



Trail Dust January 2010 Oregon Trail Chapter

POWER of Commitment Oregon Trail Chapter

WHAT'S INSIDE	PAGE
Member of Excellence	2
Gift of Membership	2
Anniversaries	3
Tools & Tips	3
Certification Spotlight	4
Community Service	5
Member Spotlight: Karen Black	6
International Nominations	7
Chapter and Division Board	8
Calendar	9
Sneak Peek	9

2010 has arrived and it's hard to believe we are in a new decade as well. A lot has changed since the 2000's. It used to be that I didn't mind when someone asked my age, now I mind. What really gets me is not MY age, but my daughters! She grew up so fast. My goals have changed as well. There used to be New Year's Resolutions, now there are Lifestyle Changes. Diets are now nutritional choices, and daydreaming has become goals. There are so many articles and webinars this time of year to tell you how to set goals and achieve them, but how often does that advice get followed? I have found accountability works best for me. Telling someone your goal or dream not only puts your thoughts into words, it gives it a place in more than just your mind. You now have a buddy in your goal! I told you all my goal this year, to go back to school, and I hope you will all hold me to it. My wish for you all this year is that you not only identify goals from your dreams, but find your own way to achieve them whether it be writing them down, telling someone, or journaling. The feeling of reaching for the stars and then grabbing one is amazing!

December saw several goals achieved with several members attaining certification! The pride and joy from this is almost overwhelming to me as the Oregon Trail membership continues to strive for and reach this goal. Congratulations to Patty Ostdiek CPS/CAP, Marcy Emerson-Peters CPS/CAP, and Kristine Leibrand CPS. You are an inspiration.

This month's newsletter includes a spotlight on Karen Black CPS/CAP, another inspiring member. Take a moment to get to know Karen; she has a tremendous story to tell.

I hope to see you all at the January meeting and discuss your goals and dreams. Life is too short to just go day by day!

*Rachael Barnett CPS/CAP
Oregon Trail Chapter President*



Our 2008-2009 Members of Excellence are Patty Ostdiek CPS/CAP, Brenda Hinau, Rachael Barnett CPS/CAP, Sheila Isley CPS/CAP, Billie Shults, and Jeannie St. Claire.



The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

- Be a current CPS and/or CAP holder
- Sign the online Member of Excellence Commitment agreement
- Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
- Attend non-IAAP professional educational workshops, seminars and conferences
- Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
- Pay membership dues on or before anniversary date
- Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
- Conduct a public presentation, program or training
- Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
- Recruit at least one new member
- Integrate IAAP membership and involvement into annual performance plan or review

Congratulations to some special members on their anniversary!

Mary Unrein	December 2006
Marcy Peters	January 2009
Tamara Foster	January 2009
Kristine Leibrand	January 2009
Heidi Tate	January 1997

Tools and Tips

Smead (smead.com) has a great section on tips and tricks for organization. They will send you a monthly tip and trick by email when you sign up. The other item they offer is a short quiz and based on your answers give you personal suggestions on organizing yourself. (Submitted by Sheila Isley)

If you want to know your typing speed or just practice, check out www.typeracer.com.

January Program Preview

How to Interview Like a Pro!

*Presented by Cathy McDonald, Branch Manager
Robert Half International*

Cathy McDonald is currently the Branch Manager of the Beaverton office of Robert Half International. For 17 years Cathy has worked in the staffing industry placing administrative, financial, and manufacturing professionals in temporary and direct hire positions. Throughout her career Cathy has worked with job seekers to refine their resumes, interview skills, and overall presentation to hiring managers. Cathy started her career in staffing as a Recruiter in Pittsburgh, PA and has since held a variety of positions including Branch Manager, Area Manager and Vice President for companies in Boston, MA; Pittsburgh, PA; and Portland, OR.

Cathy has been working for Robert Half for three years and lives in Southwest Portland with her husband and two children.



Certification

Certification is one of the many ways we can grow in and show dedication to our profession. **Congratulations** to our **NEW** certification holders highlighted in yellow below!!! Our current and new certification(s) holders include:

- Gloria Swick CPS/CAP
- Karen Black CPS/CAP
- Rachael Barnett CPS/CAP
- Sheila Isley CPS/CAP
- Susan Millar CPS/CAP
- April Hill CPS
- Charlotte Schley CPS
- Judith Andreasen CPS
- Marcy Emerson-Peters CPS/CAP
- Patty Ostdiek CPS/CAP
- Kristine Leibrand, CPS

Way to go!
Way to go!

If you are a current CPS or CAP holder but don't see your name on the list, please contact April Hill at superapril1@gmail.com.

If you are wondering what the certification exams are like or how to register, check in with April Hill (superapril1@gmail.com) or peruse the IAAP HQ website (www.iaap-hq.org/prodev/certification).

Future CPS and CAP Exam Dates and Deadlines

Exam Dates	Deadline Dates
May 7-8, 2010	February 15, 2010
November 5-6, 2010	August 15, 2010

The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November.

Part four of the CAP exam is administered on Friday afternoon. Parts one through three of the CPS and CAP exams are administered on Saturday.

Note: Certain international centers have been approved to administer the CPS and CAP exams on days other than Friday and Saturday. Refer to the Exam Centers Listing for exam days.

For more information on certification or study resources please contact April Hill CPS at superapril1@gmail.com.



Community Service

**IAAP – OTC Volunteer Night
Oregon Food Bank
Wednesday, February 3
6:30 – 8:30 p.m.**

If you want to share time with fellow IAAP-OTC members having fun while helping our community, please contact Leisa for more details about this volunteer event.

Leisa Vandehey
503-988-3663 x. 26210 (work)
503-380-5717 (cell)
leisa.d.vandehey@co.multnomah.or.us



**We make a living by what we get, but we make a life by what we give.
Winston Churchill**



Our Member Spotlight shines on Karen Black

Karen Black is enjoying her second year as a member of the chapter but has already made contributions by serving this year as our Standing Rules and Bylaws Committee Chair. In addition to that she also achieved her CPS/CAP certification earlier this year. This woman doesn't let the grass grow under her feet! You won't be surprised to learn that when asked what her favorite thing about being an AP is she said, *"I make things happen—and people are usually happier for it"*.

When Karen told me how she came into the administrative profession she admitted, *"I was always the organized person in the family so when I left teaching middle school math, it was a logical move to put my skills to use where they were more appreciated"*. She feels that her years in college math and computer classes made her a better problem-solver and have given her an edge with computers. Karen said we might be surprised to learn that she was the quiet one in her family of six. In July of 2009 Karen lost her father in a car accident but he continues to inspire her. *"He was full of life and loved to live. He worked every day to make the world a better place."*

Well, the apple doesn't fall far from the tree. Karen is very involved in her church. *"I sing in the choir, am a deacon, and teach Sunday school. I'm also involved in a group for international college students."* She was also a volunteer usher and tour guide at the Portland Center for the Performing Arts for five years. In addition she used to teach OMSI computer classes—Computers for Preschoolers, Logo, and Designer T-Shirts.

Karen obviously values learning as evidenced by her earlier profession as a teacher and her volunteer activities. When asked how her involvement with IAAP benefits her you won't be surprised by her answer. *"I like to keep learning and my membership enables me to do so in a relaxed environment. It also provided me an avenue to attain my CPS/CAP certification."*

In addition to the recent fourteen consecutive years she's been an AP she explained her previous experience. *"In junior high school I was an office and library aid, in college I worked in several campus offices and before I started teaching I had several different office jobs."* From this background it is probably safe to say that she was always drawn to the administrative profession. She's a natural.

What about Karen's biggest challenge at work? *"Lack of staff and monetary resources to provide the services that are expected of my department; we have to constantly re-prioritize. Then I count to 100."* Counting to 100 isn't the only thing that Karen finds works for her. She has this lesson learned to share with us, *"Find a person in your work environment to hold you accountable to be the best professional person you can be so that when times are tough and you get stressed out, you don't do something you'll regret later. Find someone who will gently steer you in the right direction when you start going the wrong way."* Great advice!

Recently Karen moved back into her re-constructed house--the neighbor's oak tree crushed it six months ago. She confessed that if we were to hang out with her on a weekend right now we'd be unpacking. What about balancing work/life? *"I don't"* was the reply. At some point Karen would love to travel the world.... *"at a relaxed pace"*. (Really, relaxed?) Karen's advice to anyone entering the profession is this, *"Do your best, don't be afraid to ask questions, and keep smiling. Before you pick up the phone, force yourself to smile if you aren't smiling already"*.

Nominations for International Office or Retirement Trust Foundation Trustee

TO All Members through Division and Chapter Officers
International Board of Directors
International Trustees, Retirement Trust Foundation
Chairmen, International Committees
Affiliate Association Presidents

FROM Kathy O'Connor CPS/CAP, Chairman
Committee on Nominations

This correspondence includes forms and procedures for nominations to International Office or Retirement Trust Foundation Trustee. Individuals are required to submit all forms via e-mail. The Committee on Nominations chairman will confirm receipt of any nomination within three business days.

All of the forms may be downloaded from the IAAP web community and submitted via e mail.

Forms for nominations to IAAP International Office or Retirement Trust Foundation Trustee are to be completed and **sent via e-mail to the chapter president**. If a chapter president or division member-at-large is being nominated, the division president should submit the nomination. Note that according to the IAAP International Bylaws and Standing Rules any chapter, division or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office and must do so prior to January 15, 2010. The chapter or division president will forward the entire application by e mail to the Committee on Nominations chairman **no later than 5:00 pm ET January 15, 2010**, copying the executive director.

Candidates for IAAP International Office and RTF Trustee may not conduct an educational workshop at the 2010 IAAP International Education Forum and Annual Meeting. Candidates also may not serve as 2010 annual meeting coordinator or co-coordinator. Upon election, all candidates are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

All nomination submissions will be reviewed by the committee after the deadline of January 15, 2010. **Any applications found to be incomplete will be disqualified**. Candidates will be informed by February 1, 2010, of acceptance or non-acceptance of candidacy.

Committee on Nominations Chairman e-mail: kayosea1@verizon.net
Executive Director e-mail: executivedirector@iaap-hq.org



Left to right: Rachael, Patty, Jeannie, Gina

2009/2010 Oregon Trail Chapter Board & Committee Chairs

Chapter President	Rachael Barnett CPS/CAP rachael.barnett@salemhospital.org 503-561-2278
Chapter Secretary	Patty Ostdiek CPS/CAP postdiek@ppcpdx.org (503) 595-9774
Chapter Treasurer	Jeannie St. Clair jeannie.s.clair@co.multnomah.or.us (503) 988-3749 x26004
Treasurer-Elect	Gina Draggoo ginaj314@comcast.net (503) 222-9992
Committee Chairs	
Budget and Audit	Gina Draggoo
Standing Rules and Bylaws	Karen Black CPS/CAP
Arrangements	Theresa Sullivan
Newsletter	Brenda Hinau
Cashier	Tami Foster, Jan Schmidt, Billie Shults
Community Service	Leisa Vandehey
CPS/CAP Certification	April Hill CPS
Fundraising	VACANT
Historian	VACANT
Membership	Sheila Isley CPS/CAP
Program	Angela Deverell
Publicity	Brenda Hinau
Webmaster	Deborah Johnson
2010 APW Event	Rachael Barnett CPS/CAP



Idaho/Oregon/Utah Division Officers

President	Karen Bingham CPS Karen.bingham@frontiernet.net 435-279-8470
President-Elect	Lora Albee CPS/CAP Lora_albee@yahoo.com 801-224-3097
Secretary	Marilyn Taylor CPS Marilyn.s.taylor@hp.com 208-396-3018
Treasurer	Carey Walton CPS/CAP Carey.walton@inl.gov 208-526-9062



Left to right: Karen, Lora, Marilyn, Carey

www.iaap-otc.org for our chapter website
www.iaap-id-or-ut.org for our division website
www.iaap-hq.org for the headquarters website

MARK YOUR CALENDAR FOR THESE IMPORTANT DATES!

Trail Dust
January 2010

September	
9	How To Make An Impact With Your Resume Jessy Culp, Office Team
26	State Training & Education Forum HP Vancouver
October	
14	"I Will Not Be Denied!" – Your Professional Attitude At It's Best Sanalli Phelps, AAA Oregon
16	National Boss Day
18-21	Certification Conference in our own Rose City
November	
11	Green It Up – Sustainability Ideas For Your Office Chase Granger, Office Max
December	
15	Deadline for 10% savings on Boston EFAM registration and hotel.
January	
13	How To Interview Like A Pro! Cathy McDonald, Robert Half International
February	
1	Deadline for applications to International Committees.
3	Community Service Event – Oregon Food Bank
10	Surviving After Corporate Downsizing And Job Elimination (Registration deadline: 2/5/10) Deborah Zwerling, One CreditSource.com
15	Registration deadline for May CPS and CAP Certification Exams.
March	
8-10	Professional Education Conference Reno NV
10	Here's to Your Health! Pam Rathbone, Whcnp PC
April	
14	Social Networking – Using Twitter, LinkedIn and Others Chad Meek, Robert Half International EXECUTIVE NIGHT!!
19-23	Administrative Professionals Week NEFSTANS (Contact Dawn Wingert)
May	
7 – 8	CPS and CAP Certification Exams
12	A Diamond in the Rough?! Fred Meyer Jewelers
13-15	Spring Division Meeting, Boise ID
June	
9	Chapter meeting and swearing in of new board
July	
18-21	International Education Forum & Annual Meeting, Boston MA
August	
15	Registration deadline for November CPS and CAP Certification Exams

Look for the following in next month's issue:

"A Balanced Life" article from
Patty Ostdiek CPS/CAP

Please submit articles (Counts towards your Member of Excellence!), tools and tips, pictures and your feedback to Brenda Hinau at bnkhinau@comcast.net.
Thanks, Everyone!