



McKenzie Chapter, IAAP

McKenzie Matters



Volume 1, Issue 10
January 2012

COMING JANUARY 18

NEXT MEETING OF MCKENZIE CHAPTER
5:30 – 7:30 p.m. The Boulevard Grill



A Message From Your Chapter Secretary

I am a secretary. I'm an administrative assistant, and I'm a receptionist. I have lots of titles and have worn many hats in my career.

In 1982, I started working as a type-setter at *The Bend Bulletin*. I typed the "Dear Abby" column in the format of the daily paper (no electronic downloads back then). I made \$8/hour, which was a huge amount at the time. After that I spent two years in the US Army as an administrative assistant. On the day of my typing placement test, I had to scrub hot ovens with a brillo pad. The tips of my fingers were burned, but I wanted to get the test over with so I could go home in time for Christmas. I didn't type the fastest, but it was enough to make the grade. I was stationed at Ft. Bliss, Texas in an Air-Defense Artillery Unit. On post I did meal cards and awards on a memory IBM Selectric typewriter. Out in the field I did guard duty and KP, and basically got frostbite and heat rash in the same year.

After finishing my AA in Business at LCC in 1986, I went to work at First Christian Church for five years. I also worked as an executive secretary at The Hemlock Society USA in Eugene for two years. One of my most memorable events was the major problem I had with a hotel in Kansas City while planning the Hemlock society's national conference. It had to do with a chicken versus fish plated lunch! Needless to say, I was relieved when I headed up the Administrative Professionals Day seminar without a hitch a few years ago.

After my second son was born, I took some time away and worked a few part-time jobs. I met Tracy Smith and Crawford & Company, and she introduced me to IAAP a few years after we both left that company. I have now been with Boone Insurance for 14 years. I do insurance sales, and track all the commissions for the agency. In my current job, I miss writing, so I enjoy keeping my skills intact while serving with IAAP.

I am now the secretary for McKenzie Chapter. I type the minutes for the board and chapter meetings. I send thank you notes to guest speakers and help the board with any other correspondence and record keeping. It is a good role for me as I generally write my personal letters at home every Sunday.

I have been a McKenzie Chapter member for many years and have seen our chapter grow, shrink, then rebound and change throughout the years. Our chapter is very similar to others in our region. We all continue to improve and set new goals. It has been a very helpful journey with IAAP. I have learned public speaking skills, consensus building and team building. We at IAAP know how to get things done! For me this chapter has been a refuge, an educational opportunity, a professional networking organization and more.

It is very true that the more you put into your IAAP chapter the more you will receive. I encourage each person to make one of their 2012 resolutions to be a part of our group. It will not disappoint.

Best regards,
Laura Powell

DID YOU KNOW?

IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications. IAAP's new specialty recognizes that technology is integral for every admin. First, complete three Options Technology modules. Following that, you must pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.

More information about the Technology Applications specialty is available at
www.iaap-hq.org/certification

To learn more about the Options Technology program, visit
www.iaap-hq.org/events/options

Mousepad Musings

“Before us lie two paths—honesty and dishonesty. The shortsighted embark on the dishonest path; the wise on the honest. For the wise know the truth; in helping others we help ourselves; and in hurting others we hurt ourselves. Character overshadows money, and trust rises above fame. Honesty is still the best policy.”

Napoleon Hill, Author, 1883-1870

HAPPY NEW YEAR



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