



What's Happening in Your OKC IAAP Chapter

August 2010

Mission Statement:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership

Special points of interest:

- Next meeting is September 9th at the Faculty House
- September presentation is "Working With You is Killing Me". This presentation has been approved for 1 recertification point.

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July's Presentation Highlights

July's presenter was Corporal Kelli Brookshire from the OK County Sherriff's TRIAD division. She spoke to us about mail identity theft. I think there were several of us that experienced a "WOW" moment. She was a very engaging person. She made several points that we should all take heed to:

- Did you know that ball point ink can be erased from your check with a Q-tip & acetone? You should use a gel pen instead for writing checks. Gel cannot be erased.
- Thieves get your information from your outgoing mail by taking information such as your name, address, phone number, bank routing & checking account numbers from your personal checks. If you mail a credit card payment, they potentially have your full

account number.

- Thieves get information from your incoming mail by intercepting your credit card statement. They can have your statements rerouted to a fake address which gives them more time to steal from you. They can also see what organizations you belong to, where other family members live & what church you may go to, to determine that you are not home on Sundays. This would give them a time to burglarize your home.
- Don't give anyone information over the phone when you have not initiated the call. If you receive a call from your credit card company, get their number & call them back or call the 800 number on the back of your card. Your credit card company will never

ask you for your security code.

- Don't put any outgoing business mail in your home mailbox. Take it to a postal center, blue mailbox or possibly your office. It's more secure.
- Beverly Blanton, CPS suggested purchasing a locking mailbox for your home use.
- Tammy Ash suggested having your new or replacement checking account checks mailed to your bank instead of your home.

Announcements

Welcome to our new member, Kathryn Funck!! She joined our chapter last month. We are all looking forward to meeting her!

Debi Moore gave us an update on the Membership of Excellence program. She passed out the requirements & the commitment form. We found out from Cheryl Cook, CPS/

CAP that the division has their own program as well. Debi is going to obtain that information & hopefully have it for us at the September meeting.

We are still looking for someone to be our Chapter Secretary and for someone to chair the Fundraising Committee.

Name Tag Drawing Winner

Congratulations to Judy Kranz! Her name was drawn by one of the Faculty House employees. Judy won a \$5 discount on her next lunch-eon fee.

Way to go Judy!!

Good of the Order

Debi Moore shared a slide show of pictures she took in Boston, MA at EFAM. It looked like she had a great time. She also told us about her experience there. Did you know that in 2011, EFAM will be in Montreal, Canada and in 2012, it will be in Grapevine, TX. Start saving your money now!

Debi also passed out some material that she received at a breakout session. It is titled, Developing An Effective Administrative Processes &

Procedures Binder. The information looks great & very useful. If you didn't get a copy, please contact Debi. I'm sure she would be happy to email a copy of it to you.

Thank you Debi!

Let's Get to Know... Latricia Alexander

Latricia has been employed at Sonic since November 2004. Although she has worked in various departments, she is currently in the tax department. She prepare and files their corporate sales tax returns.

When she's not at work, she likes cooking, sewing, gardening & jigsaw puzzles. She loves comedies, horror & classic movies & cartoons.

Some of her favorites are Bugs Bunny & Friends, What About Bob, The Exorcist, original version of Nightmare on Elm Street, anything with Betty Davis or by Alfred Hitchcock.

She is a self-proclaimed 'Football-A-Holic' and a Texas Longhorn fan. After that, she loves OSU and the rest of the Texas schools. She is also loves the trash-

talking (and let me assure you, dear readers, she is good at it!).

To her friends, Latricia is known as "Luscious-L".

Toot Your Horn

We want to hear about your accomplishments. Please share them with us!!

Great Events

Lori Lesser, CAP passed around a list & asked everyone present to write down their birthday & wedding anniversary. We are going to start recognizing those great days in your life. If you weren't at the meeting, please email your information to Lori.

Do you have another special event in your life? Weddings, grandchildren, graduations, certifications, etc? We want to celebrate this with you too!

Upcoming Educational Opportunities

Have you checked out the list of free podcasts that are available on HQ's website? Just to name a few... Simplify Your Workplace-Simplify Your Life, How to Get Noticed at Work & More Time for You.

There are many, many more titles to choose from and the best part is that they are free!

What Leadership Is (And Isn't)

(By Dr. Susan Fenner, IAAP Headquarters)

At some time or another, all of us choose to step into a leadership role or get conscripted to do so. Sometimes our style reflects that of the person who served before us; sometimes we model what we believe a good leader is or should do; and then there are times we don't know what to do, so we simply play it by ear. Well, the good news is that there are leadership approaches that work for most of the people most of the time.

Here are some hallmarks of good leaders:

- They have a vision in line with the mission, can articulate it to others, and get them to join efforts to advance the organization or project toward it.
- They don't just show up and adlib. They identify a best expected outcome and work toward making it happen. They are goal-directed.
- They work to build a consensus. They don't use a vote to divide the group, but rather find common points to create harmony and agreement.
- They don't just "tell people what to do". They generate buy-in so others want to participate and they never ask group members to do something they wouldn't be willing to do themselves.
- They don't micromanage. They know that many roads lead to a final destination and people don't have to do it the leader's way, but can choose what works best for them.
- Today, time is our most precious commodity and is oft cited as the main reason people won't volunteer. True leaders don't waste time — for themselves or others — and will never call a face-to-face meeting unless it is truly necessary and can't be handled by conference call or e-mail. They are purpose driven and respectful of volunteer needs. If one person can handle the job, they never require a committee to do it.
- They don't play the martyr and either do everything themselves or endlessly tout how hard they have worked and how much they have contributed. They are positive about the leadership experience and engage others.
- They realize that part of the role of leader is grooming others to develop new skills and stretch themselves. They allow people to learn from mistakes and improve the process.
- They will never utter the words, "we did it before and it didn't work..." or "this is the way it's always been done". They are open to new ideas and want to learn new things — they keep growing along with their members.
- They praise often and aren't critical. They use every opportunity as a learning experience.

So, does the leader have to be the oldest, wisest, and most experienced of the group? No. They needn't have all the answers, they just need to know the right questions to ask, and then trust their team to get the job done with their support.



Find us on the web at:

www.iaap-hq.org

www.iaap-ao.org

www.iaap-okc.org

CORE VALUES

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Your Chapter Officers

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