



International Association of
Administrative Professionals®
Bellingham Chapter

WRITE Connection

A newsletter for career-minded administrative professionals
created by the Bellingham Chapter IAAP.....www.iaap-bellingham.org

October 2009



Tuesday, October 13, 2009
Executive Appreciation Event
with
Tom Dorr, Director
Center for Economic Vitality
College of Business and Economics
Western Washington University

This month, we are celebrating our executives. Please invite your executive to this annual celebration and informative meeting. We look forward to seeing you and your executive there!

Our speaker, Tom Dorr of the **Center for Economic Vitality** (formerly the Small Business Development Center), will speak on the topic of ***Our Economy: Fact or Myth?*** and provide numerous suggestions for actions we can take to boost the local economy.

Before coming to Western Washington University, Tom owned and managed businesses ranging from start-up to turnarounds. In 2007, he received the prestigious "Ron Battles Award" from the Washington State Small Business Development Center for his commitment to client service, innovation and continuous improvement.

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Welcome to IAAP!

What: Monthly Chapter Meeting & Program
When: Tuesday, Oct. 13, 2009, 5:30—8:00 pm
Where: Jeckyl & Hyde Deli
709 West Orchard Drive, #1 & 2, Bellingham
Cost: Members and Guests: \$15.00
(including program, dinner, tax, and tip)
RSVP: [Maureen Call, mcall@hotmail.com](mailto:mcall@hotmail.com)
RSVP must be in by 12:00 NOON, Friday, Oct. 9
Please see cancellation policy-Page 3.



October 2009

Dear Members:

The Economy. Wow. That is a topic to start an argument at your local coffee shop! It doesn't matter what dimension of the debate you are on, there are an infinite number of difficult issues to tackle. Should it be all doom and gloom? Absolutely NOT! So what can we do about it?

First, remember that despite what the news media keeps droning, the sun will come up tomorrow. Good things still happen, and we are still surrounded by good people! If you want to put a smile on your face, perform a random act of kindness: buy a cup of coffee for the person behind you in line, help a neighbor, or visit an elderly friend. Send an up-beat email to a far away friend or pop a card in the mail (better yet--make the card, too).

Second, attitude is everything. Embrace the day and the changes that may come with it. Change can be uncomfortable; reaching out to greet it makes it, somehow, easier to digest. If you find yourself challenged to stay positive in the "now," take a notebook and write five positive things in it per day with no duplication of entries. Remember that you are very likely blessed in many ways you are not visualizing: a large heating bill means you have a home that is toasty warm and an enormous phone bill means you have many friends to call.

Finally, keep in touch with those who support you. Over the years, I have been blessed by the many acquaintances in IAAP who helped, coached, mentored, and rooted me on when the times got tough. I am starting to have the good fortune to be able to return the favor. It is okay to have a down day, but get in contact with the cheerleaders in your life for a pick-me-up as often as needed.

Yes, I fully acknowledge the economic difficulties our nation is experiencing can't be erased by simply ignoring them. But, we can do more productive things than just fretting about them! Tom Dorr from *The Center for Economic Vitality* at Western Washington University will speak at our October 13 chapter meeting. He will help us with pro-active information to deal with the economy and ourselves. If you have not heard Mr. Dorr speak before, you are in for a real treat. He is enthusiastic, fun, and provides great advice. I look forward to seeing how many economic myths we, as a group, can dispel. Invite your executive for recognition, as it is "Executive Appreciation Night." As always, bring co-workers too. RSVP now to reserve your place. I look forward to seeing you at the meeting.



Melanie Loughmiller CAP
Bellingham Chapter President



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Maureen Call
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2009-2010 Bellingham Chapter Board of Directors



John Desmond Jolene Turner Melanie Loughmiller Chris Vallejo Remy Stratton Maureen Call

POWER of Commitment

Bellingham Chapter

BELLINGHAM CHAPTER MEMBER STATISTICS

Members:

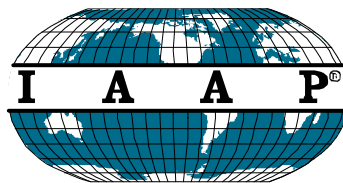
Professional members: 42
Merited members: 3
Student members:
Total members: 45

Renewals:

Lyn Greenleaf James CAP, member since 2002
Maureen Call, member since 2007
Liz Sipes CPS/CAP, member since 1997
Pam Clark Hamilton, member since 1997

Birthdays:

Dawn McKenney	October 7
John Desmond	October 14
Pam Clark Hamilton	October 28



International Association of
Administrative Professionals®

*Turning Jobs
Into Careers®*

CANCELLATION POLICY

Did you RSVP for our Chapter meeting, but need to cancel your reservation?

If you are simply a “No Show” or if your cancellation request is received too late, our chapter is still responsible for the cost of your meal. Please be sure that your cancellation is received by: [Maureen Call](mailto:mcall@hotmail.com) at

mcall@hotmail.com

before 12:00 noon on the Friday before the meeting. On Friday afternoon, we confirm the attendance count with our caterer, Jeckyl & Hyde Deli.

If extenuating circumstances prevent your cancellation from being received in time, contact: [Chris Vallejo](mailto:Chris.IAAP@gmail.com) at

Chris.IAAP@gmail.com

as soon as possible after the meeting.

If your cancellation has not been received prior to 12:00 noon on the Friday before the meeting, you will be billed for the meal.

DO YOU NEED A BELLINGHAM CHAPTER NAMETAG?

Your IAAP nametag is a valuable symbol, showing that you are intentional about your career, your IAAP membership, and your involvement in the Bellingham Chapter. If you do not have a nametag or need to update yours with current name or new certification, please contact Anne Hopkins, Membership Committee Chair, to place an order.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
BELLINGHAM CHAPTER MEETING MINUTES

Tuesday, September 8, 2009
Jeckyl & Hyde Deli, 710 W. Orchard Dr., Bellingham

Members in attendance: Judith Allen, John Desmond, Yvonne Goldsmith, Anne Hopkins, Celine Landauer Allen CPS/CAP, Arden Landry CAP, Jan Lee, Margaret Loudon, Melanie Loughmiller CAP, Lisa Love, Sandy McKenna, Linda Nielsen, Nancy Phillips, Andy Stampley, Barbara Stoneberg, Remy Stratton, and Chris Vallejo.

Guests in attendance: Phil Hurtig, DTM [Speaker], Vicki Esser, Christine Jenkins, Garrett Love-Smith, Jill Radel, and Sandy McKenna.

President Melanie Loughmiller called the meeting to order at 6:05 p.m. and welcomed all in attendance. She introduced the WA-AK Division Board and Bellingham Chapter Officers present and asked the members who had guests to introduce them. President Loughmiller noted that the Chapter had earned a Division RTF Award and was recognized by IAAP as a Chapter of Excellence for 2008-09. She also named the Chapter members who had qualified as Members of Excellence. All present were then invited to begin dinner.

Following dinner, President Loughmiller asked Celine Landauer Allen to introduce the evening's speaker, Phil Hurtig, who gave a presentation on "Overcoming Your Fears of Public Speaking." A Distinguished Toastmaster, Phil listed some of the factors that make us uncomfortable when facing an audience and discussed ways to deal with them. He focused on practicing impromptu speaking by demonstrating the Toastmasters International's use of Table Topics. This is a feature of every regular Toastmaster club meeting and involves members being selected at random to speak for one to two minutes on a subject chosen for them without notice. Various Chapter members and guests were given the opportunity to speak extemporaneously in this way and – following the exercise – to ask questions of Phil about public speaking.

Chapter business was then conducted by President Loughmiller. The June, 2009 Chapter meeting minutes were approved as published in the newsletter. Chris Vallejo, the Chapter Treasurer, reported balances as of August 31st in checking and savings along with a CD. The proposed Chapter budget was presented and approved by the membership, as was the Chapter's Strategic Plan as most recently revised. An audit of the Chapter's finances for 2008-09 was conducted by Margaret Loudon and John Desmond, along with the Treasurer. There were no negative findings and the audit report was approved by the membership.

President Loughmiller reported on the IAAP annual convention - now known as the Education Forum & Annual Meeting (EFAM) - in Minneapolis, which she and several other Chapter members attended at the end of July. Attendance was down from prior years - likely due largely to the economy - but all who were there felt it was a very worthwhile experience.

Announcements were then made on the following topics:

- Anne Hopkins addressed the Hands Across the Border (HATB) event coming September 26 at the Bellingham Golf & Country Club. She reviewed the agenda and speakers slated for the program and urged those who had not yet registered to do so by September 11 to obtain the early-bird discount of \$45.00.
 - President Loughmiller noted that the next Chapter meeting on October 13 will be the annual Executive Appreciation Event. Members are encouraged to invite their managers and other executives to attend and hear Tom Dorr from the local Center for Economic Vitality speak on "Embracing the Economic Times."
 - The Chapter will again participate in Make a Difference Day on October 24 this year. Liz Sipes is coordinating efforts of those members who wish to contribute to this worthwhile community event.
 - Members were asked to collect and save items for a garage sale being planned for the spring. Yvonne Goldsmith volunteered to coordinate this event, proceeds from which will go to the Chapter's Travel & Scholarship funds.
 - President Loughmiller asked about member interest in purchasing promotional items including T-shirts. She will follow up regarding prices, quantities, etc. Other fundraising ideas were also solicited from the membership.
- The Chapter was awarded a consolation prize from Avery which the members at the retreat decided, along with the board, to donate to the IAAP Research & Educational Foundation, which supports speakers at national events.

Positive Pennies (for personal announcements) were shared.

All members are invited to attend Chapter Board meetings, the first of the current year being scheduled for September 22 at 5:30 p.m. at the St. Joseph Hospital cafeteria. The next regular Chapter meeting will be Tuesday, October 13 at 5:30 p.m. at Jeckyl & Hyde Deli.

President Loughmiller adjourned the meeting at 8:00 p.m.

2009-2010 WA-AK Division Board of Directors

Seated:

President:

Linda Cook CAP, Evergreen Chapter

President-Elect:

Angela Amaya, Everett Chapter

Standing:

Gisela Young CAP, Polar Chapter, Secretary

Treasurer:

Celine Landauer Allen CPS/CAP, Bellingham Chapter

Vice President:

Rosemarie Davis, Tri-Cities Chapter

Washington-Alaska Division 2009-2010

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(Evergreen Chapter)

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h: scottrose1@clearwire.net

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clandauerallen@comcast.net

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(Polar Chapter)

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gyoung@usk.h.com



BOARD MEMBER BIO: JOHN DESMOND, Vice President

It is my pleasure and privilege to serve as Vice President of the Bellingham Chapter of IAAP for the 2009-10 year. One of my goals this year is to help grow the Chapter by sharing the benefits of IAAP membership with those who may be unfamiliar with the organization, as was I when I came to Bellingham four years ago.

My wife, Shellie, and I chose Whatcom County as (hopefully) our “last move” for several reasons. We love the natural beauty here, and the proximity to the water. We love the climate – especially the rain! And we really like having seasons. Originally from Canada, Shellie has family just across the border and we always enjoyed the relatively small-town feel of the Bellingham area whenever we’ve come up to visit.

I grew up in Long Beach, CA and lived and worked in Los Angeles and Orange Counties until I was 43. I spent most of the time since then in Dallas and Phoenix, so I guess I’m pretty much a ‘city boy’. My list of ‘careers’ would fill a small book but it includes 23 years in EMS (emergency medical services, 7 years in public transit management and 8 years fundraising for a public radio station. This job history – along with a degree in English - naturally (ha-ha!) led me to my current position as an office administrator in the investment business.

One of the attractions of living in Bellingham is the ability to really get to know people. We arrived in November, 2005 *sans* any visible means of support and a priority was finding gainful employment. As a registered nurse already licensed in Washington, Shellie’s task was picking through the many opportunities available in that field. From my experience, I learned that effective networking is key to finding a job and, hopefully, a rewarding career. An announcement for an upcoming IAAP meeting caught my eye and, by January, I was a member.

Although I eventually found employment via another avenue, my association with the Bellingham Chapter members has been very positive and encouraging from the start. I have – through Chapter meetings, events and other networking opportunities – met a number of community leaders, learned about local businesses, and developed important relationships. In short, my IAAP membership has provided me with a great deal of self confidence and helped me become established personally and professionally in my new home town.

Please join me in helping “spread the news” about the opportunities afforded through membership in the Bellingham Chapter of IAAP.

Community Involvement Opportunities

Hats, Scarves, and Mittens Needed

Handmade hats, scarves and mittens will be needed again this winter to donate through the Whatcom Volunteer Center. Even if you can't knit or crochet, you can still help by contributing yarn. You can contribute all year long by bringing items and yarn to each meeting and IAAP member Maureen Call will make sure it gets to the Volunteer Center. It can make a difference to one more person in our community!

Call it a family.
Call it a network.
Call it a tribe.

Whatever you call it,
whoever you are,
you need one.

Anonymous



Make a Difference Day

Make a Difference Day, October 24, will be at Rebound of Whatcom County to assemble packets, label, and stamp 1000 pieces for a mailing. We need a minimum of 7 volunteers. Please contact Liz Sipes at Liz.Sipes@wwu.edu to sign up. All those who sign up will be eligible for a free breakfast that morning.

Back to Work Boutique— Fall Wardrobes

The Back to Work Boutique, sponsored by the YWCA, helps women going back to work with outfits they can wear for their interviews and beginning employment. If you have office attire in good condition, jewelry, purses or shoes that you would like to donate, please bring them to our chapter meeting. In addition, they are now requesting general attire, such as pants and flat shoes, for their clients who will be working in sales or warehouse store environments. Please note that stockings and panties donated to the Back to Work Boutique must be new, and there is a particular need for donations of these items. In addition, the YWCA has housing for women getting their feet back on the ground, and they welcome donations of toiletries such as travel size bottles of shampoo, conditioner and lotion. They especially need ethnic hair products at the current time. Donations will be collected at the meetings and delivered to the YWCA.

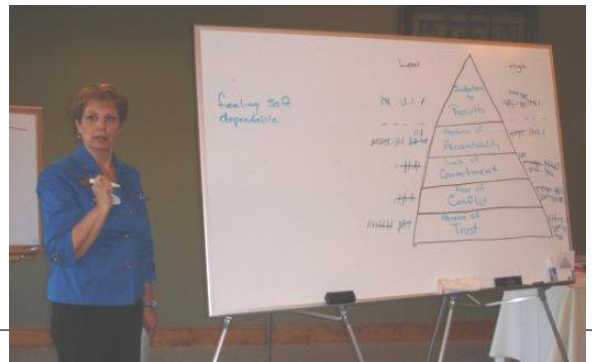
Please contact Margaret Loudon CPS (mal.iaap@clearwire.net) with questions.

5th Annual Hands Across the Border September 26, 2009 Bellingham Golf and Country Club

Bellingham, Washington



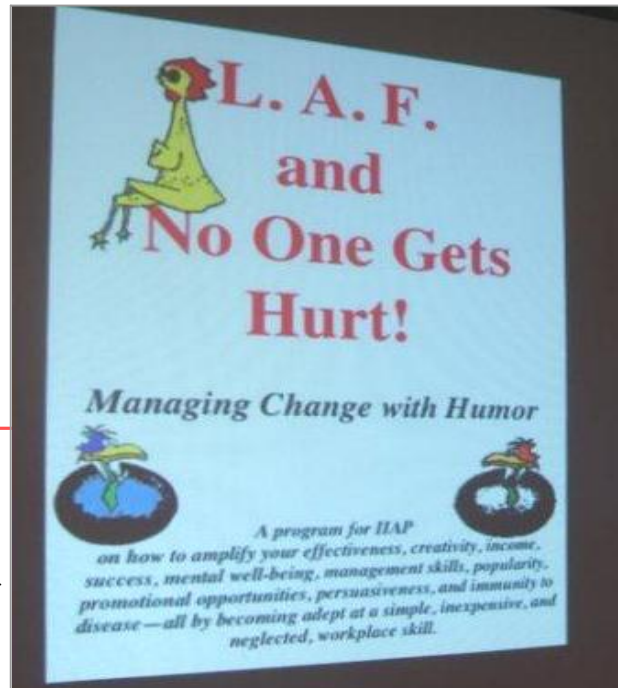
Gisela Young, Division Secretary; Angela Amaya, Division President-Elect; and Johanna Baker, Everett Chapter Vice President, network before activities begin.



Barb Horton CAP, Immediate Past International President, spoke about the importance of being authentic in our individual interactions and in teams. Only in authenticity can trust be developed.



Carla Rieger,
Keynote
Speaker
*The Artistry
of Change*



Dr. Patt Schwab, aka the “chicken lady,” entertained us with her water bottle disguised as one of the original cell phones, during her presentation, “FUNdamentally Speaking.”

Immediate Implementation of Lessons Learned

by Lisa Love, Bellingham Chapter Member

Saturday I went to the IAAP Hands Across the Border Meeting. All the speakers were topnotch! Carla Reiger was one of the speakers--she is dynamic! One of her ideas for changing the way we think really stuck with me. Anytime something negative happens in your life, think of what is positive about the situation, asking yourself, “What’s good about this?” Then put your hands up in the air, clench your fists, and pull your fists down while saying “Excellent!” I have been blessed to be able to use this technique a lot lately...

I did a post-mortem “Excellent” for my car dying. My son, Garrett, whom some of you met when he participated in our meeting last month on public speaking, decided I was whacked when I started having him brainstorm the benefits of a dead car.

I did another “Excellent” when we had a conflict at my book club. The benefits were – I could practice my mediation skills and we could become closer as a group, or we will disband and I have another book club that I can go to.

The uses of this technique are endless! It can help you turn your outlook around on a dime—at home, work, school, wherever!



Phyllis Harber-Murphy, Vancouver Chapter newsletter editor, struts to the chicken dance song, followed by Barb Horton, Immediate Past International President, and Pam Clark Hamilton, Bellingham Chapter member and Immediate Past WA-AK Division President.



2009-2010 IAAP Bellingham Chapter Calendar

October

- 13 Meeting – Executive Appreciation Night
Program: Tom Dorr, Center for Economic Vitality; Embracing the Economic Times
- 18-21 Certification Conference, Portland Marriott Downtown Waterfront
- 24 Make A Difference Day
- 27 Board Meeting
- 28 The 2009 Seminar for Office Professionals, Federal Way, WA, Best Western Evergreen Inn & Suites
(sponsored by the Mount Rainier Chapter, IAAP)

November

- 6-7 Certification Exams
- 10 Networking Reception at Jeckyl & Hyde's Deli
- 19 Board Meeting – Officer Leadership Training at Judy McCoy CPS/CAP's Home

December

- 8 Meeting – Annual Dinner and Auction with Lorna Brown CPS/CAP

January 2010

- 12 Meeting – Program: Kiera Kettering, Kelly Services; How to Prosper in this Economy
- 26 Board Meeting

February

- 9 Meeting – Program: Barb Neumann CAP, W. Canada Div. President; Using the IAAP Web Community
- 15 Applications for the CPS/CAP Exams due to HQ
- 23 Board Meeting

March

- 8-10 Professional Education Conference, Grand Sierra Resort & Casino; Reno, NV
- 9 Meeting – Program: Panel Discussion on the Diverse Opportunities of IAAP
- 23 Board Meeting

April

- 13 Meeting – Program: Tech Topic
- 19-25 Administrative Professionals Week
- 21 Administrative Professionals Day
- 27 Board Meeting

May

- 7-8 Certification Exams
- 11 Meeting – Program: Conflict Resolution
- 14-16 WA-AK Division Annual Meeting; Tukwila, WA
- 25 Board Meeting

June

- 8 Meeting – Installation of Officers for 2009-2010

July

- 18-21 IAAP Education Forum and Annual Meeting, Boston, MA; Hynes Convention Center

October

- 17-20 Certification Conference, Louisville, KY; Hilton Seelbach Hotel

Board Meetings are held in the cafeteria at St. Joseph Hospital at 5:30 PM on the fourth Tuesday of each month.

Chapter meetings are held at Jeckyl & Hyde Deli at 5:30 PM on the second Tuesday of each month.

WRITE Connection is a cooperative production of The Bellingham Chapter IAAP®, PO Box 29784, Bellingham, WA 98228-1784; A complimentary three-month subscription and advertising guidelines are both available upon request. Newsletters are distributed by email and are available at www.iaap-bellingham.org. Please send all articles and suggestions for articles at any opportunity!

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