



A LETTER FROM YOUR IAAP WILL ROGERS CHAPTER PRESIDENT



WRC Members:

November? I'm sorry, November? I don't understand – it was summer last week ! Just think, it will be Christmas in just a few weeks – Wow! I've canned all our pumpkins out of the garden and look forward to fresh pumpkin pie for the holidays.

I believe our October Executive Night was a hit. It is always nice to have our Executives join us and learn more about what they are supporting. I know that if they listened to Gerry Tabio at all, they should have been impressed. Gerry did a great job and I hope everyone enjoyed it. I would love to hear what some of your executives had to say afterward. We so enjoyed the McBirney Mansion and want to thank Diane Riley. I'm certain we will be looking to book some future special events at the Mansion.

Cynthia Bradley CPS and Janet Shook CPS are diligently working on our seminar scheduled for Saturday, April 24th during Administrative Professional's Week. We are still looking for serious volunteers – “many hands make light work”, please see Cynthia or Janet if you can help. Let's see some of that 'Power of Commitment' - **please** participate! Additional information will be provided as location / speakers are set into place.

Our November Chapter meeting will be held at our new home – Hyatt Place at 71st and Yale on Tuesday, November 10th. Our speaker for the November meeting will be Kevin Wilson from The Bama Companies. Let me just say ladies - you are in for a treat. If I had to describe Kevin, I'd say he is an eloquent cowboy!

I participated in a wonderful housewarming party for our Chapter Secretary, Thelma Israel. We enjoyed great food, fun and fellowship. Thelma is finally settled in her new home and just wait until you see it!!

Speaking of Christmas being 'just around the corner' – don't forget to support our Chapter fundraisers. Do your Christmas shopping – let your friends, co-workers and family do THEIR Christmas shopping. We have some great items at affordable prices for all.

Our members have experienced some challenges during the past month. We are dealing with family death, sickness and surgeries, not to mention the state of the economy. As our relationships grow and strengthen, let's remember to keep each other lifted up. Everyone struggles at some time in some way – pay it forward!

Hope to see you **ALL** at the November meeting!

Terrie Scott CPS, CWCA
President, Will Rogers Chapter, IAAP

NOVEMBER MEETING INFORMATION

WHAT:

IAAP Monthly Meeting

WHEN:

November 10, 2009
5:15 pm (networking begins)

WHERE:

Hyatt Place
7037 S. Zurich Ave, Tulsa, OK
(71st & Yale / back behind Sonic)
Phone: 491-4010

TOPIC:

Administrative Professional – The Most Influential Person in the Organization

SPEAKER:

Mr. Kevin Wilson, VP Operations
The Bama Companies, Inc.

COST:

\$18.00 US Dollars per Person

RSVP:

- Go to www.iaap-willrogers.org and
- 1.) Click on “Meetings/Events” tab
 - 2.) Click on “Submit Reservation Here”
 - 3.) Complete RSVP information
 - 4.) Click on SUBMIT button.

Call or email Janet Shook, CPS with questions. P: 918-488-6443; email: janet.shook@zenergyok.com

CALENDAR

- | | |
|---------------------|---|
| Nov 6, 2009 | Girls Just Wanna Have Fun (see article) |
| Nov 7, 2009 | CPS Exam |
| Nov 19, 2009 | Philbrook Festival of Trees |
| Nov 26, 2009 | Thanksgiving Rehma Holiday Display Utica Square Lights On |
| Dec 25, 2009 | Christmas |
| April, 2010 | APW Conference |
| May 31, 2010 | Excellence Program Documentation Due |

WE ARE PROUD OF YOU !!!

We want to wish **CRYSTAL BRANNON** and **RACHEL KINGSLEY** good luck on the CPS Exam! They will be sitting for the exam on November 7. It takes a lot of hard work and courage to take this test and we are proud of both of them!

LENDING LIBRARY



Nothing new has been added to the library. We are looking for people to do reviews on the books we currently have on hand. If interested, contact Brenda Hix (brenda.hix@zenergyok.com).



WE'RE GEARING UP FOR THE APW CONFERENCE BUT WE CAN'T DO IT WITHOUT YOU!

In order to be able to host the all-day conference planned for Saturday, April 24, 2010, we will need EVERY member of the Will Rogers Chapter helping in some way. To this end, I will be hosting a conference planning meeting:

Saturday, November 14th
10am-noon
Tulsa Promenade Mall Community Room
(in the food court area on the upper level)

Every member is encouraged to attend.

Information about potential speakers, location, schedule, vendors, etc. will be given and we will use this time to define and appoint team leaders for the various areas to be supervised for the conference.

The APW Conference could be a very big money-maker for our chapter. In order to be successful, we need every member helping. Some of you might be able to help in big ways and some in small ways. ANY investment of time and effort you can make will help!

So please, sign up at the November 10th Chapter Meeting or email me at cyn.d.bradley@gmail.com to let me know that you will help and attend the upcoming planning meeting as this first meeting is crucial to get the ball rolling.

Thank you!
Cynthia Bradley CPS
President Elect

THE GIFT OF MEMBERSHIP



Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here:

<http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

HELPFUL WEBSITES

<http://www.usps.com> - find a zip code, calculate postage, locate a post office & more

<http://www.countrycallingcodes.com> – find the calling country code

<http://www.starr.net/is/type/altnum.htm> - international accent marks & diacriticals (ALT Key Codes)

<http://en.wikipedia.org> – free encyclopedia

NOVEMBER SPEAKER



Who

Mr. Kevin Wilson
VP Operations, The Bama Companies, Inc.

Topic

The Administrative Professional

All About Him

Mr. Wilson was born and raised in Drayton Plains, Michigan, Kevin has 25 years of manufacturing and leadership experience. He has seen the Good, the Bad and the Ugly. Mr. Wilson has a B.S. in Food Science and Human Nutrition and a B.S. in Agricultural Engineering and Technology, both from Michigan State University. He also has an MBA from the University of Phoenix.

Kevin has been married to his wife for 22 years and says she is "My Rock". Without her, I would be in jail. . . . or living under an overpass. Together they have two daughters, Megan (16) and Heather (14). Kevin is a member of the Christ Community United Methodist Church in Joplin, MO. He is on the advisory board for the church. He owns a small farm in Diamond, MO, raises some cattle and enjoys horses. He uses his horses for therapy work with children.

Wilson enjoys his family, his faith, his job and his life.

GIRLS JUST WANNA HAVE FUN!

By: Cynthia Bradley



What: Games (cards, bunco, whatever!), Snacks and Gabbin' (talking and laughing)!

When: Friday, November 6, 6:00PM to 9:00PM

Where: The Clubhouse @ The Links Apartments on Memorial (115th & Memorial) 11500 S Links Ct, Bixby, OK

Contact: Cynthia Bradley - Phone: 918-406-3525

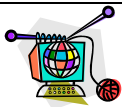
Please bring your games, deck of cards and yourselves and join us for **GIRLS NIGHT IN!** We might play Bunco or cards, or simply get to know each other better and talk, laugh, and of course, eat!

Please bring a snack and a drink (pop, etc.) to share with everyone. (Please do not bring drinks with alcohol as these are prohibited at the clubhouse.) I will provide the paper plates, napkins, cups and ice. And, I will take care of the cleanup.

This is an informal fun night, meant to give us all the opportunity to make new and better friendships with our fellow WRC IAAP members. So, even if you can't stay long, feel free to drop in and say hello! We'd love to see you there!

And, if anyone has an activity idea for, or would like to host a GIRLS NIGHT OUT or IN, please send an email to cyn.d.bradley@gmail.com.

Thanks!



WILL ROGERS WEBSITE UPDATE

By JoAnn Fry

The **Will Rogers** website is being built for the use and convenience of each WRC member. The purpose is for members to be able to use the website for monthly meeting information, networking, certification updates, news, announcements and much more as time goes on. Not only will it be beneficial to our current members, but it may attract potential members to our chapter.

Have you logged on the website? Did you have any problems getting your ID number for initial verification to get your User Name? Remember, you will be responsible for updating your profile and inserting your picture.

My goal is to get every member's picture onto the website before the end of the year. Therefore, if you haven't already done so, I will be emailing each member their photo that is presently in the membership roster and requesting that you insert your photo into the profile section of the Will Rogers Website. Easy as 1-2-3.

After you have gone to our website, www.iaap-willrogers.org, the following steps are required:

- 1.) Log-In
- 2.) Go to Network
- 3.) Go to Profile
- 4) Insert your picture
- 5) Build your profile

If you have questions or problems, please don't hesitate to email (joann.fry@zenenergyok.com) or call (488-6415) me.

CPS/CAP STUDY QUIZ

By Brenda Hix

1. Which of the following would be considered a conventional format for a record?
 - A. Microform
 - B. e-Mail Message
 - C. Compact Disc
 - D. Magnetic Disk
2. Procedures embedded in software programs that restrict individual access to records are known as:
 - A. passwords
 - B. physical security measures
 - C. logical security measures
 - D. user identification procedures
3. Index each of the following names. Then, decide which one should be filed last.
 - A. Prime Minister, Commonwealth of Great Britain
 - B. State of Georgia Motor Vehicle and Transportation Dept.
 - C. Grayslake (Illinois) City Clerk's Office
 - D. Green Bay Packers
4. The parliamentarian's responsibility is to ensure that the meeting is conducted so that:
 - A. all items of business are thoroughly discussed
 - B. a specific time frame is planned for the meeting
 - C. the basic principles of parliamentary procedures are followed
 - D. motions may be made by any person attending the meeting
5. A comma-splice sentence consists of two independent clauses
 - A. with no punctuation between the clauses
 - B. joined by a comma
 - C. joined by a conjunction
 - D. joined by a conjunctive adverb
6. The international standard format for the date line is shown in which of the following date lines?
 - A. 10/14/200X
 - B. 14 October, 200X
 - C. October 14, 200X
 - D. 14 October 200X
7. The indirect object of a sentence identifies
 - A. when an action is taking place
 - B. the receiver of the action taking place
 - C. what action is happening
 - D. where an action is taking place
8. When you create a list of people who will be attending a meeting, which one of the following word processing features will be helpful in developing this list?
 - A. Outlining
 - B. Numbering
 - C. Paragraphing
 - D. Hyphenation
9. The variable information in a repetitive letter is
 - A. wording that stays the same on each letter produced
 - B. the context of the message itself
 - C. the body paragraphs of the message
 - D. any text that must be inserted on each letter to complete the message
10. The library classification system in which a book is assigned an alphanumeric code
Is based on 21 major areas of knowledge is the
 - A. Dewey Decimal system
 - B. interlibrary consortium
 - C. Library of Congress system
 - D. vertical file service

INTRODUCING – HYATT PLACE

Photo by: JoAnn Fry

We will meet at the Hyatt Place hotel for the first time in November. There is limited parking in the front of the facility but plenty in the rear (which can be entered from Canton Ave or from the front via both sides of the hotel). Keep this in mind when heading to the facility for our November meeting.



SHERWOOD FOREST FARMS - HOLIDAY FUND RAISER



By Brenda Dietzfeld

By now you should have received your packet of information on one of the great fundraisers the Will Rogers Chapter is doing this year.

The Sherwood Forest Farms Wreaths, Garlands, Door Swags, and Centerpieces are a great gift to get or give. These items will be direct delivered to your customer. All you have to do is take the order and payment (made to WRC-IAAP). The *prices* noted, include tax and delivery. That's it! Oh, I guess you will have to accept the compliments from your customers on how wonderful, fresh and fragrant these items are.

Remember, I must have all your orders by November 10.

Please let me know if you have any questions.

Brenda Dietzfeld

bdietzfeld@nationalsteak.com or 928-0216

RADA CULTRERY FUNDRAISER

By: Shelly Haire

RADA cutlery is of remarkable quality and nationally recognized. After 60 years of business, RADA products are widely recognized as being the best cutlery value for the dollar. High quality and a recognized reputation for exceptional value. Lifetime guaranteed!

www.radamfg.com Click on the "Products" link on the left side of the page!

HAPPY NOVEMBER BIRTHDAYS!

Judy London



IAAP MEMBERSHIP ANNIVERSARIES

JoAnn Fry
Brenda Hix
Barbara Howard
Janet Shook, CPS
Ruth Summers



CPS/CAP STUDY QUIZ ANSWERS

Question 1. B
Question 2. C
Question 3. D
Question 4. C
Question 5. B

Question 6. D
Question 7. B
Question 8. B
Question 9. D
Question 10. C



“RSVP”

There is an automated “[RSVP Form](#)” on the Chapter website that you should utilize to inform us if you will – or will not – be attending the Chapter’s monthly meeting. (Please RSVP either way.)

Go to www.iaap-willrogers.org and

1. Click on the “Meetings/Events” tab
2. Click on “Submit Reservation Here”
3. Complete RSVP information
4. CLICK ON **SUBMIT** BUTTON

GOURMET CUPBOARD FUNDRAISER

More details about *The Gourmet Cupboard* Fundraiser will be provided at a later date.

If you would like to check out their products in advance, go to their website, www.thegourmetcupboard.com.

They have wonderful products and the Chapter will receive 50% of the proceeds so get ready to sell, sell, sell!

GOOD TO KNOW

Many job boards are allowing job seekers to block certain companies from viewing their resumes. I’ve been told HotJobs’s “hot block” and Monster’s “privacy plus” are good examples of this new tool. This is extremely useful *if you are an employed job seeker* and don’t want to jeopardize your current position. Watch for this tool and make good use of it!

Note: This feature doesn’t automatically block *recruiting firms* your company works with so remember to include their name(s) in your list of blocked companies to prevent them from viewing your resume and passing it on to your employer.

Apparently, due to the current economy, employers are coming up with innovative ways to lure job seekers to their companies (such as flexible hours, work from home, additional vacation days, comp time, etc.) instead of a high salary. Remember these type of items *may* be negotiable when applying or interviewing for a job.

There may be a reason a job seeker is looking for job opportunities that appear to be “below” their qualifications. They may want to spend less hours at work and more time at home due to caring for an elderly parent or wishing to spend more time with their child or spouse. However, if these reasons are not addressed in a cover letter or at the beginning of an interview, the candidate may be overlooked due to their qualifications (this is where the term “over qualified” comes into play). Remember this when applying for a job.

BE AWARE

Submitted by: Judy London

I received the following information in an email from the gentleman who takes care of the PC’s in our office, Rick Gawith, Steel Systems.

Many of you may already be aware and have excellent habits about how to handle the malicious, scam, and fake email messages that you receive, but I wanted to take a moment to inform you that Microsoft never sends out *email messages* for Microsoft updates of any type.

Recently there have been many email messages going out in an attempt to get the reader to follow links within the email message to install Microsoft Updates for Outlook. These messages are not real and the links will install a fake anti-virus program onto your system.

What makes this email particularly bad is that it looks very authentic, but it is not! Don’t be fooled into opening these messages and following the links. *Again, Microsoft will never send you an email of this type.* The only time you should open such a message is if you have been in contact with Microsoft Support and are expecting them to send you a specific email in regards to your specific problem.

Rick goes on to say if you have already opened the email message and followed the link and are now having trouble you need to have someone come look at your PC as soon as possible. He reminds us that we should *always be suspicious of any unsolicited email messages that ask you to follow a link to provide information for updates to records, etc.*

Getting Into the Executive Suite.

Part 1 of 3.



Do you have high hopes of working for a President, Chairman or CEO of an enterprise? Good for you. I had those aspirations when I left school and knew I wanted to go into the administrative profession. I wanted to reach for the stars! I wanted to work for the big dogs! I knew that type of position would be challenging, energizing, exciting, and have nice perks. But there are requirements to get into the Executive Suite (which could include working for any C-level executive such as CFO). Here is an excerpt from my new book, ***Underneath It All: Post Graduate Level Revelations Lift Assistants to New Heights***, that will help get you there.

With ambition and training, you can climb over the competition.

My grandfather once told me that there are two kinds of people: those who work and those who take the credit. He told me to try to be in the first group; there was less competition there." Indira Gandhi, Indian politician and Prime Minister, 1917-1984

YOU must always ...

- **Look professional.**

Your make-up, jewelry and attire should be impeccable at all times. (Remember, you're on-stage daily until you turn the key at your own front door!)

- **Be an active listener in meetings.**

Look for ways to contribute something of value. Meetings offer a perfect venue to showcase yourself. Active listening results in picking up a potpourri of information enabling you to quickly assess needs or challenges. Your response can be notable. Meeting attendees are looking, listening; waiting to receive directions. At this moment, you're a powerful person!

- **Be a strategical thinker.**

This means you don't focus exclusively on the here-and-now, like many do, but instead you focus on long-term pros and cons. Dr. Glenn Pfau, a consultant from Virginia, is an image expert who caused me to take notice of this process: if I do this now - what happens? And, then, what happens? My uncle Ralph, the champion chess player, is a strategical thinker. When I observe him over the chess board I can almost 'see' the wheels turning as he plots and plans what will happen if he makes this move ... or, what happens if instead he makes that move? People who are good at multi-tasking are usually good strategical thinkers. I mention this because ... you may already be a strategical thinker without realizing it.

- **Poise, grace.**

These two characteristics grab attention and invite applause. You can try to exude poise and grace like royalty does. Close your eyes and picture Crown Princess Mary of Denmark. She is dignified. She is neither too loud nor too soft when she speaks. She stands tall and seems to float across a room rather than walk. She adapts a ballet dancer's carriage as she moves and without speaking a word, she earns the admiration of onlookers.

- **Flexible and adaptable.**

Anyone can work for weeks to prepare for a special occasion and then - suddenly plans change. 'Anyone' is likely to moan but not the Admin who works in the Executive Suite. She may try to salvage something that wasn't used and apply it elsewhere but she won't focus on disappointment. She doesn't have time! She must focus on making this the best of times.

About the author:

Source: Joan Burge, one of today's foremost authorities on workplace excellence and administrative effectiveness, editor of "Monday Motivators" e-zine, and the CEO and founder of OfficeDynamics.com – a premier training and development provider since 1990. Contact her at 800-STAR-139.

Send website addresses you find helpful and frequently use in your job / life

to jlondon@GPAglobal.org for inclusion in future newsletters!