



*McKenzie Chapter, IAAP*

# **McKenzie Matters**

*Volume 1, Issue 1  
January 2011*

The McKenzie Chapter newsletter has returned after a several-year hiatus. The Board felt that a newsletter would help build community within the Chapter and be a link to those who are interested in Chapter activities and events.

We plan to keep you informed of upcoming Chapter, Division and International news and events. We would also like to bring you the information you want to see in your newsletter. We gratefully accept any feedback you would like to provide.

*Judy Cooper, Newsletter Editor ( [jcooper@peacehealth.org](mailto:jcooper@peacehealth.org) )*

# You won't want to miss...

## **January 18 Chapter Meeting**

**Personal Computing Health & Safety**

**Presented by Mark Dietz, IT Manager**

**Fall Creek Farm and Nursery**

- Why are PCs so vulnerable?
- What can I do to avoid trouble?
- What is a “social engineer”?
- Why should I adopt “big business” strategies with my home computer?
- Firewalls: what are they and what do they do for me?
- Passwords: why do we need them?

Get answers to these questions and more as Mark gives us the benefit of his years of IT experience!

5:30—6:00 p.m.      Dinner & Networking  
6:00—7:30 p.m.      Business & Program

Location: Boulevard Grill  
2123 Franklin Boulevard  
Eugene, OR 97403-1960

Cost: \$13 Members / \$18 Non-members

**Qualifies for IAAP  
Recertification Points**

**To get more information and to RSVP go to  
[Home - McKenzie Chapter of Eugene/Springfield Oregon](#)**



## A Message From Your Chapter President

Welcome to another fabulous year with IAAP! Your Board and Committee members have worked very hard to provide you with outstanding educational opportunities this year. Our website is up and running and we will have an Open House in March, as well as our APD event in April.

Here is a quote I found that aptly applies to us this year: “Belief fuels enthusiasm, and enthusiasm explodes into passion. It fires our souls and lifts our spirits.” ~ *Mac Anderson*

I hope to see each one of you at our upcoming Chapter Meetings. Please come up and introduce yourself if we haven’t met.

My best to all of you,  
Brenda

## Holiday Social and Elf Gathering



In mid-December, eight Chapter members and a few guests met to enjoy some holiday cheer. The group shared a lovely evening at B Squared Wine Bar in North Eugene catching up with each other’s personal and professional lives. The night flowed with delicious food and beverages, casual chit chat, shared tips and plenty of business networking. Many of us stayed longer than we expected because we were engrossed in such excellent conversations. It was truly an enjoyable evening and a great way to wrap up the year with IAAP McKenzie Chapter.

Together the group contributed about thirty pounds of nonperishable food for Food for Lane County. Thanks to everyone who was able to give to those in our community who need a little extra help right now!

*Melanie Rose*

### FROM YOUR APD CHAIRPERSON

“Start your new year out right by marking your calendar for the Administrative Professionals Day® “Seminar and Luncheon”, Tuesday April 26<sup>th</sup>.

Everyone have a great New Year!

Thanks,  
Tana Baker



Watch for updates on the McKenzie Chapter website



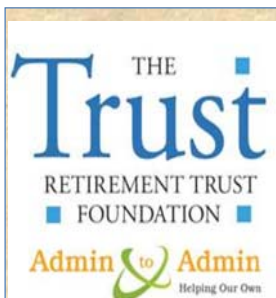
# Coming up in 2011...

We asked what you wanted to see at monthly meetings, and you told us! The Program Committee is working hard to deliver the goods and has developed a lineup of presenters ranging from business executives to college instructors. Our 2011 schedule is subject to change due to unforeseen circumstances, but here's a sneak peek of what we're working on:

- Safeguarding your Company Information
- Developing Effective Company Newsletters
- Business Writing and Grammar
- Behavioral Event Interviewing



All members are encouraged to take full advantage of their membership. Invite a guest to join us each month for dinner, take advantage of great educational opportunities, and plan to have fun! Regular Chapter meetings are held the third Thursday of each month from 5:30 to 7:30 p.m.



Happy New Year! It's time to share the "Top Ten" New Year's Resolutions!

10. Read the manual first, once you find it.
9. Eliminate five of your six email addresses.
8. Think up some new excuses for leaving work early.
7. Give up chocolates – well, at least one out of seven days of the week.
6. Shake the rain off of your umbrella before entering a building.
5. Stop juggling ten balls at once; nine will do.
4. Check for "paper" before leaving the restroom.
3. Don't kick the copier, even if you can't find that elusive piece of jammed paper.
2. Stop pretending to be working when you are actually checking Facebook.
1. Remember that life is not about how fast you run, or how high you climb, but how well you bounce.

One of the most **impactful** New Year's resolutions you can make is to support the **RTF**. Our mission is to provide housing assistance for administrative professionals, age 55 and older, who are in need. Your generosity provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. This program is accessible by all members within the six districts of IAAP.

Want to donate on-line using a credit card? Visit the RTF website, [www.iaap-rtf.org](http://www.iaap-rtf.org). Click on the "Donate" tab and select "Contribute online." It's as easy as that!

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