



# Trail Dust July 2009 Oregon Trail Chapter



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## From the President's Desk...

Welcome to a new year of the Oregon Trail Chapter! This year is going to be very exciting for all of us. I'd like to start out this year by giving thanks to last year's OTC Board and Committee members. The work that you completed is sustaining and has gotten this year's leadership off to a great start. I look forward to working with each member. I also want to extend thanks to all the members of the Oregon Trail Chapter. Each member is vital to the health and growth of the OTC. Your membership, fellowship, and participation are greatly appreciated.

As I started thinking about what excites me as an IAAP member, and now a chapter president, my thoughts turned to the many opportunities that are available. There is networking, certification, OPTIONS training, and many educational sessions. A program I feel is very worthwhile is the Member of Excellence program and so that is my focus for the year. As I reviewed the criteria, I came to realize that all members can obtain the Member of Excellence. Through writing articles for a newsletter, adding IAAP goals to your annual review, or participating as a committee chair, the opportunity is there for each one of you! Please review the Member of Excellence criteria in this newsletter and make a mark next to each item you can accomplish. You only need 8! Please contact me about this program if you have any questions.

The 2009/10 Board of the OTC is already hard at work planning monthly sessions that are educational, and pertain to today's administrative professional. We are reviewing the strategic and marketing plans and will share these with you as they are updated. Please enjoy this newsletter as it has a lot of great information about upcoming events, a spotlight on Leisa Vandehey, and more!

*Rachael Barnett CPS/CAP*

"Yesterday's the past and tomorrow's the future. Today is a gift - which is why they call it the present."

-- Bill Keane



2008/2009 OTC  
Members of Excellence

Rachael Barnett CPS/CAP  
Brenda Hinau  
Sheila Isley CPS/CAP  
Billie Shults

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

## Welcome to our newest member!

Janienne Alexander, Oregon Health Care Association

We'd love to fill this section up with smiling faces to join our illustrious group. Please start making plans now to invite co-workers or friends to join us at our September 9<sup>th</sup> meeting.

## Happy Anniversary to some special members!

Dawn Wingert

Sheila Isley CPS/CAP

Member since July 2004

Member since July 2005

A big thank you to Dawn and Sheila for the contributions they make to our chapter.



**Congratulations** to the following members who attained certification recently!

- 👍 Charlotte Schley CPS
- 👍 Patty Ostdiek CPS
- 👍 Marcy Emerson-Peters CPS

Our collective hats are off to you!

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### Future CPS and CAP Exam Dates and Deadlines

Exam Dates	Deadline Dates
November 6-7, 2009	August 15, 2009
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 [ahill@omsi.edu](mailto:ahill@omsi.edu).

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If you've not done so, be sure to register for the Certification Conference being held in our own beautiful city this year. It's a great opportunity to network with administrative professionals from around the country. You can find a link on the IAAP Headquarters web page.

**"Sharp Skills in Tough Times"**  
**October 18 – 21, 2009**  
**Portland Marriott Downtown Waterfront**

## Proposed Amendments

There are currently eight proposed amendments to the Bylaws and one proposed amendment to the Standing Rules that Rachael will be casting a vote on at the International Education Forum and Annual Meeting later this month.

Please take the time to read through them (they are attached to this message separately) and provide your thoughts to Rachael via email at [rachael.barnett@salemhospital.org](mailto:rachael.barnett@salemhospital.org).

One of the amendments is a dues increase. The topic has sparked debate on the IAAP HQ web site. This is your opportunity to sound in on this subject and more.



## **Gloria Swick CPS/CAP 2008/2009 Attendance Award Winner**

Gloria's name was picked at our June meeting from a selection of members who had attended every chapter meeting this year. Gloria won her chapter dues for a year. This is the second year in a row that Gloria won. Congratulations!

Next year this could be you! Attendance at chapter meetings is also a criterion for Member of Excellence.

## Tools and Tips

If you've not yet discovered Office Arrow, let me be the first to invite you to join our Office Arrow OTC group and expand your network. This site is full of useful resources and articles related to our profession. They have a Facebook group that I've joined too. Check them out! - Brenda

OfficeArrow.com is the world's first online collaborative community developed specifically for Administrative Professionals. Visit OfficeArrow today where you can get answers & find solutions to every day work problems. Save time by downloading professional templates, read helpful articles written by industry experts, or stop by the Marketplace for purchasing solutions. At OfficeArrow, we're working together for you.





## Member Spotlight for July Leisa Vandehey

There are so many amazing members within our chapter that we determined a feature on our individual members would benefit us all. Have you had an opportunity yet to spend some time with Leisa Vandehey at one of our programs and get to know her better? For myself I felt I was only “scratching the surface” at these meetings and wanted a chance to find out a little more.

Leisa has been in her current position at Multnomah County Health Department since May 2001. Before that she held various other administrative positions through the years. When asked what prompted her to join IAAP she responded, *“When I started work at the county, my boss suggested that I look into joining a professional organization. I had originally found a different organization whose membership was comprised of administrative professionals specifically in the healthcare field. I was a member of that organization for about two years and wasn't finding my membership to be a good fit for me. Being open to other organizations I came upon IAAP through work. I joined Theresa Sullivan as a guest at one of the monthly programs and decided to become an IAAP member soon afterward.”*

*My membership has helped me professionally by introducing me to other administrative professionals who have encouraged me to view my position as a true career and not merely a job. I've also benefited from the monthly programs. I enjoy networking with other professionals, learning about topics that I can apply directly to my personal and professional life, and being more involved. The publications have also been very useful to me. My boss, my co-workers, and even I have noticed improvements and growth in my work and attitude since I have been a member of IAAP.”*

There are several things that Leisa loves about being an administrative professional. She loves being “in the know” and enjoys having inside information about the direction that the Health Department is headed and changes that are being implemented. *“I love being busy. Every day I face new challenges and have the ability to independently structure my day and determine priorities. My priorities don't always stay at the top of my list though. I'm sure you all can relate to this!”*

Life as an administrative professional hasn't always been smooth sailing for Leisa. After completing her first year with the county she was bumped from her position. This was a memorable experience for her. *“I've been thinking about it a lot lately with all of the position cuts and changes we have been experiencing at the county. It was difficult to have to train someone to do my job. Passing on the tools that I created to do my job well was a humbling experience. I continued working for the county for 10 months as a temporary worker at our HIV/Health Services Center; filling in for the front desk staff as they learned a new patient account system, filling in as the medical records technician when the previous person abandoned the job, working as a pharmacy assistant with their drug assistance program, and pretty much doing whatever was needed in the clinic. Every day was an unknown. After 10 months, the person that had bumped me from my administrative position left the county. Eventually, I was hired back into my original position. That experience provided me with a broader knowledge which has helped me do my current job better.”* What lesson did she learn? *“You just don't ever know what's going to happen, so keep a positive attitude and make the best of every day.”*

If there was one thing she could change about her position she shared something I think many of us can relate to, *“I fantasize about being able to set my own schedule without being at everyone's beck and call. Wait, I wouldn't be an administrative professional if that were true...”* Too true but we still dream.

If you spend any time with Leisa you quickly learn that she is passionate about giving back to her community. It was no surprise that when asked about her community involvement her first response was, *"How much room do I have to answer this question?"*

Here's a quick break down on Leisa's community activities.

Leisa serves dinner once a month for the Road Warrior Program with New Avenues for Youth. This particular program serves homeless youth between the ages of 21-25. It is very satisfying to Leisa to be able to provide a basic need (a substantial hot meal) to these youth who struggle to get their basic needs met.

As an Outings Leader with the Sierra Club Leisa has the liberty to lead whatever kind of outing she's interested in taking people on. Since she enjoys hiking and back packing, that has been her focus. She helped the Sierra Club in partnership with Kaiser Permanente get a new program, Family Nature Walks, off the ground this past year. Getting kids excited about nature and away from the TV and computer is very important to her. *"I feel very passionately about allowing kids to have unstructured play time to help their mental health and development into well rounded people who are connected to the natural world around them."*

Leisa also leads hikes for Reach the Summit (RTS). RTS is a fundraising effort for the American Lung Association of Oregon. Participants raise a minimum of \$3,000 each and train to climb a mountain in order to raise funds and awareness for the Lung Association and their efforts to fight lung disease.

Outside of the office Leisa obviously keeps very busy and seems to have her hands into everything. In addition to her efforts in the community she has been getting outdoors more; hiking, mountain climbing, back packing, and white water rafting. It seems Leisa is always open to learning new things. From these experiences she shared, *"If I have properly prepared I'll be successful in reaching my goals. By showing up, having the right gear and equipment, eating a good meal, drinking enough water, breathing, and taking one step at a time, getting to the top of any mountain is doable."* This is a lesson in life that's valuable for anyone!

Her dreaming doesn't stop with the local mountains either. Leisa has quite a long bucket list but the two things that have been on her mind lately are climbing Mt. Kilimanjaro in Tanzania, and hiking the Pacific Coast Trail, particularly the Washington State portion.

Inspiration comes in many forms, particularly the people who come into our lives. When asked who inspires her Leisa replied, *"In general, I'm inspired by most people that I meet for some reason or another. One quality that inspires me in people is an ability to overcome adversity. People who are able to set aside their own wants and needs and selflessly make time for those less fortunate inspire me too. Sheila Isley keeps popping into my mind. She is someone that I really admire for her large heart and her efforts in starting a food pantry at her church. She is definitely an inspiration to me!"*

The best piece of advice that has stuck with Leisa is this, a quote from The Four Agreements by Don Miguel Ruiz. 1) Be impeccable with your word; 2) Don't take anything personally; 3) Don't Make Assumptions; and 4) Always do your best.

Leisa's motto for life, *"Show up. No matter what you feel like, just show up for life every day."*





Left to Right: Rachael, Patty, Jeannie, Gina

## 2009/2010 Oregon Trail Chapter Board & Committee Chairs

Chapter President	Rachael Barnett CPS/CAP <a href="mailto:rachael.barnett@salemhospital.org">rachael.barnett@salemhospital.org</a>
Chapter Secretary	Patty Ostdiek CPS <a href="mailto:postdiek@ppcpdx.org">postdiek@ppcpdx.org</a>
Chapter Treasurer	Jeannie St. Clair <a href="mailto:jeannie.s.clair@co.multnomah.or.us">jeannie.s.clair@co.multnomah.or.us</a>
Treasurer-Elect	Gina Draggoo <a href="mailto:ginaj314@comcast.net">ginaj314@comcast.net</a>
<u>Committee Chairs</u>	
Budget and Audit	Gina Draggoo
Standing Rules and Bylaws	Karen Black CPS
Arrangements	Theresa Sullivan
Newsletter	Brenda Hinau
Cashier	Tami Foster, Jan Schmidt, Billie Shults
Community Service	Leisa Vandehey
CPS/CAP Certification	April Hill CPS
Fundraising	<b>VACANT (This could be you!)</b>
Historian	Carolyn Hixson
Membership	Sheila Isley CPS/CAP
Program	Angela Deverell
Publicity	Brenda Hinau
Webmaster	Deborah Johnson



## Idaho/Oregon/Utah Division Officers

President	Karen Bingham CPS <a href="mailto:Karen.bingham@frontiernet.net">Karen.bingham@frontiernet.net</a>
President-Elect	Lora Albee CPS/CAP <a href="mailto:Lora_albee@yahoo.com">Lora_albee@yahoo.com</a>
Secretary	Marilyn Taylor CPS <a href="mailto:Marilyn.s.taylor@hp.com">Marilyn.s.taylor@hp.com</a>
Treasurer	Carey Walton CPS/CAP <a href="mailto:Carey.walton@inl.gov">Carey.walton@inl.gov</a>

## Mark your calendar for these important dates!

September 09						
Su	M	Tu	W	Th	F	Sa
		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			

October 09						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 09						
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15	16	17	18	19	20	21
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29	30					

December 09						
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27	28	29	30	31		

January 10						
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31						

February 10						
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28						

March 10						
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28	29	30	31			

April 10						
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May 10						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 10						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
9	Chapter Meeting
26	State Training & Education Forum, Portland OR
October	
14	Chapter Meeting
16	National Boss's Day
18-21	Certification Conference in our own Rose City
November	
11	Chapter Meeting
December	
	No Chapter Meeting
January	
13	Chapter Meeting
February	
10	Chapter Meeting
March	
8-10	Professional Education Conference, Reno NV
10	Chapter Meeting
April	
14	Chapter Meeting
19-23	Administrative Professionals Week
	NEFSTANS
May	
12	Chapter Meeting
13-15	Spring Division Meeting, Boise ID
June	
9	Chapter Meeting
July	
18-21	International Education Forum & Annual Meeting, Boston MA

"Organizing is what you do before you do something, so that when you do it, it is not all mixed up."

-- A. A. Milne (creator of Winnie-the-Pooh)

**Look for the following in next month's issue:**

- An excerpt from Judy John's presentation at the IOU Division meeting. Judy was voted Utah's Poet of the Year and has published a book of poems entitled, "If I Could Speak in Silk".
- Our very own Angela Deverell will share an article on, "Personal Imaging".



*Dear fellow members, friends, and soon-to-be authors,*

*Our newsletter is what we make of it. It is not the sole property of the board or editor. Think about it, even newspapers and news channels rely upon their readership and viewers to submit ideas for stories. Please consider writing an article or submitting a suggestion for inclusion in a future issue.*

*Since joining IAAP I've had a wonderful opportunity to meet the incredible women who make up our chapter. There is so much experience, expertise and talent amongst us. I am sure that each of us has a particular passion about our profession. If you've never considered this before or (gasp) think you can't do it, I challenge you to step outside your comfort zone and give it a try. We're all here to support each other and help each other grow. Share what you know and love with us.*

*Please submit your article or suggestion to me at [bnkhinau@comcast.net](mailto:bnkhinau@comcast.net) or [brenda\\_hinau@transcanada.com](mailto:brenda_hinau@transcanada.com). There is an additional bonus; submitting articles to a chapter, division or international newsletter brings you one step closer to achieving your Member of Excellence.*

*I'm looking forward to hearing from you,*

*Brenda*