



THE TULSAN

<http://www.tulsaiaap.org>

June 2009

From the President

Dear Members,

This will be my last letter as your President for the 2008-2009 fiscal year. It has been one of my favorite years in IAAP and a very productive one. We saw quite a few changes this past year. Thank you for giving me the opportunity to lead you in this new direction.

We totally revamped our monthly meetings by offering one hour programs instead of twenty minute programs. We had six programs that qualified for recertification points. This means a lot in terms of membership satisfaction. Members know that when they give up time with their family, it is for something worthwhile.

Another area we excelled in this year was in membership recruitment. We went from 24 members in July 2008 to 37 members at the end of May 2009. Membership recruitment goes hand-in-hand with our new program plans. As one new member told me, "I want to know what's in it for me." If we show them what is there, then provide it, they will come. Those of us that are long time members have already found out the fantastic benefits of belonging to a professional organization, especially Tulsa Chapter IAAP. Now, it is up to us to show new members what's in it for them.

It has been an amazing year of finalizing the details of the Arkansas-Oklahoma Division Annual Meeting. Led by meeting coordinator Christine Hilderbrand CPS/CAP, we are putting the final touches to an event that I believe will be one of the most talked about annual meetings in a long time. I hope every one of you is planning to attend, especially new members. Jump in and come find out how your local organization is run. Network with your colleagues from other parts of Oklahoma and Arkansas; make some new lifelong

friends. Believe me, when you are trying to find an answer to a question and don't know where else to turn, your IAAP friends are just a few clicks away and someone will have the answer you need.

Our June meeting will be filled with a lot of business. We will be electing and installing officers, voting on our delegates for Annual Meeting, voting on whether to send our delegate instructed or uninstructed to the meeting, plus much more.

If you missed the May meeting, the Nominating Committee announced the following 2009-2010 slate of officers: Michele Dodson, Treasurer; Jamie Ward CPS/CAP, Secretary; Connie Weddell, Vice President; and Jolene Yowell CPS, President. There may be others running from the floor, so please come to the meeting to cast your vote. Whoever your president is, she will need your help. She will be contacting you to serve on committees for the new year. Please consider chairing or being a member of a committee. If you have a committee in mind that you would like to serve on, don't wait for your new president to contact you, but instead, give her a call and volunteer.

Thank you all again for your help this past year and for putting your faith and trust in me to help guide you through.

Jolene Yowell CPS, President

"It is no use walking anywhere to preach unless our walking is our preaching."

St. Francis of Assisi



June Meeting

Thursday, June 4
Dinner & Networking 5:15
Meeting 5:45
Program 6:00

FURR'S CAFETERIA—MEETING ROOM
FARM SHOPPING CENTER
6560 EAST 51ST STREET (51ST & SHERIDAN)

DINNER: \$7.79/\$7.29 (SENIORS)
Dinner should be purchased as you arrive.

If you are not eating dinner, just head back to the meeting room.

Election & Installation of Officers **2009-2010**

DON'T FORGET
TO BRING YOUR
SPARE CHANGE
FOR RTF!

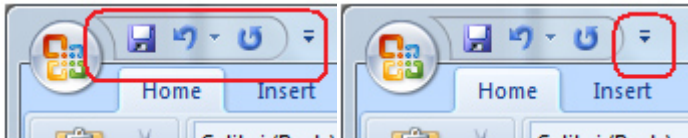


From Tulsa Chapter Member, Regina Thompson:

"With deep appreciation, thank you Tulsa Chapter for the overwhelming cards for the passing of my mother, Gale Martin. It was comforting to receive and to read the kind words that came from your heart. May each one of you know that your embracing kindness made a change in my day to carry on with hope."

Quick Access Toolbar (Office)

Office 2007 has a Quick Access Toolbar that can be customized to include buttons for your favorite commands. The Quick Access Toolbar is in the top left corner of many Office applications. You customize it by clicking on the drop-arrow on its right.



Contributed by Jan Snyder.

Bed in Summer

In winter I get up at night
And dress by yellow candle-light.
In summer quite the other way,
I have to go to bed by day.

I have to go to bed and see
The birds still hopping on the tree,
Or hear the grown-up people's feet
Still going past me in the street.

And does it not seem hard to you,
When all the sky is clear and blue,
And I should like so much to play,
To have to go to bed by day?

—Robert Louis
Stevenson



Current[®] Fundraiser

Tell all your friends and family about our fundraiser—
Some of them may already be Current shoppers.

They need to log in to <http://www.currentfun.com>

When they check out they need to do the following:

Choose organization's state: Oklahoma
Select Organizations: Tulsa Chapter IAAP
There is no Participant Number.

That's it, that all there is to it. Easy as 1, 2, 3.

TULSA CHAPTER will receive 50%
of everything purchased off that website.

2009 ARKANSAS-OKLAHOMA DIVISION ANNUAL MEETING UPDATE

We are in the final stretch for getting ready for the 2009 Annual Meeting. Several things have taken place that I wanted to let you know about.

The bags were ordered and the logo screen printed on them. They were delivered the week of May 13 to Jolene. I think they look really good and Dianna Smith from Graphics Network did a really good job of finding us a reasonably priced bag that still looks great.

The registrations have been coming in and we should have a good estimate on the total number of attendees soon. Most of the ladies registering for the Annual Meeting are planning on attending the seminars on Friday, June 12, also.

The seminar brochure was emailed to all Chapter members on May 20. Please share the brochure with any co-workers, family or friends that you think might be interested in attending one or both of the seminars. Remember, the money raised after expenses goes to Tulsa Chapter. This money will help us to continue to have great speakers at our monthly meetings and also accomplish some other things we have had to postpone because of finances.

The orders for the items to be put in the bags were ordered and all delivered to Jolene on May 19. These items also turned out really nice. I think the attendees to the meeting will be pleased with the items they receive.

On Saturday, May 16, approximately 10 Tulsa Chapter members were at Jolene's home to work on the chocolate items for Annual Meeting. We were busy making the chocolate covered cherries, chocolate spoons and chocolate covered marshmallows. Did we sample any of our wares? Yes, we did. We made enough cherries to fill 80+ boxes with 2 chocolates in each box plus about 100 spoons and marshmallows.

While we were there we took the opportunity to put some of the items we had for the registrant's bags in the bags. All in all we got a lot accomplished that day.

Now comes the fun part. Volunteers! We will be having a Hospitality Area set up outside the Salons we will be meeting in on Thursday, June 11 and after the Friday night Open House and Saturday Banquet for a brief time. Therese Aduni will be available in the area on Thursday evening but we might ask one or two of you to be there on Friday and Saturday night. We are going to have soft drinks and snacks available for anyone who wants to meet there.

We also need folks to work the registration table from 6:30PM to 9PM on Thursday night; from 8AM to 9AM on Friday morning (this will also be registration check-in for the seminars); Friday afternoon around 12:30PM to 1PM to check-in seminar registrants; Friday evening from 4PM to 7PM and again on Saturday, June 13, from 7:30AM to 9:15AM.

Please let me know if and when you can work registration by sending me an email to hildech@tulsaschools.org.

The main thing I need to do now is make copies and three-hole punch the documents. We will need one more work day to insert all the information into the binders. After this is done, we will just about be ready to go.

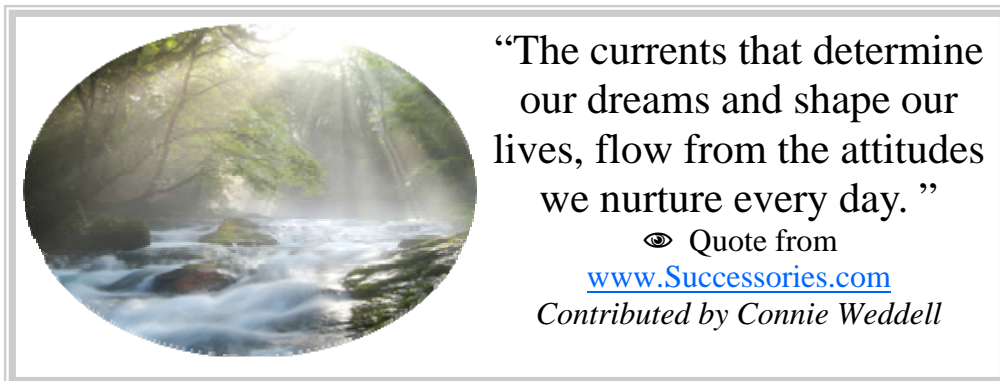
It has been a long two years but I think it will be well worth all the time and effort everyone has contributed to making sure the meeting is a success. Oh yes, I think the attendees are going to have a good time.

I could not have done it if I had not received all the help the members have given. Words cannot express my gratitude to Jolene, Joan, Debra, Ann, Sandy, Sherry, Jamie, Jan, Kathy, Connie and Jenny, my core group. There are others also who have helped and I appreciate your help also.

I might add it looks like Tulsa Chapter will have 15+ members in attendance for Annual Meeting, what a great turn out!!

Once again, THANK YOU, for all your help, support and encouragement.

Christine



“The currents that determine our dreams and shape our lives, flow from the attitudes we nurture every day.”

👁 Quote from

www.Successories.com

Contributed by Connie Weddell

Happy Birthday!

Kathy Doering-17th
Joyce Green-17th
Debra Bishop-19th

<http://ezines.nibm.net/display.php?M=212357&C=11fe2d717535de0e57e21ad89495091e&S=3833&L=3&N=1506>

Being micromanaged? Let's talk

If your boss's micromanagement interferes with your ability to do your job, quit casting yourself as a victim.



You can't change the boss, but you *can* influence many of the situations you face, says Harry Chambers, a trainer and author of *My Way or the Highway: The Micromanagement Survival Guide* (Berrett-Koehler).

Chambers says you can improve how you work with a micromanager if you:

Don't wait for the boss to ask for progress reports. Let him or her know – daily, if necessary – where you are on each project.

Format your report to show that you're aware of deadlines and priorities; Chambers advises. That will go a long way toward comforting and

reassuring your micromanager.

Suggestion: Create a "stoplight summary": Green means the project is all "go," yellow indicates a potential problem, and red marks items that you need to discuss with the boss.

Avoid the "b" word. The word "but" can trigger a negative reaction that causes people to stop listening to anything you say after it. So, instead of "I understand you need this by 2 p.m., but I'm already working on ...," say "I understand you need this by 2 p.m., and I'm already working on ..."

With the second approach, you can enlist the manager's help in reordering priorities.

Final note: Quit thinking of yourself as a victim of a micromanager, and start looking for the things you can control or change about the situation.

New Member Spotlight

Welcome Regina Liggins!

Regina is a student at Northeastern State University in Broken Arrow who is looking forward to a career as an administrative professional. As a student member, Regina is interested in the educational and developmental opportunities IAAP offers.

Regina is a native Tulsan and enjoys spending her free time with friends and family.

Since she has not yet had the opportunity to work in an administrative position, she wants to gain insight into what she should expect. Through her Tulsa Chapter membership, she hopes to better prepare herself to enter the workforce .

Regina, the members of Tulsa Chapter will be happy to help you enhance your student experience and career direction in any way we can.

**TULSA CHAPTER IAAP
MEETING MINUTES
May 7, 2009**

The May meeting was held in the meeting room of Furr's Cafeteria in the Farm Shopping Center at 51st and Sheridan. President, Jolene Yowell CPS called the meeting to order at

5:45 pm. The Tulsa Chapter officers were introduced: President, Jolene Yowell CPS; Vice President, Kathy Doering CPS; and Secretary, Jamie Ward CPS/CAP. Treasurer, Michele Dodson could not be present for the beginning of the meeting so she missed the introductions. Parliamentary Advisor, Christine Hilderbrand CPS/CAP was not present.

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

Sheryl Tunley presented the Words of Inspiration.

Guests were introduced and included JR Clonts with the University of Phoenix and John Villareal with Lone Star Overnight.

Program

Kathy Doering introduced our guest speaker Mike Stephen. The program topic was, "How to Prepare a Winning Presentation". Mr. Stephen's talk dealt with planning, organizing, and putting together Power Point presentations.

Business Meeting

The minutes of the April, 2009 Tulsa Chapter meeting were printed in the Tulsan. No one noted any additions or corrections to the minutes so they were approved as printed.

The treasurer's report was received and filed for audit. Members wishing to review it were encouraged to see Jolene Yowell or Michele Dodson.

Teri Clanton was welcomed into the Tulsa Chapter as a new member. She was presented with her new member packet, corsage, and pin by Debra Bishop.

Janis Snyder CPS was recognized as the Nominating Committee chair to present the 2009-2010 slate of officer candidates. Presented were: Jolene Yowell, CPS for office of president; Connie Weddell for office of Vice-President; Jamie Ward CPS/CAP for office of Secretary; and Michele Dodson for office of Treasurer. Elections will be held at the June meeting. Anyone who wishes to run for an office from the floor was encouraged to refer to the bylaws for the correct process.

Jenny Flores and Connie Weddell briefly shared their experiences at the Leadership Succession Planning meeting at the National Steak and Poultry offices in Owasso on April 25. They shared that they had found the meeting very informative not just in terms of succession planning but also because the meeting exposed them to the overall structure of IAAP and how it operates.

Jolene Yowell announced that we are continuing to look for an appropriate venue to hold our monthly Chapter meetings and asked that anyone who wanted to volunteer to be a part of a small committee to find possible locations should contact her. The ideal committee would consist of at least three people.

Annual Meeting Report

Jenny Flores displayed some light-up pens that

BancFirst is donating to attendees of the Annual Meeting.

Registrations are coming in for the Annual Meeting and training seminar. At this point, almost everyone who has signed up to attend Annual Meeting has also registered for the training seminar.

There is a workday scheduled for Saturday, May 16 at Jolene Yowell's house to make chocolate-covered cherries and assemble gift bags and notebooks. Everyone is invited to participate. The workday will officially begin at 10:00 am but early birds are welcome.

Announcements

Change was once again collected as a donation to the Retirement Trust Foundation. We will continue to collect change at each Chapter meeting. After the June meeting, Joan Wirt CPS will send in a check for the money collected thus far to the RTF.

April Birthdays

Therese Anderson-Aduni - May 21

Janice Carter-Duke - May 27

Dates to Remember

May 15 is the deadline for submitting articles or announcement for the June newsletter. Submissions should be sent to Sherry Tyler CPS/CAP.

Saturday, May 16 - workday at Jolene Yowell's home starting at 10:00 am. We will prepare a variety of items for Annual Meeting (chocolate-covered cherries, etc.)

June 12 - Full day seminar hosted by Tulsa Chapter.

June 13 and 14 - Arkansas-Oklahoma Annual Meeting.

Ann Hammack and Debra Bishop presented the door prizes.

Meetings

The next Executive Board meeting will be Tuesday, May 26 at 5:45 pm at the NGL Supply, Inc offices located at 6120 S. Yale Ave (Warren II building), 8th floor. All members are invited and encouraged to attend.

The next Chapter meeting will be Thursday, June 4, 2009 in the meeting room at Furr's Cafeteria in the Farm Shopping Center at 51st and Sheridan. Dinner and networking begin at 5:15 and the meeting will begin at 5:45 pm. Our June meeting is set aside for electing and installing the 2009-2010 officers, presenting certificates to committee chairs, and speeches from the incoming and outgoing presidents. In addition we will vote on sending the delegate instructed or uninstructed to the division meeting. Sandy Tabio will be covering the proposed Division bylaw amendments.

There being no further business, the meeting was adjourned at 7:18 pm.

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

Mentoring Opportunity

In conjunction with Membership and Orientation, if any member would be willing to serve as a new member mentor please let either Debra Bishop or Christine Hilderbrand CPS/CAP know.

What is involved in being a mentor you ask? For the first year of a new member's membership the mentor would be available to answer any questions relating to IAAP, the Arkansas-Oklahoma Division or Tulsa Chapter. The orientation sessions are aimed toward covering all the questions a new member might have. The mentor would be an extension of the orientation, available to assist the new member should other questions arise.



Once a new member's packet has been received those individuals who are willing to serve as mentors will be contacted and, if agreeable, will be assigned to a new member. A letter will be sent to the new member informing them of their mentor and their mentor's contact information. When the new member is welcomed into the chapter at the monthly meeting, the mentor for that person will be announced also.

Currently Jolene Yowell CPS, Jamie Ward CPS/CAP, Kathy Doering CPS and Christine Hilderbrand CPS/CAP are serving as mentors – but we need more! So, if you would be willing to be a mentor, please contact Christine Hilderbrand CPS/CAP or Debra Bishop.

A decorative border of ladybugs surrounding the text. The border consists of a top row of 16 ladybugs, a bottom row of 16 ladybugs, and two vertical columns of 8 ladybugs each on the left and right sides.

The only cheese that is made backwards is...?

The first Tulsa Chapter IAAP member to email me on MONDAY, JUNE 1 with the correct answer will win a fun prize!

styler@arrowengine.com

Answer to the May question:
If Liv Ullman married Judge Lance Ito, then divorced him and married Jerry Mathers, who would she be?
Liv Ito Beaver!

Jamie Ward was the first to respond with the correct answer and got a very cool prize!

“Believe and act as if it were impossible to fail”

– Charles F. Kettering

**Is it possible to NOT communicate?
It's impossible to NOT communicate!**

Common usage of language contains phrases like "He doesn't communicate with me"; or "He's uncommunicative", giving us the impression that it's possible to NOT communicate. In fact, that's impossible. It's possible for someone not to talk to another person, but it's not possible to NOT communicate anything at all.

That's because communication does not involve just words, but it also is related to behavior, and unless one is dead, one always "behaves". Even staying still is a behavior. Silence communicates. Our bodies communicate non-verbally. So, so long as there is life there is communication, even if the person is intentionally trying to cease all communication.

In addition to sender side issues, keep in mind that human beings and probably many living things are wired to extract meaning from the environment, so meaning will be created regardless of the intent of the sender. The receiver is wired to receive communication, however subtle.

So, the answer is no; One cannot NOT communicate.

Contributed by Jenny Flores

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
June 15, 2009.***

styler@arrowengine.com

The Solution Seminars

**Making, Managing, Enhancing
and
Using Digital Images**

**Surviving Your Move to Office
2007**

HOSTED BY
TULSA
CHAPTER
INTERNATIONAL
ASSOCIATION
OF ADMINISTRATIVE
PROFESSIONALS



International Association of
Administrative Professionals®
Tulsa Chapter

FRIDAY, JUNE 12, 2009
CHEROKEE CASINO
RESORT

CATOOSA, OKLAHOMA



Pathways to Excellence

REGISTRATION FORM

Making, Managing, Enhancing and Using Digital Images
 Clip-art is out and digital pictures are in. Whether you are creating a PowerPoint presentation or a cover for a printed report, using digital pictures (photographs taken with a digital camera) can set you apart from the pack. In this workshop, we'll explore how to:

- Take quality digital pictures
- Organize them so you can find what you are looking for
- Get photos taken by others
- Use free and inexpensive tools to enhance images
- Position images and diagrams where you want them in your documents and presentations

Spend the morning with us and you'll learn how to:

- Find images online to meet your needs
- Transfer images from cameras to computers
- Retouch pictures
- Flip, crop, recolor, highlight and frame images
- Create photo collages
- Share photos online

Surviving Your Move to Office 2007
 Like Office 2003, Office 2007 is being released with a new version of Windows and new servers, so many companies will upgrade sooner rather than later (and sometimes suddenly!). Come and see what's in Office 2007 for you and your organization.

Office 2007 is a sweeping redesign of Microsoft's productivity suite. In Office 2007 almost everything is new: new file types, a new user interface replacing the familiar toolbars and menu, and loads of new features designed specifically for administrative professionals. Here's some of what we'll cover in this session:

- Outlook**
 - Instantly search in e-mail, calendar, contacts, or tasks
 - Manage your time and tasks with the To Do bar
 - Share your calendar inside and outside your organization
- Word**
 - Improved reviewing tools
 - Building Blocks used to create documents with predefined content
 - Document Inspector strips potentially embarrassing information from documents
- Excel**
 - Bigger spreadsheets (1 million rows!)
 - Improved pivot table wizard
 - Next generation charting and formatting
- PowerPoint**
 - SmartArt
 - Slide Library (with SharePoint)
 - Themes
 - Enhanced security

Friday, June 12

8:00-9:00 am
 Registration—Outside Salon AB

9:00-Noon
Making, Managing, Enhancing and Using Digital Images—
 Salon AB

Noon-1:00 pm
 Lunch—On your Own

1:00-4:00 pm
Surviving Your Move to Office 2007—Salon AB

Name: _____
 Company: _____
 Address: _____
 City, State, Zip: _____
 Email: _____
 Phone: _____

CPS CAP
 (Recertification Points Available)

Making, Managing, Enhancing and Using Digital Images
\$50

Surviving Your Move to Office 2007
\$50

Attend both for only \$75 and save \$25

Amount enclosed \$ _____

Make checks payable to: Tulsa Chapter IAAP

Mail registration to:
Jolene Yowell CPS
NGL Supply, Inc.
6120 South Yale Ave., Suite 805
Tulsa, OK 74136

Registration Deadline—June 6, 2009

ABOUT OUR INSTRUCTOR

Gini Courter MBA, TRIAD Consulting, is the co-author of numerous computer application books, including *Mastering Office XP* and *Mastering Office 2003 for Business Users* published by Sybex, Inc. She has designed and implemented computer training programs and databases for a multitude of schools, colleges, business and other organizations over the past 15 years. Gini brings a wealth of knowledge about how to effectively design, implement, and enhance technology in any size organization.

TRIAD Consulting: When your staff includes incredible trainers, curriculum designers, and technical writers, it's easy to get a reputation for training excellence. But at TRIAD Consulting training is just one of the services we provide. We have a passion for truly useful technology. TRIAD staff members research and evaluate software and hardware that we can use to provide superior service, create better products, or just work smarter. We look for software that's so easy to use it seems intuitive. If a product meets our standards, then we're ready to integrate it into solutions we develop for our clients using software from Microsoft, Adobe, Macromedia, and other industry standards.

