



# NTS Chapter

## The Power of Commitment

April 2010  
Volume 2, Issue 5

### Greetings from the President

I am pleased to provide the NTS Chapter 2009-2010 Annual Report (*condensed version*). The theme for the 2009-2010 year was the "Power of Commitment," the chapter board members committed ourselves to making the chapter a success and encouraged our members to do the same.

**Educational Programs:** Our great Programs Chair, Vangie Robinson, put together an excellent schedule of programs for the chapter succeeding in providing six CEUs and 9 recertification points for our members.

**Executive of the Year Event:** At our October "Executive of the Year" luncheon, the chapter announced the selection of the 2009-2010 Executive of the Year, Gregory F. Spencer, Classification Officer at National Security Technologies. Joan Burge of Office Dynamics was the guest speaker and provided an energetic presentation on "Executives and Assistants: Drivers of Change."

**Certification and Recertification:** Our Certification Chair, Dawn Negrete, CPS/CAP, has established a study group for certification which meets on a weekly basis. Two members sat for the May exams and we are

anticipating some positive results for some well-deserving chapter members very soon!

**Community Service:** Members of the NTS Chapter participated in several charitable events in the past year, including collecting pop tabs for Ronald McDonald House; the Holiday Mingle & Jingle to benefit Multiple Sclerosis; the Las Vegas Great Santa Run and Magical Forest to benefit Opportunity Village; the Run for a Wish benefitting the Make a Wish Foundation; and the Susan G. Komen Race for the Cure.

**Fundraising:** Our fundraising efforts this year were limited to the profit we earned from our annual Professional Administrative Assistant's Conference and raffle sales at the Division Education Forum and Annual Meeting. The conference netted the chapter approximately \$1,728 and the Division raffle sales revenue is projected to be approximately \$150.

**Membership:** Our membership has remained fairly constant over the past year and we expect to end the year with positive growth of one or two new members. We had an excellent turnout for our

IMPACT meetings in March, from which we have already gained one new member, with several tentative applicants in the wings.

**Administrative Professionals Day/Week:** This year the chapter hosted our 2<sup>nd</sup> Annual Professional Administrative Assistant's Conference and Administrative Professionals Day<sup>®</sup> Luncheon at the Santa Fe Hotel. The chapter's "Administrative Professional of the Year" honor was awarded to Vangie E. Robinson. Vangie's selection was based on her extensive contributions as a hard-working board member, committee chair, and recruiter of new members. Our keynote speaker was Evelyn Hollins, Manager of Training and Performance at NV Energy. Evelyn is active in the Las Vegas community, serves on the Board of Trustees for the Ronald McDonald House Charities, and is a founding member and serves on the board of the United Way Women's Leadership Council.

**Retirement Trust Foundation:** Each year at our Administrative Professionals Day<sup>®</sup>

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Please note that clicking certain links in this newsletter may require you to log into the Members area of the IAAP HQ website!

raffle with the proceeds going to the Retirement Trust Foundation. This year's raffle netted \$233 for the foundation.

The chapter successfully executed our "Power of Commitment" as the board and membership worked together to make the 2009-2010 chapter year another "Chapter of Excellence" success story. I am proud to be counted as a member of such a great chapter!

Marianne Robbins  
NTS Chapter President

# Member of Excellence - End of Year Review

How are you progressing with your goal of achieving Member of Excellence for 2009-2010? The [Pathways to Excellence](#) (may require logging into the Member's area to access) page provides everything you need to participate in this program.

*A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).*

As a reminder, in order to obtain Member of Excellence, you must meet 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder.
2. Sign the online Member of Excellence Commitment agreement.
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level).
4. Attend non-IAAP professional educational workshops, seminars and conferences.
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification.
6. Pay membership dues on or before anniversary date.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training.
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



## **Tools you will need**

1. [Member Commitment Form](#)  
(sign this and you've already met one of the criteria)
2. [Example Member of Excellence Validation Spreadsheet](#)  
(what a completed one looks like)
3. [Member of Excellence Validation Spreadsheet](#)  
(blank for your use)

## **SOME THINGS TO REMEMBER:**

1. **Criteria carries over each year, so if you were working towards this last year, but did not meet all of the criteria, you can transfer those to your 2009-2010 validation spreadsheet and have a jump on meeting your 8 criteria for 2009-2010.**
2. **Be sure to save all documentation related to your submission, in case you are randomly audited.**

## **Acronyms Used In This Issue**

*APD –  
Administrative  
Professionals Day*

*DEFAM –  
Division Education Forum  
and Annual Meeting  
(formerly Division Annual  
Meeting [DAM])*

*EFAM –  
Education Forum and  
Annual Meeting (formerly  
International Convention)*

**Member of Excellence Submission Deadline –11:59 pm Central Time on June 30**

## 2010 Professional Administrative Assistant's Conference

The NTS Chapter IAAP's 2<sup>nd</sup> Annual Professional Administrative Assistant's Conference was held on Administrative Professionals Day, **Wednesday, April 21, 2010**. Over **50** administrative professionals attended, making the conference another great success for our chapter.

Leanne Mackenzie from Rockhurst University led an educational and interactive program on successful communication techniques and leadership essentials. Her interactive approach and upbeat delivery kept everyone engaged throughout the day. Evelyn Hollins, Manager of Training and Performance at NV Energy, spoke during our luncheon on the Power of Commitment and Leadership.

The chapter presented a number of wonderful door prizes to attendees, including a digital camera (courtesy of Office Plus) and a complimentary 2-night hotel stay and dinner (courtesy of Santa Fe Station).



Barrett Shaw and Leanne Mackenzie



Trish Cooper drew the winning numbers



Ada Guerrero and Alicia Riano



Dawn Negrete and Evelyn Hollins

A 50/50 raffle was held to raise money for the Retirement Trust Foundation. Barbara Raymond was the lucky winner and took home \$233 dollars.

During the luncheon, Vangie Robinson was honored as the Outstanding Member of the Year. Dawn Negrete CPS/CAP, presented the award and had this to say:

*"This year's Administrative Professional of the Year does not know how to use the word "no." They are always there to lend a helping hand or to give feedback on a new process or approach. They are a member of the NTS Chapter and hold a position on the NTS Chapter Board.*



Al Rubalcaba, Vangie Robinson, and Dawn Negrete

*In addition to holding these two positions, they are also continuing their college education and sitting for the CPS and CAP Certification examinations.*

*Their drive and determination to make themselves the best that they can be is evidenced by their conviction and perseverance. No matter how much comes their way, they answer you with a smile and a "can-do" attitude."*



Barbara Raymond and Kathleen Matson

## 2010 Professional Administrative Assistant's Conference (continued)

Here are a few words that were offered on behalf of the recipient's executive:

*"Some of the most highly valued attributes for a senior level administrative professional are loyalty, personality, confidentiality, and professionalism. This administrative professional has these attributes in combination with a high level of technical skill and a "can-do" service oriented attitude. This administrative professional's wide range of knowledge and capabilities allow them to provide not only executive level support, but support to deployed personnel across the enterprise as well.*

*This person is a highly valued member of the team. They can make things happen with little to no direction, and we know we can depend on them. They have earned the respect and confidence of their peers and organization...to the extent that this person has been entrusted with the leadership of a number of internal improvement initiatives. They are a valuable asset to their Directorate and to NSTec." Ladies and gentlemen, please join me in congratulating the 2009-2010 IAAP NTS Chapter Administrative Professional of the Year, Ms. Vangie Robinson.*



Vangie Robinson and  
Al Rubalcaba

Congratulations Vangie!

The NTS Chapter realized a **net profit of \$1, 728.06** from this event. Thank you to everyone who attended and for the generous efforts of the Board and volunteers for making this event a success!



Left to right:  
Trish Cooper, Murry Battle,  
Leanne Mackenzie, Marianne Robbins, Barrett Shaw,  
and Vangie Robinson

## 2010 Professional Administrative Assistant's Conference (continued)

Here are more pictures:



**Dawn Negrete and  
Linda Sams**



**Shirley Smith**



**Sandy Kiehl and  
Cynthia Fuller**



**Louise Kubeldis and  
Sandra Stalzer**



**Mary Camp**



**Sandra Ladd**



**Left to right: Susan Chamberlain, Keiona Corbin,  
Crystal Corbin, Martha MacIntosh, Johnnie Foreman,  
and Jimmel Holland**



**Cory Wernikove and  
Alicia Santos**



**Holly Cox**



**Sandra Hayes**



**Jennifer Mankins and Dawn Negrete**



**Kathleen Matson**



**Sara Heller**

## NTS CHAPTER NEWS

### June Meeting Info

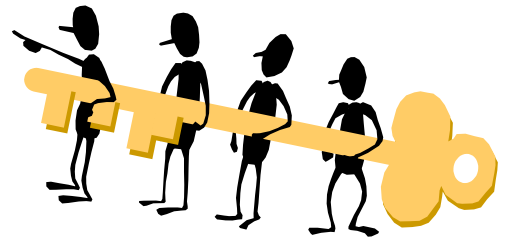
#### Installation of 2010-2011 NTS Chapter Officers

Installation Ceremony conducted by: Shari Morrison

**June 21, 2010**

**11:30 a.m. - 12:30 p.m.**

**C1 Auditorium w/VTC to outlying locations**



### Nominations Committee – Thank You!

The Board wishes to extend thanks to Cynthia Fuller, in her role as nominations chair, for successfully securing enough candidate nominations to ensure we had a full slate of officers for 2010-2011.



### CPS/CAP Certification Study Group

Dawn Negrete CPS/CAP is leading our certification study group. If you are interested in attaining your CPS and/or CAP designation, make plans to attend the [study sessions](#). CPS study sessions will continue into the summer. The next round of study sessions will begin in late July or early August. There are 4 study guides available (one for each part of the exam):

[http://vig.pearsoned.com/store/home/1,1205,store-14242\\_id-2,00.html](http://vig.pearsoned.com/store/home/1,1205,store-14242_id-2,00.html)

The exams are offered May 7-8 and November 5-6.



**Good luck to Barrett Shaw and Candice Rodriguez who sat for the May exam!**

**The deadline to [register](#) for the November exam is August 15, 2010.**

For more information about the study group, contact Dawn Negrete by e-mail at [negretedm@nv.doe.gov](mailto:negretedm@nv.doe.gov) or by phone at 702-295-6615.

### Current NTS Chapter Membership Roster

Michele Antuney	Murry Battle	Jo Ann Beall	Biscequia Black
Esther Buskirk	Arlette Citron	Patricia Cooper	Holly Cox
Florence Dubielak CPS/CAP		Susan Farnum	Elizabeth Federmack
Juanita Foreman	Cynthia Fuller	Tamatri Gale	Toni Gale
Irma Ginyard CPS	Jimmel Holland	Wanda Hubble	Louise Kubeldis
Sandra Ladd	Ann Linderman	Carolyn Logan	Robin Lopez
Cheryl Lydon	Martha MacIntosh	Jennifer Mankins	Kathleen Matson
Lisa McIntire	Dawn Negrete CPS/CAP		
Kathleen Pepin	Barbara Raymond	Alicia Riano	Marianne Robbins
Vangie Robinson	Candice Rodriguez	Linda Sams	Alicia Santos
Barrett Shaw	Elizabeth Shaw	Teresa Shaw	Shirley Smith
Pamela Soper	Sonja Spears	Joan Tourville	Paula Treider

*Current as of May 13, 2010. If we missed you, your membership may be in process.*



*Don't forget to renew your membership on time to earn a point toward achieving Member of Excellence for 2009-2010!*

### Division Educational Forum & Annual Meeting (DEFAM)

This year's DEFAM (formerly referred to as Division Annual Meeting) will be held **June 3-6, 2010**, at the Embassy Suites Hotel – Paloma Village, in Tucson, Arizona. To register for this event, please visit the [AZ-NV-NM website](#) and click on "Annual Meeting" on the left side.

Registration is \$229. If your department is willing to pay, you need to submit an SF-182 and generate a check (payee instructions are listed on the registration form).

The room rate at the Embassy Suites – Paloma Village is \$99/night. [Click here](#) for the direct link to book at this special rate.



Tucson, AZ

#### **Some Benefits of Attending the 2010 DEFAM**

- ✓ Great opportunity to network with members from across the division
- ✓ Meet the members of the AZ-NV-NM Division Board
- ✓ Recertification points for those who are CPS/CAP holders
- ✓ The featured speaker is Joan Burge and is sure to be educational and entertaining

#### **Helpful pre-meeting information**

- ✓ To review the proposed amendments to the AZ-NV-NM Division Bylaws and Standing Rules, visit their [website](#) and click on Annual Meeting on the left menu.
- ✓ The following division members have successfully submitted information and qualifications to run for office as follows:
  - President (by virtue of office)                      Margaret Lojas CAP, Valley West Chapter
  - President-Elect    Patti Speer CPS, Las Vegas Valley Chapter
  - Secretary    Mary Anne Tolmie, Cochise County Chapter
- ✓ To read more about the candidates and other happenings within the division, please see the latest edition of the division newsletter, *The Spotlighter*. From the AZ-NV-NM [website](#), click on Newsletters on the left menu.



Embassy Suites – Paloma Village  
DEFAM Host Site

***The DEFAM is open to all NTS Chapter members.***

***If you are planning to attend, please let Marianne or Barrett know!***

#### **UPCOMING EVENTS**

- ❖ **DEFAM (Tucson, AZ) – June 3-6, 2010**
- ❖ **Next Board Meeting – June 9, 2010**
- ❖ **Next Chapter Meeting – June 21, 2010 (Installation of Officers)**
- ❖ **EFAM (Boston, MA) – July 18-21, 2010**

## There's still time to register for the Educational Forum and Annual Meeting (EFAM)!



For those who may not be familiar, EFAM is the premier IAAP event that takes place every summer in a different host city. Members from all over the world converge for a series of business meetings, educational workshops, and more. This year's event will take place in Boston, MA, at the Hynes Convention Center.

The complete 2010 EFAM brochure is now available. For more information, visit the [EFAM page](#) in the Members area of the website. The EFAM is open to **all** NTS Chapter members.

EFAM offers attendees many benefits, including:

- ✓ Network with administrative professionals from around the globe
- ✓ Kick start your creative problem solving skills by sharing in the ideas and experiences of your peers
- ✓ Learn new technical, organizational and project management skills
- ✓ Invest in your career as an administrative professional

Here is a sneak peek at some of the workshops being offered this year.

### How To Get Things Done When You're Not in Charge

Presented by: Rhonda Scharf

Getting things done relies more on demonstrating influence than having formal authority. Learn three easy tips on how to increase your professional influence so you can take charge and get results.



### Ethics, Integrity, and Admins

Presented by: Lisa Olsen

Explore the meaning of ethics, why it's vital and becoming increasingly complex, the number one reason employees engage in unethical behavior, and the role of the admin in maintaining personal and professional ethics.



### Show Your Power of Commitment!

The IAAP theme for 2010 is **The Power of Commitment**. The commemorative pin (pictured to the right) can be purchased at any time, not just during Administrative Professionals Week.

[Click here](#) for more information, including an order form.



Attend the 2010 EFAM in Boston and achieve

The Administrative Edge



**Arizona-Nevada-New Mexico Division, IAAP**  
**Division ID No. 551000**  
**www.az-nv-nm-div-iaap.org**  
**2009-2010 Division Officers**

<p align="center"><b>President</b></p> <p>Margaret Lojas CAP  4007 West Maryland  Phoenix, AZ 85019  Work: (602) 534-0313  Fax:  Home: (602) 347-8086  Email: Margaret.lojas@phoenix.gov</p>	<p align="center"><b>President-Elect</b></p> <p>Vacant</p>	<p align="center"><b>Vice President</b></p> <p>Susan Schultz CPS  2140 West Thunderbird Road, #113  Phoenix, AZ 85023  cell: (602) 703-4742  work: (602) 261-8902  fax: (602) 534-4393  susan.schultz@phoenix.gov</p>
<p align="center"><b>Secretary</b></p> <p>Mary Anne Tolmie  4924 Vespucci Drive  Sierra Vista, AZ 85635  Work: (520) 458-3315 x309  Fax: (520) 458-0584  Home: (520) 458-4720  Email: MATolmie@CochiseIAAP.com</p>	<p align="center"><b>Treasurer</b></p> <p>Damaris Hill  1609 Antonio Drive NE  Albuquerque, NM 87112  Work: (505) 284-2900  <del>Fax: (505) 845-7498</del>  Home: (505) 299-9416  Email: iaap.divtreasurer@comcast.net</p>	<p align="center"><b>Parliamentarian</b></p> <p>Karen Christian  8435 S. Tumbling X Ranch Place  Vail, AZ 85641  Home: (520) 495-5165  Cell (520) 219-7287  Email: kcaz1@cox.net  Member: National Association of  Parliamentarians (NAP)  Arizona State Board  President: Old Pueblo Unit</p>

**2009 – 2010 Division Committee Chair(s)**

<p align="center"><b>Bylaws &amp; Standing Rules</b></p> <p>Jill Nichol, CPS  Work: (775) 688-3028  Home: (775) 829-9420  Email:  jnichol@woodburnandwedge.com</p>	<p align="center"><b>Certification Committee</b></p> <p>Bobbi Damiani, CPS/CAP  P O Box 64460  Tucson, AZ 85728  Work: (520) 299-6446  Fax:  Home: (520) 529-4594  Email: fbdamiani@earthlink.net</p>	<p align="center"><b>Membership</b></p> <p>Audery Lewis  Work: (702) 282-0152  Fax:  Home: (702) 433-1987  Email:  A5148l@lvmpd.com</p>
<p align="center"><b>New &amp; Student Chapter Builder</b></p> <p>Tiffany James  Work: (702) 784-5038  Fax:  Home: (702) 423-7168  Email: tjames@glvar.org</p>	<p align="center"><b>Nominations Committee</b></p> <p>Rachelle Marvin, CPS  Work:  Home:  Fax:  Email:</p>	<p align="center"><b>Retirement Trust Foundation</b></p> <p>Lori Mc Graw  Home: (623) 546-0023  Email:  president@valleywestchapter-  iaap.org</p> <hr/> <p>Gloria Lodwick  Home: (520) 572-8828  Work:  Email: iaap.gloria@gmail.com</p>
<p align="center"><b>Division Webmaster</b></p> <p>Diane Rogers, CPS/CAP  Work: (602) 262-6656  Fax: (602) 495-3793  Home: (602) 482-5833  Email: diane.rogers@phoenix.gov</p>	<p align="center"><b>Southwest District Director 2008/10</b></p> <p>Antoinette Smith CPS/CAP  Work: (314) 233-8054  Fax: (314) 777-1553  Home:  Email: antoinette.smith@boeing.com</p>	<p align="center"><b>International President 2009/10</b></p> <p>Susan K. Shamali CPS/CAP  Work:  Home:  Fax:  Email: Sshamali@iaap-hq.com</p>