



International Association of
Administrative Professionals®
NTS Chapter

**Las Vegas, Nevada
Meeting Minutes**

Monday, March 15, 2010

Tuesday, March 16, 2010

1. Call to Order

President Robbins called the meeting to order at 11:35 a.m. and led the members in the Pledge of Allegiance.

2. Welcome and Introductions

President Robbins opened the meeting with a welcome to all attendees and introduced the board. Each attendee was asked to introduce themselves and state where they worked.

Members present: Michele Antuney, Murry Battle, Arlette Citron, Trish Cooper, Holly Cox, Florence Dubielak CPS/CAP, Susan Farnum, Juanita Foreman, Cynthia Fuller, Toni Gale, Irma Ginyard CPS, Jimmel Holland, Sandra Ladd, Carolyn Logan, Margaret Lojas CAP, Martha MacIntosh, Jennifer Manins, Kathleen Matson, Lisa McIntire, Dawn Negrete CPS/CAP, Alicia Riano, Barbara Raymond, Marianne Robbins, Vangie Robinson, Linda Sams, Alicia Santos, Barrett Shaw, Elizabeth Shaw, Shirley Smith, Pamela Soper, and Paula Treider

Guests present: Robyn Benak, LaTonya Burke, Darryl Campbell, Susan Chamberlain, Crystal Corbin, Valerie Davies, DeAnn Divers, Sheila Harris, Kathleen Harvey, Marla Libidinsky, Judith Lybarger, Paula Lynch, Savannah Mills, Joy Peck, Cathy Pietras, Sheila Quick, Alyssa Robbins, Judy Smith, Sandra Stalzer, Alicia Tauber, Renee Thomas, Joan Tourville, Tamera Traberg, Barbara Ulmer, Paula Warren, Mary Lou Wilkins, and Nellie Williams

3. Turning Jobs Into Careers

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

- Education—learn new skills and sharpen old ones, obtain professional certification, and learn new business techniques.
- Community building—building a network of contacts through the IAAP can provide you with a wellspring of knowledge and experience.

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- Leadership development—participating on a chapter committee or on the board of directors can provide you with confidence in public speaking, making your voice heard in group discussions or presenting ideas in general.

4. March Educational Program

Margaret Lojas CAP, Arizona-Nevada-New Mexico Division President, spoke about how achieving IAAP certification, the Certified Professional Secretary or Certified Administrative Professional designation, will not only boost an individual's confidence and self-esteem, but elevate their value in the eyes of management and their peers as well. She spoke about how the exams have changed over the years. In 1952, the IAAP certification exam was a 16 part test and now it is only two parts. She discussed how valuable having the certification designation could be when seeking a promotion or a new position. She related how difficult it was for her to find time to study for her own certification, and how she was certain she had failed the exam, but then was overjoyed to find out she had passed.

5. Announcements

- a. **Board Meeting:** The next board meeting will be held April 7, 2010, in the Comstock Conference Room at the NSF. Board meetings are open to all chapter members. Please notify the Secretary or President if you plan to attend so that you can be notified if the date, time, or place of the meeting changes.
- b. **Chapter Meeting:** The April 19, 2010, chapter meeting is canceled in lieu of the chapter Second Annual Professional Administrative Assistant's Conference being held at the Santa Fe Station Hotel on Wednesday, April 21, 2010.

The next chapter meeting will be May 17, 2010, at 11:30 a.m. in the Building C-1 auditorium. The speaker will be from OfficeTeam and the topic will be "Going From UnSung Hero to SuperHero" and "Taking Minutes."

6. Adjourn

The meeting was adjourned at 12:20 p.m.