



International Association of Administrative Professionals®

LAKE WASHINGTON EAST CHAPTER

The Eastsider

“A Publication for Administrative Professionals”

www.iaap-lwe.org

November 15, 2006 Avery Dennison Presented by Larry Hoover

Larry Hoover, Avery Dennison Account Manager, will share the latest items and advances from Avery Dennison. Larry will bring timesaving tips, cutting-edge



Office Products

software, and Avery products that will increase the administrative

professional's productivity. He will also bring a hands-on activity to showcase his most commonly used products and items that are the most popular.

Red Lion Bellevue Inn 11211 Main Street Bellevue, WA

Dinner Menu

House Salad– Garden greens, tomato, cucumber with house vinaigrette.

Entrée– Roast Turkey with apple cranberry chutney, **Sage Dressing**, **Whipped potatoes**, and turkey gravy.

Vegetarian Option:
Eggplant Parmesan

Seasonal Vegetables

Rolls and butter

Dessert– Pecan Pie

Coffee, Decaf, Assorted Teas

Schedule of Events

5:30 PM– Check-In/
Networking

5:45 PM– Introductions/
Dinner

7:00 PM– Program

Reservation Deadline

Thursday, November 9,
2006

Cancellation Deadline

Monday, November 13,
2006

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. To make

reservations please contact Mary Ochoa at mochoa@us.ibm.com. Please note any dietary restrictions while making reservation.

Cost

\$23.00 for IAAP Members (also 1st or 2nd time Guests)

\$25.00 for Non-IAAP Members or late RSVPs. RSVP by end of day, November 9, 2006.

Cancellations accepted until NOON on Monday, November 13. (After that date/time, you will be fully responsible for your dinner charge.)

Inside this issue:

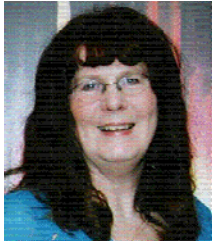
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Special points of interest:

- *Interactive Avery Dennison Presentation with Larry Hoover*
- *2006 Holiday Auction*
- *OfficeTeam Article- “Working Under the Weather? Don’t let Guilt Keep You From Taking Care of That Cold”*
- *Retirement Trust Foundation Update*

President's Letter

By Winona Esposito CPS, MBA-TM



Dear chapter members and colleagues:

November brings to mind smell of pumpkin pie, turkey, mincemeat and an assortment of different aromas that tend to fill our homes. It also reminds us to be thankful for the things that we have, for our loved ones, and for the wonderful things that have happened so far during the year.

Remember the little things that we take for granted. Things like living in a country where we can exercise our right to vote without fear of reprisal; for being able to go to a grocery store with an amazing abundance of choices; for work and a professional organization which keeps our minds sharp and our skills up-to-date. It's a time to look over what we have in IAAP and give thanks. As we celebrate our Chapter meeting each month, extend the opportunity for growth to others—invite a co-worker, a friend or a business acquaintance to one of our Chapter meetings so they, too, can grow and develop professionally.

A tradition of the Lake Washington East Chapter is to proclaim November as Retirement Trust Foundation (RTF) month. RTF has grown from being a small program to fund a single retirement home (Vista Grande) to an all-encompassing

program which helps fund affordable retirement housing for any Merited Member who would like to take part and gives retirement and financial information, tips and tricks to Professional Members to assist us in making our retirement years more comfortable. Thank you Mira Salisbury for stepping forward to chair the RTF committee. Thank you to the committee members for all their hard, consistent, heartfelt work. And thank you to our Merited members all over IAAP who share their knowledge and wisdom with the rest of us.



Thank you to Lynanne Lewis and her Community Service Committee. The committee is making a very large impact with the assistance of the chapter members. Let's keep up the good work Lynanne and her committee have begun for us. Please carve out an hour or two to volunteer or participate by bringing in donations for the YWCA Family Village as items are requested throughout the year.

Thank you to our IAAP officers and chairpersons. It is a great

honor to work with you and to serve the chapter and IAAP. Members please know that your Board of Directors are each committing their time, energy, and imagination to this labor of love. Our Chapter's success rests on their leadership and the hard work of dozens of committee members. Take a part in the success of your chapter by thanking chapter volunteers and offer your assistance (even an hour or a few phone calls can really help!).

Thank you finally to our Washington-Alaska Division Officers who are working hard to make this year a success for all the chapters in our Division. Their work is vital to keeping IAAP alive and growing in the Northwest. The Division, too, needs your help and support—just like the chapter, an hour of your time can make a job easier to do and a project more successful

Join me at our November meeting where we will celebrate our IAAP season of thanks.

Winona

2006-2007 Lake Washington East Chapter Officers

President

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Committee Chairs

APD Event

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Nominations

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Christine Rees

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Ways and Means Chair Open*

Website

Lisa Lewis

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2007 WA/AK Division Meeting Coordinator

Betty Amundson CPS/CAP

betty.amundson@symetra.com

**Ways and Means will devise and promote projects to raise funds for the Chapter's operation. If you are interested in volunteering for this position, please contact a Chapter Officer.*

2006 Holiday Auction
By Dawn Salisbury, Holiday Auction Chair

Lake Washington East Chapter

J.A.A.P.

Presents Its Holiday Auction Theme

“Dance Under the Stars”



This is a reminder that our Holiday Auction is coming up fast. We still need interesting things for the silent auction. Please keep in mind that these items can be homemade gifts, baskets, jewelry, wine, food. So be imaginative. Please bring a guest!!

Dress Attire: Holiday or After-five

Dinner: \$25.00

Time: start at 5:30 pm

Date: December 13th, 2006

Come have fun and enjoy the evening.

If you have any questions please contact: Dawn Salisbury: PrimaLux1@hotmail.com

Certification/Recertification in November

By Donella M. Robbins CPS, Certification Chair

Are you ready? Have you logged your recertification points? Have you sent your paper work in to headquarters?

I have been diligently studying the requirements, calling IAAP Headquarters for advice and trying to complete my recertification. Added to LWE library of information are four

Crisp Fifty Minute books with the required information for CEU points scanned to be available to copy. The books are Thinking On Your Feet, Office Politics, Communication Skills for Leaders and



Achieving Results.

If you have questions, do not hesitate to e-mail Constance Boyer or myself or you may call IAAP Headquarters at 826 892 6600 x 2248, 2225, or 2227 or you can e-mail certification@iaap-hq.org for the answers. For those of you who signed up for the certification test or are recertifying this month, Good Luck!

Working Under the Weather? Don't let Guilt Keep You From Taking Care of That Cold

By Katie Reis, OfficeTeam

Do you feel guilty staying home with the sniffles? If so, you're not alone. A recent OfficeTeam survey revealed that 80 percent of employees come into work sick rather than take the day off.

People come to the office when ill for a number of reasons: They worry about falling behind on projects or burdening another staff member with their work. Taking time off also can prove difficult if you're saving days off for a trip to Jamaica.

However, showing up at your desk when you'd rather be under it could have considerable consequences. Trading critical rest for

non-productive time in the office can cause your illness to worsen. In some instances, you may even end up taking off more time down the road than if you'd stayed home a day or two at the onset of a cold. Plus, coworkers will not appreciate you introducing them to a bug at the morning meeting.

If you still can't convince yourself to take time off, try a compromise. If it's possible to do so, working from home may keep you on point with your workload and offer the flexibility needed to rest and quarantine germs.

With winter right around the corner, you may want to speak to

your supervisor about your organization's sick-day practices. You may learn that even though some bosses drag themselves into work sick, they'd probably prefer that you didn't.

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 Katie Reis at 425-957-7222.



Community Service

By Lynanne Lewis



Your Chapter's Community Service takes on a new challenge that will continue to build our community . . . Plans are underway for our IAAP-sponsored Family Village resident dinner/childcare event on

Thursday, November 16. We have 11 volunteers lined up for dinner preparation and cleanup, as well as assisting with the childcare for the evening, while residents attend their monthly mandatory resident meeting. We also have volunteers stepping forward that want to help, but couldn't physically participate this

specific evening. Five volunteers will be preparing baked dessert items for the evening. Your support of this new community service event is awesome! If you have questions or wish to join our team of volunteers, please contact Lynanne Lewis – 206-500-4160.

Retirement Trust Foundation

By Mira Salisbury, RTF Chair



The Retirement Trust Foundation (RTF) is a nonprofit organization founded in 1947 by Della Herring. Della asked at a meeting of Secretaries International why there was no retirement home for secretaries and contributed the first dollar toward the cause. Her dream was realized, and today, the Trust owns and operates [Vista Grande Retirement Center](#) in Rio Rancho, New Mexico. Today, the Trust has expanded its vision to other goals while maintaining Della Herring's vision of helping retired administrative professionals.

The Trust receives monetary support from the generosity of the International Association of Administrative Professionals (IAAP) members. There are a number of ways to help support the Trust.

In the past our Chapter has had a "50/50" Raffle, where half the money is considered a donation to the RTF, and the other half is given to the winner as a prize.

The Trust also produces a commemorative pin each year. If you'd like to purchase one for yourself or as a gift for a special chapter member, contact headquarters or one of the trustees.

Purchase a [patio paver](#) at Vista Grande for your chapter or someone you would like to honor for a birthday, anniversary or to remember a special event.

The Northwest District RTF representative is Kathy L. Morgan CPS and the RTF Vice Chairman is Linda M. Cook CPS who is a member of the Washington-Evergreen Chapter out of Renton, Washington.

This year the RTF Committee would like to take the opportunity to earn one of the **Colonel Roane Waring Awards**, either at the District or the International level. There are two awards per level, one for the chapter with fewer than 100 members making the highest per capita contribution, and one for the chapter with 100 or more members making the highest per capita member contribution.

So my challenge to the Lake Washington East Chapter is to aim high, dig deep and let us work to earn the Colonel Roane Waring Award at the District level and possibly at the International level.

Thank you,

Mira Salisbury
RTF Committee Chair

November 2006

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		

Schedule of Events

- November 3-4**
 CPS/CAP Testing
- November 8– Board Meeting**
 @ 5:30 PM
 David Evans and Assoc, Inc
 415-118th Avenue SE
 Bellevue, WA 98005-3518
- November 15– Chapter Meeting**
 @ 5:30 PM
 Red Lion Bellevue Inn
 11211 Main Street
 Bellevue, WA
- November 16- YWCA
 Community Service Event**

December 2006

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

- December 6– Board Meeting**
 @ 5:30 PM
 David Evans and Assoc, Inc
 415-118th Avenue SE
 Bellevue, WA 98005-3518
- December 13– Chapter Meeting
 and Holiday Event**
 @ 5:30 PM
 Red Lion Bellevue Inn
 11211 Main Street
 Bellevue, WA

**LAKE WASHINGTON EAST
CHAPTER**

**P.O. Box 40236
Bellevue, WA 98015**

Newsletter Editor:
Amanda Fleming
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- 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.

To contact IAAP headquarters go to: www.iaap-hq.org

November Anniversaries and Birthdays

Anniversaries

Betty Amundson CPS/CAP	12 years
Grace Joynson	9 years
Judy Herrmann CPS/CAP	7 years
Donella Robbins CPS	6 years
Judi Lemon CPS	4 years
Lynanne Lewis	3 years
Gabriele Weaver	2 years
Valerie Rucker	2 years
Christine Rees	2 years
Suzanne Marks	2 years
Linda Levay	2 years
Karen Leigh	2 years
Debra Griggs	2 years
Rosa Torres	1 year
Soulianh Nokeo	1 year
David Duran	1 year
Suzanne Auten	1 year

Birthdays

Debra Griggs	1st
Shohreh Lashgari	2nd
Cindy Boekhoff	2nd
Paula Wanska	4th
Kathy Bressi	6th
Kousy Ramkumar CPS	6th
Marilyn Strickwerda CPS	7th
Cathy Hawkins CAP	12th
Angie Stewart CPS/CAP	14th
Susan Brady	14th
Annette Anderson	17th
Suzanne Marks	18th
Bonnie Weyhing	22nd

