



[www.iaap-hq.org](http://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.

**Inside this issue:**

- 2 President's Letter
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- 6 OfficeTeam Article
- 7 Calendar Of Events

# Lake Washington East Chapter

PO Box 2243 Kirkland, WA 98083-2243

[www.iaap-lwe.org](http://www.iaap-lwe.org)

# EASTSIDER

A Publication for Administrative Professionals

Eastsider — Volume 30, Issue X

June 2006

## Wednesday, June 21, 2006 A Member of the Community Presented by Phyllis Campbell



Have you ever looked for a role model as you plan future goals and activities? Have you wondered how someone achieved a high level of success in business and in community involvement? Have you been in awe of the time management skills it takes to do what one overachiever can do? Have you marveled at how someone can have it all?

Appointed in 2003, Phyllis Campbell is President and CEO of the Seattle Foundation, a philanthropic organization committed to improving the quality of life in our region. During her career she has always moved forward and upward, holding positions which help to improve the community. Her record in civic involvement is impressive, and she serves on the boards of several major companies in the community, including Puget Sound Energy.

Phyllis will share her philosophy on how to be an active and valued member of the community and her view on "the difference between making a donation and making a difference."

### Red Lion Bellevue Inn 11211 Main Street Bellevue, WA

**Menu:**

**Classic Caesar Salad**  
**Chicken Fettuccini**  
**Vegetarian Option: Chef's Choice**  
**Dessert: Chocolate Truffle**

**Schedule of Events**

**5:30 PM Check-in Networking**  
**5:45 PM Introductions/ Dinner**  
**7:00 PM Program**

**Reservation Deadline**  
**Thursday, June 15, 2006**  
**Cancellation Deadline**  
**Monday, June 19, 2006**

**Dinner \$19.00 No reservation/Pay at the door price \$22.00  
(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](mailto:stephs@microsoft.com).

## President's Letter

By *Winona Esposito MBA-TM*



Congratulations to the new leadership team for Lake Washington East:

President (Second Term) Winona Esposito MBA-TM  
 President-Elect: Connie Boyer CPS/CAP  
 Vice President: Stephanie Schuh CPS/CAP  
 Secretary: Amanda Fleming  
 Treasurer: Mary Ochoa CPS

Our June meeting will be the installation of the **2006-2007 Officers and recognition of the 2005-2006 Committee Chairs** for their leadership and their committee contributions during this year.

We had 22 members attend the 2005-2006 WA-AK Division Annual Meeting in Bow, WA. Those who attended were:



(Left to Right) Mary Ochoa CPS, Myrline Billings CPS (Alternate), Jacqueline Petrick, Rita Shemchuk, Stella Doria, Betty Amundson CPS/CAP, Barbara Clark, Tina Harcrow CAP, Leslie Adkins, Christine Rees, Beverly Baker, Angie Stewart CPS/CAP, Debra Pearson, Dawn Salisbury, Winona Esposito (Delegate), Stephanie Schuh CPS/CAP, Nadine Findley, Dottie Delaney

Not available at the time of the photo were Judy Simon, Amanda Fleming, Cathy Hawkins CPS/CAP, Judy Herrmann CPS.

Take a few minutes to ask any one of these individuals for their impression of the WA-AK Division Annual Meeting. Our chapter received numerous awards.

### Best WA- AK Division Impact Program

Awarded to  
**LAKE WASHINGTON EAST CHAPTER**  
 In recognition for  
 Best Impact Program  
 Winona Esposito, President  
 Stephanie Schuh, Membership Chair

### Plus One and a Minimum of 5% Increase

Awarded to  
 Lake Washington East Chapter  
 In recognition of your attaining the  
 Plus One and a minimum of 5% increase  
 In the category of Chapters with a membership increase  
 Of at least one new member and a  
 Minimum increase of at least 5% in growth  
 14% growth

### Recruiting Efforts

Awarded to  
 Winona Esposito  
 In recognition for your recruiting efforts  
 Two more members recruited by April 30, 2006  
 2 new members

**Continued on page 3**

## Lake Washington

### East Chapter Officers

**2005-2006**

Winona Esposito  
 253-657-4097  
 winona.d.esposito@boeing.com  
**President**

Myrline Billings CPS  
 425-462-3160  
 myrline.billings@pse.com  
**Vice President**

Victoria Fitzgerald  
 425-233-1821  
 victoria.fitzgerald@pse.com  
**Secretary**

Lillian Trolio  
 425-899-3904  
 LITrolio@echc.org  
**Treasurer**

Angie Stewart CPS/CAP  
 angies@connerhomes.com  
 425-646-4441  
**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**  
**September 6 , 2006**  
 5:30 PM

**Location:**  
 David Evans and Associates Inc.  
 415-118th Avenue SE  
 Bellevue, WA 98005-3518  
 206-898-7257

## 2005-2006 Chapter Calendar of Events

### June

7 Board Meeting

21 Chapter Meeting

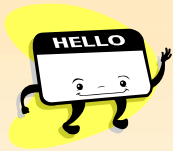
### September

6 Board Meeting

20 Chapter Meeting

"Some beautiful things are more impressive when left imperfect than when too highly finished."

--Francois de La Rochefoucauld



### IAAP Name Badges

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

"I always danced when mere walking would have done, so glad was I of life, so full of health."

--Josephine Demott Robinson

## President's Letter, continued

### By Winona Esposito MBA-TM

**Recruiting efforts also awarded to:** Betty Amundson CPS/CAP (3), Carolyn Donovan (1), Sabrina Elliott (1), Cathy Hawkins CPS/CAP (1), Jane Jenkins (1) Sandra Juenke (2), Karen Leigh (1), Judi Lemon CPS (3), Linda Levay (1), Suzanne Marks (1), Mary Ochoa CPS (1), Debra Pearson (1), Georgette Pereira (4), Christine Rees (3), Valerie Rucker (1), Stephanie Schuh CPS/CAP (2), Jaemi Taylor (1), and Lillian Trolio (1).

### Largest Net Retention

Awarded to  
Lake Washington East Chapter  
In recognition for  
Largest Net Retention  
Through April 30, 2006  
With a 14% net retention  
For your continuing support and commitment to the success of the  
WA-AK Division IAAP

### Largest Net Increase

Awarded to  
Lake Washington East Chapter  
In recognition for  
Largest Net Increase  
Through April 30, 2006  
With a 15 member net gain  
For your continuing support and commitment to the success of the  
WA-AK Division IAAP

**Top Chapter Newsletter** – 2<sup>nd</sup> Place; Amanda Fleming, Editor (128 points)

### Seminars and Presentations included:

**Violet Malone, PhD:** *Communicating Our Attitude with Our Images!*

**Lynn Giuliani:** *Inspire Your Team through Leadership*

**International President Kay E. Enlow CPSICAP:** *Grace under Pressure*

**Northwest District Director Lynda Boulay CPSICAP:** *the Building Blocks of IAAP: An Overview of How YOU Fit into the Association*

**Incoming Division President Pat Lintho CPS:** *spoke on her theme, "Building your future in 2007 through Technology, Communication and Leadership"*.

We welcomed the newly elected 2006-2007 Division Board:

President	Pat Lintho CPS
President-Elect	Jacqueline Petrick
Vice President	Pam Clark Hamilton
Secretary	Linda Nielsen
Treasurer	Beverly A. Ostoj



LWE presented the Invitation to the 2007 WA-AK Annual Division Meeting and the proposed theme of "Flying High with Technology in 007". The invitation was done extremely well and will be presented again at the Wednesday, June 21 Chapter meeting.

A special thank you to those who donated baskets and the individuals who put the baskets together for the "Live Auction". The Division Auction gleaned approximately \$2,660.00.

Our Chapter Report was submitted to the Division in April. It was posted to the website and published in the April newsletter. We set and followed our strategic goals, have exceeded all expectations from Division, as well as International. LWE is one of the finest Chapters in the Northwest District and I am honored to have served this year as your President.

## Lake Washington East Chapter Spotlights New Members By Betty Amundson CPS/CAP, Membership Co-Chair



**Rebekah Bell** is an Executive Assistant for Manpower Temp Services, supporting four Principal people, one Executive in Sales, Western Region, and three Marketing and Sales Managers for IBM.

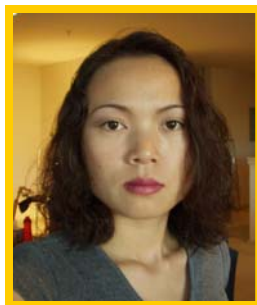
Rebekah lives in South Seattle with her dog, Pepi and cat, Max. She loves the water, likes to bicycle, walk, read, paint and any craft project that is currently in progression. Rebekah is an avid cook, who likes to entertain with food and wine.

**Rebekah's sponsor is Mary Ochoa CPS.**

**Sandy Davis** is an Administrative Assistant for the System Center Virtual Machine Manager Group at Microsoft Corporation. She joined Microsoft after 2.5 years with the Disney Store Inc. where she worked her way up to Lead Castmember.

Sandy and her husband Daland have been married for almost 20 years and have three children-- two daughters and a son. While her husband was in the Air Force they lived in many places including the country of Turkey. They now reside in Redmond and enjoy biking, taking their dachshunds for walks and going to the movies.

**Sandy joined online and her mentor is Stephanie Schuh CPS/CAP.**



**Yunqiong "Molly" Li** comes from China and has been in the States about three years. Currently she is participating in the AAS program as an Administrative Assistant in Lake Washington Technical College. Molly was recommended to become a member of IAAP by her wonderful program instructor Judi Lemon CPS. So far Molly has not had any experience as an Administrative Assistant, but is expecting to get involved in this field.

For easier communication, her friends call her Molly.

**Molly's sponsor is Judi Lemon CPS.**

**Rachel Monaghan** is an Administrative Assistant for Microsoft in the WEMD Group. She joined Microsoft after two years at Zones Corporate Solutions where she was the Admin for the President of ZCS and the VP of sales.

Rachel has lived in Western Washington for most of her life and is now residing in Renton with her eight-year-old daughter and five-year-old son. They will soon be joined by a fur baby (Pug). Her hobbies include being with family and friends and trying new things.

**Rachel joined online and her mentor is Stephanie Schuh CPS/CAP.**

**Teresa Nearing** is a Lead Recruiter/Manager for Adecco Staffing Services. She brings over 10 years in recruiting and staffing, working with top executives for their Administrative and Human Resource needs. She has also been a coach and mentor to those who are seeking employment giving advice.

Teresa just relocated back from a short stay in Kona, Hawaii and now lives in Maple Valley with her son, daughter and new grandson Jayden who will be 1-year-old August 22. Her hobbies include shopping, working in the yard, spending time with her grandson, and friends on the weekends.

**Teresa's sponsor is Betty Amundson CPS/CAP.**

## LWE Chapter Committee Chairs 2005-2006

### Audit

Mavis Karalius CPS/CAP  
mkarali@ci.kirkland.wa.us  
425-587-3330

### Arrangements

Mary Ochoa CPS  
mochoa@us.ibm.com  
206-587-3027

### Bylaws and Standing Rules

Connie Boyer CPS/CAP  
Constance.boyer@gmail.com  
206-266-1082

### Certification/Education

Jamie Chambers CPS  
moonandstars50@hotmail.com  
425-743-2112

### Community Services

Lynne Lewis  
Lynne.lewis@wamu.net  
206-377-2724

### Finance

Lillian Trolio  
LiTrolio@echc.org  
425-899-3904

### Historian & Holiday Auction

Dawn Salisbury  
Primalux@hotmail.com

### Membership

Stephanie Schuh CPS/CAP  
stephs@microsoft.com  
425-703-2471

### Newsletter

Amanda Fleming  
afleming2@verizon.net  
206-406-0606

### Parliamentary Advisor & Scholarship

Angie Stewart CPS/CAP  
angies@connerhomes.com  
425-646-4441

### Program

Myrline Billings CPS  
Myrline.billings@pse.com  
425-462-3160

### Student Chapter & Nominations, Bylaws and Standing Rules co-chair, Membership co-chair

Betty Amundson CPS/CAP  
betty.amundson@symetra.com  
425-376-6346

### Retirement

Trust Foundation  
Jacqueline Petrick  
jacqueline.petrick@wamu.net  
206-377-8387

### Website

Stella Doria  
stella.doria@pse.com

# Congratulations

## June IAAP Anniversaries

Ruth Amdal	3 years
Stephanie Cangie CPS	2 years
Esther Chiprut	7 years
<b>Dottie Delaney</b>	<b>33 years</b>
Sandra Juenke	3 years
Patsy Kilburg	1 year
Debbie Minas	3 years
Dawn Salisbury	2 years
Lillian Trolio	3 years

## June Birthdays

Amanda Fleming	1
Nadine Findley	2
Stephanie Schuh CPS/CAP	5
Stella Doria	16
Lillian Trolio	16
Marika Reinke	17
Sandra Davis	23

**Congratulations to Wendy Rockwell-Goff who is graduating Saturday, June 17, 2006 from City University with a of Bachelor of Science Business Administration degree in Marketing!**

## Community Service

**By Lynanne Lewis, Community Service Chair**

Our chapter's collections at the May meeting for the YWCA's Working Wardrobe were outstanding. We delivered new and nearly new professional career clothing in an assortment of styles and sizes to help the Family Village residents get off to a good career start. Thanks for your successful involvement.

Here's your opportunity to participate in our Chapter's Community Service collections before this year's work comes to a close: at the June 21 meeting, we will be collecting school supplies for the YWCA Family Village school-aged children. The school supplies will be coordinated for distribution to the students just prior to the start of the new school year in September. We look forward to your participation.

**June 21**

***Be an active part of your community  
Participate in our YWCA Family Village Focus***

**IAAP – Lake Washington East Chapter's  
Community Service Committee will be collecting**



## School Supplies



**Backpacks / Pens / Pencils / Notebook Paper / Binders  
Crayons / Colored Pencils / Scissors / Rulers**

***Together, we are MAKING our community stronger!***

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](mailto:afleming2@verizon.net)

Or to the Co-chair:  
**Winona Esposito**  
[Winona.d.espostio@boeing.com](mailto:Winona.d.espostio@boeing.com)



### Editor's Note:

All newsletter articles are due by the **25<sup>th</sup>** of each month.

**AMANDA FLEMING**  
NEWSLETTER EDITOR

[www.iaap-lwe.org](http://www.iaap-lwe.org)

## Essential Qualities for Administrative Excellence

### by Katie Reis— OfficeTeam Staffing Manager

Nancy Brown, administration team leader and executive assistant for Manulife Financial of Kitchener, Ontario, was recently honored as the 2006 OfficeTeam *Administrative Excellence Award* winner. The award is presented annually to an administrative professional who demonstrates continued commitment to leadership, education and operational efficiency, and who makes meaningful contributions to his or her employer. Co-sponsors include the International Association of Administrative Professionals, Targeted Learning Corporation, *Working Mother* magazine and Microsoft Learning.

Among her many achievements, Nancy created proposals for senior management recommending a new vendor and additional training resources that ultimately saved her department money. She also developed a network of administrative assistants to share information and resources at peak workload times.

Nancy has shown extraordinary leadership and the ability to make a positive difference at her organization. For those who aspire to a similar level of professional excellence, following are qualities to cultivate:

- **Be a leader.** The most successful administrative professionals are always ready to assume responsibilities that fall outside of their job descriptions. Whether it's researching alternative vendors or coordinating a project of significant scope and complexity, don't wait for your boss to come to you.
- **Educate yourself.** Pursue relevant educational and training sessions offered by your employer or a local college or university. By increasing your knowledge in areas that align with your company's operations, you can be an even greater asset.
- **Be technologically savvy.** It's imperative to have a strong working knowledge of computer software applications such as Microsoft Office, database programs, and, increasingly, graphic design and desktop publishing software.
- **Improve your soft skills.** The support staff role requires you to continually interact with employees from all areas of your organization, as well as outside business contacts. As a result, you must be an effective communicator and have strong listening and team-building skills.

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](http://www.officeteam.com). For more information, contact Katie Reis at 425-957-7222.

**OFFICETEAM®**

# IAAP LAKE WASHINGTON EAST CHAPTER CALENDAR

“Promote Professionalism”

## 2005

## 2006

**September**

7 Board Meeting  
 21 Chapter Meeting  
 Program: Oh the places we will go!  
 Jean Oplinger

**October**

5 Board Meeting  
 6-19 CPS/CAP Certification Seminar  
 Cambridge, MD  
 18 Chapter Meeting  
 Program: PowerPoint WITHOUT Bullets!  
 Constance Boyer CPS/CAP  
 YWCA Family Village Theme: Bedroom Items

**November**

2 Board Meeting  
 5-6 CPS/CAP Exam  
 17 Chapter Meeting  
 Program: Manners That Mean Business  
 Nancy Mueller  
 YWCA Family Village Theme: Thanksgiving

**December**

7 Board Meeting  
 14 Chapter Meeting  
 Program: Holiday Auction  
 YWCA Family Village Theme: Family Fun Activities

**January**

4 Board Meeting  
 18 Chapter Meeting  
 Program: New Year...New Things, Larry Hoover, Avery  
 Dennison and Scott Rockfeld, Microsoft

**February**

1 Board Meeting  
 15 Chapter Meeting  
 Program: Time is on Your Side  
 Ellen Langan  
 YWCA Family Village Theme: Emergency Kit Items  
 26-3/1 Profession Education Conference-  
 Flamingo Las Vegas Hotel, Las Vegas, NV

**March**

1 Board Meeting (Cancelled)  
 14 Chapter Meeting (in Seattle)  
 Program: Stress is not a Way of Life  
 Patricia Klingler CPC

**April**

5 Board Meeting  
 19 Chapter Meeting: Special Administrative  
 Professionals Recognition Meeting  
 Chapter Hosts guests of YWCA Family Village  
 Program: Interpersonal Edge  
 Daneen Skube, Ph. D.  
 YWCA Family Village Theme: “Getting a Good Career  
 Start”  
 23-29 Administrative Professionals Week  
 26 Administrative Professionals Day

**May**

3 Board Meeting  
 5-6 CPS/CAP Exam  
 17 Chapter Meeting (Officer Elections)  
 Program: Creating Excellence  
 IAAP President, Kay E. Enlow CPS/CAP  
 YWCA Family Village Theme: Working Wardrobe  
 19-21 Division Meeting - Bellingham, WA

**June**

7 Board Meeting  
 21 Chapter Meeting (Officer Installation)  
 Program: The Seattle Foundation  
 Phyllis Campbell  
 YWCA Family Village Theme: School Supplies

**August**

7-10 International Convention and Education Forum- Reno,  
 NV

**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, Louisiana, 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, July 24-27 Montreal Palais de  
 Congress Convention Center

**Spring Professional Education  
 Conference Future Dates/Sites**

2007: Hyatt La Jolla Hotel, San Diego, California, March 4-7

**IAAP® Certification Seminar  
 (for CPS and CAP holders and approved candidates) Dates/Sites**

2006: Marriott Rancho Las Palmas Resort & Spa, Palm Springs,  
 California, October 15-18  
 2007: Hyatt Regency San Antonio, San Antonio, Texas,  
 October 14-17