

2009-2010 OFFICERS

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The Rim Rock Connection

A Publication of Rim Rock Chapter IAAP

March 2010

Upcoming Chapter Meeting

When: March 17, 2010 at 5:30 p.m.

Location: Crime Prevention Center
300 S 24th Street West, Billings

NFR Energy

4100 1st Street West, Havre

Presentation: "Fire Prevention Systems/Prevention Plans"

Presented by Mike Nize, Kenco Security,

Sherry Tizono CPS/CAP

RSVP to: Ginnie Burgess at burgessg@ci.billings.mt.us

Hostess: Linda Frank CPS/CAP

February Chapter Meeting Summary

By Deanna Anthony

The February meeting was held on Wednesday, February 17th. Pam Kuhr presented information on Stress in the work place, on the body and it's effects. She also provided some great information on how to effectively deal with stress and ineffective emotions. She even provided us with little hard hat stress "balls" to squeeze when under duress!

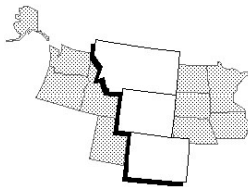


Great job, Pam!

**RIM ROCK CHAPTER
NEWSLETTER /
HISTORICAL
COMMITTEE**

P.O. Box 20261
Billings, MT 59104-0261

Deanna Anthony CAP, Co-Chair
Pam Kuhr, Co-Chair
Jeanette Vieg
Brenda Olheiser



Upcoming Events / Programs

March 17, 2010

Chapter Meeting, Crime Prevention Center ~ 5:30 p.m.

April 7, 2010

Board Meeting, Con'eer Engineering ~ 5:30 p.m.

April 21, 2010

Chapter Meeting, Crime Prevention Center ~ 5:30 p.m.

May 7-8, 2010

CAP / CPS Exam

April 20, 2010

Rim Rock Chapter Administrative Professionals Day Event

Colorado-Wyoming-Montana (CWM) Division of 🍀 IAAP

<http://www.iaap-co-wy-mt.org>

Division President:
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Division Vice President:
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Division Treasurer:
Andrea Latine CPS
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Division Parliamentarian:
Debbie Brown CPS/CAP/RP

CWM Division Mission: To be the link between the International Association of Administrative Professionals (IAAP) and CWM Division members and to support IAAP's objectives and goals, enrich career development through educational opportunities, and encourage and facilitate the professional growth of others.

Message From International President Susan Shamali CPS/CAP

It's February and in the accounting world, busy season is in full swing! In fact, between work and IAAP responsibilities, things have become downright crazy! Did I mention totally stressed? It's what we refer to as feast or famine. Everything's due at the same time or there's nothing to do! Preparation for the Spring Board Meeting is also in full swing. We've been busy working on the agendas and it's taken about ten days to get the agendas laid out, with bringing forward topics or assignments from the prior meeting, making sure we've covered all the agenda topics that occur specifically at this meeting, and ensuring we have all reporting subcommittees listed. And just when you think it's complete, there are revisions and more revisions! Thankfully, we've gone green with our board books, and everything is electronic.

Flying out Thursday after putting in the equivalent of a full day at the office means arriving exhausted at the Reno/Tahoe International Airport, assuming one doesn't miss any connections! You may even see me chasing down the shuttle bus driver at the airport so I don't have to wait another thirty minutes for the next shuttle to arrive. Then, as I'm dragging my luggage through the hotel door and thinking about the time difference, unpacking and sleep- familiar faces appear! In that split second my face is all smiles, and my pace picks up. Forget the check in desk! Hugs, hellos, more hugs, catching up on arrival times and what everyone has already checked out is most important. One minute I'm ready for bed and the next we're making plans to meet up before calling it a day. What an adrenaline rush! Once the board meeting starts, it's non-stop from morning until evening. We are planning some fun on Sunday evening. If everything comes together, we'll be dining at the burger and shake joint in the resort, followed by bowling! A few board members will be cheering on the bowlers and a couple more said they would be taking pictures. Hmm... wonder where those might pop up! Hopefully in March's communication!

What's best about the Spring Board Meeting is that it's followed by the Spring Conference (formerly Professional Education Conference or PEC). The conference always provides great speakers, which means going home with a new book or two to read. It offers professional development on current issues as well as 15 recertification points. Have you been thinking of attending a Spring Conference? Well, now's the time to attend! With room rates at only \$89, this may be the most affordable event ever! For more information and to register, go to <http://www.iaap-hq.org/events/pec/registration.html>.

Remember the Compliments/Suggestions/Complaints database which was rolled out in 2008? I'm thinking probably not because it's not being utilized to the extent that it could be. The database is used to track trends, issues, etc., and help us figure out what we need to focus on or communicate on a mass scale. Most recently, a trend or issue that could have been communicated better is the speed of the web community. I read the postings and raised the question, "What's going on with the web community?" only to find out that while we were communicating in the community itself, we should have been communicating our efforts to speed things up on a larger scale. Had everyone utilized the database, that issue would have tracked sooner for a broader communication. And, yes, we are in the process of upgrades that will increase the capabilities of the web community, increasing the speed. So when 5,000 of us all get online at the same time during our lunch hour, access will be much faster. The Compliments/Suggestions/Complaints may be found by going to the Members Resources section drop down menu or <http://community.iaap-hq.org/IAAPHQ/IAAPHQ/MemberResources/Feedback/Default.aspx>.

Another way to keep abreast of what's happening with the web community is to subscribe to the Sitebuilders eGroup, which is where Ben McClanahan, Internet Communications Coordinator, provides updates on what's happening as well as responds to webmaster questions.

December 2009 was the end of another financial quarter for IAAP. The Financial Oversight Subcommittee has reviewed the fiscal year-to-date information and updated the Financial Plan, which may be found [here](#). You will note that IAAP continues to maximize its resources to help get us through a very lean time in this tough economy.

Have you heard about the two (yes, **two** keynoters) we'll have this year in Boston? **Vernice Armour**, the U.S.'s first woman combat pilot will kick the day off by showing us how to "create breakthrough," and then **Erin Brockovich**, one of the most famous admins in the world, will be on hand to close out the day.

Hopefully I'll get to see all of you there for a great EFAM... be on the lookout for registration information soon!

President's Message


Greetings,

At my house, I mark important events on the kitchen wall calendar – birthdays, anniversaries, meetings I don't want to miss, appointments outside of work hours. Many of the best events, however, don't get notated beforehand such as a chance encounter with an old friend I haven't seen in years and with whom I want to rekindle the friendship. You undoubtedly have a place you organize your important scheduled events, too, possibly Outlook or a Daytimer, or even your Blackberry.

So, what is marked on your calendar for April 20? Do you have time to spend on yourself, to recharge or invigorate your work life – you know, that place where you spend a third of your life. You and I both know that you are worth it. Hearing an inspiring and entertaining speaker like Dr. Cal LeMon, rated as one of the ten best speakers in the USA, will serve as a mini-vacation and we don't even have to travel a long distance to be transported. Imagine having the chance to hear a great speaker, one of the ten best in the nation! Actually, can you think of someone you like who would NOT benefit from hearing this speaker? I can't. Everyone I know enjoys humor, especially when it's combined with learning something new and useful. There's enough gloom and doom in the news each day to put a damper on our natural spirits – Dr. LeMon's message can be an antidote, one we can take away with us and use every day.

Our chapter committee has worked hard to bring Dr. LeMon to Billings for our APD event, and we cordially invite you – and your friends – to enjoy his company on April 20 at the “Manage to Laugh” seminar. Bring along a boss or two – they will appreciate his sharp business acumen as well as the humor.

Our keynote speaker and afternoon presenter will be Rebecca Drake, who set up classes in communication and presentation skills for the University of California system. If you are going to put the effort into a message, you might as well give it your best shot at actually communicating what you want to say. She can help get your message understood, not just treated as information overload or even worse, a totally inaccurate message. Be aware of and confidently manage the signals you send out when you speak.

This day is a cooperative effort between Rim Rock Chapter of IAAP and MSU-B, and is to be held at the MSU-B College of Technology in Billings. A continental breakfast and a tasty lunch will be provided. Contact any of the Board members for more information or to sign up a sponsor. Or you may access our chapter website for information. We have applied for Certification points and CEUs. 

Come and share Tuesday April 20th with us – you are definitely worth it!

Brenda Olheiser
Rim Rock Chapter President

Division and International Calendar of Events

April 20, 2010

Rim Rock Chapter APD Event—MSU College of Technology

April 21, 2010

Administrative Professionals Day

May 07 & 08, 2010

CPS / CAP Certification Exam

June 04 through 05, 2010

CWM Division Meeting, Cheyenne WY 

July 18 through 21, 2010

EFAM, Boston MA

August 15, 2010

Application deadline—CPS / CAP Certification Exam—**November 5 & 6, 2010**, Exam

CWM Division Chapters

Colorado-Wyoming-Montana (CWM) Division of IAAP:

<http://www.iaap-co-wy-mt.org>

Book Cliff Chapter—Grand Junction, CO: www.iaap-bookcliff.org

Boulder Chapter—Boulder, CO: www.orgsites.com/co/boulderiaap

Cutting Edge Chapter - Virtual Chapter: www.cuttingedgenewsletter.airset.com

Denver Chapter - Denver, CO: www.iaap-denver.org

Denver Downtown Chapter - Denver, CO: www.iaap-denverdowntown.org

HP Northern Colorado Chapter - Ft. Collins, CO

Mountain View Chapter - Ft. Collins, CO: www.orgsites.com/co/mvc-iaap

Old West Chapter - Cheyenne, WY: www.orgsites.com/wy/oldwestiaap.org

Pikes Peak Chapter - Colorado Springs, CO: www.iaap-pikespeak.org

Rim Rock Chapter - Billings, MT: www.iaap-rimrock.org

Union Colony Chapter - Greeley, CO: www.orgsites.com/co/iaapucc

Handy Word, Excel and Desktop Shortcuts

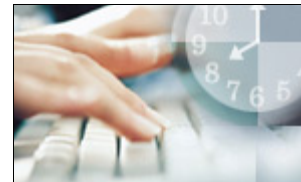
We are always looking for quick ways to do things—both at home and at work. At the following web link, there are some very handy quick computer shortcuts that will allow you to working more efficiently in Microsoft Word, Excel or Internet Explorer.



<http://www.microsoft.com/athome/organization/compshortcuts.aspx>

Again, a handy tool for any Admin to have in their toolbox.

Deanna Anthony CAP



Another great tip from www.microsoft.com

Laugh Lines

Spread The Cheer of St. Patrick's Day!


It's time to paint the town green, drink a green beverage with friends, crack jokes, gorge on lip-smacking Irish delicacies, pin shamrocks on hats and shoulders, kiss the Blarney Stone (even if it is virtual), join the parade and do a jig with the Irish bands. Go forth and hunt for Paddy the Leprechaun and get to your pot of gold! Cry out "Erin Go Bragh!" every so often, and wish good luck to all! Let your hair down and enjoy yourself 'cause everybody is Irish on St. Patrick's Day!



Member's Corner

Sherry Tizono CPS/CAP was successful at changing our new web address! Be sure to add it to your favorites! www.iaap-rimrock.org

IAAP Connections

Have you had a chance to review the latest copy of IAAP Connections? If not, go to <http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Home/> and follow the links and enjoy your reading! 


Happy Birthday!

Linda Frank—February 10
 Dyann Otto—February 14
 Darlene Chamberlain—February 17
 Susie Wollenburg—February 22
 Pam Self—March 1
 Deanna Anthony—March 8
 Carole Blakeman—March 21
 Terri Rolf—March 22
 Pam Kuhr—March 25
 Karen Sable—March 27



Happy Anniversary!

Angie Lynch CAP—2009
 Glenda Brown CPS/CAP—1997
 Janet Dorr —2009
 Melanie Vinberg—2005

The members who notify Deanna Anthony prior to the next Board Meeting with the correct number of Shamrock's and Four Leaf Clover's hidden within this newsletter will be entered for a drawing. Best of Luck to  Ye All, Now!

Happy St. Patrick's Day!

2009—2010
INTERNATIONAL
BOARD OF
DIRECTORS



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POWER
of
Commitment

Upcoming Educational Opportunities

MSU Billings Outreach Programs
<http://msu-billings.augusoft.net/>
208 North Broadway, Suite 414, Billings MT 59101

Entre Technology Services
[Www.entremt.com](http://www.entremt.com)
406-256-5700
1501 14th St W. Suite 201, Billings MT 59102

Fred Pryor Seminars and Skillpath Seminars
<http://www.pryor.com>

WEBINARS

Microsoft Excel Macros Made Easy	03/18/10
Microsoft Access Forms & Reporting Made Easy	03/23/10
How to Bargain Better w/ Vendors & Suppliers	03/25/10
Advanced Excel	04/08/10

SEMINARS

Dealing with Difficult People	03/25/10
Essential Skills for First-Time Managers/Supervisors	04/09/10
Payroll Law 2010	04/30/10
Records Retention and Destruction	05/14/10
How to Supervise People	05/21/10
Finance & Accounting for Non-Financial People	05/26/10
Microsoft Excel 2007 Basics	06/10/10

Skillpath Seminars

The Indispensable Assistant	3/23/10
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Office Dynamics

Adminology 2010: Professional Expertise for the New Decade and Beyond—Las Vegas NV	9/21-24/10
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CynTech (CynRoc Inc & Technical Edge Consulting)

7 Keys to the Productive Tradeshow Booth & Hot New Ideas	03/30/10
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