



## A LETTER FROM THE VICE PRESIDENT...

Happy Fall Everyone!

Yes, the fall season is one of my favorite times of the year! Everything is changing, and the beauty of God's creation is in full color, fulfilling His passion and purpose for what He created them to be. Every year as fall arrives, it causes me to reflect on my personal life's journey. It reminds me that time is precious and short, and what I must do I must do with Passion and Purpose if it is to be accomplished!



One of my favorite Peanuts cartoons shows Lucy, once again, lecturing Charlie Brown on the meaning of life: *"Charlie Brown, life is like a deck chair on a cruise ship. Passengers open up these canvas deck chairs so they can sit in the sun. Some people place their chairs facing the rear of the ship so they can see where they've been. Other people face their chairs forward – they want to see where they're going. On the cruise ship of life, which way is your deck chair facing?"* Replies Charlie, *"I've never been able to get one unfolded."*

Well, I wonder. Did Charlie Brown even try to unfold one? Did Lucy lend a mentoring hand to show Charlie how to unfold it?

I recently read an article by George Ambler on the subject, **"Passion and Deliberate Practice Results in Great Leadership."** He concluded: Great leaders are made more often than born. High performance is more often made, rather than arising from innate gifts. He states, *"But it isn't magic, and it isn't born. It happens because some critical things line up so that a person of good intelligence can put in the sustained, focused effort it takes to achieve extraordinary mastery...These people don't necessarily have an especially high IQ, but they almost always have very supportive environments, and they almost always have important mentors. And the one thing they always have is this incredible investment of effort."* Wow! As collective members of WRC, we all have unique strengths that can help us on our leadership journey. Our "born" talents and strengths only play a role in placing us on the right path...after that it boils down to hard work and deliberate practice.

This is IAAP. What makes and will continue to make our chapter work is everyone's hard work and deliberate practice (you attending every monthly meeting). That deliberate practice drives expert performance. And lastly, Passion & Purpose provides the motivation necessary to practice rigorously. Deliberate practice is about changing your performance, setting new goals and straining yourself to reach a bit higher each time. It involves you deciding to improve something and setting up training conditions to attain that skill.

Do you need help in "unfolding that chair?" Perhaps you've unfolded your chair already and can assist someone else in getting their "deck chair" facing in the right direction.

Every meeting you participate in, every IAAP resource you explore, every fundraiser you participate in helps to fulfill our Passion and Purpose. As your Vice President, let me encourage you by saying, "You can do it 'Charlie Brown', we're here to help! Let's make it happen!"

Brenda Hix

## NOVEMBER EDUCATIONAL FORUM & CHAPTER MEETING INFORMATION



### WHAT:

IAAP Will Rogers Chapter Educational Forum and Chapter Meeting  
**AND Butter Braid Fundraiser Pickups!**  
**Bring your cooler with you!**

### WHEN:

Tuesday, November 9, 2010  
5:15 Networking  
5:45 Dinner  
6:30 Program

### WHERE:

The Hyatt Place  
7037 S. Zurich Ave., Tulsa, OK

### TOPIC:

Parliamentary Procedure 101 & Beyond

### SPEAKER:

Sandy Tabio, A-O Division Bylaws and Standing Rules Committee Chair

### COST:

\$16.00 US Dollars per person –  
Members and Guests

### RSVP:

Go to [www.iaap-willrogers.org](http://www.iaap-willrogers.org) and  
1.) Click on "Meetings/Events" tab  
2.) Click on "Submit Reservation Here"  
3.) Complete RSVP information  
4.) Click on SU  
5.) BMIT button.

Call or email Brenda Hix with questions.  
Phone: 918-488-6466  
Email: [Brenda.hix@zenergyok.com](mailto:Brenda.hix@zenergyok.com).

## 2010 DATES TO REMEMBER

Dec 14 Future Educational Forum & Chapter Meeting &  
**Blue Star Mothers / Freedom Box Community Project – Bring Your Donations**

**SPEAKER OF THE MONTH FOR OCTOBER**  
**Sandy Tabio**  
**A-O Division Bylaws and Standing Rules Committee Chair**



Sandy has been an IAAP member since 1975 and through the years has remained active and enthusiastic. She has served as Chapter officer several times and President of two chapters. A member of the Tulsa Chapter, she was elected to serve on the Arkansas-Oklahoma Division Board of Directors in 1992. She served as Secretary, President Elect and as our Division President in 1994-95. Sandy recycled herself for the Division & since has served two terms as Vice President and Treasurer.

With a long history in parliamentary procedure, Sandy was appointed by three IAAP international presidents to serve as the SW District Representative on the International Bylaws Committee. She was our Division Parliamentary Advisor for 14 years and is in her 24<sup>th</sup> year as Tulsa Chapter's Bylaws Chair.

On a more personal note, Sandy and Husband, Gerry, have three children. She and her family enjoy riding or just hanging out and watching their horses at their ranch in Bixby.

Please attend the November meeting and listen to Sandy's presentation on ***"Parliamentary Procedures 101 & Beyond"***!

**IMPORTANT ANNOUNCEMENT**

The WRC Board wishes to report to you that the 2009-10 financials required some adjustments and corrections that are now being completed. Once finished, the 2009-10 books will be re-submitted for a second audit. Once the 2009-10 books have passed audit, the 2010-11 budget can be finalized and will be presented to the WRC membership for approval. Meanwhile, the WRC Board is operating from an "estimated annual budget" based upon last year's (2009-10) approved budget and the balance the bank confirmed was available in the chapter's operating account as of June 30, 2010. If you have any questions about this matter, please feel free to contact me.



Cynthia Bradley, CPS  
WRC President 2010-11

**CERTIFICATION EXAMS**

Do you know who in our Chapter took the certification exam November 5 - 6?



## FUNDRAISER FINALE

### BUTTER BRAIDS FROZEN PASTRY DOUGH



*Tammy Hendrix* acted as Chairman for this fundraiser. She reports **126** braids were sold netting WRC a profit of **\$630!** Way to go WRC Ladies!

Don't forget:

1. Braids sold are to be **picked up at the Nov. 9 meeting** and distributed to your customers.
2. You'll need to **bring a cooler** with you so braids will stay cold until you get them home and back in the freezer.
3. We appreciate your participation in this fundraiser, **thank you!**

### STONE BLUFF GRAPE HARVEST



*Janet Shook, CPS,* acted as Chairman for this fundraiser. She reports 4 members, along with a few family/friends, assisted with the picking of the grapes at the winery. Unfortunately it was a bad year for the harvest as there was little rain. Many of the grapes had simply dried up. However, with the help of our "Picker Partners" we were still able to make a profit of **\$185.**

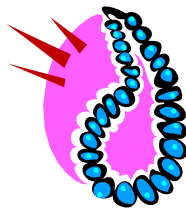
***Thanks to all who participated by working or donating!***

### JEWELRY SALE

*Cynthia Bradley, CPS,* acted as Chairman for this fundraiser. Several members as well as the designer, Bernadette Scott, were on hand throughout the event to assist with sales.

Net profit for this event was **\$255.**

**Thanks** to all who participated by working, sending people or buying items!



### SUNSHINE COMMITTEE RAFFLES

*October Meeting Winners*

Guest, Tom Wingerter  
Emily Graham  
Cynthia Bradley





## SOLDIERS NEED OUR SUPPORT!

by Judy London

The soldiers who serve our country deserve our support. They give it all. They are away from their homes, from their families and their friends, totally isolated from their support network. They are exposed to situations we can't even imagine and see things we don't want to know about. They support the cause – freedom -- with their lives, 24/7, and ask nothing in return.

I'm married to a Viet Nam vet and have family members in all branches of the service right now so believe me when I tell you showing support is important, that it does make a difference – a BIG difference. Knowing someone cares, knowing YOU care, helps these men and women survive.

So I'm asking you – **each of you** -- to support this cause. Bring donation(s) to the December meeting for Freedom Boxes. If you want to participate but just can't find the time to shop, no worries. Just drop cash or a check in the collection box (**no donation is too small or too large**). The Blue Star Mothers will do the shopping for you! How much easier can it be than that? I know we ask a lot of you – collect this, write that, sell this, pay that – but nothing will ever be this important. Show you appreciate your freedoms, participate, please.

Evette Morris, President of the Coweta Chapter of the Blue Star Mothers, is our December speaker. I'd like to see us overwhelm her. Anyone with questions about how to get involved in the group, feel free to contact Evette @ 486-4235 or 284-0510 or talk to her after the meeting. If I can help, call or email me (493-3872 or jlondon@GPAglobal.org).

Thanking you in advance for your support of this very worthy cause!



### **“UPDATED” SUPPLY LIST FOR FREEDOM BOXES** **(Remember, small travel size items, non perishable)**



Mosquito Repells	Hair Brushes
Pringles Chips	Wet Wipes
Tylenol	Eye Drops
Snack or Energy Bars	Eye Glass Wipes
Band Aids	Chap Stick
Foot Powder	Q-Tips
Tums	Ibuprofen
Dental Floss	Granola Bars
Microwavable Popcorn	Nail Clippers
Foot Powder	Anti Itch Cream
Contact Eye Solution	Hand Sanitizer
Trail Mix	Flea Collars
Shaving Cream	Plastic Baggies
Sunblock	Antifungal Crème
US Flags	Socks
Beef Jerky	Dried Fruit Snacks
Snack Crackers	Insoles
Rice Crispy Treats	Instant Oatmeal
Travel Size Shampoos &	Ink Pens
Conditioners	Emery Boards
Travel Size Toothpaste	AA Batteries
Travel Size Mouthwash	Protein Bars
Travel Size Soap, Body Wash, Etc.	Beef Sticks
Travel Size Kleenex Tissues	Hard Candy, Jolly Ranchers,
Travel Size Deodrant	Peppermint
Tooth Brushes	Chewing Gum, Life Savers



## CLASSIFIED (JOB POSTING)

Dollar Thrifty Automotive Group, Inc., a Fortune 1000 company and leader in the rental car industry, seeks a temporary Administrative Assistant for Thrifty Car Sales. This position will be responsible for receiving and screening incoming telephone calls, composing and typing various correspondence and reports, creating and maintaining department filing system and record retention schedules, arranging conference rooms, activities, and hotel and airline reservations for department personnel, participating in the development and maintenance of local sales and marketing information and assisting with organizing Dealer meetings.

Qualified candidates will have advanced skills in PowerPoint, Excel, Word, and Microsoft Outlook. The right candidate will be a positive, innovative team player that can share our passion of focus on providing consistent service to our customers. Interested candidates should apply online to Job #7429 on their website at [www.dtag.com](http://www.dtag.com) or email a resume and salary requirements or any questions to:

Michelle Migdat, PHR  
Recruiter, Dollar Thrifty Automotive Group  
[Michelle.migdat@dtag.com](mailto:Michelle.migdat@dtag.com)

Send administrative assistant job postings to Judy London ([jlondon@GPAglobal.org](mailto:jlondon@GPAglobal.org)) for inclusion in the newsletter. (If you aren't the correct person, let your Human Resources person know of this no cost opportunity for your company!)

## UPDATE

### UPDATE YOUR RECORDS / CHANGE REQUESTED

Update email address for Missy Burchette to: [missyb.admin@gmail.com](mailto:missyb.admin@gmail.com)

### HELPFUL WEBSITES

[www.businessmanagementdaily.com](http://www.businessmanagementdaily.com)  
[www.orientaltrading.com](http://www.orientaltrading.com)



## TAKING OUT THE TRASH THROWING OUT NEGATIVE ATTITUDES

Pigpen was a popular character in the comic strip Peanuts. He always had a cloud of dirt and dust following him wherever he went. On the rare occasion that Pigpen was clean, the moment he stepped outside, he instantly became dirty. He even bragged that he was a dust magnet!

People who constantly carry around bad attitudes remind me of Pigpen. They look as though they are surrounded by toxic clouds of negativity. And like Pigpen's claim that dust was attracted to him, it seems like bad attitudes start clinging to them the moment they get out of bed!

We don't have to be like Pigpen. There is a way to keep negativity from clouding our lives. We simply have to take the trash out! What do I mean by that? We first have to realize how negative, or "trashy," attitudes develop.

Negative attitudes are formed by the way we think. Negative thoughts lead to negative beliefs which create negative lifestyles. So it's important that we pay attention to the thoughts we dwell on.

When someone criticizes our work, or when a television newscaster reports on a downturn in the economy, or when we get cut off in traffic, we can't allow these things to bother us. If we dwell on the negative things that were said or done, we will start accumulating piles of trash.

Whenever negative thoughts cross our minds, we must first throw them in the trash! In other words, we have to make ourselves not to think about them.

You might be thinking that's easier said than done. It's not that hard when we begin thinking on good things. When I have the opportunity to dwell on something that affects me negatively, I instead start counting my blessings.

We all have something to be grateful for. By focusing on the positive, we'll be surprised at how quickly it will transform our day.

The next time we feel like we're surrounded by a cloud of negativity, let's take out the trash and be grateful for the good things that surround us. It will clear the way for a brighter tomorrow.

Have a Super Fantastic Week!

Reprinted from June 2010

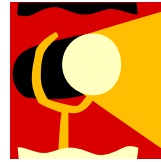
Keith Harrell

ATTITUDE TUNE-UP eNEWSLETTER



## WRC'S LENDING LIBRARY

Missy Burchette is now responsible for the Chapter's Library. Anyone wishing to see a list of the available publications or to check one out should contact her by email at mburchette@lcm-wci.com.



## MEMBER SPOTLIGHT

Tammy Hendricks  
CenterPoint Energy Field Services, Inc.

Tammy Hendricks is currently working at Concept Builders.

She joined FSA (Future Sec. Assoc.) back when she was working part-time and going to school full-time at OSU. Her Guidance Counselor was the one who recommended FSA to her. Through FSA she learned about NSA (National Sec. Assoc.) which later changed to PSI (Professional Sec. Int.'l) and is now IAAP (Int.'l Associates of Administrative Professionals).

Tammy has been married to Mark for 29 years, They have 3 kitty cats (Miss Kitty, Momma Cat and Slamming Sammy). She advises she likes to swim and golf (in fair weather, not too hot and not too cold) and her favorite vacation spot is a sunny beach.

Tammy tells me IAAP helped her tremendously with public speaking. She says the educational value of the association is beyond what she could have ever hoped for. Tammy tells everybody about IAAP (thanks Shelly Haire for listening to her).

**CHOICE**, not chance determines our destiny.

**DISCIPLINE** – Dreams get you started, discipline keeps you going.

**OPPORTUNITY** – You'll always miss 100% of the shots if you don't take them.

**RISK** – Only those who will risk going too far can possibly find out how far one can go.

**LEADERSHIP** – You get the best efforts from others not by lighting a fire beneath them but by building a fire within.

*"The only thing that stands between a person and what they want from life is often the will to try it and the faith to believe it's possible." Rich DeVos*

Here are some computer tidbits I was sent this month ....

1. **Highlight a word** in any document, e-mail or webpage by double-clicking on it.
2. **Hide all windows** revealing only what's on the computer desktop with one keystroke: Press the Windows Key + D at the same time (and press them again to bring it back).
3. **Enlarge text** on any webpage in Windows by pressing the Ctrl Key and "+" for bigger fonts or "-" for smaller fonts.
4. **Enlarge the entire webpage** or document by pressing the Ctrl Key as you turn the wheel on top of your mouse.
5. **Tap the space bar** to scroll down on a webpage one screen at a time. To scroll back up, add the Shift Key.
6. **Fill in form boxes** (for example, name, city, state, etc.) on a webpage by pressing the Tab Key to jump from box to box rather than clicking. Jump backward by adding the Shift Key.
7. **Switch** from one open program to the next by pressing Alt + Tab.
8. **Free up space** on your hard drive by emptying the Trash or Recycle Bin. Just putting it in the bins doesn't delete it.
9. **Snap to a webpage** faster by skipping the "http://www" when typing in a web address in your browser.



## THEY'RE COMING ... HOLIDAYS ... RECIPES .. YUM YUM YUMMY!

Anyone who has a recipe to share please send it to [jlondon@GPAglobal.org](mailto:jlondon@GPAglobal.org).

### SNACK ITEM

Pepporchini's  
Cream cheese  
Toothpick's

Bacon  
Brown Sugar



Cut stem off pepporchini  
Cut pepporchini in half and deseed  
Stuff with cream cheese  
Wrap bacon around it  
Stick toothpick through it  
Place them all on an oven pan  
Sprinkle all of them with a generous portion of brown sugar  
Bake at 400 for 1 hr (be sure to turn them over after about 30 minutes)

### FRUIT BURRITOS

10 8" Flour Tortillas  
1 can fruit pie filling  
8 oz. cream cheese, softened  
2 cup granulated sugar  
1 tsp. vanilla, almond or butter pecan extract

1 cup butter  
1 cup hot water



Combine cream cheese, sugar & extract. Spread down center of tortilla. Spread pie filling over top of cream cheese & roll to form burrito. Place seam side down in glass 9x13 baking dish.

Melt 1 cup butter, add 1 cup sugar & mix well. Add 1 cup hot water & continue stirring until sugar is dissolved. Pour over burritos, cover with plastic wrap & refrigerate overnight. Remove plastic wrap, cover with foil and place in cold oven. Set temperature to 325 and bake uncovered 45 minutes. Best to serve warm.

Apple – use caramel or vanilla extract and add cinnamon to cream cheese.  
Cherry – use almond extract  
Blueberry – use almond or butter pecan extract.

Can sprinkle chopped pecans before baking.

### From the Chef of the Doubletree Hotel .. Home Made Soft Baked Pretzels

#### Ingredients:

4 teaspoons active dry yeast  
3/4 teaspoon white sugar  
1 1/4 cups warm water (110 degrees F/45 degrees C)  
5 cups all-purpose flour  
1/2 cup white sugar  
1 1/2 teaspoons salt  
1 tablespoon vegetable oil  
1/2 cup baking soda  
4 cups hot water  
1/4 cup kosher salt, for topping

#### Directions:

- 1.) In a small bowl, dissolve yeast and 3/4 teaspoon sugar in warm water. Let stand until creamy, about 8-10 minutes.
- 2.) In a large bowl, mix together flour, 1/2 cup sugar, and salt. Make a well in the center; add the oil and yeast mixture. Mix and form into a dough. If the mixture is dry, add a couple of tablespoons of water. Knead the dough until smooth, about 7 to 8 minutes. Lightly oil a large bowl, place the dough in the bowl and turn to coat with oil. Cover with plastic wrap and let rise in a warm place until doubled in size, about 1 hour.
- 3.) Preheat oven to 450 degrees F. In a large bowl, dissolve baking soda in hot water.
- 4.) When risen, turn dough out onto a lightly floured surface and divide into 12 equal pieces. Roll each piece into a rope and twist into a pretzel shape. Once all of the dough is all shaped, dip each pretzel into the baking soda solution and place on a greased baking sheet. Sprinkle with kosher salt.
- 6.) Bake in preheated oven for 8-10 minutes, until browned.

