

From the President...

Dear Members,

Fall is here! Isn't it wonderful? This is my favorite time of year. We get to have fun with Halloween, then move right into Thanksgiving, where hopefully we take time out of our busy lives to remember everything we have to be thankful for. Believe me, there are many. Nothing is too small to be thankful for. I used to work with a woman that was always bemoaning the fact that life didn't treat her well. Every morning was a new complaint. Well, I happened to find a Frank and Ernest cartoon that fit the situation perfectly. She didn't find it amusing, but I've kept that old Frank and Ernest cartoon hanging on my bulletin board for over ten years. Front and center where I see it every day. In it Ernest is asking Frank why he looks so glum. Frank responds that everything in his life is out to get him and it has really gotten him down. The ever optimistic Ernest says that when things look tough you should remember to count your blessings. Of course Frank comes back with "Well, I sure won't need a calculator for that!" To which Ernest replies: "See! That's one already!"

Our life is filled with obstacles and it is important that we learn to deal with these obstacles with grace and fortitude. Don't take life too seriously. Have fun. We can all hear our mothers saying "When life gives you lemons, make lemonade." Well, just do it.

Tulsa Chapter made lemonade at our October meeting. We were supposed to have over seven potential new members at our Impact meeting, but one by one throughout the day, five of them had to cancel for one reason or another. We went ahead with our meeting and the two guests that did attend signed up that night! Welcome Connie and Joy! Another guest that couldn't make it has also joined. Connie and Joy believed that the other administrative professionals at their work would be interested in IAAP and they have asked us to come to their place of business to present the benefits of membership to them. Thank you all for your assistance that night.

Kathleen Borgne, with the Tulsa Chamber, will speak at our November meeting on the essentials of planning off-site meetings and event. This is something most of us are called upon to do in our jobs, so we should all benefit from this topic. Remember, we have a new meeting place so please review the details found elsewhere in this newsletter. Also remember that we will have our annual silent auction benefiting the Retire-

ment Trust Foundation so don't forget to bring your items for the auction.

The next Board meeting is October 28 at Johnnies Charcoal, 5001 S Harvard Ave., Tulsa. The meeting starts at 5:45. All of you are encouraged to attend the Board meetings.

Jolene Yowell CPS, President

"Excellence is in the details. Give attention to the details and excellence will come."

—Perry Paxton



Sunday, November 2 1 a.m.

November Chapter Meeting

NEW MEETING PLACE!

Union Education Service Center

8506 East 61st Street, Tulsa

Thursday, November 6

5:30 p.m.—Networking

6:00 p.m.—Dinner & Meeting

Essentials of Planning Off-Site Meetings & Events

Presented by: Kathleen Borgne, Tulsa Chamber of Commerce

Program counts as 1 point (hour) toward recertification.

MENU

Pulled Pork

Boneless Chicken

Green Beans Coleslaw

Blackberry & Peach Cobbler

Tea

Catering by Rib Crib



**Bring items for the
silent auction!**

RSVP PLEASE

To make reservations for dinner, please click on this link now:

j.yowell@cox.net or call 266-1740.

Cost for dinner is \$12.00

NOTE: If you make a reservation for dinner, we request payment whether you attend or not.

REMINDER: You do not have to join us for dinner to attend the business meeting.

**TULSA CHAPTER IAAP
MEETING MINUTES**

October 2, 2008

The October meeting was held in the meeting room at Promenade Mall. President, Jolene Yowell CPS called the meeting to order at 5:58 p.m. The Tulsa Chapter officers were introduced: new Vice President, Kathy Doering CPS; Secretary, Jamie Ward CPS/CAP; Treasurer, Michele Dodson; Parliamentary Advisor, Christine Hilderbrand CPS/CAP.

Sandy Tabio was recognized as a Tulsa Chapter member serving as the 2008-2009 Arkansas-Oklahoma Division Treasurer and Legacy Chair.

The Arkansas-Oklahoma Division Board was in attendance as our special guests and they were introduced: Marsha Bryan CPS/CAP, President; Janet Griebel CPS CTM, Vice President; Florence Fly CPS/CAP, Secretary and Sandy Tabio, Treasurer.

Other guests at tonight's meeting were Joy Orr and Connie Wendell with Cherokee Nation Enterprises in Catoosa.

Chaplin Sheryl Tunley provided the Words of Inspiration and we were dismissed for dinner.

Guest Speaker

Jolene Yowell CPS was our speaker this evening with a presentation titled, "Professional Organizations: What's In It for Me and My Employer?" She spoke on the advantages of being in a professional organization and how IAAP membership can benefit each member and their employer. Providing personal testimonies of what IAAP membership has done for them were Christine Hilderbrand CPS/CAP, Marsha Bryan CPS/CAP, and Janet Griebel CPS CTM.

Business Meeting:

Typographical errors and certification designation errors were noted in the August, 2008 Regular Meeting minutes that were e-mailed to members. The minutes were approved as amended.

The treasurer's report has been filed for audit. Members wishing to review it may do so by contacting Michele Dodson, Treasurer.

The Tulsa Chapter is 42 years old today. In honor of our birthday, past presidents present at our meeting were recognized: Debra Bishop 1987-1988; Sandy Tabio 1988-1989; Shirley Schellhorn CPS 1991-1992; Kathy Doering CPS 1996-1997; Christine Hilderbrand CPS/CAP 1998-1999, 2006-2007, and 2007-2008; Jolene Yowell CPS 2001-2002 and 2007-2008. Each past president was presented with a small gift.

In the October issue of The Tulsan it was reported that Lynne Blair resigned her position as Vice President due to personal reasons. Kathy Doering CPS was recognized as our new Vice President. As a result of Lynne's resignation, we need to find another meeting place. If anyone has a suggested meeting place, contact

Jolene Yowell CPS.

Christine Hilderbrand CPS/CAP made an announcement about Annual Meeting. She shared plans for a golf tournament on April 18, 2009. A committee is being formed to plan the golf tournament. Corporate sponsorships for the Annual Meeting are needed; if your employer might be interested in sponsoring some aspect of the meeting, please begin talking with them about it.

Future Programs

Kathy Doering CPS has hit the ground running as our new Vice President. She has already lined up Kathleen Borgne as our speaker for the November meeting. Ms. Borgne works with the Tulsa Chamber of Commerce and she will be speaking on "The Essentials of Planning Off-Site Meetings and Events". Vicki Anderson has agreed to speak at our April 2 meeting on the topic of "Assertive Communications: Getting What You Want". Kathy is currently working on our December Holiday Celebration and details will be forthcoming.

The Silent Auction to raise money for the Retirement Trust Foundation will be held at our November meeting. Everyone was encouraged to bring items to donate to the auction.

Announcements

October 18 is the last craft day scheduled. It will be held at the home of Jolene Yowell CPS. If you plan to attend please let Jolene know so that she can have enough food for everyone. We will finish projects, price items, decide how to display everything at the bazaar and pack the crafts up for transport.

Birthdays

Irene Chambers – October 2
Janis Snyder CPS – October 5
Shirley Schellhorn – October 14
Jamie Ward CPS/CAP – October 15

Other Dates to Remember

October 19-22 – IAAP Certification Conference at Grand River Hyatt Hotel in Denver, CO
November 7-8 – Certification exams

Items for the newsletter must be submitted to Sherry Tyler CPS/CAP by the 15th of each month. Everyone is encouraged to write an article to submit to the newsletter.

The next Executive Board Meeting will be Tuesday, October 28 at Johnnie's Charcoal Broiler at 5001 S. Harvard Ave beginning at 5:45 pm.

The next Chapter meeting will be November 6. Program details will be in The Tulsan.

There being no further business, the meeting was adjourned at 7:45 p.m.

*Submitted by Jamie Ward CPS/CAP, Secretary
Reviewed by Jolene Yowell CPS, President*



**A-O Division
Annual Meeting
Fundraiser
Grand Marnier
Liqueur
Chocolate Covered
Cherries**

It is time to order your homemade cherries now. Send all orders to Jolene at j.yowell@cox.net. They are beautifully packaged in gold boxes with a ribbon ready for gift giving.

- 2 Piece Box - \$3.00
- 4 Piece Box - \$5.00
- ½ Pound Box - \$13.00

All orders must be placed by November 21.

Make checks payable to Tulsa Chapter IAAP.

Thank You

As many of you know I have been searching for a job for the past several months. I just wanted to say "Thank You" to all of you who sent me job openings you knew about either in your company or another company. This is another example of the networking we share through our membership in Tulsa Chapter and IAAP.

As of September 16 I began working full time for Tulsa Public Schools. I am the secretary to the Director of Secondary Curriculum and work at the Education Service Center at 30th and New Haven. This is just yet another chapter in my work history. My past 30+ years of experience has been in the petroleum industry. The Education field is new to me and one that I have found is rather different than the corporate environment. I have updated my information in the Roster so if anyone needs to call or email me at work the phone number and email address is hildech@tulsaschools.org.

Once again, thank you to each of you gave me words of encouragement and for sending me information about job openings you knew of.

Christine

"When the time to perform has come, the time to prepare has passed!"



*Submitted by
Tulsa Chapter member, Connie Weddell*

CHRISTMAS BAZAAR

Come shop for your loved ones or for yourself and help Tulsa Chapter by doing that. (Catalogs and brochures will be available at the Chapter meeting on Nov. 6th)

Sat. Nov. 22, 2008 from 1-4:00 p.m.
at the home of Joan Wirt: 6314 E. 76 Pl., Tulsa

Mary Kay Cosmetics

(by Joan Wirt)

&

Premier Designs Jewelry

(by Shirley Schellhorn)



**All profits will be donated to the
2009 A/O Division Budget.**

Tulsa Chapter member, Therese Aduni CPS submitted the following affirmations used by KIPP (Knowledge Is Power Program) schools across the nation to encourage their kids. Even though these are targeted at kids, they are true for all of us.

*If there is a problem, we look for a solution;
If there is a better way, we find it,
If a team mate needs help, we give it;
If we need help, we ask..*

Team beats individual.

We All Will Learn.

WHAT TO WEAR

Jill Swanson, Image Stylist, Speaker & Author, www.jillswanson.com

Ever find yourself dressing for other people? Now be honest...I think we have all done that at some point, or even every day. You dress for the job to please employer or prospective client, you dress for church to honor God, and many of us dress to impress our loved ones.

How many times have you worn a shirt because you know your spouse likes it? Or thought, "The last time I wore this aqua sweater my mom remarked on how good I looked." We remember the compliments, which subconsciously drive us to do a repeat performance.

A popular fashion based show on TV today is "What Not To Wear." Friends and family nominate an unsuspecting individual by sending a video to the studio showcasing the person in their unflattering and outdated clothes. If this person is selected, the "image stylists" descend upon her offering a \$5000 credit card to buy a new wardrobe in exchange for the attire she currently owns.

The thought of \$5000 is enticing, even though I cringe at the way the fashion consultants insult and intimidate the selected candidate and their clothing preferences. I know that they were hired for their entertainment value and not their tact (If I treated clients that way, I'd be out of business!) But many of us tune in so that we can learn from other people's mistakes. How would you spend a free \$5000 on your wardrobe?

Here are my Top 10 on "What to Wear:"

10. Use brighter colors near your face that complement or match your lip and eye colors.

9. Invest your money on the upper half of your body - people focus on others from the waist up.

8. The duller the color, the better the fabric should be. A beige blazer will be remembered by its quality -whether it's double-knit polyester or silk.

7. The deeper the color, the cheaper you can go. It's difficult to discern the fabric used in a pair of black pants and remember, dark equals elegant.

6. Choose clothes that "skim." Always buy to fit your current body size and shape. For some of us this will be a reality check. Our bodies morph as the years go by and what was perfect for us ten years ago will not likely fit us the same today.

5. Pair a loose flowing piece with a fitted piece. A flowing blouse will look fabulous with slacks that have just a touch of Lycra in them. If you choose to wear full crop pants, put them with a top that flatters your upper half.

4. Get a quality coat that matches your hair color. It can be worn with any color and will flatter you. *Note: add a bright scarf at the neck.*

3. Spend your money on "seasonless" clothes. Pieces that can be worn year around are a good investment.

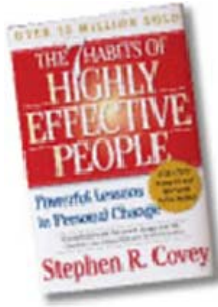
2. Buy outfits instead of pieces. One put-together ensemble (including accessories) will get worn 20 times more often than 20 unpaired pieces.

1. Splurge on one thing that defines you. Are you a purse person? Get a bag you love. Are you into shoes? Choose a pair that makes your feet dance. If it's unique jackets you favor, buy one that's a notch up in quality from your usual fare; you'll feel special and look great.



Whether you have \$5000 or \$50, my advice remains the same. Dress your best for yourself - not just for others. There is an old adage in the business that says, "You become what you have on." When you select your clothes, you choose your disposition for the day. Choose wisely.

(submitted by Tulsa chapter Member, Shirley Schellhorn)



INTERNATIONAL PRESIDENT'S BOOK CLUB SELECTION

FROM BARB HORTON CAP, IAAP INTERNATIONAL PRESIDENT:

If you've been meaning to read *The 7 Habits of Highly Effective People* but never have, then now is the time! Stephen R. Covey's well known book, focusing on powerful lessons in personal change, has been around for almost 20 years. Is it still relevant?

Covey states "*our problems and pain are universal and increasing, and the solutions to the problems are and always will be based upon universal, timeless, self-evident principles common to every enduring, prospering society throughout history.*" Maybe it's time to read it again?

To participate or follow this month's discussion, log onto [members place](#) and check the [forum](#). (You can also check out the latest communications). Create your own ***Excellence in Action***.



Tulsa Chapter member, Christine Hilderbrand CPS/CAP shares: I have a product that I found at International that I like and maybe someone else might find it a good product to use. It is the **ZipNote dispenser**. This product will replace the Post-It Notes! Sometimes the small ones are too small and the big ones are too big. The Zip-Note dispenser uses a roll of paper that has a sticky surface running down the middle of the paper. You just push the button on the top of the dispenser to dispense whatever size of sticky note you need.

If anyone is interested in learning more about this dispenser, the website is www.zipnotes.com.

Is there a product you use that you'd like to recommend to our members? Let us know!
styler@arrowengine.com



DON'T FORGET!
Save-A-Label



A TIP FROM GRAMMAR GIRL:

Shined Versus Shone

About the past tense of *shine*: Is it *shined* or *shone*?

Shined and *shone* are two competing past tense forms of the verb *shine*. Some (but not all) sources recommend using *shined* when the verb has an object and *shone* when it does not:

Aardvark shined the light in Squiggly's eyes. (*The light* is the object of the verb *shined*. It is the thing being shined by Aardvark.)

The light shone brightly. (The verb *shone* has no object in this sentence. In this sentence the light is the thing taking the action of shining.)

The rhyme *It's shone when alone* will help you remember to use *shone* when the verb is alone (i.e., has no object).

A-O DIVISION NEWS

Accessing the A-O Division Website: First go to the website: www.iaap-ao.org.

If Members do not already have a Log-In Name and Password, they should be created. Members and non-members alike can find information about our chapters and division without logging in. The Forums and detailed information are only accessible by Members, and they must be logged in. There is a LOT of information available! And with the Forums, there is always an exchange of comments, questions and ideas with other members in our Division.

ANSWERING THE QUESTION OF THE MONTH:

From September 2008 through May 2009, we will post a Question of the Month on this page for our members to answer and earn a checkmark to assist in their quest to become an A-O Division Member of Excellence. How do you submit your answer? Proceed from here to the Division Forums and post your reply to the Question of the Month. The Division Board Contact for your chapter will monitor and track your correct replies.

PLEASE INCLUDE FIRST NAME, LAST NAME, AND CHAPTER NAME WITH YOUR RESPONSE ON THE FORUM. WE MAY NOT BE ABLE TO DETERMINE YOUR IDENTITY AT A GLANCE BASED ON YOUR LOGIN ID. (YES, WE KNOW WE CAN CLICK ON YOUR PROFILE TO FIGURE IT OUT, BUT IT WILL HELP IMMENSELY IF YOU TELL US AND WE DON'T HAVE TO SEEK IT OUT!)

Procedure for posting answers on Forum:

- Click on Division Forums (one of the white links at the top of the Division Website Pages).
- Click on the Forum titled Question of the Month.
- Click on the Thread with that month's title, i.e., October 2008.
- Reply to the last post.
- Key in your answer. Provide first name, last name, and chapter name.
- Click Save and Post.
- (If you get a server error message, don't panic. Just use the back browser button and hit F5. The posted response should then be visible. Not everyone has experienced that, but it happens routinely for some, so it must be something with servers interacting or whatever.)

Question for October 2008:
Name four of the 11 states that make up the Southwest
District of IAAP
(other than Arkansas and Oklahoma).

Education is when
you read the fine
print.

Experience is what
you get if you don't.

-Pete Seeger
musician and activist



SAVE THE DATE!!!

April 18, 2009 is the date for our golf tournament at Cherokee Casino Resort. The event will last from early morning into the early afternoon. We will need lots of help from all of our members—to help plan and work the event — and to make it easier on everyone, we will do most of our planning and preliminary communication via email. This will be a fun event for everyone!

Please plan to help!

Looking for some Halloween fun?

Visit 4142 South Sandusky (just west of OU-Schusterman Center at 41st & Yale), tune your radio to 107.1 FM, sit back and enjoy the show!

Hours:
Sunday-Thursday 7-10 p.m.
Friday & Saturday 7-11 p.m.



2008-2009 Tulsa Chapter Officers

President Jolene Yowell CPS

Vice President Kathy Doering CPS

Secretary Jamie Ward CPS/CAP

Treasurer Michele Dodson

TULSA CHAPTER MISSION STATEMENT

TO PROMOTE AND ENHANCE THE PROFESSIONAL AND PERSONAL GROWTH of Tulsa Chapter members by promoting continued education, providing leadership opportunities and networking, resulting in career advancement and increased value to employers.

The next deadline for submission of articles for the newsletter is November 15, 2008.
styler@arrowengine.com

CRAFT SHOWS!

Saturday, November 1

Faith Lutheran Church
9222 North Garnett
Owasso OK

Saturday, November 8

St. Anne Catholic Church
301 S. 9th Street
Broken Arrow OK
(9th Street is also Lynn Lane or 177th East Avenue)



Tulsa Chapter will have a booth at both events. Proceeds will go toward funding the Annual Meeting this summer. If you have not yet signed up to help, please contact Jolene Yowell CPS.

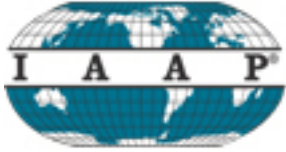
Congratulations...

To Tulsa Chapter member, **Robin Herndon** who was named the October Employee of the Month at Union Public Schools! Robin is the administrative assistant to the Director of Professional Development. The monthly award is based on four basic criteria: work performance, personal characteristics, team spirit and leadership initiatives. We are proud to have Robin as a member of IAAP's Tulsa Chapter.



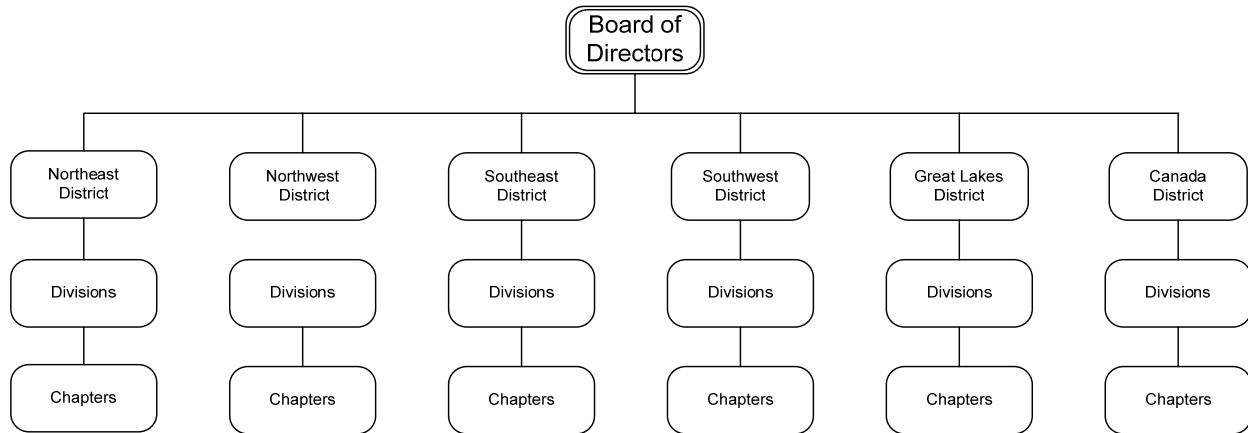
Let us give thanks.





International Association of Administrative Professionals®

IAAP Organizational Chart



IAAP ACRONYMS

APD	ADMINISTRATIVE PROFESSIONALS DAY
APW	ADMINISTRATIVE PROFESSIONALS WEEK
CAP	CERTIFIED ADMINISTRATIVE PROFESSIONAL
CEU	CONTINUING EDUCATION UNIT
CND	CANADA DISTRICT
CPS	CERTIFIED PROFESSIONAL SECRETARY
GLD	GREAT LAKES DISTRICT
IAAP	INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
IC	INSTITUTE FOR CERTIFICATION
NED	NORTHEAST DISTRICT
NWD	NORTHWEST DISTRICT
PIP	PAST INTERNATIONAL PRESIDENT
R&E	RESEARCH AND EDUCATIONAL FOUNDATION
RTF	RETIREMENT TRUST FOUNDATION
RTFC	RETIREMENT TRUST FOUNDATION COMMITTEE
SED	SOUTHEAST DISTRICT
SWD	SOUTHWEST DISTRICT

<http://www.iaap-hq.org/>