



International Association of
Administrative Professionals®

LAKE WASHINGTON EAST CHAPTER

The Eastsider

“A Publication for Administrative Professionals”

www.iaap-lwe.org

October 18, 2006 V-Speak: Make Your Visual Communications Really Work For You Presented by Carol Hartt

In this presentation, Carol Hartt will introduce you to V-Speak, a method that can help you succeed in your visual communications. When we want to communicate we try to present our message in such a way that the persons receiving the information absorb it, interpret it properly, and respond as we desire. Carol will explore what can happen in this process and invite you to consider using a few keys in your visual communication that will liberate you, causing your messages to pierce through to your

audience. This presentation is an example of the many things you would learn in one of her 6-hour seminars.

Carol Hartt - V - Speak Seminar Creator and Speaker, Teacher, Graphic Artist, and a former Administrative Assistant. Carol has a passion for graphic design and visual communication which has evolved over the years in a desire to share her strength and passion with others in the form of V-Speak. *“..we try to present our message in such a way that the persons receiving the information absorb it..”*

V-Speak is a seminar that provides powerful principles and tools that will transform the way you communicate visually across all forms of communications (flyers, brochures, handouts, posters, etc.)



Red Lion Bellevue Inn 11211 Main Street Bellevue, WA

Dinner Menu

- Tableside Tossed **Garden Green Salad** with House Dressing
- Paella Risotto** - Cream Parmesan risotto tossed with grilled shrimp, seared chicken, smokey sausage, roasted bell pepper, onion and asparagus
- Vegetarian Risotto** - same as above but with more grilled vegetables and mushrooms (no meats)
- Dinner rolls and butter**
- Carrot Cake** for dessert
- Coffee, Decaf, Assorted Tazo herbal teas

Schedule of Events

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

Reservation Deadline

Thursday, October 12, 2006

Cancellation Deadline

Monday, October 16, 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, October 12, 2006.

Cancellations accepted until NOON on Monday, October 16. (After that date/time, you will be fully responsible for your dinner charge.)

Inside this issue:

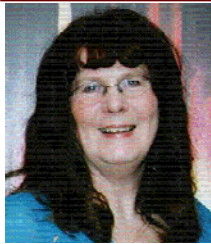
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Special points of interest:

- *Special Speaker Presentation– V-Speak: Make Your Visual Communications Really Work for You by Carol Hartt*
- *Chapter Update in the President Letter*
- *Report from the Division Leadership Workshop at BCC in September*
- *OfficeTeam Article on typos in resumes*

President's Letter

By Winona Esposito CPS, MBA-TM



Dear chapter members and colleagues:

Last month I gave you an overview of my goals for this IAAP year. At the September meeting, I mentioned that the Executive Council, Board of Directors, and committees have been busy meeting and planning out the year. This month I want to expand on my short statement at the Chapter Meeting and tell you a little about what we have been doing.

First, a Word of Thanks

Thank you to all the members at the September meeting who made up our quorum and approved the Chapter's 2006-2007 budget. This allows us to move forward with our plans for the year. Thanks also for your patience as we have wrestled with the dinner price for this year's meetings. Mary Ochoa CPS did a great job presenting all that information to us. Thanks Mary! If you have any further questions about the dinner price or want to assist with the Arrangements Committee, please speak with Mary.

I am very excited to hear of individuals stepping up to volunteer to be part of the Chapter leadership by joining committees. Thank you for sharing the privilege and responsibly making our Chapter an excellent, positive organization for career-minded administrative professionals. Your involvement and the excitement and satisfaction you exude make an overwhelmingly positive impression on other Chapter members and visitors to our Chapter, which leads to new member growth and member retention. It is never too late to get involved and I appreciate each of you who has volunteered his or her time.

Executive Council & Board of Director Activities:

This past Saturday, September 30, your Chapter Executive Council and other Chapter members had the opportunity to attend the WA-AK Division Leadership Workshop. The workshop was coordinated by Betty Amundson CPS/CAP, sponsored by the WA-AK Division and hosted by Bellevue Community College Student Chapter as their major fundraiser for the year. I will have a report on the Workshop at our October meeting for your review. We learned quite a bit about leadership, but even more important, we were able to meet with and learn from our officer peers from other WA-AK Division chapters.

On September 16, 2006 a group of us attended the second annual "Hands across the Border" IAAP event. We had four members attend this event: President-Elect Constance Boyer M.S., CPS/CAP; Treasurer Mary Ochoa CPS; WA/AK Division President-Elect Jacqueline Petrick; and me.

Hands Across the Border is friends meeting friends across Canada and The United States which the Bellingham Chapter launched last year. This year's event brought together members from Oregon, Washington, and British Columbia. We were welcomed by the Mayor of Langley B.C. We had the opportunity to learn from Bob Aitken, an adult educator who speaks across Canada and the US on "Learning & Working with the Brain in Mind." International Secretary Barb Horton CPS and International President-elect Judy McCoy CPS/CAP spoke together on "Turning Jobs into Careers!" Both presenters were full of real life experiences and ways to accomplish personal and professional goals. Our keynote speaker was Rod Friesen, an executive in the Canadian

organization analogous to our Homeland Security Department. He gave us some great insights into how we can assist our executives, colleagues and companies with smooth business trips to and working in Canada. I hope to have one or two of the attendees speak about their experience at the next Chapter meeting.

Housekeeping

The Chapter website is being updated daily with more information and a more streamlined navigation system. Please visit your Chapter website frequently so you can keep up with all the activities in which we are involved.

Several of you have asked to be removed from our Chapter e-mail alias. We are happy to comply with your requests, however, please know that the Chapter alias is the **primary communication tool** for the chapter. It was designed so that you only had to "whitelist" one e-mail address for communications from the chapter. This is the e-mail address we will use to send out notifications for meetings, the monthly newsletter, or other updates. It's also a way for those of you who are unable to attend each meeting to network with your IAAP colleagues. Employment opportunities, calls for assistance, updates on committee work—these are just a few of the topics for which your Chapter colleagues use the alias.

Thanks again for approving our budget, and thereby approving our plans for the year! Thanks again for volunteering to assist on committees to improve our Chapter experience and advance our professional knowledge. Have a fabulous October and I will see you at our Chapter meeting on October 18!

Winona

2006-2007 Lake Washington East Chapter Officers

President

Winona Esposito CPS

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Amanda Fleming

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Christine Rees

Crees1234@yahoo.com

Ways and Means Chair Open*

Website

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lisa.lewis@wildblue.net

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.*

WA-AK Division Leadership Workshop Recap

By Betty Amundson CPS/CAP

2006 Division Leadership Workshop Coordinator

The 1st WA-AK Division Leadership Workshop was held on Saturday, September 30, 2006 at Bellevue Community College (BCC). The Workshop was a fundraiser for the BCC Student Chapter, sponsored by the Division, and coordinated by Betty Amundson CPS/CAP.

Division President Pat Lintho CPS welcomed everyone and introduced the 2006-2007 Division Officers and Committee Chairs. She then presented certificates to the BCC Student Chapter Officers for the 2005-2006 Student Chapter Division Growth Award. Student Chapter President Christine Rees introduced BCC Program Coordinator of Student Programs Hristo Stoynov who works closely with the Student Chapter. Hristo expressed his pride in the Student Chapter and how much they have accomplished, as well as pride being members of a great association, IAAP!

Division President Lintho introduced the Leadership Workshop Facilitator, Dr. Alan Yabui. Dr. Yabui has three Masters' Degrees and received his Doctorate in Adult and Higher Education from Montana State University in 1993. He retired as a Lt. Colonel, United States Air Force (1989) after serving over 24 years in the Air Force as a commissioned officer.



Division Board of Directors: From left to right—President Pat Lintho CPS, President Elect Jacqueline Petrick, Vice President Pam Hamilton-Clark, Secretary Linda Nielsen, Treasurer Beverly Ostoj

Alan is presently an Instructor (full-time, 1993 to present) in the Speech Department at Bellevue Community College (BCC). He was the facilitator for both the morning and the afternoon workshops. Topics covered were: individual leadership strengths and styles, strategic planning, building a legacy, effective communication, cross-cultural communication, mentoring leaders, and principals of peer mentorship. Alan provided humor and real-life stories, plus his background provided excellent material for this leadership workshop.

Congratulations to the BCC Student Chapter who received the 2005-2006 Student Chapter Division Growth Award

A leadership breakout session was conducted by the Division Board. Division Membership Chair Joann Benson CPS gave an informational presentation complete with packets for all Membership Chairs within our Division.

All 35 attendees agreed that this workshop was very educational, informative, enjoyable, and would like to have another one next year. President-elect Jacqueline Petrick is working on

the leadership topics for next year. Stay tuned for more details.

Background on Student Chapter Funding

May 3, 2006 BCC Faculty Advisor Suzanne Marks, Student Chapter President Christine Rees, and Student Chapter Chair Betty Amundson CPS/CAP met with Assistant Dean of Student Programs Faisal Jaswal to discuss additional funding for the BCC Student Chapter and to receive yearly funding from the Associated Student Government program. Betty provided information on the IAAP Student Chapter and since the BCC Student Chapter is affiliated with an outside organization, IAAP, the club will be changed to a program which means they can apply for yearly funding. The Student Chapter will be requested to present a budget showing how the

money will be allocated and how much income they expect to earn from fundraisers. Assistant Dean Faisal Jaswal was very impressed with the growth of the IAAP BCC Student Chapter and strongly supports it. On May 10, 2006 Assistant Dean Faisal Jaswal and BCC Faculty Advisor Suzanne Marks presented the additional budget at the Associated Student Government Committee meeting for two officers, President Christine

Continued on page 5

WA-AK Division Leadership Workshop, continued

Rees and Vice President Nadine Findley to attend the IAAP International Convention and Education Forum August 7-11, 2006 in Reno.

The fundraisers in the past consisted of bake sales held on campus and a garage sale held at the home of Nadine Findley. The garage sale brought in enough funds to assist three student

officers to attend the Division meeting in May 2006.

Our future IAAP leaders are among our student chapters. Betty created and organized the leadership workshop as a fundraiser on behalf of the students. She believes it is an excellent way for the students to enhance their leadership skills, plus raise awareness of IAAP by partnering with BCC and the community.



BCC Attendees: Left to right-Katie Jansons, Program Coordinator of Student Programs Hristo Stoynov, Christine Rees, and Debra Pearson

Typo Tragedy; How One Small Mistake Can Ruin Your Chances for an Interview By Katie Reis, OfficeTeam

According to a recent survey by OfficeTeam, 84 percent of executives polled said it takes just one or two errors in a resume to completely remove a candidate from consideration for a job opening. Resumes are often a job seeker's first contact with prospective employers, and professionals who submit application materials with typographical or grammatical errors may be seen as lacking polish or attention to detail.

To ensure your resume doesn't end up in the "circular file," here are some proofreading tips:

- **Ask friends and family for assistance.** In addition to using the computer's spell-check tool, you should ask friends and family to help proofread your resume.
- **Turn to a staffing firm, alumni association or career center.** If friends

and family are not available to assist you, call on the experts, such as local staffing managers and recruiters or representatives from your alumni association or college career center.

- **Ask an industry professional.** Having someone who is already in the industry look over your resume is a smart move. He or she could provide feedback on the best style to use or which aspects of your background to highlight.

Pay attention to e-resumes. If you send your job application materials via e-mail, remember to remain diligent. You don't have a free pass when it comes to typos. Mistakes, whether in writing or electronic form, are still considered unacceptable when

applying for a new position.

Your resume conveys a strong message about the kind of worker you are, so don't let the document read: un-hirable!

"In addition to using the computer's spell-check tool, you should ask friends and family to proofread your resume"

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.



Hands-On Support for YWCA's Family Village

At our September Chapter meeting, your Community Services Committee unveiled a new community support project.

Our IAAP Chapter will be providing a meal and childcare for the YWCA's Family Village upcoming **November 16** Monthly Resident Meeting.

We are looking for Chapter member volunteers to prepare the meal, serve and clean up and others to assist with

the childcare while the residents attend their mandatory monthly resident meeting. The resident meetings cover a variety of life skills and help the residents along their path to becoming productive community members.

We had a number of volunteers step forward at the September meeting and will be looking for more volunteers at our October meeting. Please consider volunteering yourself and if your teen is looking for community service hours

please include them.

By working together, we are truly making a difference in our eastside community.

Your Community Service Committee,

Sue Brady, Nancy Coy, Lynanne Lewis,
Chair

October 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

- October 4– Board Meeting**
 @ 5:30 PM
 David Evans and Assoc, Inc
 415-118th Avenue SE
 Bellevue, WA 98005-3518
- October 15-18**
 Certification Conference
 Rancho Mirage, CA
- October 18– Chapter Meeting**
 @ 5:30 PM
 Red Lion Bellevue Inn
 11211 Main Street
 Bellevue, WA

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

**LAKE WASHINGTON EAST
CHAPTER**

**P.O. Box 40236
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Newsletter Editor:
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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

October Anniversaries and Birthdays

Anniversaries

Leslie Adkins CAP	1 year
Nadine Findley	1 year
Courtney O'Brien-McFarland	1 year
Debra Pearson	1 year
Loretta Rickards	1 year
Charmaine Von Poppenburg	1 year
Paula Wanska	1 year
Beverly Baker	3 years
Taryn Mayhew	3 years
Jane Jenkins CPS	3 years

Birthdays

Judi Lemon CPS	1st
Debra Straume CPS/CAP	1st
Denise Clancy	5th
Debbie Anspaugh	11th
Sabrina Elliott	12th
Betty Amundson	18th
Susan Auten	20th
C.J. Estrella	24th

