



The Write Connection

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Spring
2010-2011

Coming up in April:

INVESTING IN YOURSELF!

Administrative Professionals Day is Wednesday, April 27

Administrative Professionals Week is coming up from April 25 through 29, 2011.

The 2011 Administrative Professionals Day (APD) event is set for Wednesday, April 27. Once again, the Bellingham Golf and Country Club is hosting a full day of activities for our Bellingham Chapter. We as individuals are our most precious resource. How can we ensure we are maintaining our value and worth? By investing in ourselves. This year, we have chosen the theme, "Investing in Yourself" to help administrative professionals soldier on in today's tough economic and secular conditions. Here are some highlights of what you can expect at this year's annual event:

- *Passion & Purpose*—Judy McCoy, CPS/CAP, IAAP Past International President
- Morning workshop: *Investing in Your Career*
Kiera Berghof, Whatcom District Manager, Kelly Services
- Luncheon Keynote Address: *Investing in Yourself*
Erin Baker, Founder/Owner of Erin Baker's Wholesome Baked Goods
- Afternoon seminar: *It's Okay to be Selfish*—Ralph Vernacchia, Ph.D., Director
Center for Performance Excellence, Western Washington University

There will also be a mini vendor fair and goody bags available to all who register and come to the luncheon. We also have a variety of wonderful prizes to be raffled off after the keynote address. Invest in yourself by joining us on the special day!

This year for lunch, the Country Club is offering a spinach and strawberry salad, herb-roasted potatoes, grilled chicken with marsala cream sauce, seasonal vegetables, and finger desserts.

Full day registration (both seminars and luncheon): \$80*
Morning or afternoon seminar only: \$40 each session
Luncheon and keynote only: \$30

*\$5 early bird registration if postmarked by 4/8/11; additional \$5 discount for IAAP members.
For more information, contact APD Chair Linda Nielsen at (360) 676-6907 or lnielsen@co.whatcom.wa.us



APRIL CHAPTER MEETING TOPIC: DEPRESSION IN THE WORK PLACE

Program Date & Time: Tuesday, April 12, 2011 ~ 5:30 p.m. , speaker Dr. Joanne DeMark
Location: Café Caffe, 3908 Meridian Street, Suite 104, Bellingham (across the street from Bellis Fair Mall)
Cost: \$15 for members and guests (includes use of space, dinner, dessert, beverage, tax & tip).
RSVP via email: [Maureen Call at mcall@hotmail.com](mailto:Maureen.Call@hotmail.com) by 4 p.m., Thursday, April 7th, 2011

NEW VENUE A HIT!



We had our first chapter meeting at Café Caffe on Tuesday, March 8th. Owner Richard May and his crew welcomed us with some delicious food and great service! We were served a complete meal including lasagna, salad, garlic Texas toast.

While playing IAAP Jeopardy, we enjoyed coffee with some delectable dessert of either fresh homemade peach or blueberry pie (just made 2 hours before serving!).

The restaurant is a popular go-to for breakfast and lunch, and is usually closed for dinner except for private events or open mic night on the third Wednesday of each month.

For more information on this restaurant, visit their website:
<http://infodrop.info/caffe/location.html>

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APRIL CHAPTER MEETING:

Depression in the Workplace

Does your work week include more blahs, nahs, and blues than you would like? Does workplace gossip or the continuous complaints of a co-worker, on top of a challenging workplace, further crash your good mood? Is joy hard to find more days than you would like? Do you wonder if you or the person in the workspace next to you should be doing more to address mood? Come learn the basics of depression in the workplace.

About the speaker: Joanne DeMark, PhD, directs WWU's L.E.A.D.S. Program, a part of Western's Leadership Advantage Initiative. She came to WWU after successful tenures as a co-founder and co-administrator of a 16-year leadership development and prejudice reduction non-profit, a decade as a human resource development executive in a healthcare software and services firm, and 15 years as an assistant management professor, adjunct, in the Health Policy and Management Masters program at Emory University's Rollins School of Public Health, the Woodruff Health Sciences Center. Additionally, Joanne maintained a small clinical practice for over 15 years utilizing Hakomi, a body-inclusive psychotherapy that integrates mindfulness practices. Dr. DeMark obtained her Ph.D. in an APA-approved program in Counseling Psychology from the University of Florida.

SPECIAL THANKS TO



JACK MCCALLUM

We had an enlightening March Chapter Meeting thanks to Jack's presentation, "Hot Tips for Landing that Job: Rock that Resume & Ace that Interview"! She highlighted the do's and don'ts in resumé writing as well as interview strategies and techniques to give job seekers that extra edge. Jack is President and principal consultant for HR Balance LLC, a human resources management and leadership coaching firm. [HR Balance LLC ~ Email: info@hrbalance.com](mailto:info@hrbalance.com)
<http://www.hrbalance.com>

PHIL HURTIG, DTM



March brought a fun, interactive leadership training at our Board Meeting. Phil coached and provided our board with tips on public speaking using the theme, "How to Teach the Cat to Let Go of Your Tongue...Impromptu Speaking You can Use". Phil is a Distinguished Toastmaster and an award-winning public speaker and fulltime Realtor with Brown-McMillen Real Estate in Burlington, WA. He delivers over 75 speeches each year to service groups and corporations throughout the western United States.
philhurtig@yahoo.com



Member Highlight: *Sandy Mock*

husband Tom moved to Bellingham to be near their daughter and her family. They have 4 children and 9 grandchildren.

From owning a donut shop to working at Lane Bryant and marrying people as a Courthouse clerk, Sandy has been involved in various industries while in and out of administrative support positions over the last 40 years. She currently enjoys being administrative secretary to Joe Rutan, P.E., County Engineer/ Assistant Director at Whatcom County Public Works.

When not at work, Sandy is busy with various craftwork including stain glass,

knitting, jewelry-making, and quilting. She also enjoys reading and spending time with their two dogs—a lab named Taz, and a Scottie named Pepper.

Sandy has been an active, steady, yet quiet supporter of IAAP's Bellingham Chapter since she was introduced to IAAP through fellow County worker, Linda Nielsen. She joined the Association in May 2008 and attends just about all our chapter meetings, assists with Administrative Professionals Day, and donates her beautiful hand-made crafts to our auctions and raffles. Her future goal is to attain her CAP certification.

Thanks for being a part of our Chapter, Sandy!

Dependable. Talented. Giving. Trustworthy. These are just a few of many positive words describing Sandy Mock.

Born in South Bend, Indiana, Sandy lived in different parts of Illinois and later in Florida. After dealing with the tumultuous weather and bugs there, she and her

Coming up...

April 12-Chapter Meeting
Topic: Depression in the Workplace

April 27—Administrative Professionals Day, Bellingham Golf & Country Club

May 10—Chapter Meeting
Topic: Engaging with Co-Workers and Your Job in Difficult Times

May 13-15—Washington-Alaska Division Meeting and Education Forum, Embassy Suites in Lynnwood, WA

May 24—Board Meeting

June 14—Installation of New Officers

July 24-27—Education Forum and Annual Meeting (EFAM) in Montreal, Canada

Diane's Tech Tips: Creating Quick Lines in a Word Document

Sometimes you want to add a little pizzazz to a document by adding lines in-between text. Here are a few real quick lines to create:

[_ _ _ Enter] or [3 underscores + Enter] equals a heavier line



[--- Enter] or [3 hyphens + Enter] equals a fine line



[=== Enter] or [3 equal signs + Enter] equals a double line



[*** Enter] or [3 asterisks + Enter] equals a dotted line



[### Enter] or [3 pound signs + Enter] equals a heavy triple line



Enjoy!

Diane Brearley, Chapter Member

Let's get ready! 2012 WA-AK DIVISION ANNUAL MEETING

Message from Bellingham Chapter Member Margaret Loudon

I hope you will all join us in preparing for the **2012 Washington/Alaska Division Annual Meeting and Education Forum** which we will be hosting here in Bellingham. The more members we have to help with the various committees and activities, the less time commitment each will have to make. We will need to decide on a chapter identification, possibly a scarf, to let visiting members know who the Bellingham chapter members are in case they have questions.

Decorations - Anne Hopkins Chair

This committee will prepare decorations for the Saturday night banquet and choose a memento for the 2012 meeting.

Corporate Donations - John Desmond Chair

This committee asks for donations of money or in-kind contributions from various companies. We will have a sample letter and information from the Everett Chapter on this year's contributors.

Vendors -

Saturday at lunch we have vendor tables. This committee would work with vendors and assign tables. We will need at least 10 vendors.

Brochure Design—?

Door Prizes -

This can either be a separate committee or under vendors/corporate donations.

Goodie Bags -

Skagit Resort & Casino will supply the bags. We just need to get items to put in the bag. If any of you work with vendors or attend functions where items suitable for a business setting are distributed, you might ask them if they would donate items for the goodie bags.

Hospitality -

Once the sign up sheet for working in the Hospitality center is filled this committee will not need to do anything until the annual meeting.

Registration - Margaret Loudon

I will receive registration forms but we will need members to help at registration during the meeting. Registration is held in the hospitality suite so we may be able to double up on helpers.

Pages/Timekeeper

We will need several members to work during the Saturday meeting as pages and a timekeeper.

Evening of Welcome/Open House -

This is the Friday night welcome party. Decisions will need to be made on food and decorations. Also will need members at the door to welcome people.

Publicity -

This committee distributes information on the Friday workshop and info about the meeting to the local papers.

Seminar - Celine Landauer Allen

We have our speaker but will need people to help out at registration.

Trips & Tours -

Any one interested in setting up a trip on Thursday?

Printing/Copying -

We will need to have someone to make up table tents for the head table, tickets for events, binders for delegates. If you have a copy center that you deal with ask them if they would be interested in donating services for the meeting. This committee could be a part of vendor or corporate donation committees.

We will probably have a short meeting in April or June and then will not meet again until September. I promise to keep meetings short and infrequent. Please give me a call or e-mail and let me know if you are interested. Also, I hope many of you will attend this year's annual meeting to get an idea on how it all comes together.

Margaret Loudon
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International Association of Administrative Professionals®
BELLINGHAM CHAPTER MEETING MINUTES

Tuesday, February 8, 2011

Jeckyl & Hyde Deli, 710 W. Orchard Dr., Bellingham

Members in attendance: Lorel Farber; Anne Hopkins; Margaret Loudon; Melanie Loughmiller, CAP; Remy McConnell, CAP; Judy McCoy, CPS/CAP; Sandra Mock; Linda Nielsen; Nancy Phillips; Liz Sipes; Andy Stampley; Lin Stefan

Guest in attendance: Jack McCallum; Kolleen Kilpatrick

President McConnell called the meeting to order at 6:00 p.m. and welcomed all in attendance. Following introductions she joined the rest of the attendees in welcoming Jack McCallum from HR Balance LLC as the evening's guest speaker. Everyone was then invited to enjoy dinner service.

Following dinner, President McConnell conducted chapter business as follows:

It was announced that we have one new member, Janelle Baalke.

President McConnell presented the account balances as of January 31, 2011. She reported that a check for \$32.74 from the Funding Factory was recently deposited as a result of Judy McCoy's recycling of printer cartridges.

President McConnell reminded chapter members of the upcoming certification application due date is February 15 with testing scheduled in May. The chapter has updated textbooks and flashcards available to anyone wishing to study to sit for certification exam.

Upcoming Events

If interested, chapter members have been invited to the Everett Chapter meeting tomorrow night where they are hosting Sunny Kobe Cook as their speaker.

At the March Chapter meeting we plan to do the Jeopardy game postponed from the cancelled January Chapter meeting.

Plans are coming along for Administrative Professionals Day, scheduled for April 27th at the Bellingham Golf and Country Club. Our theme this year is "Investing in Yourself." Concurrently confirmed at the morning workshop to be conducted by Kiera Berghof, District Manager for Kelly Services and the luncheon keynote speaker of Erin Baker, Erin Baker's Wholesome Baked Goods. All committees can use any help offered. Please forward names and contact information to Remy for the mailing list: rmcconne@co.whatcom.wa.us

Division Annual Meeting hosted by the Everett Chapter is scheduled for May 13-15 at the Lynnwood Embassy Suites.

President McConnell gave an overview of the results of the recent survey conducted regarding chapter meeting venue and food options. Following further discussion it was unanimously agreed to conduct the March Chapter meeting at Café Caffe on Meridian Street. This will be our last meeting at Jeckyl & Hyde.

Margaret Loudon then provided a brief update on activities related to planning for the 2012 Division Annual Meeting. Margaret asked everyone start thinking about how they can contribute time by working on any of the following activities: decorations, vendors, corporate donors, door prizes, hospitality, publicity, printing and copying, evening of welcome, seminars, pages and timekeepers.

Jack McCallum then shared her wisdom with us about how to rock your resume, acing an interview, and tips for searching for a job. We were treated to amazing tips and tricks for preparing a winning resume including what is absolutely important as well as what should not be included. The same was true for the discussion about interviewing—again, great tips and trick, what not to say, what to bring with you, and how to dress appropriately. Jack followed up this helpful and important information with a brief overview on tips for searching on-line for job openings and suggested sites for visit. This was an excellent presentation relevant to everyone present. Jack reminded us how important it is to always have your resume up to date. Certification awards for one point were available following this presentation.

Positive Pennies were shared.

President McConnell adjourned the meeting at 7:50 p.m.

International Association of Administrative Professionals®
BELLINGHAM CHAPTER MEETING MINUTES

Tuesday, March 8, 2011

Café Caffè

3908 Meridian Street, Suite 104, Bellingham

Members in attendance: Maureen Call; John Desmond; Lorel Farber; Anne Hopkins; Celine Landauer Allen, CPS/CAP; Margaret Loudon; Melanie Loughmiller, CAP; Remy McConnell, CAP; Judy McCoy, CPS/CAP; Sandra Mock; Linda Nielsen; Liz Sipes; LeAnna Williams

Guest in attendance: Steve McConnell

President McConnell called the meeting to order at 6:00 p.m. and welcomed all in attendance to our new meeting location. Following introductions she joined the rest of the attendees thanking our new hosts for having us. Everyone was then served a lovely dinner.

Following dinner, President McConnell conducted chapter business as follows:

Treasurer Call presented the account balances as of February 28, 2011.

Upcoming Events

The March 22 Board Meeting will be a leadership development session with Phil Hurtig teaching us how to “Teach the Cat to Let Go of Your Tongue...Impromptu Speaking You can Use.” We will be meeting at Linda Nielsen’s home.

At the April Chapter meeting we plan to have a speaker who will give us tips on editing video for presentations—speaker is not yet confirmed.

Linda Nielsen, APD Chair, gave a brief update on activities for our annual Administrative Professionals Day celebration on April 27. The afternoon workshop speaker has been confirmed. We will welcome Ralph Vernaccia from WWU Center for Excellence. Nancy Phillips will have the final brochure ready for distribution shortly. Members were reminded to please forward names and contact information to Remy for the mailing list: rmcconne@co.whatcom.wa.us

Division Annual Meeting hosted by the Everett Chapter is scheduled for May 13-15 at the Lynnwood Embassy Suites. Melanie Loughmiller, CAP asked members who plan to attend to sign up for time to man the hospitality suite. Secretary Hopkins asked everyone to help with contributions for a gift basket for the auction. Our theme is “The Whatcom Experience.” President McConnell will represent our Chapter as delegate to the meeting and Linda Nielsen will be the alternate.

President McConnell reminded us all that it’s not too soon to begin thinking about next year’s Chapter Board. Officer nominations will take place in April, elections in May and installation of the new Board in June.

Margaret Loudon and Celine Landauer Allen, CAP provided a brief update on activities related to planning for the 2012 Division Annual Meeting. Margaret asked that those interested in serving on a committee send her an email.

Following chapter business and announcements President-Elect Nielsen and Secretary Hopkins invited everyone to join in a rounding game of Jeopardy where members were challenged in their knowledge of IAAP and chapter activities. Everyone was a winner and prizes of chocolates were shared with all.

Positive Pennies were shared.

President McConnell adjourned the meeting at 7:05 p.m.