues

by Jaemi Taylor— *OfficeTeam Staffing Manager*

Do you sometimes wish you could hide under the covers on Monday morning instead of facing another week of deadlines, projects and job-related stress at work? Those back-to-the-office blues are hardly unusual. While you may never become completely immune to these feelings, you can take action to counteract them.

The following tips can help give you a more positive perspective on Mondays – or any day.

- **Treat Yourself.** Sometimes, changing your mood can be as simple as shifting a small aspect of your work routine. Try picking up your favorite breakfast item in the morning, taking a different route to work or putting fresh flowers on your desk. Even a minor reward can help you begin your week on the right foot. Changing your screensaver, hanging a new calendar or posting a goal of the day on your bulletin board also can be effective.
- **Create a realistic schedule.** Spend the first 15-20 minutes at your desk planning your day and week. Make a list of all urgent, high-priority assignments and develop a reasonable timetable for completing them. Identify those tasks that can be deferred or delegated.
- **Take a break.** While deadline pressures can make it necessary to work through lunch occasionally, it's not healthy to make a habit of it. Even during extremely busy period, you need to stop and recharge your batteries regularly - especially at the beginning of the week - to keep you enthusiastic and focused.
- **Keep it light.** Having a sense of humor helps build rapport with coworkers, which in turn facilitates open communication and a positive work environment. These are both important elements in reducing stress. Laughter also can alleviate tension caused by tight deadlines and difficult projects.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Jaemi Taylor at 425.957.7222.

Community Service Committee

By Lynanne Lewis

In December, your Community Service Committee assembled 20 gift packages for the families at the YWCA Family Village. Each package contained, at a minimum, a board game, card game, video and assorted candies/cookies. Packages will generate a nice evening of family entertainment that will provide these families with ingredients to make memories and strengthen their family bonds. Your commitment to providing support to the YWCA families has been awesome! Thirty percent of the IAAP members contributed toward December's collections and we were very pleased to be able to provide each and every family at the Family Village with a special unexpected delivery. Thank you! In January, we will announce February's upcoming monthly contribution theme.



Community Service Committee Members: Sue Brady (front), Jeanette Mefferd and Nancy Coy, all smiles as they are prepared to deliver the family packages.

Community Service Committee: Lynanne Lewis, Jeanette Mefferd, Sue Brady and Nancy Coy



Your donations generated 20 Family Fun Packages for the families at the YWCA Family Village.

Thank You