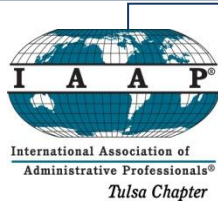


December 2010
Volume 4, Issue 11

PASSION & PURPOSE
TULSA CHAPTER



The Tulsan

MONTHLY NEWSLETTER FOR ADMINISTRATIVE PROFESSIONALS



Special Interest Articles:

Member Spotlight:
Kathy Doering, CPS

Tulsa Chapter Christmas Tree

Pathways to Excellence – What's our progress?

Individual Highlights:

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Tulsa Chapter IAAP meets on the 1st Thursday of each month.

Board meetings are the 4th Thursday of each month.

Tulsa Chapter Meeting

Thursday, December 2, 2010

Dinner & Networking 5:15

Meeting 5:45

Program 6:00

Holiday Inn City Center

17 West 7th (corner of 7th & Boulder)

Free parking south across 7th Street.

Menu

Buffet Style

Grilled Pepper & Garlic London Broil with red wine sauce
Almond Mandarin Salad
Roasted New Potatoes
Glazed Baby Carrots
Bourbon Pecan Pie
Rolls, Tea, Coffee

\$18.00

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

Please RSVP

by 1:00 pm, Monday, November 29 to Jenny Flores at www.iaap-tulsa.org

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

CHRISTMAS DINNER & DIRTY SANTA GIFT EXCHANGE

Bring a \$10 wrapped gift!



Don't forget to bring your *unwrapped* gift donation for the Laura Dester Shelter!

Reminder: There will be no January newsletter. Time for your editor's "vacation!"



Visions

Sherry Tyler, CPS/CAP

Just a Secretary? I Make No Apologies!

When I was a little girl I remember discussing with my mother what I wanted to be when I grew up. She suggested a secretary. I don't know why I was so opposed at the time, but I recall telling her that's not what I wanted to be. I wanted to be something more important. Something that would make a difference.

Upon getting engaged at twenty years old, I realized that I would have to be the main breadwinner for a few years while my husband was finishing school. What did I do? I enrolled in the executive secretarial course at Draughon School of Business! It was one of the smartest decisions I ever made. That year of business school allowed me to take an entry level job in an established company and work my way through two promotions before leaving for a more lucrative position at another company.

Over the years, I heard the phrase, "Just a secretary..." and allowed myself to feel guilty that I did not aspire to something more and had not gone on to do something outstanding. After all, with the advent of women's lib and all the opportunities that were opening to women, shouldn't I want to take the next step into another, more "worthwhile career?" I took some classes and began to think of other career paths I might pursue; however, secretly I enjoyed the role of secretary but was afraid to admit it to anyone. I wasn't supposed to settle for that.

As life often goes, mine was thrown a curve ball by the sudden death of my husband. I was now faced with working for an undetermined length of time and putting my plans for a more exciting career on hold. I continued my job as secretary to the chairman of an oil field supply company. I referred to it as a job because being a secretary or administrative assistant *really* a career?

With the stigma of being just a secretary hanging over my head, I often did not do the best job I could do for any of my bosses. Through all the various changes in title: secretary, executive secretary administrative assistant and executive assistant, I continued to believe I should be aspiring to something more. Everything I read and heard convinced me of that. Some of the time, I was not fully engaged and missed opportunities to learn and grow. Somewhere along the line, though, my thinking began to evolve. What in the world was wrong with being "just a secretary?"

When I began to think of all the advantages my profession afforded, I realized I would be crazy to do anything else. It's never dull - I have a huge variety of duties and rarely know what might happen next. I am privy to extremely confidential material and trusted with information that other employees, including some managers, cannot know. I am right in the heartbeat of the company, and get to know everything that's going on. I have the respect of my fellow employees, not just because of who my boss is, but because I've earned it. The pay could be better, but it's not bad.

I could have put so much more energy into what I was doing if I hadn't been thinking I should be working toward something "more substantial." I could have joined IAAP at an earlier time and enjoyed membership much longer than I have. I could have been receiving training that would enhance my performance, but I just knew I should be trying to "better my position."

I've finally reconciled myself to the fact that although I may not desire to be a company's CEO, I sure like working for one – and I'm okay with that! So, am I sorry I have spent my entire adult life in a job that I fought so hard against? Absolutely not! I would encourage anyone to choose this career path and see where it leads them. Bloom where you are planted – if something else comes along that piques your interest, by all means pursue it; however, if you choose to remain a secretary, administrative assistant, or executive assistant, well that's just fine. It's a terrific career with considerable perks. It's certainly nothing to apologize for. It led me to a revelation that I like what I do and I'm good at it! No apologies in sight.

Member News

MEMBER SPOTLIGHT

KATHY DOERING, CPS – MEMBER FOR 29 YEARS!



Kathy is an Administrative Assistant with Utica Physicians' Association, Ltd., and has been there for 21 years. She really likes the variety her position affords her.

She joined Tulsa Chapter almost 29 years ago, choosing it for the friendliness and professionalism of its members. Before joining Tulsa Chapter, Kathy sat for the CPS exam and met some IAAP members there. They turned out to be Tulsa Chapter members and invited her to a meeting.

During her membership with Tulsa Chapter Kathy has held the positions of President, Vice President, Secretary, and has been Chairman of most committees.

Kathy and her husband, Tim, have three children, and a daughter-in-law. Their daughter and her two girls live with them, which makes for a very busy household! When she has the time, Kathy likes to go camping.

Thank you, Kathy, for all the time and support you have given to Tulsa Chapter! We appreciate you!

Do some Christmas Shopping or
Buy something for yourself from the
Premier Designs Jewelry Table @
The Christmas Party on Dec. 2nd

30% of the profit will go to Tulsa Chapter
Cash, checks and all major credit cards accepted
Boxes will be provided

If ordering from the catalog allow 10 days
delivery.

Shirley Schellhorn, Jeweler-Premier Designs



Happy December Birthday to:

Alene Yowell – 4th

Jolene Yowell – 7th

Sunny Austin – 10th

Liz Tippit – 10th

Sherry Tyler – 24th

and

Happy January Birthday to:

Ann Hammack-19th

**Our next Chapter meeting will be held
Thursday, February 3.**

PHILBROOK FESTIVAL OF TREES

The Festival of Trees is open to the public November 19 – December 12. Below are links that show the museum hours and special events that surround the Festival of Trees. Admission is free the 2nd Saturday of the month or the 1st Saturday if you are a Bank of America customer.

http://www.philbrook.org/support/events/2010_festival_of_trees.cfm

<http://www.philbrook.org/experience/visiting/hours.cfm>

*Thanks to some very
clever and creative
Tulsa Chapter
members, we are
displaying a tree at
Philbrook's
Festival of Trees!*



Our beautiful tree was sold almost immediately for \$150.
We donated the entire amount to Philbrook Museum.

Welcome Crystal Joice!

Crystal is one of Tulsa Chapter's newest members. She is an administrative assistant at Cherokee Nation Technology Solutions, LLC in Catoosa. Connie Weddell told her about IAAP and invited her to a chapter meeting. Crystal decided to join because of the opportunity for personal and professional growth, and hopes to gain networking and management/leadership skills from her membership.

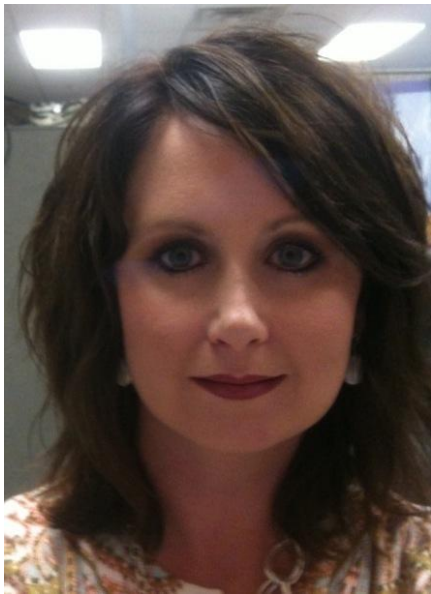
She is currently attending the University of Phoenix where she plans to complete her Bachelor Degree in 2011.

Crystal works with the Children Mentoring Program with Youth Services of Tulsa. She enjoys boxing classes, bowling and watching movies with her 8-year-old son, Ethan.

Thank you for choosing Tulsa Chapter, Crystal! We look forward to getting to know you.



Welcome Amber Edwards!



New Tulsa Chapter member, Amber Edwards, is a senior administrative assistant with Cherokee Nation Entertainment LLC. She holds a Bachelor Degree in Business Administration from Northeastern State University.

Amber became interested in IAAP through other administrative professionals within Cherokee Nation Entertainment. She chose to join to be exposed to more contacts throughout her same field and is interested in some of the training that is available through IAAP. She hopes to gain both skills and networking through her membership.

Amber is married and has three children. She enjoys hanging out with family and friends, watching Disney movies with her kids, shopping and decorating.

We are so glad that you chose Tulsa Chapter to help you meet your professional goals. Again, welcome to Tulsa Chapter.

AS WE STRUGGLE WITH SHOPPING LISTS AND INVITATIONS, COMPOUNDED BY DECEMBER'S BAD WEATHER, IT IS GOOD TO BE REMINDED THAT THERE ARE PEOPLE IN OUR LIVES WHO ARE WORTH THIS AGGRAVATION, AND PEOPLE TO WHOM WE ARE WORTH THE SAME. - DONALD E. WESTLAKE

Pathways to Excellence

Criteria for 2010-2011 International Chapter of Excellence Program

(Completed – C, In Progress – IP, Still Possible – S)

POINT OF EXCELLENCE	#	CRITERIA – submitted to Board Contact by May 13, 2011	# Checkmarks To Date	
CERTIFICATION	1.	One check for each member who obtains the CPS and/or CAP rating in May or November 2010 OR who recertifies from July 2010 through April 2011.		VP
	2.	One check for each certification review course taught or lead at chapter level.		SP
COMMITMENT	3.	One check for its commitment to participate in the International Chapter of Excellence Program.	1	C
COMMUNICATION	4.	One check for participating in the IAAP Web Community.	1	C
	5.	One check for each newsletter or e-newsletter published and sent to board contact to post on A-O Web Community between July 2010 and April 2011.	5	IP
	6.	One check for publishing chapter's calendar of meetings and topics by October 1, 2010.	1	C
EDUCATION & TRAINING	7.	One check for each seminar conducted.		SP
	8.	One check for each chapter meeting offering recertification points.	6/7	IP
	9.	One check for each member who attends the August 21 Education Forum in Oklahoma City, OK.	10 *	C
FISCAL RESPONSIBILITY	10.	One check for creating and maintaining a budget for the 2010-2011 year.	1	C
	11.	One check for submitting its 2009-2010 Annual Audit report.	1	C
	12.	One check for providing a monthly financial statement to membership.	1	C
	13.	One check for each effort to raise funds for the Retirement Trust Foundation, Research & Education Foundation, or Student Chapter Program (budgeted contribution, special fundraiser, solicitation of members for personal contributions, etc.)	1 – calendar 1 – honor Christine	IP
LEADERSHIP DEVELOPMENT & ROLES	14.	One check for having a full slate of officers for the 2010-2011 year and submitting officer and committee chair listing to headquarters by July 1, 2010, deadline.	1	C
	15.	One check for having four chapter officers and four chairs (bylaws, certification, education/programs, and membership) participate in a 60-minute leadership/succession planning event offered at the August 21 Education Forum in OKC.	1	C
	16.	One check for each member that serves as an officer, committee chair, or committee member at the division or international level; or as an RTF Trustee. (Sandy, Jolene, Jan, Jamie)	4	C
	17.	One check for having chapter committee chair positions filled for bylaws, certification, education/programs, and membership.	1	C
MARKETING, RESEARCH & COMMUNITY OUTREACH	18.	One check for having a marketing plan that is reviewed annually.		VP
PROGRAMS & PARTICIPATION	19.	One check for sending delegate or submitting a proxy to the 2010 International EFAM in Boston by deadline.	1	C
	20.	One check for submitting delegate's name or proxy for the 2011 A-O Division Annual Meeting by May 13, 2011.		VP
	21.	One check for each APW event or executive event conducted.		SP
	22.	One check for submitting an application for the Avery Chapter Achievement Award by the February 1, 2011, deadline.		VP
	23.	One check for nominating one of its employer companies for the IAAP Award for Excellence.		SP
RECRUITMENT & RETENTION	24.	One check for maintaining 15 members on the chapter roster.	1	C
	25.	One check for maintaining 80% member retention.		IP
	26.	One check for achieving a net membership increase of at least 12% with a		IP

		minimum of 3 new members.		
	27.	One check for each membership recruitment meeting conducted. (1 at Sept. chapter meeting; 1 at Cherokee Nation)	2	C
	28.	One check for conducting at least one new member orientation.		IP
	29.	One check for sponsoring a new IAAP chapter or student chapter		SP
STRATEGIC PLANNING	30.	One check for having a strategic plan that is reviewed annually and is submitted to division president by December 31, 2010.		IP
	31.	One check for conducting an annual member interest/satisfaction survey.	1	C
SPECIAL DIVISION CRITERIA	32.	Inviting division officers to attend a chapter meeting.	3	C
		1 check for an open-ended, non-specific invitation to come to any chapter meeting at any time. 2 checks for an invitation to come install new chapter officers in June 2011. 3 checks for an invitation to a designated chapter meeting and the opportunity for 10 minutes on the agenda to discuss division activities. 4 checks for an invitation to present a program at a designated chapter meeting that qualifies for a recertification point.		
# of Checkmarks to date 11/18/10			44	
TOTALLY COMPLETED (C)			16 areas	
IN PROGRESS (IP)			7 areas	
STILL POSSIBLE (SP)			5 areas	
VERY POSSIBLE (VP)			4 areas	

*Connie, Janet, Jolene, Regina, Jamie, Jan, Michelle, Daphne, Sherry, Sunny



International Chapter of Excellence 2010-2011 – Tulsa Chapter	
Status as of 11/18/10	
(14 out of 19 required to achieve Excellence)	
Sixty percent of the chapter meetings offer certification points	IP (6/7 approved to date)
At least one member of the chapter obtain their CPS and/or CAP Certification during the current IAAP fiscal year	VP
Sign on-line Chapter of Excellence Commitment Agreement	C
Publish at least six newsletters/e-newsletters	IP (5/6 completed to date)
Participate in IAAP Web Community	C
Publish annual meeting calendar with education and/or training topics by September 1st and establish marketing plan to encourage members to attend Chapter, Division and International meetings and events	IP (calendar completed)
Create and maintain an annual budget, provide a monthly financial statement to the membership and submit annual audit report to the Division Treasurer	C
Maintain a full slate of officers (minimum four offices); maintain committee chairman for the Bylaws, Certification, Education and Membership Committees; submit New Officers and Committee Chairman list to HQ by July 1 deadline.	C
A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership committees participate in at least one IAAP leadership/succession planning training event of at least 60 minutes in length	C
Send a delegate to the Division Annual Meeting and a delegate or submit a proxy to the International EFAM in Boston	C
At least one member serve in a Division Office or Committee; or serve on an International Committee; or as an International Officer or RTF Trustee.	C
Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or Annual Executives Event	SP
Submit a completed application for the Avery Chapter/Division Achievement Awards and/or submit a nomination for Excellence Program	VP
Maintain a Minimum of 15 members and achieve an annual retention rate of at least 80 percent	IP
Conduct at least one Membership Meeting	C
Conduct new member orientation program	VP
Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)	IP
Sponsor a new IAAP Professional Chapter or Student Chapter	SP
Create an Annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member/interest survey	IP (strategic plan & survey completed)
TOTALLY COMPLETED (C)	8
IN PROGRESS (IP)	6
STILL POSSIBLE (SP)	2
VERY POSSIBLE (VP)	3

**February newsletter
deadline:**

January 15, 2011

Send articles to
styler@arrowengine.com

***Our December Chapter
meeting is scheduled for
Thursday, December 2.***

***Our next meeting will be
on Thursday, February 3.***

IAAP Tulsa Chapter

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President

Janet Griebel, CPS/CTM
Vice President

Jolene Yowell, CPS
Secretary

Regina Thompson
Treasurer

*Minutes from the
November 4, 2010
meeting are
available for review
on Tulsa Chapter's
website:
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.