

### Special Interest Articles:

*Are you moving ahead – or are you stuck?*

*Meet Jerri DeWeese!!*

*AMA Web Events*

*You could be sabotaging your career*

*Is your title worth more?*

### Individual Highlights:

VISIONS	2
Are You Polishing the Status Quo?	3
New Member Highlight	4
AMA Web Events	5
5 Ways You Sabotage Your Own Career	6
Enjoy Your Job in Three Minutes	6
Better Title, Bigger Paycheck? Not Necessarily	7

**Tulsa Chapter IAAP meets on the 1<sup>st</sup> Thursday of each month.**

**Board meetings are the 4<sup>th</sup> Thursday of each month.**

## Tulsa Chapter Meeting

**Thursday, August 4, 2011**

Dinner & Networking 5:15  
Meeting 5:45 Program 6:00

### Holiday Inn City Center

17 West 7<sup>th</sup> (corner of 7<sup>th</sup> & Boulder)

### Please RSVP

**by 1:00 pm, Monday, August 1 to**  
[www.iaap-tulsa.org](http://www.iaap-tulsa.org)

## Menu

### Buffet Style

Caesar Salad  
Seasonal Vegetables  
Penne Pasta w/Meatballs in Marinara Sauce  
Garlic Bread  
Cheesecake /Strawberries & Fresh Mint  
Ice Tea, Water and Regular Coffee

**Members: \$15.00**

**Guests: \$18.00**

*Tulsa Chapter regrets that we will no longer be able to pay for our guests' meals.*

**If you make a reservation and do not attend, you will be billed for that meeting's dinner.**

## SOCIALVENTION: Why Social Media Works

*Social media isn't a fad. It's here to stay. Find out why it works and how you can use it to help build your business.*



**Speaker:**  
**Cindy W. Morrison,**  
**Social Media Strategist**

**About our speaker:** Author of the book "Girlfriends 2.0," which sold more copies in the first month than the vast majority of first time authors ever sell. Cindy uses her powerful message and social media savvy to guide others to successfully reinvent themselves with her SOCIALVENTION programs.

She coaches entrepreneurs to corporate executives to reboot, upgrade and reinvent by using powerful tools like social media, branding and video presence. Stiletto Magazine named her one of the Top 25 Most Amazing Women in America, and Tory Johnson, the founder of Spark and Hustle and the workplace contributor on Good Morning America calls Cindy her favorite social media strategist. Her story has been featured everywhere from FOX News to CBS's "The Talk" and The Wall Street Journal to the Times Square Gossip page.

Cindy is a member of the prestigious National Speakers Association and currently is the national spokesperson for Clear-tone/Sebotek.

# Visions



Janet Griebel, CPS/CTM  
Tulsa Chapter Vice  
President

Well, it's that time again – time for me to step up to bat and hopefully hit a home run on providing programs for you, the Tulsa Chapter members, during the 2011-2012 IAAP year! **“When you're through learning, you're through.”** (You may remember from my last year's Visions article that is my personal motto.)

I know that IAAP Headquarters Chapter of Excellence does not suggest having hour long programs that qualify for recertification points, but I also

know that the A-O Division will have that criterion on their Chapter of Excellence. It will not be like last year where you had to have 60% of your chapter meetings offering recertification points, but we will get a point for each one that we do have.

That being said, some of the topics that have been suggested to me won't meet the 60 minute length and/or subject. However, the topics you have given me are ones that interest you specifically, and I will do my best to find speakers who can deliver those topics. If they are 60 minutes in length and qualify for recertification points, great! If not, that's okay because it's what YOU want to learn.

I am still open to new topics and speakers, so please let me know if you have topics you wish to learn about. I'll do my best to find interesting subjects and speakers for you.

Have a wonderful 2011-2012 year!

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## CONGRATULATIONS TO TULSA CHAPTER MEMBERS!

Tulsa Chapter IAAP achieved 18 out of 19 criteria required for the International Chapter of Excellence!

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Shauna Williams has volunteered to be Tulsa Chapter's Parliamentarian. Thank you, Shauna, for stepping up to help!

# Certification application deadline is August 15, 2011!

# Are you 'polishing the status quo' - or moving ahead?

## Joan Burge Monday Motivators—July 18, 2011

I've always felt that good advice is worth repeating. So today, I'd like to share the invaluable views of a colleague, Ron Richardson, who wrote an article for me some years ago. When I came across it again recently, I realized it truly is a gem. I hope you think the same. Here are some of his observations regarding what he calls "polishing the status quo."

*If you are polishing the status quo because you are comfortable, beware. Comfort is a narcotic. It takes away your desire to look into the future. It makes you think things will be the same tomorrow as they are today. Comfort will have you expend your energy on warding off the future instead of developing skills to deal effectively with it. Sooner or later, the future will come calling, and all the fortifications you have built won't be able to keep it out. If you are not prepared, the new reality can be harsh.*

As you know, I'm a big proponent of advancing your career and breaking status quo barriers as often as possible! Try any of these tips for even greater success:

- Ask yourself, "Am I polishing the status quo at work, or am I deeply involved in changing, improving and creating a more effective workplace?"
  - Assess your commitment to excellence and innovation: Are you content to cruise around work in the equivalent of a '51 Ford while others whiz by in their sleek, new vehicles?
  - Be willing to invest the time and effort necessary to pursue new processes or techniques that will result in great productivity.
  - Remember: Fear is a great inhibitor to action only when you fail to acknowledge its presence. Take fear along with you on your journey - and use it for extra energy! Over time, you'll conquer fears to achieve more.
  - Be an inspiration to others. Innovate and elevate the workplace whenever possible.
- This week, let's not polish the status quo. Let's recognize that we need to update our knowledge and skills regularly. To do anything less is to risk becoming obsolete.



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Refuse to accept the many reasons why it can't be done and ask if there are any reasons that it can be done.

-Hanoch

Contributed by Regina Thompson



# Welcome Jerri DeWeese!

Please take some time to welcome and get to know Jerri DeWeese, Tulsa Chapter's newest member.

Jerri comes to us from Cherokee Nation Entertainment where she is the Administrative Assistant to the Ramona GM. She received her BA in Journalism and Criminal Justice from Northeastern State University and she is a Certified Paralegal.

Co-workers Shauna Williams and Connie Weddell introduced Jerri to IAAP and Tulsa Chapter. She became a member hoping to enhance the skills she has obtained through work and education and to network with other professionals. Jerri will be serving on the Newsletter Committee.

When she isn't at work, Jerri enjoys photography, genealogy, writing, history, and spending time with family. She has two nieces, two nephews and a cocker spaniel named Gracie.

We are excited that Jerri chose to join our organization, and we look forward to seeing her each month.



## Happy August Birthday to:

**Donna Hickman – 21<sup>st</sup>**

**Linda Teague – 22<sup>nd</sup>**

**Tammie Burgin – 26<sup>th</sup>**



*Contributed by  
Denise Feltnor.*

## KEEPING COOL IN THE POOL

It is better to keep your mouth closed and let people think you are a fool than to open it and remove all doubt. ~Mark Twain

**From Linda Williams, CPS/CAP:**

For those of you out there like me who are not employed for whatever reason or for those of you who work for a company that does not provide much training, I want to remind you that the American Management Association frequently provides free one-hour webcasts on a plethora of subjects. These webcasts meet the requirement of Criterion #4 on International Member of Excellence. I have used them for three years now to attain my MOE.

You have to register with AMA, but that is easy to do, and it does not cause you to receive any unwanted emails. You can sign up for their various newsletters if you want, which contain excellent information.

The free webcasts have become a little bit more scattered out, so you need to check every few months to see if one is offered for which you can sign up. I just registered this evening to attend one on July 7 at 11 AM on the subject of "Five Secrets for Delivering Engaging Online Presentations." I was looking for something that would occur during the new IAAP fiscal year that begins on July 1 so that it will count toward next year's MOE.

This is the URL to reach AMA where you can register. You will then want to go to the "Individuals" link then "WebEvents."

<http://www.amanet.org/individualsolutions/parameters-solution1.aspx?SelectedSolutionType=Web+Events&SelectedSubSolutionType=Webcasts>

I hope this is helpful to you.

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Linda Williams, CPS/CAP (Professional-Merited)  
Arkansas-Oklahoma Division Member at Large  
Exec. Admin. Asst., Retired General Motors

[www.iaap-ao.org](http://www.iaap-ao.org)

A-O Division and International Member of Excellence 2008-2009, 2009-2010, 2010-2011

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***Editor's note:***

***Upcoming AMA webcasts and webinars include:***

- *Mastering Excel Formulas and Functions*
- *The Art of Collaborative Thinking*
- *How Women Succeed in Competitive Business Environments*
- *How to Write a Darn Good Email*
- *Best Practices for Developing Global Leaders: Lessons Learned*
- *Leading with Purpose*



## 5 Ways You Sabotage Your Own Career *without realizing it:*

1. **Believing that someone else is the problem.** I'm going to go out on a limb here and say the odds that there's some conspiracy to hold you back, that everyone's out to get you, that opportunity's there for all but you, or that all your bosses and coworkers are raging a\*\*holes and backstabbing villains, are zero. That's right; it's you. And thinking it isn't, well, that's what actually holds you back.
2. **Putting yourself ahead of your company.** I know it's counterintuitive, but the best way to get ahead is to put the needs of your company first, and for the simple reason that doing your job well and going above and beyond the call of duty will come back to you eventually. That's just the way it works. Nobody's going to go out on a limb and shower you with raises and promotions until you prove yourself capable, which means getting results ... for the company.
3. **Thinking you know better instead of listening and learning.** Those who act as if they know it all and have overinflated opinions of themselves are usually overcompensating for deep feelings of inferiority and insecurity. And you know what? Everyone knows it but them. So, when you act that way instead of listening and learning, it's like holding up a giant sign that says, "I act big but I really feel small."
4. **Feeling entitled to something, anything.** People throw the "entitlement" word around a lot these days, but there's a simple truth in business: *You're not entitled to squat.* If that's news to you, then good, you heard it here first. Oh, except for one thing. You're entitled to work your tail off and maybe someday make something of yourself; that's about it. The truth is that whatever you feel entitled to you'll never get.
5. **Drinking the Kool-Aid, i.e. that there's some magic secret to getting ahead.** Becoming successful in the real world requires every bit of whatever brains God gave you, the wisdom you learned along the way, and pretty much all your energy and focus. By definition, every brain cycle and moment you spend thinking there's a better way - a magic way - works against you by detracting from what it really takes to succeed: brains, hard work, and learning from experience.

Excerpt from "Are you sabotaging your own career? - Probably" - *The Corner Office* by Steve Tobak, as published on bNet, July 12, 2011. To read entire article: <http://tiny.cc/ksds2>

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Arkansas-Oklahoma Division Education Forum  
**Making the Leap to Remarkable**  
**Saturday, August 27, 2011**  
Holiday Inn  
700 Rogers Avenue, Ft. Smith, AR, (479) 783-1000  
Rooms available for \$99.00 includes breakfast buffet  
Friday evening optional group dinner  
Saturday Meeting 8 am – 4 pm  
(4 recertification points pending)  
\$55.00 includes lunch  
More information and registration form to come soon

# Better Title, Bigger Paycheck? Not Necessarily

Contributed by Janet Griebel.



An impressive title doesn't always come with a bigger paycheck. In a survey by OfficeTeam, 22 percent of human resources managers said it's at least somewhat common for their companies to award promotions without salary increases. That's perfectly acceptable for 55 percent of workers interviewed; they said they would be willing to accept a promotion without a salary increase.

Most companies prefer to offer an employee a promotion and a raise at the same time. But some companies continue to operate with lean budgets and may not be able to pair the two.

If you are offered a promotion but no raise, carefully consider if you are willing to take on the additional responsibilities without increased pay. You may want to work with your boss to set a timeline for a future raise. For example, perhaps your manager will agree to give you a raise after six months if you meet certain performance objectives.

The following are alternative incentives you might request if your company is not able to offer a raise along with a promotion:

More vacation time. Consider asking for a few extra days or weeks off each year.

A bigger bonus. It may be possible for your company to increase the percentage of your annual bonus or give you a spot bonus.

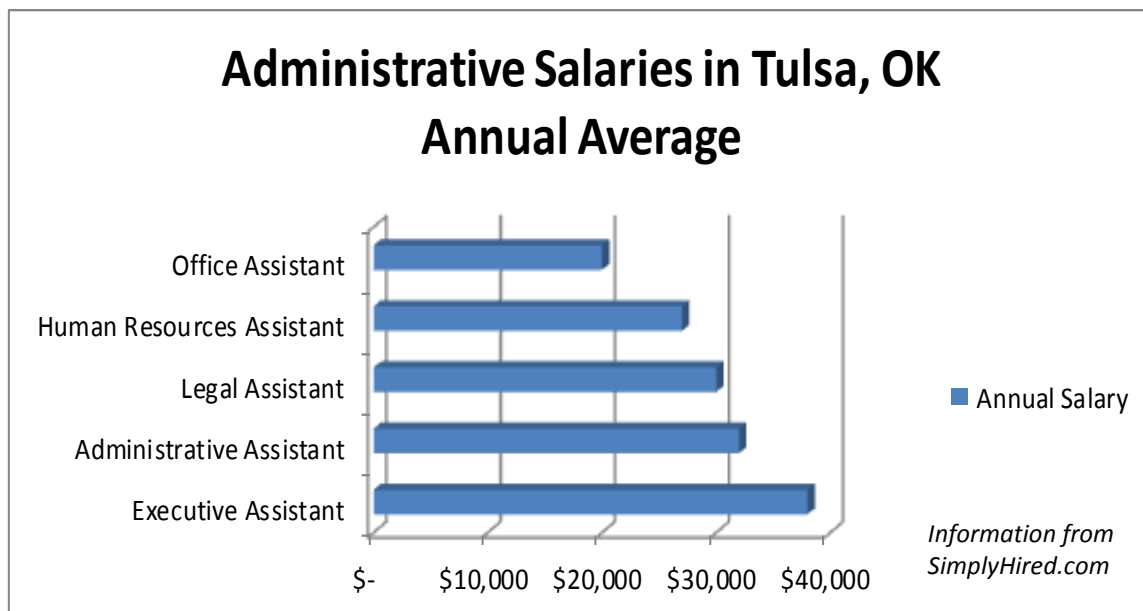
Flexible schedules. The ability to work from home or commute during off-hours may save you time and money.

Professional development. Pursuing training or continuing education can increase your marketability, which could pay off in the long run.

An equity stake. In some cases, you may be able to negotiate restricted stock in the company based on your performance in the new role.

Above all, have a candid conversation with your manager about the new job and responsibilities, how your performance will be measured, and options you can explore to ensure you are fairly compensated. That is the best way to guarantee your satisfaction in the position and make sure both you and your manager have a clear picture of your role and your future with the organization.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).



**September newsletter  
deadline –  
August 15, 2011.**

**Please send all articles to  
[styler@arrowengine.com](mailto:styler@arrowengine.com)**

**Our August Chapter  
meeting will be held on  
Thursday, August 4.**

### **IAAP Tulsa Chapter**

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## **Tulsa Chapter Officers**

Regina Thompson – President

Janet Griebel, CPS/CTM - Vice President

Michelle Clayton, CAP – Secretary

Crystal Joice - Treasurer

*The minutes of our  
July meeting can be  
found on Tulsa  
Chapter's website:  
[www.iaap-tulsa.org](http://www.iaap-tulsa.org)*

## **TULSA CHAPTER MISSION STATEMENT**

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