



International Association of
Administrative Professionals®

The Eastsider

“A Publication for Administrative Professionals”

www.iaap-lwe.org

September 20, 2006 Money Wi\$e Women Getting Your Financial House in Order Presented by Marcia Brixey



Marcia shares her personal story about how getting her financial house in order provided her with the opportunity

to live her passion and dream through Money Wi\$e Women. Marcia's down-to-earth presentations include lots of tips, suggestions, and common sense ideas for getting organized; getting in touch with your spending; getting out of credit card debt; getting clear on your credit report; determining your financial goals; and writing an action plan.

Marcia Brixey is the author of *Becoming a Money Wi\$e Woman: Getting Your Financial House in Order*. She is also the

President of Money Wi\$e Women Educational Services, a non-profit organization.

Ms. Brixey's work and lifetime experiences enable her to share insights on achieving financial fitness. Her enthusiasm, passion and down-to-earth approach inspire her audiences to take action. She hosts Money Wi\$e Women Forums throughout the Pacific Northwest. Ms. Brixey has been the featured speaker at numerous conferences and organizational meetings. Ms. Brixey has been a guest lecturer onboard Celebrity Cruise Lines. She is a member of the National Speaker's Association.

Marcia is a former columnist for *The Kitsap Sun* newspaper which serves the Kitsap Peninsula in Western Washington. Ms. Brixey has been a guest on many news shows and radio stations and

hosted a weekly talk radio show "Let's Talk About Money" for several months in 2004. She's a mentor for the Department of Labor Women's Bureau Wi\$e Up Women program. Ms. Brixey received the YWCA Women of Achievement award in Kitsap County in 2006.

Marcia was inspired to take early retirement from her public relations job with the Social Security Administration in August 2002 after reading the quote "Our purpose in life is to find our gift, perfect it and give it back to others". Ms. Brixey's 26 years of experience with the Social Security Administration includes District Manager, Supervisor, and Public Relations Specialist. She graduated from California State University, Hayward with a B.S. degree in Business Administration.

Red Lion Bellevue Inn 11211 Main Street Bellevue, WA

Dinner Menu

- Classic Caesar Salad
- Chicken Parmesan
- Ravioli Florentine– Veg Option
- Chef Choice Accompaniments
- Cappuccino Cake
- Coffee, Tea, Decaf, Iced Tea, Water

Schedule of Events

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

Reservation Deadline

Thursday, September 14, 2006

Cancellation Deadline

Monday, September 18, 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

Cost

\$19.00
No Reservation/Pay at the Door
Price \$22.00

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Special points of interest:

- *Special Speaker Presentation: Money Wi\$e Women by Marica Brixey*
- *President's Theme: TLC= Technology, Leadership, Communication*
- *Division Leadership Workshop at BCC*
- *OfficeTeam article with advise on Telecommuting and conserving fuel*

President's Letter



I am thrilled to be embarking on our new 2006-2007 IAAP Year! There are opportunities for growth outlined in the theme of International

President Sandra Chandler's "Shaping the Future" vision, and Washington/Alaska Division President Pat Lintho's "Building Our Future" vision show us how we are an integral part of the colorful diverse puzzle which is IAAP! Our Association is in its 64th year and this month our Chapter celebrates its 31st Anniversary!

Speaking of our Anniversary, did you know that Marilyn Strickwerda CPS is a Charter member? Marilyn has a home in Chelan, WA but has been living in several foreign countries over the past few years, teaching with her husband. Marilyn has seen lots of things change in that time and I am sure she, and we, will see even more changes happen for our profession in the next decade.

As we celebrate our thirty-first anniversary this month let us reflect, for a moment, on where we are and where we have come from.

Take a moment to ponder on what you were doing thirty years ago and consider the difference in technology. Technology is changing as fast as Moore's Law predicted back in 1965—the complexity and capacity of technology continues to double every twenty-four months.

As we look to this year we will focus upon "Shaping the Future" on the International level, "Building our Future" on the Division level, and at the Chapter level we will be grounding ourselves in **Technology**,

Leadership, and Communication—what I call TLC.

Your newly elected Executive Council has some forward thinking goals for the Chapter this year.

Technology

- Investing Chapter funds back in the Chapter
- Acquiring assets to save money in the long run for the Chapter (i.e. projector, screen, and application software)
- Tracking our assets during the Financial Audit process

Leadership

- Strategic Planning Offsite in July 2006
- Succession Planning
- Excellent Speakers
- Hands-on Training sessions at the Chapter Meetings
- Attending Hands Across the Border in Vancouver, B.C.
- Division Leadership Seminar at BCC in September
- ½ Year Strategic Planning Offsite in January 2007
- Host Joint Meeting with Seattle in March
- Administrative Professionals Day Event
- Hosting the 2007 Division Meeting

Communication

- Joint Meeting
- BCC Flyer
- Alias Email address for Chapter use
- Networking

- Updated Website
- Beta site tester for Website
- Updated new look to Newsletter
- Flyers advertising programs

I invite you to focus on these goals to meet the challenges set forth for us in IAAP and our business lives as we begin our journey together this year. I urge each of you, this year, to step out of your comfort zone. I challenge you to do one thing in the Chapter this year that you have never tried before. I challenge you to extend your hand of friendship to the less familial individual sitting at another table. I challenge you to take the time to become a strong link in the building blocks that Division President Pat Lintho calls "Building our Future".

I ask each and every member to renew your commitment to yourself, our Association, and to your fellow Chapter members. I believe in my heart that 100% involvement by the Chapter members is important, and a task that I believe we are all up to. As we progress through this journey "**Shaping the Future**" let us renew the passion that we felt when we first joined IAAP and share that passion with others inside and outside of our Chapter.

I know we can make this year a fun, exciting, and enjoyable experience—one I know we are all up to!

I **Thank** each of you for your passion, your insight, and your trust that we, as a team, can make this year another very successful one.

Winona Esposito CPS

2006-2007 President

IAAP - Lake Washington East Chapter

2006-2007 Lake Washington East Chapter Officers

President

Winona Esposito CPS

Ph: Work 425-965-2695
or Home 425-292-0169



Email: winona.d.esposito@boeing.com

Vice President

Stephanie Schuh CPS/CAP

Ph: 425-703-2471

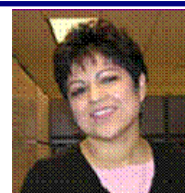


Email: stephs@microsoft.com

Treasurer

Mary Ochoa CPS

Ph: 206-587-3027



Email: mochoa@us.ibm.com

President Elect

Constance Boyer, MS,
CPS/CAP

Ph: 206-266-1082



Email: constance.boyer@gmail.com

Secretary

Amanda Fleming

Ph: 425-273-4625



Email: amanda@eastidespraying.com

2006-2007 Committee Chairs

APD Event

Dawn Salisbury

Primalux1@hotmail.com

Stephanie Schuh CPS/CAP

Stephs@microsoft.com

Arrangements

Sheri Bratton

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Bylaws and Standing Rules

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Donella Robbins CPS

dorobins@conrests.com

Community Service

Lynanne Lewis

Lynanne.lewis@wamu.net

Membership

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Amanda Fleming

amanda@eastidespraying.com

Program

Stephanie Schuh CPS/CAP

Stephs@microsoft.com

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Mira Salisbury

perin36@hotmail.com

Scholarship

Rita Shemchuk

rita_shemchuk@hilton.com

Student Chapter

Judy Herrmann CPS/CAP

judyh@emeraldheights.com

Christine Rees

Crees1234@yahoo.com

Ways and Means Chair Open*

Website

Lisa Lewis

lisa.lewis@wildblue.net

Historian

Dawn Salisbury

Primalux1@hotmail.com

Audit

Mavis Karalius CPS/CAP

mkarali@ci.kirkland.wa.us

Nominations

Leslie Adkins CAP

leadkins@microsoft.com

2007 WA/AK Division Meeting Coordinator

Betty Amundson CPS/CAP

betty.amundson@symetra.com

Holiday Auction

Sabrina Elliott

Sabrina.Elliott@hdrinc.com

Dawn Salisbury

Primalux1@hotmail.com

Finance

Mary Ochoa

mochoa@us.ibm.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.*

Birthday's and Anniversaries

July

Birthdays

Brenda King CPS/CAP	8
Carrie Bryant	11
Georgette Pereira	12
Dawn Salisbury	16
Molly Li	21
Diana Wilson	22
Valerie Rucker	25
Sheri Bratton	30

Anniversaries

Sarah Duncan	1 year
Tina Harcrow CAP	1 year
Jacqueline Petrick	6 years
CJ Estrella	10 years

August

Birthdays

Anne Ogama	3
Sandra Juenke	3
David Duran	5
Carole (Fran) Chewning	6
Rita Shemchuk	9
Carolyn Donovan	12
Ginie Buttress CPS	12
Debra Griggs	13
Teresa Nearing	16
Jaemi Taylor	16
Joanna Rohde	17
Tina Saremzadeh	21
Judy Simon	21
Karen Leigh	30

Anniversaries

Marika Reinke	1 year
Debra Straume CPS/CAP	3 years
Wendy Rockwell-Goff CPS/CAP	4 years
Stephanie Schuh CPS/CAP	5 years
Diana Wilson	5 years
Cathy Hawkins CPS/CAP	5 years

September

Birthdays

Susan Beheyts CPS	3
Barbara Clark	3
Mavis Karalius CPS/CAP	4
Sarah Schreffler	4
Kelly Campbell	6
Christine Brown	9
Mary Conrad CPS/CAP	20
Tina Harcrow CAP	22
Victoria Fitzgerald	23
Judy Herrmann CPS/CAP	29
Debora Nakamura CAP	29

Anniversaries

Deborah Nakamura CAP	2 years
Patricia Green	3 years
Anne Ogama	4 years
Shohreh Lashgari	7 years
Marilyn Osgood	11 years
Constance Boyer CPS/CAP	13 years
Angie Stewart CPS/CAP	15 years

New Members

Asea Sandine is a Seattle native residing in Bothell. In 2004 she began her career at the City of Sammamish as an Administrative Assistant in the City Manager's Office. Prior to that, she worked as and Administrative Assistant with the city of Shoreline, Customer Response Team. Asea has over 10 years of administrative experience primarily in the public sector. Asea is currently pursuing a degree in Business at a local college.

When Asea has spare time she enjoys spending time with her husband and girlfriends, doing crafts and outdoor activities like camping and hiking. Asea became a member of IAAP to further the development of her professional skills.

Asea's sponsor is Courtney O'Brien-McFarland

Membership Chair: Courtney O'Brien-McFarland



IAAP 2006-2007

Chapter Calendar

September						
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June						
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July						
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August						
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17	18	19	20	21	22	23
	25	26	27	28	29	30

Notes:

- Sept 13- Board Meeting

- Sept 16- Hands Across the Boarder (Vancouver, BC)

- Sept 20- Chapter Meeting**

- Sept 30- Leadership Workshop (BCC)

- Oct 4- Board Meeting

- Oct 15-18- Certification Conference (Rancho Mirage, CA)

- Oct 18- Chapter Meeting**

- Nov 1- Board Meeting

- Nov 3-4- CPS/CAP Testing

- Nov 15- Chapter Meeting**

- Nov 16- YWCA Community Service Event

- Dec 6- Board Meeting (if necessary)

- Dec 13- Chapter Mtg and Holiday Event**

- Jan 3- Board Mtg & Strategic Planning

- Jan 17- Chapter Mtg & Division Nominations**

- Feb 7-Board Meeting

- Feb 21- Chapter Meeting**

- March 4-7- Prof Edu Conf. (San Diego)

- March 7- Board Meeting

- March 21- Host Joint Chapter Mtg w/Seattle**

- April 4- Board Meeting

- April 18- APD Event and Chapter Meeting**

- April 22-28- APD Week

- May 2- Board Meeting

- May 4-5- CPS/CAP Testing

- May 16- Chapter Meeting/Election of Officers**

- May 17-20 WA/AK Division Mtg (Redmond)

- June 6- Board Meeting

- June 20- Ch Meeting and Inst. Of Officers**

- Jul 29-Aug 1- International Conv. and Edu Forum, Tampa, FL

Gas Prices Got Your Goat?

By Katie Reis, OfficeTeam

Are professionals getting help from their employers for the pain they feel at the pump? A recent survey by OfficeTeam says yes. Seventy-five percent of executives polled said their firms are taking action to reduce the impact of higher gas prices on their teams. The most common changes reported included increasing expense guidelines for employee-incurred mileage, allowing staff to telecommute more frequently and encouraging carpooling.

Companies are always looking for tools to help maintain morale and reduce turnover, and easing the burden of escalating gas prices can help them accomplish both. If your organization has yet to provide any accommodations here are some suggestions for planting a bug in your manager's ear:

- Base requests for additional compensation on your contributions, not monetary needs. Make a good case for why you deserve assistance by demonstrating the value you bring to the firm.
- If you would like to telecommute, build a business case and note how the change in your work environment would also benefit your employer. For example, working from home may lead to increased productivity by reducing the number of times you are interrupted throughout the day.
- Remain open to suggestions. You might not be able to telecommute, for example, but you may be able to work from a satellite office

closer to your home.

- Volunteer to research different gas-saving options, such as a staff carpooling arrangement, that your manager can share with the team.

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



2007 Division Meeting

Lake Washington East IAAP

Chapter Members:

You Can Help!

Make the 2007 Division Meeting a Success

The 2007 Division Meeting Planning committee is busy working on the event that will take place in Redmond next May. We are in charge of soliciting sponsors to help make this an exceptional, first-class event and they need your help and we'd love to see all our member companies involved. Contact either of us for a copy of an introductory letter and a list of available

sponsorships for the Division Meeting. Pass these along to the person at your firm who is in charge of making sponsorship/donation decisions. We need monetary sponsorships, as well as in-kind donations for registration bags and the auction. If your company is interested in participating, please let us know as soon as possible. Do you have a favorite vendor who might like to participate? We'd be happy to have you make the request, but please let us know before you contact them to make sure we are not already in discussions with that firm.

If you have any questions about

sponsorship, please feel free to contact either of us. Thanks in advance for your help.

Contact:

Leslie Adkins

Microsoft

425-450-6224

leadkins@microsoft.com

Sabrina Elliott

HDR Engineering

425-450-6224

Sabrina.Elliott@hdrinc.com

Support continues for YWCA's Family Village



Your Community Services Committee is already at work developing our

2006-2007 Community Services Support Plan. We will be unveiling

an IAAP community support effort at our September chapter meeting.

By working together, we can truly make a difference in our Eastside Community.

Your Community Service Committee:

Sue Brady

Nancy Coy

Lynanne Lewis,
Chair





WA-AK Division Leadership Workshop

Leadership Workshop— Saturday, September 30, 2006 Recertification points awarded

Workshops:

Workshop I (9:00-11:15 am)

In this workshop individuals will discuss their understanding of leadership and what it means to be a leader, be given an overview of various concepts of leadership, learn ethical leadership principals and the reasons individuals must lead with integrity, be given the opportunity to conduct an inventory of their own leadership strengths and style and touch on the topic of strategic planning and the importance for leaders to build a legacy for their program.

Workshop II (1:00-2:30 pm)

In this workshop individuals will examine the role effective communication plays in successful leadership. They will discuss cross-cultural communication. This workshop will also look at the role of mentoring leaders and the principles of peer mentorship. The workshop will conclude by looking at the resources on the BCC campus and how individuals best access and use these resources to support their programming.

Breakout Sessions

with Division President Pat Lintho CPS

\$40.00
(Includes lunch)



■ **September 30, 2006**

■ **8:45 am– 4:00 pm**

Location: Bellevue Community College in Room N201

Sponsored by: WA-AK Division

Coordinated by:

Betty Amundson CPS/CAP

Hosted by and Fundraiser for:

BCC Student Chapter

Online Maps:

<http://www.bcc.ctc.edu/about/around/directions/maps/>

Overnight Lodging:

Red Lion Bellevue Inn

11211 Main St., Bellevue

\$99.00 per night

Phone: 425.455.5240

Discount Code: Symetra Financial

Cost is \$40 and checks should be made payable to:

IAAP WA-AK Division

Please fill out below and mail with payment to:

Linda Nielsen, WA-A K Division Secretary

4185 Kramer Lane, Bellingham, WA 98226

Name _____

Address _____

Phone _____

Email _____

Circle your choice:

Box Lunch:

Roast Beef

Ham

Tuna Fish

Egg Salad

Drink:

Milk

Dole Fruit Juice

20 oz Soda Pop

20 Bottled Water

Chapter _____

**LAKE WASHINGTON EAST
CHAPTER**

**P.O. Box 2243
Kirkland, WA 98083-2243**

Newsletter Editor:
Amanda Fleming
amanda@eastidespraying.com

- 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

Notes from all over

Membership Committee:

Bonnie Weyhing will be updating the membership roster this year so if you have any changes or updates, please submit them to her. Remember to check the roster when it comes out to confirm that the information that is on file is up to date and accurate. Send all related correspondence to bonweyh@yahoo.com.

Note from Jamie Chambers CPS

Dear LWE members,

I am moving to Nashville. My husband has accepted a job offer there and I will apply to grad school in the area for speech language pathology. Thank you to everyone for your support and encouragement! I wish LWE success. As last year's



Certification/Education Committee Chair, I'd like to offer one last bit of advice: earn your CPS or CAP!

Best wishes and many thanks,
Jamie Chambers CPS