



### Special Interest Articles:

*Outstanding Member  
of the Year*

*Time to Step Up?*

*The Power of Color*

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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, March 3, 2010

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)

Free parking south across 7<sup>th</sup> Street.

## Menu

### Buffet Style

Lasagna

House Salad

Dinner Rolls

Dessert – Chef's Selection

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.**

### Please RSVP

by 1:00 pm, Monday, February 28 to Jenny Flores at

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

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

## PROFESSIONALISM IN THE WORKPLACE LINDA DIZNEY, CAP



**About our speaker:** Linda Dizney, CAP has been employed at the University of Arkansas for 31 years. She joined the staff of the Office of the Provost and Vice Chancellor for Academic Affairs on May 1, 2001. Previously, she served for 11 years as Assistant to the Dean in the Sam M. Walton College of Business at the University of Arkansas. She has served in the offices of the President of the University of Arkansas System, Vice President for Finance and Administration, and in the office of Human Resources. Before coming to the University, Linda worked in Southern California in private industry, mainly with North American Rockwell Aviation. She earned an Associate of Arts degree in Office Systems Management from the Walton College of Business, University of Arkansas and her CAP in 2001.

Linda has been a member of the International Association of Administrative Professionals since 2000. In 2001 she, along with Sandy Hancock, CPS, organized the Razorback Chapter. She is a past president of the chapter, has held several offices in the chapter and chaired several committees. She currently chairs the Membership Recruitment Committee and the New Chapter Building Committee. She served as Vice President for two years and President-Elect of the Arkansas-Oklahoma Division before assuming the position of President in 2006-07. Linda served on the Life Styles, Inc. Board of Directors, a non-profit organization for developmentally disabled adults, for a number of years.

She is the wife of Clay, mother to Sean and Brian, mother-in-law to Elizabeth, and grandmother to Emily, 6, and Brook 1 year old.

# Visions

## Tulsa Chapter will soon choose its Outstanding Member of the Year:



Connie Weddell  
Tulsa Chapter President



It will soon be that time of year again as the chapter honors its outstanding member of the year, so it seems appropriate to talk about qualities of a good leader. According to Greenstein, Rogoff, Olsen & Co.'s website at [www.groco.com](http://www.groco.com), there are seven qualities of a good leader:

1. The first is that a good leader possesses exemplary character. Words that come to mind are honesty, integrity, trustworthiness, and respect.
2. The second is that a good leader is enthusiastic about what they do. Inspirational, passion, and dedication fit into this category.
3. The third is that a good leader is confident. The ability to bring out the best in others relates to confidence.
4. The next quality is being able to function with order and purpose. Providing reassurance to others and having a positive outlook is vital as a leader.
5. The fifth quality of a leader is being composed and focused on the mission even during difficult times. Calm, cool, and collected are characteristics in this leadership stage.
6. Being able to analyze while focusing on the mission at hand is the sixth trait of a good leader. A leader remains focused on the task and takes it one step at a time.
7. And lastly, a good leader is committed to excellence. Being proactive and having high standards are qualities of this stage.

Tulsa Chapter recognizes that we have an organization full of people that possess these leadership skills! This year's Outstanding Member of the Year award will once again be based on your accumulation of points during the period of March 31, 2010 - April 1, 2011 in several areas of professional development and achievement:

- |                  |  |
|------------------|--|
| 1. Education     | 4. Public speaking/facilitating/training |
| 2. Certification | 5. Writing/publishing skills             |
| 3. Leadership    | 6. IAAP commitment                       |

Each member should keep track of their points earned and send their forms to me **by April 1, 2011**. The member with the most points will be named Tulsa Chapter's Outstanding Member of the Year. However, **each person submitting a record** will have the opportunity to have a cover letter and their application form sent to their employer detailing their accomplishments for the year!

The entry form is located on our website at [www.iaap-tulsa.org](http://www.iaap-tulsa.org). Click on the Tulsa Chapter tab and then choose Outstanding Member of the Year OMY.

I encourage each of you to enter your submissions for this prestigious award and I look forward to seeing you at our March chapter meeting.

Sincerely,  
Connie Weddell, Tulsa Chapter President

# LEADERSHIP OPPORTUNITY

Our A-O Division is offering an opportunity to get more deeply involved with IAAP while expanding your leadership abilities. They are seeking nominations for the following:

## Step up!

**President-Elect**  
**Vice President**  
**Secretary**  
**Treasurer**



Nominations must be postmarked **no later** than **April 11, 2011**, and must be submitted to Lacey Courtney, A-O Nominations Chair, American Fidelity Assurance Company, 2000 N Classen Blvd., Oklahoma City, OK 73106, [lacey.courtney@af-group.com](mailto:lacey.courtney@af-group.com), Office: 405-523-5068 or 800-654-8489 x 5068, FAX: 405-416-7879, as outlined in **Article III, Section 3**, of the **A-O Division Bylaws**. A statement verifying consent to serve if elected must be signed by the person being nominated.

The Arkansas-Oklahoma Division Nominations Committee will communicate the proposed slate of officers to you **no later** than **April 25, 2011**, for voting at the Annual Meeting in June.

Those candidates who win election will be required to attend a very short meeting on the Sunday afternoon right after Annual Meeting in Bentonville. They will also be required to attend a Board Retreat on the weekend of July 9 (details of this retreat are being finalized).

The Division Officers continue to consider the implementation of initiatives for a succession plan for A-O Division that will ensure its long-term effectiveness and success. In that regard, they may propose amendments to our division bylaws that would establish two-year terms for the positions of Secretary and Treasurer. They will communicate as quickly as possible any proposals that would have major bearing on any candidates deciding to run for office.



<http://www.seejanetwork.com>

# Chapter News



## Sheryl Tunley Member since 1977

Sheryl originally joined Tulsa Chapter in 1977 and was a member through 1992. After a few years away she rejoined in 1999 because she said Tulsa Chapter had been such a huge part of her life professionally and socially and she missed it. She considers IAAP and Tulsa Chapter a great way to network, and her employer appreciates knowing that she is interested in keeping up with current issues in her chosen profession. During her years with Tulsa Chapter she has been the Roster Chair, Bulletin Chair, Chaplain, and Recording and Corresponding Secretary.

As an Administrative Assistant at Tulsa Tech, Sheryl likes the variety of tasks and assignments. She enjoys helping clients with their educational and career goals, and has been doing so for 34 years!

The most unusual job she has ever had was at a news publishing company where once a week they used addressing machines to print mailing labels on newspapers. She describes it as, "sooooo boring!"

Sheryl has been married to Clarence for twelve years and has five grown children, 14 grandchildren and two great-grandchildren. In her spare time, Sheryl likes to read, and she and Clarence enjoy traveling, going to movies and dancing.

Tulsa Chapter is certainly glad that Sheryl made that decision to rejoin all those years ago! She is such an asset to our organization.



### Happy March Birthday to:

**Michele Dodson-11<sup>th</sup>**  
**Mary O'Connor-15<sup>th</sup>**  
**Sandy Tabio-19<sup>th</sup>**  
**Denise Feltnor-19<sup>th</sup>**  
**Jenny Flores-23<sup>rd</sup>**  
**Crystal Joice-31<sup>st</sup>**

## Win an Original Cherokee Basket!



At our March meeting, Regina Thompson will be selling chances for one of her gorgeous Cherokee double walled basket (a \$100 value)! Each ticket is \$1.00 or 7 tickets for \$5.00. All proceeds will go towards Ways and Means. The reed is smoked at the Cherokee Village in Tahlequah by the Heritage Center for the natural coloring to this basket. It will bring color to your home!



## THE POWER OF COLOR IN THE WORKPLACE

Now that spring is almost here - I wanted to be sure and let you know the impact these brighter colors have in a business climate.

**YELLOW** - is the high fashion spring color that women can find lots of right now in the department stores and boutiques. Yellow is a color that says "I want to be noticed today." You can't be ignored when you have a bright shade of yellow, but people will see you as cheerful as a ray of sunshine. Wear the color for a high energy day.

**ORANGE** - communicates a message of "I am in the mood to play." If you work in an outdoor industry, are hosting a golf tournament or an event that is outside or has a sports theme, orange will rev up your energy if you need to be one of the cheerleaders for the day. Inside a conservative office environment, people tend to see orange as loud and irritating.

**PINK** - is a color that makes people look younger than they actually are (in some cases). "I am young, energetic and enthusiastic." The brighter the pink, the more attention you will draw. The softer the pink, the more reassuring your demeanor. Pastel pink is good to wear when you know that you need to remain calm while you deal with people who are upset or hostile.

**PURPLE** - says, "I am great with other women. I am creative, innovative and unique." Wearing purple lets people know that you "think outside the box".

**GREEN** - has so many shades, it can bring to mind: fresh cut grass, lime green, dark forest green, soft apple green, just to name a few. The light shades that are popular right now communicate, "I am bringing new, fresh ideas to the table." Wear greens when you are looking to deliver a new, invigorating idea, plan or product.

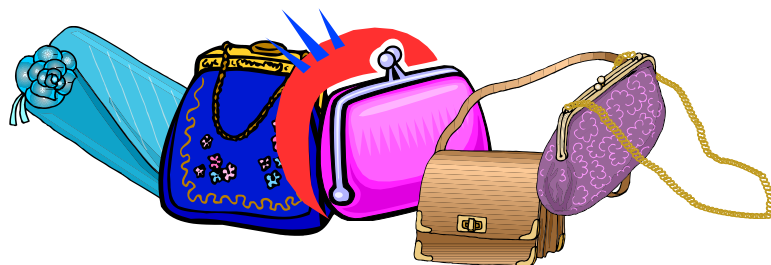
**CORAL AND TURQUOISE** - are colors that have the ability to make you look healthier than you may actually feel that day. If you have a headache or an upset stomach, the warm and cool shades in coral and turquoise will neutralize the imbalance that can show in your skin tone. If you want to work and be productive, but don't want to draw attention to the fact that you are recovering from a cold or allergies, either one of these 2 hues will do the trick when you have been under the weather.

*Submitted by: Shirley Schellhorn*

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**Request from Dress for Success:** We are in dire need of purses! We suited 1352 women in 2010 and every lady that comes to us for her interview suiting is eligible to receive a complete outfit including accessories. As you can imagine that is a lot of purses! We are down to about a dozen purses at our shop. If you happen to have an interview appropriate handbag that you are not using, would you consider donating it to Dress for Success Tulsa? We also are extremely low on large sized shoes and pantyhose. We are so blessed by the wonderful clothing donations from Tulsa area women and couldn't keep our doors open without their generosity. Thanks for taking the time to check your closets. Contact: Patricia Freeman at [pattifreeman@msn.com](mailto:pattifreeman@msn.com).

Patti Freeman  
Vice President & Volunteer  
Dress for Success Tulsa



# Pathways to Excellence

THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program has a set of guiding principles; learn more at <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Home/> under the "Principles" tab. Each distinction has its individual tab, or you can consult our Pathways to Excellence FAQ for more information.

You can now find lists of the members, chapters and divisions that have achieved awards this year by clicking on the above links and scrolling to the bottom. (You will need to be logged in to see this information, though!)

The Pathways to Excellence year coincides with the IAAP fiscal year of July 1, 2010, through June 30, 2011.

## Criteria for 2010-2011 A-O Division Chapter of Excellence Program

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

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. (Shauna Williams & Tammie Burgin)	2	IP
	2.	One check for each certification review course taught or lead at chapter level.		N/A
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.	6	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.	1	C
	8.	One check for each chapter meeting offering recertification points.	7	C
	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 1 – budgeted amt.	C
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,	4	C

		or committee member at the division or international level; or as an RTF Trustee. <b>(Sandy, Jolene, Jan, Jamie)</b>		
	17.	One check for having chapter committee chair positions filled for bylaws, certification, education/programs, and membership.	1	<b>C</b>
<b>MARKETING, RESEARCH &amp; COMMUNITY OUTREACH</b>	18.	One check for having a marketing plan that is reviewed annually.	1	<b>C</b>
<b>PROGRAMS &amp; PARTICIPATION</b>	19.	One check for sending delegate or submitting a proxy to the 2010 International EFAM in Boston by deadline.	1	<b>C</b>
	20.	<b>One check for submitting delegate's name or proxy for the 2011 A-O Division Annual Meeting by May 13, 2011.</b>		<b>VP</b>
	21.	<b>One check for each APW event or executive event conducted.</b>		<b>IP</b>
	22.	One check for submitting an application for the Avery Chapter Achievement Award by the February 1, 2011, deadline.	1	<b>C</b>
	23.	One check for nominating one of its employer companies for the IAAP Award for Excellence.		<b>N/A</b>
<b>RECRUITMENT &amp; RETENTION</b>	24.	One check for maintaining 15 members on the chapter roster.	1	<b>C</b>
	25.	One check for maintaining 80% member retention.	1	<b>C</b>
	26.	One check for achieving a net membership increase of at least 12% with a minimum of 3 new members.	1	<b>C</b>
	27.	One check for each membership recruitment meeting conducted. (1 at Sept. chapter meeting; 1 at Cherokee Nation)	2	<b>C</b>
	28.	One check for conducting at least one new member orientation.	1	<b>C</b>
	29.	One check for sponsoring a new IAAP chapter or student chapter		<b>N/A</b>
<b>STRATEGIC PLANNING</b>	30.	One check for having a strategic plan that is reviewed annually and is submitted to division president by December 31, 2010.	1	<b>C</b>
	31.	One check for conducting an annual member interest/satisfaction survey.	1	<b>C</b>
<b>SPECIAL DIVISION CRITERIA</b>	32.	Inviting division officers to attend a chapter meeting. 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.	3	<b>C</b>
<b># of Checkmarks to date 1/25/11</b>			<b>56</b>	
<b>TOTALLY COMPLETED (C)</b>			<b>25 areas</b>	
<b>IN PROGRESS (IP)</b>			<b>3 areas</b>	
<b>STILL POSSIBLE (SP)</b>			<b>0</b>	
<b>VERY POSSIBLE (VP)</b>			<b>1 area</b>	
<b>NOT APPLICABLE</b>			<b>3 areas</b>	

## Criteria for 2010-2011 International Chapter of Excellence Program

(Completed – C, In Progress – IP, Still Possible – SP, Very Possible - VP)

<b>Status as of 1/25/11</b>	
(14 out of 19 required to achieve Excellence)	
Sixty percent of the chapter meetings offer certification points	<b>C</b> <b>(7 approved)</b>
At least one member of the chapter obtain their CPS and/or CAP Certification during the current IAAP fiscal year	<b>C</b>
Sign on-line Chapter of Excellence Commitment Agreement	<b>C</b>
Publish at least six newsletters/e-newsletters	<b>C</b>
Participate in IAAP Web Community	<b>C</b>
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	<b>C</b>
Create and maintain an annual budget, provide a monthly financial statement to the membership and submit annual audit report to the Division Treasurer	<b>C</b>
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.	<b>C</b>
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	<b>C</b>
Send a delegate to the Division Annual Meeting and a delegate or submit a proxy to the International EFAM in Boston	<b>C</b>
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.	<b>C</b>
Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or Annual Executives Event	<b>VP</b>
Submit a completed application for the Avery Chapter/Division Achievement Awards and/or submit a nomination for Excellence Program	<b>C</b>
Maintain a Minimum of 15 members and achieve an annual retention rate of at least 80 percent	<b>IP</b>
Conduct at least one Membership Meeting	<b>C</b>
Conduct new member orientation program	<b>C</b>
Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)	<b>C</b>
Sponsor a new IAAP Professional Chapter or Student Chapter	<b>SP</b>
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	<b>C</b>
<b>TOTALLY COMPLETED (C)</b>	<b>16</b>
<b>IN PROGRESS (IP)</b>	<b>1</b>
<b>STILL POSSIBLE (SP)</b>	<b>1</b>
<b>VERY POSSIBLE (VP)</b>	<b>1</b>

**April newsletter deadline –  
March 15, 2011.**

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

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**Our April Chapter  
meeting will be held on  
Thursday, April 7.**

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### **IAAP Tulsa Chapter**

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

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

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



Newsletter Editor:  
Sherry Tyler, CPS/CAP  
[styler@arrowengine.com](mailto:styler@arrowengine.com)

## **Tulsa Chapter Officers**

Connie Weddell  
President

Janet Griebel, CPS/CTM  
Vice President

Jolene Yowell, CPS  
Secretary

Regina Thompson  
Treasurer

*Visit Tulsa Chapter's  
website:  
[www.iaap-tulsa.org](http://www.iaap-tulsa.org)*

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.