



International Association of
Administrative Professionals®
Will Rogers Chapter

Will Rogers Chronicle

Will Rogers Chapter, IAAP – Tulsa, Oklahoma
Chapter # 558160 - Arkansas-Oklahoma Division 552-000

*“Making the
Leap to
Remarkable”*

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A note from President Janet.....



Making The Leap To REMARKABLE

By Janet Stroud, CPS, President of The Will Rogers Chapter (“WRC”) for the term year 2011-2012.

Reflections of how I arrived as your President:

I have been in the workforce since graduating from high school in 1969. My career for 40 years has been as a legal secretary. My specialty is oil & gas contract law. Thus, most of my career has been as a legal assistant in the oil & gas industry. Currently, I work for Zenergy, Inc., an oil & gas exploration company, as an Administrative Assistant for its Marketing Dept. and as support for the Legal Dept.

I joined the Will Rogers Chapter, IAAP in Nov. 2006. Immediately, I recognized that this organization was an effective means to train and assist secretaries, clerks, and administrative professionals in the work force. This was something I never found

available in the companies that I had worked for, so I was intrigued with my very first chapter meeting.

Service and Growth:

From 2006 through 2011, I have had the privilege of serving as your Secretary, as Alternate Delegate to EFAM in New Orleans, and as Co-Chair of the Education Committee. I obtained the CPS rating of certified professional secretary and was honored with WRC’s Award of Excellence. Then I served as your Vice President, President-Elect, and now as your President.

Moving Forward: Our IAAP Theme this year is **“Making the Leap to Remarkable.”** Here is how we are going to achieve “Remarkability.”

Our focus will be to hone the “Leadership Skills” in all of us through programs that will develop and strengthen those abilities, as well as uplift our team-player’s spirit. This Leadership goal is two-fold: (1) the 1st goal is to enable us to apply these skills at our jobs, in our homes & communities, and in our professional associations; and (2) the 2nd goal is to provide our members with the skills & confidence to insure that our Chapter will have a full slate of officers & directors next year.

We will continue to strive for Recertification Points for the majority of our monthly

educational forums and will encourage members to study for the CPS/CAP designation of achievement. Other plans include a membership drive, fundraisers, charity events, an APW event and EFAM (July 2012) in Grapevine, TX.

In closing, I want to mention the 3-D’s that we should practice:

Discipline – is the ability to make yourself do what should be done (a task), and to do it when it should be done (complete your task on time).

Dedication – is the ability to prepare yourself & get ready to finish the task at hand; (just as a boxer prepares himself physically & mentally before a fight); and

Determination – is the follow through – Do What You Said You Would Do.

As Vince Armstrong (the bicycle marathonist) said, **“Pain is Temporary, Quitting Lasts Forever.”**

I promise the Will Rogers Chapter that: **I Will Never Lead You To A Place Where I Am Not Willing To Go Myself . . . And I Will Never Quit. I will fulfill my responsibilities to the best of my ability as your President.**

I am looking forward, with eager anticipation, to the accomplishments we can and will achieve this year. **Please Join Me, As We Make The Leap to REMARKABLE!**

Installation of New Officers

*"No man is great if
he thinks he is."*

Will Rogers



The new officers for 2011-2012, pictured above, were installed at the June, 2011 meeting by Teresa Tidwell, CAP A-O Division Secretary. The officers are Janet Stroud, CPS –President, Tammy Hendricks – President-Elect, Missy Burchette, CPS - Treasurer, and Rachel Kingsley, CPS – Vice President. I am sure these officers will appreciate your support and faithfulness to the chapter during the next year.

Calendar

July 12	Will Roger Chapter Monthly Meeting
July 28	Board Meeting(Herman & Kate Library – Lafortune Park
July 23-27	Educational Forum & Annual Meeting (EFAM)
August 27	A-O Education Forum

Congratulations!!!

Terri Scott, CPS, CWCA -
Member of Excellence for
2010-2011

Tiffany Chaney, CPS -
Receiving her CPS
rating.

Happy Birthday goes out to:

Brenda Hix - July 6

Donna Nerio - July 11

Thank you from Linda Williams

I wanted to thank the Will Rogers Chapter for providing my husband and me a bed in which to sleep last night (July 3rd) while we were in Tulsa. You may recall that, when I visited your chapter meeting last November, I bought \$20 worth of raffle tickets and won the free night's stay at the Ambassador Hotel. You asked me at the time to report back in when I used it. Well, we finally used it last night. We went to watch the Drillers Baseball game. The hotel was lovely, and the service was outstanding. Of course, it was a slow night (being a holiday), but they drove us to ONEOK Field and picked us up when the game was over. We had breakfast this morning at the Chalkboard Restaurant, which was very good. Everything was first

class. We had only one problem...the shower wouldn't work. We could only take baths. That was fine with me...because I don't shower, but my husband wasn't too keen on it. Anyway, we reported that to them when we checked out this morning.

Their literature says they can accommodate meetings for 70 people. As you probably know, the hotel itself is very compact, so I'm not really sure where the meeting rooms are actually located. They are not readily visible, and I did not inquire about that. It would certainly be a lovely place to hold a special event some day.

So...here's my report. It was a most enjoyable way to spend \$20 (for the raffle tickets), \$35

for breakfast, \$32 for baseball tickets, and sleep for free.

Now, will we go back? That's hard to say, I would probably not pay the rack rate of \$200 plus per night, but I would certainly consider it if there were ever any special offers to be had. Again, thank you very much.

**LINDA WILLIAMS, CPS/CAP
Professional-Merited
Division Member at Large |
Arkansas-Oklahoma
Division | IAAP
International and Division
Member of Excellence
2008-2009, 2009-2010,
2010-2011
2010-2011 Southwest
District Rep., International
Bylaws and Standing Rules
Committee**



In My Next Life



GONNA BE A BEAR

In this life I'm a woman. In my next life, I'd like to come back as a bear. When you're a bear, you get to hibernate. You do nothing but sleep for six months. I could deal with that.

Before you hibernate, you're supposed to eat yourself stupid. I could deal with that too.

When you're a girl bear, you birth your children (who are the size of walnuts) while you're sleeping and wake to partially grown, cute, cuddly cubs. I could definitely deal with that.

If you're mama bear, everyone knows you mean business. You swat anyone who bothers your cubs. If your cubs get out of line, you swat them too. I could deal with that.

If you're a bear, your mate EXPECTS you to wake up growling. He EXPECTS that you will have hairy legs and excess body fat.

Yup, gonna be a bear!

CPS Questions

1. In an alphabetic filing system, files need to be arranged in:
a) A relative index b) filing segments c) filing-unit order d) cross-referencing
2. A filing unit in an alphabetic system is defined as:
a) a person's full name b) a string of characters or a word c) the official name of an organization
d) another name under which the record could be filed
3. When two or more names are identical, the next filing unit is the name of the:
a) street b) state or province c) city d) house number
4. Index the following names into filing units. Which one will be filed *third*?
a) U.S. Department of the Treasury b) U.S. Air Express, Inc. c) United Parcel Service D) USA Today
5. A duplex numeric system requires the maintenance of a list of numbers assigned to the major categories within the system in a/an:
a) relative index b) sequential filing system c) accession record d) filing segment
6. A numeric system in which each file number is six digits (e.g., 692103) and initial filing is under the 21 is called a:
a) terminal-digit system b) system of block codes c) middle-digit system d) straight numeric system.
7. The ZIP + 4 Codes used by the U.S. Postal Service for mail delivery (e.g., 90547-2623) are an example of a/an:
a) area code b) block code c) decimal numeric code d) mnemonic code
8. In a subject filing system, records are arranged in alphabetical order:
a) according to names of individual correspondents b) by mnemonic code c) by topics or categories
d) according to business or organization names
9. An established procedure to follow resulting in filing rules that will be applied consistently throughout an organization is referred to as:
a) a filing standard b) documentation of the filing rules c) a filing or records manual d) electronic filing procedures
10. A system for creating driver's license numbers that applies an alphabetic-numeric sequence for the person's last name plus additional numbers representing personal data uses a:
a) block code b) decimal-numeric code c) Soundex code d) straight numeric code

(International Association of Administrative Professionals and Prentice Hall - Office Administration, Fifth Edition, Filing Rules and Standards)

Recipe Corner



Corn Salad

- 2 cans-sweet kernel corn (drained)
- 1 c-chopped green peppers
- ½ c-chopped onions
- 1 c-mayo
- 2 c-shredded cheddar cheese
- 1 bag (10.5 oz)- crushed chili cheese Fritos

Mix peppers, onions, corn, cheese and mayo together in a bowl. Stir in Fritos before serving.

Kendall French

Geoscience Data Librarian
Zenergy, Inc.



**Making the leap from Chapter of Excellence to:
REMARKABLE
WILL ROGERS CHAPTER**

Submitted by Cynthia Bradley, CPS

I think we would all agree that there are 3 general reasons people get involved in IAAP and will make time to be involved:

1. **Professional/Personal Development** - keeping up with technology and making their lives easier, bettering themselves, and career satisfaction
2. **Contribution to a "Greater Good"** - helping the needy, mentoring others, volunteering for causes that are relevant
3. **Belonging to a Community** - building relationships while fulfilling professional and personal needs

Knowing, understanding and living the mission of IAAP is key to filling members' needs. And, how we define ourselves as IAAP Members needs to be something with which all current and potential members can identify. Our words about the Will Rogers Chapter need to mean something to current members and potential members, so make them personal. Don't simply refer members or potential members to our literature or website, give them your own description in your own words about your personal experience as a member...*cast the vision.*

When talking to members or potential members about IAAP, hit their HOT BUTTON...THEIR W.I.I. FM radio BUTTON (W.I.I. FM = What's In It For Me).

How can you do that?

Use the FEATURE, BENEFIT and SOLUTION method. For example, instead of begging members to help sell candy to raise money for the chapter, talk about the opportunities, benefits and solutions. When members sell candy, they will have a reason to network with others and tell them about IAAP, and the proceeds will help the chapter continue to host an annual APW conference that benefits all members. The feature here is selling candy, the benefits are networking with others and recruiting new members, being able to attend an educational conference, and contributing to the greater good. The solution is funding the APW conference. Using the benefits and solutions approach makes things personal and will hit the hot buttons that will help get the features needed from members and potential members.

Giving your testimony to members and potential members will hit their hot buttons and motivate them to see the value of IAAP, will keep them connected, and will result in a more active member

So, don't hesitate to tell people about the benefits you're getting from your membership. Let others know what you are learning each month and how you are applying that knowledge in your life. Tell people how networking within the chapter helped you land a great new job or learn a new skill. Share how being a member provided you with the opportunity to study for the CPS exam for free. These are the things that testify of the value of membership in the WRC.

These methods of encouraging current members and recruiting potential members for IAAP may seem like naturally logical things, and rightly so. However, what this isn't is automatic. What this must be is deliberate if we are to develop more active chapter members and grow our chapter by recruiting new members who will be actively involved.

Remember the members set the pace for the Will Rogers Chapter. We can do more and achieve more and reap more benefits from our memberships individually when we all our members are actively involved members. Furthermore, we will naturally attract more members who will be active when we set the example of being actively involved ourselves.

Be a remarkable member this year by simply taking action deliberately to encourage members to be actively involved, and by recruiting new members. In so doing we each have an opportunity to help our chapter not only achieve the Chapter of Excellence rating, but be a truly **REMARKABLE** chapter this year.

Answers to the CPS Questions:

1.C, 2.B, 3.C, 4.A, 5.A, 6.C, 7.D, 8.C, 9.A, 10.C.

**IAAP
Will Rogers Chapter**

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2011-2012 Editor

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We're on the Web!

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www.iaap-willrogers.org

About Our Organization..

IAAP (International Association of Administrative Professionals) is a great place to network with other

professionals in your area as well as the educational benefits. All this and friendship too!