



Trail Dust October 2009 Oregon Trail Chapter

POWER *of* **Commitment** **Oregon Trail Chapter**

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From the President.....

The last few days Mother Nature has made it apparent that the seasons are once again changing and it is time to exchange sandals for galoshes, tank tops for sweaters, and umbrellas for hats. The smell of field burning has replaced bar-b-que, and orange and yellow and red are taking over the green. We are now in full swing with our IAAP year and the Power of Commitment.

Oregon State Training was a success with many members from OTC in attendance. There were opportunities to check your memory skills, deal with the “difficult” person in the office, and network over a great lunch. If you have not had the chance to attend a state training I highly recommend it. It is one of the best values in training that is offered! April Hill CPS has completed the trip she won in the IAAP “9 to 5” contest! Check out her review of the trip and picture in Central Park.

October is Membership Drive month! Sheila Isley CPS/CAP, membership chair, has a message for you on page two.

The October meeting topic is one that we have all been able to identify with at one time or another. Professional attitude is important as ever these days, whether you are in a secure position, or looking for a new one. This meeting is sure to be informative and interesting.

Have you signed your Member of Excellence form yet? If not, take a moment to do so and pop it in a folder. Think of a topic for a newsletter article submission (and then write and submit it), and remind prospective members to take advantage of the membership rate before the dues increase goes into effect. You are all excellent!

Rachael Barnett CPS/CAP

October Membership Drive

The month of October has been designated as "Membership Drive Month". We all know the benefits of this association and belonging to a local chapter.

Look at what IAAP and Oregon Trail Chapter have done for you in your professional career. Many of us didn't realize that we are in a career path until years into our profession. What a better way to reach out to others to share the importance of sharpening your skills; how to stand out in your current position and in today's business economy as an administrative professional.

Take the time to share and encourage another peer, co-worker, or friend to join this professional association. Recruiting one new member will give you points for the "Member of Excellence". Remember that dues will increase in January 2010 so now is the time for career-minded professionals to join.

Sheila Isley CPS/CAP
Membership Chair

IAAP 2009-2010 Growth Programs

Recruit 1 Rewards Program

A member who recruits 1 new member (not transferring member) in 2009-2010 will receive a letter of thank you from the international president.

Recruit 5 Rewards Program*

A member who recruits five new professional members (not transferring members) in 2009-2010 will receive a \$10 IAAP gift certificate.

Recruit 10 Rewards Program*

A member who recruits 10 new professional members (not transferring members) in 2009-2010 will receive a \$20 IAAP gift certificate.

Recruit 15 Rewards Program*

A member who recruits a minimum of 15 new professional members (not transferring members) in 2009-2010 will receive a \$30 IAAP gift certificate.

October Membership Drive*

The top five IAAP chapters that conduct a membership drive during the month of October 2009 and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP Headquarters by November 30, 2009. New members and transfers must join the chapter by November 15, 2009 and a minimum of five new members must join to be eligible for this contest. Submit only one entry for this contest period.



Our 2008-2009 Members of Excellence are Patty Ostdiek CPS, Brenda Hinau, Rachael Barnett CPS/CAP, Sheila Isley CPS/CAP, Billie Shults, Jeannie St. Claire.
Have you given our program schedule to co-workers?

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

Happy Anniversary to some special members!

Theresa Sullivan
Glenda Wade
Bonnie Rosatti
Pamela Melroy
Billie Shults
Marion Pettis

Member since October 1991
Member since October 1998
Member since October 2004
Member since October 2005
Member since October 2006
Member since October 2007

You definitely have the "Power of Commitment" and we appreciate you.
Congratulations!

Certification

Have you signed up yet for your certification exam? We have members studying now for the next two exam dates. Join the few, the proud, the certified!

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 superapril1@gmail.com.

“Sharp Skills in Tough Times” October 18 – 21, 2009 Portland Marriott Downtown Waterfront

Don't miss this fantastic opportunity! Here are some great reasons to attend:

- It's close to home! Consider the money you'll save on travel. (This should be a big seller to your executive.)
- It's a great opportunity to network with administrative professionals from around the country.
- The conference will equip you with essential skills and help you move forward and excel even when times are tough.
- Those attending all sessions in their entirety will receive 15 recertification points (active CPS and CAP holders) or 1.5 CEU.
- You'll walk away not only with increased knowledge but rejuvenated about your profession.

Visit the IAAP Headquarters web page for additional information and to register:
<http://www.iaap-hq.org/events/certification/index.html>.

October 14th Program Preview

“I will not be denied!” - Your Professional Attitude at its best!

Have you allowed your habits, hurts and hang-ups to place limitations on your life? Are you living beneath your potential? If you don't like the direction your life is headed, redirect it. Restore your vision. Revive your passion and reclaim what is dormant inside of you. Be strategic, be deliberate, and say to yourself, "I Will Not Be Denied!"

Sanalli Phelps, Call Center Manager and Trainer
AAA Oregon

Community Investment

Please bring your donation of costumes and/or accessories to our next chapter meeting on October 14th.

Chelsea's Closet is an organization that collects costumes and accessories for a monthly parade/tea party event for patients at Doernbecher Childrens Hospital. The inspiration for this organization comes from Chelsea Hicks, a beautiful little girl that was a patient at Doernbecher's until she gained her wings on March 18th of this year.

Leisa Vandehey, our Community Liaison Chair, will be collecting new costumes and accessories at the next IAAP-OTC Chapter Meeting to be deliver to Chelsea's Closet. New costumes are needed every month, as they cannot be reused due to the suppressed immune systems of the children. They really appreciate our participation. Even if you are on a tight budget (aren't we all?), great deals can be found at the Dollar Store, Rite Aid, Goodwill or Value Village (they sell new items as well). Other stores like Wal-Mart or Party City have a large selection of costumes, too. All donations are tax-deductible.

This will be a one time event only, so if you are interested in becoming more involved in Chelsea's closet, you may contact Alison Hicks (Chelsea's mom) via email at chelseahicksfoundation@verizon.net or contact Jason Hicks at 503-866-8662. Thank you, Brenda Hinau, for letting us know about this wonderful and fun organization! If you have any further questions, please contact Leisa at 503-988-3663 x26210. Thank you!



Chelsea Hicks – The inspiration behind Chelsea's Closet.

**“Those who bring sunshine into the lives of others cannot keep it from themselves.”
- James Barrie**

“We are seen; we are valued; we are leaders.” By April Hill

I don't normally participate in contests but took up my pen when I read about the IAAP's Nine to Five contest. Growing up I was always a fan of the movie Nine to Five. Granted I was six years old when it was released, but it made a lasting impression on me. I was fascinated by these women who didn't have official authority but clearly had the power to make things happen. Lily Tomlin, Dolly Parton, and Jane Fonda are fantastically funny. If you haven't seen it or it's been a while, I recommend adding it to your Netflix queue.

The contest was to write one sentence (and only one) about how the admin profession has changed since 1980 when the original movie came out. It took me a few days to craft the sentence—“We are seen; we are valued; we are leaders.” (I was rather proud of the two semicolons!) I sent it in and forgot all about it.

I was shocked when Emily at IAAP Headquarters called me during Administrative Professionals Week to congratulate me on winning. I kept asking her if she was serious and didn't stop smiling for days! I couldn't believe that out of thousands of entries my sentence was chosen. I was very honored and quite excited about the prize: a weekend vacation package to New York City including airfare, hotel for one night, dinner, a Bliss spa package and tickets to Nine to Five the Musical with a backstage pass for the winner and a companion.

My husband and I decided to extend our trip to four nights and schedule it to coincide with my birthday in September. Unfortunately, Nine to Five didn't last that long on Broadway but that wasn't going to stop me from enjoying my first trip to NYC. We flew in on a Wednesday afternoon and left early Sunday morning. Here's a recap of my time there.

Wednesday, 9/23 – Day 1

Number of steps: 12,265

Attractions: Time Square, Empire State Building

Restaurants: Edison Diner, Baraca (Israeli)

Reflections: We flew into Newark Liberty Airport and took the train and subway into Manhattan. I was a little nervous about the New York City subway but quickly became comfortable. The subway system is complex but is kept clean and there are lots of directional signs and maps. We checked into our hotel, grabbed a quick cheeseburger from a diner around the corner, and headed down Broadway to the Empire State Building. There were no lines and the view was spectacular—although I had to get over some vertigo. That building is tall! My first experience with Israeli food was fantastic. Overall it was a great first day in NYC.

Thursday, 9/24 – Day 2, Birthday

Number of steps: 16,673

Attractions: Ghostbusters' fire station, Staton Island Ferry, and China Town

Restaurants: Bubby's, HFS (dim sum), Roberto Passon (Italian)

Reflections: Up early on our first full day. Bubby's offered a lovely breakfast and was only two blocks from the fire station used in the movie Ghostbusters. So cool! Our journey to the south end of Manhattan took us past the site of the World Trade Center buildings. It is a sobering place, full of memory. Next was a trip on the Staton Island Ferry. This free ferry ride took us past the Statue of Liberty. I really enjoyed this trip and recommend it. We took the subway over to China Town for a dim sum lunch. It was a little overwhelming in a huge restaurant but quite enjoyable. The rest of the afternoon was spent shopping and preparing for the evening. I couldn't have asked for a nicer dinner on my birthday at Roberto Passon. Their white asparagus appetizer is to die for! After dinner, we enjoyed an off-Broadway show, Toxic Avenger. It sounds like an unlikely musical, and it was—but quite funny and well done.

Friday, 9/25 – Day 3

Number of steps: 18,705

Attractions: Museum of Natural History, Hayden Planetarium, Central Park, and 5th Avenue

Restaurants: Good Enough to Eat, Shake Shack, and Etcetera, Etcetera

Reflections: Another early morning because there's so much to see! I tried bacon waffles for breakfast. I'm a huge fan of bacon but am not convinced that this is the way to eat it. The subway took us uptown to the Museum of Natural History. It's huge! We could have spent days there and not seen everything. It's an impressive museum that I highly recommend. After a hotdog and strawberry milkshake at the Shake Shack, we strolled through Central Park. How lovely! Every other turn produced a new, beautiful landscape. I enjoyed learning that the visionary behind my new workplace, the Hoyt Arboretum, was also one of the masterminds of Central Park—Frederick Law Olmsted. It was nice to feel that connection. A stroll down 5th Avenue took us back to the subway and back to the hotel to prepare for the evening. Our dinner that night was part of my prize package. It was fun to dress up and eat out in the Theater District. We then enjoyed the Broadway musical, Memphis, which had just opened that week.

Saturday, 9/26 – Day 4

Number of steps: 24,023

Attractions: Brooklyn Bridge, Financial District, China Town, East Side Tenement Museum

Restaurants: Margon Diner, Little Frankie's Pizza, Sapporo, Amy's Bread Bakery

Reflections: We started our last day with a Cuban fry-up at a greasy spoon around the corner from our hotel. Great, cheap food! We took the subway to Brooklyn so that we could walk back to Manhattan over the Brooklyn Bridge. Another great experience that I fully recommend. The views are amazing and the bridge itself is a work of art. The rest of the morning was spent strolling around the Financial District and through China Town again. The weekend vegetable markets were in full swing. Wow! So many people and so much noise. It was one of those experiences that you don't realize you enjoyed until it's over. Unexpectedly, we found ourselves at the East Side Tenement Museum. We decided to take one of their hour-long tours and I'm glad we did. It's an amazingly unique and fascinating place. Not only do I recommend it if you ever have the chance but I suggest you visit their website (www.tenement.org) to get a taste of what they have to offer. Pizza for lunch fueled us for more shopping—mostly window-shopping. Huge bowls of ramen for dinner and some of the best chocolate cake in the world rounded out our last evening.

By the end of Saturday my feet were aching, and I was desperate for a home cooked meal. Although we didn't even see a quarter of what the city has to offer, we were ready to go home. Overall the trip was everything I had hoped for. It was a nice ending to a summer full of transition. I felt grateful during the whole experience. I was grateful to be working in a profession that I'm passionate about and that fulfills me. And I was grateful to belong to such a fantastic professional organization. Thank you, IAAP!



April Hill CPS in Central Park

State Education Forum A Day Well Spent By Brenda Hinau

My biggest fear when I look back over my career as an administrative professional is that I might allow my days to become routine. But when I sit down and really assess my situation, I realize that my work life is busy, challenging, and I daresay even fun. By the end of the day I generally feel good about my accomplishments and usually realize I have learned something new. Maybe that day's learning was a shortcut in Microsoft Word that I did not know before. Maybe it was some insight into how to get along with a co-worker better. Each day I try to pocket a small nugget of gold.

What I do not often do is spend an entire day on education or building my network. On Saturday, September 26th I had just such an opportunity at our own IAAP Oregon state training offered by our Idaho-Oregon-Utah division board members. These board members are other administrative professionals with years of experience to draw on and passion for their work....my work. Who better to learn from?



L to R: Lora Albee, Karen Bingham, Marilyn Taylor, and Carey Walton.

Lora Albee CPS/CAP gave a terrific presentation, Power of Persuasion. Lora is a wonderful public speaker who manages to retain the interest of her audience through humor and personal experiences that shed light on her subject. She not only had hands-on visuals but she also provided a DVD full of useful tidbits that we took away from the presentation. Lora is full of energy, and it is inspiring. I'm persuaded to try some new things.

Marilyn Taylor CPS had us participating in exercises during her program, Effective Listening. The exercises were not scary or hard but brought her point home. During one such exercise two members were placed back-to-back at the front of the room. One member described a picture to the other member who had to do their best to draw what they were hearing. Both pictures were shown to the audience at the end of the exercise. It helped us visualize the importance of effective listening. I took away several other tidbits such as asking open-ended questions, focusing not only on what was said but how it was said, and when on a long conference call, taking notes "by the clock." In other words, draw a clock face and take short notes at quarter hour intervals of the key points discussed during that timeframe. This is a tip I am eager to try.



L to R: Picture being verbally described, resulting drawing.

Walk the Talk was the subject of the presentation given by Karen Bingham CPS. Karen had us write down a commitment to ourselves as well as how committed we are to it and what behaviors we can cite as evidence of the commitment. One of the side notes I made during her presentation was, "IAAP is what I do for me."

The subject of mentoring and succession planning is often overlooked. Carey Walton CPS shared some great ideas to benefit IAAP chapters and members. She also explained how we could apply these skills outside of IAAP. Carey recommended looking at other members (or co-workers) as if they have are a "10." I took this to mean viewing others as if they have the best of intentions at heart. It is a simple concept that struck home for me, and I intend to put it into practice.

These professionals took three weekends (one each for Idaho, Oregon, and Utah) out of their busy lives to reinvest in the members of our organization. Although this was the first state training I have participated in, it will not be the last. Taking one day to reinvest in my career, network with other amazing professionals, and come away energized for my work is a day well spent.



Oregon Trail Chapter members who attended state training. Left to right: Brenda Hinau, Rachael Barnett, Kathleen Smithline, Gloria Swick, Patty Ostdiek, Karen Black, Leisa Vandehey

The secret of getting ahead is getting started.
-Sally Berger

Tools and Tips

National Boss Day

National Boss Day was started in 1958 when Patricia Bays Haroski, then an employee at State Farm Insurance Company in Deerfield, IL, registered the holiday with the Chamber of Commerce of the United States. She designated October 16 as the special day because it was her father's birthday. Ms. Haroski's purpose was to designate a day to show appreciation for her boss and other bosses. She also hoped to improve the relationship between employees and supervisors. She believed young employees often do not realize the challenges bosses face in running a business.

What can you recognize your boss for? Does your company sponsor your IAAP membership? Have you attended any special training recently? Have you been struggling with something of a personal nature and your boss has been understanding? Recognizing your boss can be as simple as a card and a smile. You might just make his or her day.

Daylight Savings Time

Daylight savings time ends at 2:00 a.m. the first Sunday of every November. This year that means Sunday, November 1st. *This is also a great time to check the batteries in your smoke detectors.*



Be sure to mark your calendar.

"Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing, it's when you've had everything to do and you've done it!" --Margaret Thatcher



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 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 (This could be you!)
Historian	Carolyn Hixson
Membership	Sheila Isley CPS/CAP
Program	Angela Deverell
Publicity	Brenda Hinau
Webmaster	Deborah Johnson
2010 APW Event	Rachael Barnett



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!

September	
9	How to Make an Impact With Your Resume Jessy Culp, Office Team
26	State Training & Education Forum – Portland OR
October	
14	“I Will Not Be Denied!” – Your Professional Attitude At It’s Best Sanalli Phelps, AAA Oregon Registration deadline is October 2nd!
16	National Boss’s Day
18-21	Certification Conference in our own Rose City
November	
11	Green It Up – Sustainability Ideas For Your Office Chase Granger, Office Max Registration deadline is November 6 th !
December	
15	Deadline for 10% savings on Boston EFAM registration and hotel. No Chapter Meeting
January	
13	How To Interview Like a Pro! Cathy McDonald, Robert Half International
February	
10	Surviving After Corporate Downsizing And Job Elimination Deborah Zwerling, One CreditSource.com
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	
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

Look for the following in next month’s issue:

A bio for our November presenter, Chase Granger of Office Max.

More useful tools and tips.

An article on public speaking from one of our very own members, Sheila Isley CPS/CAP.

Please submit articles, tools and tips, pictures and your feedback to Brenda Hinou at bnkhin@comcast.net.
Thanks, Everyone!!