



The IAAP Mission

IAAP's mission is to be the acknowledged, recognized leader of office professionals and to enhance their collective value, image, competence, and influence. Our vision is to inspire and equip all office professionals to attain excellence.

Division Mission

Invest in our future by uniting and inspiring Administrative Professionals through communication, commitment, education, support and respect.

Oregon Trail Chapter Mission

Empower and educate all office professionals to reach their highest potential.

Vision

Provide knowledge and networking opportunities that continually support the enhancement of skills and professionalism for our members.

CHAPTER MEETING Wednesday, October 11

Agenda: 5:30 pm - Networking
6:00 pm - Dinner
7:00 pm – Program

Program: Solving Conflict in the Workplace

Fundraiser: Schoolhouse Supplies



LOCATION Courtyard by Marriott
435 NE Wasco

PARKING: **FREE Parking in underground garage**
Press button to request security gate be opened

Cost: \$22 members/\$25 non-members
Program only: No charge

Reservations: Register online using the Chapter's website:
www.iaap-otc.org.
Registration is due by Noon, Friday, Oct. 5
It is a must to register by the deadline.

If you are unable to attend after making a reservation for your meal, you are required to reimburse the Chapter for the cost of the meal.

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Trail Dust

Message from the President

What a beautiful summer. I hope you all enjoyed yourselves.

I want to begin by thanking all the members who have stepped forward to assist in making this chapter successful the coming year. Your time and efforts are very much appreciated by everybody. Thank you so very much. As always we extend the invitation to you to get involved in any area you are interested in. Oregon Trail Chapter will thrive through your involvement.

We have an exciting line up of programs this year and we truly hope that you are able come enjoy the camaraderie and education we offer.

Theresa Sullivan
President

Tips, Tricks & Tidbits

Suggested Resource Links:

Microsoft – Work Essentials for Administrative Assistants:
<http://office.microsoft.com/en-us/FX011385161033.aspx>

HP Online – Free Web Courses:

<http://h30187.www3.hp.com/index.jsp>

Portland Oregon Visitor Association – Meeting Planning:

http://www.pova.com/meeting_planners/

OTC IAAP Community Service Projects 2006/2007

Schoolhouse Supplies

*October, November, January and February,
Collection:*

OTC will be collecting school supplies for **Schoolhouse Supplies**, a non-profit free store filled with a huge assortment of classroom supplies for public school teachers in Portland, OR. It supplies a vital resource to teachers and children in Portland. Please bring in items to the next chapter meetings.

Mission Statement:

Schoolhouse Supplies serves classrooms in need by operating a volunteer-run free store for teachers, which is stocked with supplies donated by the community.

Teacher Wish List:

Post-its, clip boards, calculators, dry board products, staplers, tape and dispensers, folders, playground balls, pencils, games, spiral notebooks, scissors, craft paper, glue sticks, colored pencils, pens, rulers, erasers, crayons and markers, highlighters, sewing supplies, tissues, paints and brushes. They also take any surplus items from businesses; promotional items, slightly damaged merchandise, paper, pens, water bottles etc..

Incentives

Are you interested in having your chapter dues paid for? You have an opportunity to be entered into a drawing for free chapter dues by attending just five out of six Chapter meetings.

You also have a chance to have your dinner paid for at an upcoming Chapter meeting. Any member that brings a first-time guest to a meeting will be entered into a drawing for the member to receive a free dinner at the next Chapter meeting.

Oregon Trail Chapter/IAAP 2006-2007 Board Members

President, Theresa Sullivan
theresa.a.sullivan@co.multnomah.or.us

Treasurer, Gloria Swick, CPS/CAP

Secretary, Kathi Kinney

CPPS/CAP, Janice Mason

Arrangements, Heidi Tate

Program Chair, Sheila Isley

Community Service Chair, Mary Luty

Membership Chair, Judy Gouthro Finnson

Newsletter, Pam Melroy

Historian, Carolyn Hixson

Publicity, Tary Canning

Webmaster, Debbie Johnson

Shaping The Future 2006-2007 Theme



Are you ready to begin “*Shaping the Future*” for the 2006-2007 IAAP year? As indicated in Sandy Chandler’s International President’s Address, let’s focus on **Chandler’s 5-C’s** for this year:

COMMITMENT:

International, Division and Chapter leaders have made that dedicated commitment to serving the association to the best of our ability. To make significant progress toward a common goal, ALL of us must be committed to actions and not just words. WE WILL!

CONTINUED EDUCATION:

Ronald E. Osborn said: “*Unless you try to do something beyond what you have already mastered, you will never grow.*”

Take advantage of the numerous opportunities for professional development through attendance at the International events, Division, and Chapter educational programs, self-study resources, and online training. WE WILL!

COMMUNICATION:

Within the IAAP Network, everything revolves around not only good, but GREAT communication. We can improve the level of communication between our association’s leadership, our Headquarters staff, and you, the members. WE WILL!

CREATIVITY:

George Bernard Shaw said: “*Life isn’t about finding yourself. Life is about creating yourself.*”

Let’s take the initiative to think outside the box while developing innovation solutions to problems and challenges that may occur within the divisions and chapters. WE WILL!

CONNECTIVITY:

Connectivity is everyone’s responsibility – yours and mine. It takes all of us working together with our members to achieve that vital association link. WE WILL!

It is going to be an outstanding IAAP year “*Shaping the*

2006-2007 Programs & events

October 11, 2006 –
Solving Conflict in the Workplace
Dan DeLapp, Keynote Speaker

November 8, 2006 –
Critical Thinking
Ron Barnes, Keynote Speaker
Executive Night

January 10, 2007 –
BYOB (Being Your Own Boss) –
Today's Virtual Assistant
Kristy Schnabel, Keynote Speaker
It's Virtually Done

February 14, 2007 –
What's New in Software and PC's

March 14, 2007 –
The Beginning Speaker:
How to Present a Winning Presentation

April 11, 2007 –
Avery & Swingline

May 9, 2007 –
Marketing Yourself for Advancement
Ronnie Noize, Keynote Speaker
marketing coach and author

June 13, 2007 –
Marketing You and IAAP

Our Keynote Speaker:

Dan DeLapp is a Human Resource Development professional with a background in behavioral psychology and 25 years experience helping individuals become better at what they do. Dan is a principal in the AEGIS Consulting Group, an affiliation of consultants specializing in Executive Development, Succession Planning, Leadership Development and Organization Transition.

Dealing With Conflict In The Workplace

Many of you are no doubt familiar with the expression "I'd rather have a root canal" as a way to express the desire to avoid something you believe is worse.

Dealing with conflict falls squarely in that category for almost all of us. Of course, there are some who hit conflict head on hoping to squash the person (verbally of course) who is at the perceived source of the conflict. Others work extra hard to avoid having anything to do with conflict and suffer the pains of living with a stressful situation.

Managing our conflict situations in productive ways is not something we are taught. But there are ways to deal with conflict productively and those ways can be learned. - yes, even as adults. In his presentation, Dan will highlight the common sources of conflict, fight or flight reactions to conflict situations and practical things you can do to begin to manage those situations and save your sanity.

Training Opportunity

IAAP is co-hosting a series of five webcasts with Microsoft. They are free and open to anyone – member or non-member. They are one hour in length and eligible for recertification credit (just keep the post-session e-mail from Microsoft for your recertification portfolio). The webcast will be live 12 noon Eastern time, 11 am Central, 10 am Mountain, and 9 am Pacific Standard Time. They will be archived on the Microsoft and IAAP websites...but join us for the live sessions. Share this news with friends, colleagues, and clients. The more participants we bring to the event, the more Microsoft will see that we are a great business partner. It's also a benefit of membership for your employer. Your entire organization can receive the free training.

The dates for the programs are:

December 14 – Annette Marquis and Gini Courter on Microsoft Excel Top 10 Secrets

February 22 – Nancy Flynn on E-mail and Instant Messaging Risks and Responsibilities

April 12 – Annette Marquis and Gini Courter on Word Document Construction Techniques

May 10 – Cliff Atkinson on Transform Your PowerPoint Presentations Beyond Bullet Points

June 14 – Annette Marquis and Gini Courter on Microsoft Excel: It's All In A Name

Here's more info on the December 14th program and how to register.

Webcast 1

Microsoft Excel's Top 10 (and more) Secrets

If you are an Excel user who has thought, "I bet there is a better way to do this," you are probably right. Excel

is one of those software products that never seems to run out of surprises. You can use Excel every day and still discover features, tools, and techniques that you didn't know were buried there. And these are not just fluff. Learn these secrets and you'll save time, impress your colleagues, and be on your way to making a name for yourself as an Excel guru. From practical built-in functions to cool formatting tools, you'll leave this webcast with new tools that will amaze even the most experienced Excel user. Topics include:

- 1) Getting results without formulas
- 2) Easy worksheet navigation
- 3) Showing and printing the formula layer
- 4) Splitting text into multiple columns
- 5) Concatenating text from multiple columns into one
- 6) Creating linked pictures
- 7) Sharing workbooks with others
- 8) Tracking changes
- 9) Creating lists (2003 only) and applying AutoFilter
- 10) Creating views to hide columns for printing and show filter result

To register, visit

<http://go.microsoft.com/?linkid=4170398>.

Visit [Work Essentials](#) for other [webcasts](#), expert advice, downloadable templates and job-related information that will simplify your workday.

Susan Fenner PhD, IAAP Manager of Education & Professional Development

Advertising Opportunity

Do you have a business or interest you would like others to know about? For \$5 an issue or \$40 for an entire year (10 issues) place your ad in the Oregon Trail Chapter newsletter! If you are interested, contact Pam Melroy at

pmelroy@rodgers.rain.com or 503-681-0450 for additional details.





Trail Dust

Congratulations, Gloria! A nice touch...

July 31, 2006

Dear Gloria:

Congratulations, you have achieved a major professional goal of certification!

As you know, as of January 1, 1988, the mandatory recertification policy went into effect. Certification holders who do not comply with this policy will have their certification status marked as inactive. I am pleased to see you are not one of our inactive certificate holders.

The statistics for certification are very interesting and I wanted to share these with you. In May 2006 the Certified Professional Secretary@ (CPS) examination was taken by 1,204 candidates. From these examinees, 626 individuals achieved the CPS rating, including 51 who had previously passed and have since completed their experience requirement. As of May 2006 there are 27,934 active CPS holders.

The first Certified Administrative Professional@ (CAP) examination was administered in May 2001. Some candidates (current CPS holders) take only part four, while new candidates take all four parts. There are currently 3,767 active CAP holders. The May 2006 CAP examination was taken by 484 candidates; 325 individuals achieved the CAP rating.

I wish you continued success as a certified professional. If you have any questions about certification or the International Association of Administrative Professionals@, don't hesitate to contact your local chapter president, Division president, or me.

Sincerely,
Lynda B. Boulay, CPS/CAP
International Director
Northwest District