



International Association of
Administrative Professionals®
Bartlesville Chapter

LEAD

(Lifelong Education And Development)



Bartlesville, Oklahoma

WINTER 2012

Chapter Officers

Sarah Beach

President

Totah Communications, Inc.

sarah@totelcsi.com

918-766-6735

Nance Allen

Vice President

Past President

The Voice of the Martyrs

nallen@vom-usa.org

Brenda Matlock CAP-OM

Secretary

The Voice of the Martyrs

brmatlock@vom-usa.org

Jodi McMillin CAP-OM

Treasurer

ConocoPhillips Company

jodi.c.mcmillin@ConocoPhillips.com

President's Message ~ Sarah Beach

Winter is here, and has brought another new year along with it! It has been unseasonably warm here in Bartlesville so far, and we may not have had a white Christmas, but I am sure there are many small children praying for snow days in the near future. Despite the lack of snow, the Bartlesville Chapter held a delightful Christmas dinner last month, and in lieu of exchanging gifts, we took a collection this year, and were able to make a cash donation to the Agape Mission in Bartlesville.



On January 17, we will be holding an Open House & Membership Drive. This will be a great opportunity to share with the community what IAAP is all about, and I hope that you will be able to join us for this great time of fellowship, and bring along your friends and coworkers!

We are continuing to collect Box Tops for Education, as part of the Avery Box Tops Challenge. Please continue to collect your Box Tops and bring them to our chapter meetings. We will be looking forward to turning them in to an area school at the end of April, in order to help improve education in our community.

Plans are already underway for how we will be honoring Administrative Professionals Week, April 22-28. This year the Bartlesville Chapter is excited to be hosting an event with special

speaker Rebecca Pace. Rebecca was one of the favorite workshop leaders at EFAM in Montreal last year, and she is speaking at the IAAP Spring Conference in Las Vegas in March. We are honored to have an evening with her, and it promises to be a fantastic celebration for Bartlesville area Admins! Mark your calendar now for April 24, and don't miss it!

This is just a handful of the different projects we are currently working on in the Bartlesville Chapter. As we all unwind from the holidays and look forward to the year ahead, I hope that you will take advantage of the exciting things happening in the Bartlesville Chapter of IAAP in the coming months. I hope that you will get involved with us, and continue making remarkable leaps in 2012! ♦

Monday Motivators ~ Jamie Watson CAP-OM

Along with food for the body comes food for the soul. Jamie Watson CAP-OM submitted a weekly e-zine by Office Dynamics, a Monday Motivator for starting the week or for reflection anytime.

In the December 19, 2011, Monday Motivator by Nancy Frazee entitled "Flourish or Flounder" the author relates a story of having purchased some pussy willow stems. She put them in a vase with

water and forgot about them until a few weeks later. She happened to be passing by the darkened area, saw green, took the vase to her kitchen, washed the vase, and changed the water. As the weeks passed Nancy noticed half the stems in the vase in the kitchen window budded and leafed out. She eventually discarded the dormant ones. She planted the others that had taken nourishment. Those in her garden are

flourishing.

Nancy drew a comparison to some office assistants in the same environment who may seek self-development/self-actualization, who may grow while others do not flourish. Her conclusion?

“So it isn’t the vase, the darkness or the water.

It’s continuing to grow and to take in nutrients from available sources, consistently.

How is your “want to” today? Are you set to flourish, or flounder, in your vase?” ♦

Fraze, N. (2011, December 19). Flourish or Flounder [Msg.: joan@www-officedynamics.ccsend.com on behalf of Motivators, Office Dynamics [motivators@officedynamics.com]

Upcoming Events

Mondays	5:15 p.m.	Study Group for IAAP exam via teleconference
Jan. 17	5:30 p.m.	Chapter’s Membership Drive
Jan. 31	5:30 p.m. – 7:30 p.m.	Chapter Meeting
Feb. 2	5:00 p.m. – 6:30 p.m.	Chamber of Commerce Business after Hours at On the Rock Ministries, 122 N Park Avenue, Bartlesville
Feb. 14	11:45 a.m. – 1:00 p.m.	Chamber of Commerce Hot Topics for Business “Dealing with Difficult People” at Tri-County Technology Center, Cherokee Room, Bartlesville, \$10 for training or \$20 to include lunch – advanced registration required
Feb. 28	5:30 p.m. – 7:30 p.m.	Chapter Meeting
Mar. 1	5:00 p.m. – 6:30 p.m.	Chamber of Commerce Business after Hours at Osage Million Dollar Elm Casino, County Road 2145 / CR-N3880
Mar. 13	5:30 p.m. – 7:00 p.m.	Chapter Meeting “Women’s Strategies”
Apr. 5	5:00 p.m. – 6:30 p.m.	Chamber of Commerce Business after Hours at Spencer Management, 118 W 2 nd Street, Bartlesville
Apr. 10	11:45 am – 1:00 pm	Chamber of Commerce Hot Topics for Business “Unleashing Your Talent” at Tri-County Technology Center, Cherokee Room, Bartlesville, \$10 for training or \$20 to include lunch – advanced registration required
Apr. 24	TBD	Administrative Professionals Week Celebration Guest Speaker Rebecca Pace

Blast from the Past

~Jodi C. McMillin, CAP-OM

Our chapter beginnings go back to April 25, 1971, when then Phillips Petroleum Company began a chapter. The first officers were President, Francis Mitchell; Vice President, Lois Boatright; Recording Secretary, Elizabeth Patton; Corresponding Secretary, Ruth Bond; and Treasurer, Shirley Patterson.

The National Secretaries Association (now known as The International Association of Administrative Professionals) held its installation at the Hillcrest Country Club in a candle-light ceremony where the Southwest District director, Arlene C. Rogers, of New Orleans officiated.

Secretaries Association Chapter Beginning Here

The Bartlesville Chapter of the National Secretaries Association (International) will be installed at 7:30 p.m. today in a candle-light ceremony for initiates and officers at the Hillcrest Country Club. Mrs. Arlene C. Rogers, director, Southwest District, from New Orleans, will initiate new members and install the officers. Wayne Smothers, minister of the Limestone Church of Christ, will give the invocation and Mayor W. A. Hensley will welcome the new chapter.

The National Secretaries Association is the world’s largest Association of persons engaged in the same profession. It is an Association of members dedicated to establishing and improving secretarial standards through pursuing a continuing program of education and professional development.

Other officials attending the installation are Mrs. Francis Ferns, president, Arkansas - Oklahoma Division from Oklahoma City; Mrs. Grace Compton, president elect, Arkansas-Oklahoma Division, from Stillwater, Okla., and

Mrs. Betty Raymond, vice-president, Arkansas-Oklahoma Division, from Tulsa. Members from the Tulsa, Will Rogers, Stillwater, Enid and Oklahoma City chapters will also be present. Bartlesville Chapter officers to be installed are: Mrs. Francis Mitchell, president; Mrs. Lois Boatright, vice-president; Mrs. Elizabeth Patton, recording secretary; Mrs. Ruth Bond, corresponding secretary and Mrs. Shirley Patterson, treasurer.

Charter members of the Bartlesville Chapter are Babe Addington, Dale Bolton, Elbel Bunn, Billie Emerick, Margaret Grogan, Thalia Harris, Carol Hendrix, Janice Hestert, Bernice Houghton, Carmen Ketcher, Mary Krogh, Bonnie LaDube, Anna Langford, Geneva Listen, Betty Mattox, Willy Polk, Margaret Reeder, Shirley Regko, Betty Simone, Helen Springer, Linda Sykes, Lucille Tolbert, Mary Van Pelt, Nancy Wagner, Julia Wicks, Betty Woodrell and Peggy Yellow. Meetings are scheduled for the first Tuesday of each month at 7 p.m.



Mrs. Francis Mitchell

Story (Source: Enterprise-Examiner Apr. 1971)

Photo from the Chapter's 1971 Scrapbook

(L-R): Treasurer, Shirley Patterson; Corresponding Secretary, Ruth Bond; Recording Secretary, Elizabeth Patton; Vice President, Lois Boatright; and President, Francis Mitchell.



Peggy Yelton.

If it weren't for the foresight of these women to begin our chapter, it would not exist today. The chapter currently has 15 members with the current officers being: Sarah Beach, president, Totah Communications; Nance Allen, vice-president, Voice of the Martyrs; Brenda Matlock, secretary, Voice of the Martyrs; and Jodi McMillin, treasurer, ConocoPhillips Company. ♦

An Attitude Of Gratitude ~ Susan Fenner PhD

Any behavior that is positively reinforced will get repeated. What the heck does that mean? Simply put, if you like something, say so or show your appreciation and it will happen again. But, in addition, developing an attitude of gratitude will make you a person of choice – someone people will want to be around, work with, and please.

If there's so much to be gained from something as small as saying, "Thanks, I appreciate that..." or "Thanks, I appreciate you...", then why doesn't everyone do it? There's lots of reasons, but I can think of a few: not wanting to show that you need help/support and appear weak or inept; feeling uncomfortable telling certain people (like higher ups or strangers) they are valued; being in an environment where people aren't routinely praised (openly or in private); not making a habit of acknowledging the good, but rather seeing the glass as half empty.

Have you missed an opportunity to show gratitude?

- Acknowledging a door held open or someone letting you cut in line ahead of them
- Waving thanks to a driver who lets you turn in front of him when he could have made the light
- Telling a co-worker she's your role model

Also attending as guests were Wayne Smethers, minister of the Limestone church of Christ, who gave the invocation and Mayor W. A. Hensley who welcomed the new chapter.

Other officials attending the installation from the Arkansas-Oklahoma Division were Francis Kerns, president, from Oklahoma City; Grace Compton, president-elect, from Stillwater; and Betty Raymond, vice-president, from Tulsa.

Charter members of the Bartlesville Chapter were Babe Addington, Dale Bolton, Ethel Bunn, Billie Emerick, Margaret Grogan, Thalia Harris, Carol Hendrix, Janice Heskett, Bernice Houghton, Carmen Ketcher, Mary Kreigh, Bonnie LaDuke, Anna Langford, Geneva Listen, Betty Mattox, Willy Polk, Margaret Reeder, Shirley Rosko, Betty Simone, Helen Springer, Linda Sykes, Lucille Tolbert, Mary Van Pelt, Nancy Wagner, Julia Wicks, Betty Woodrell, and

- Bringing a small gift to a boss who changes his deadline to accommodate your work schedule
- Complimenting the appearance of someone who is usually "invisible" at work
- Telling your exec you like his style and support of you as a professional
- Letting the IT staff know that the bugs are fixed and things are purring along
- Commenting the janitors for turning a messy office into a spotless workplace
- Thanking someone for their quick response to an e-request

I once read a child's story where the refrain between a teeny tiny ant and other farm animals who helped each other out of dangerous situations, was always "It may not have been a big thing to you, but it was a very big thing for me." I've never forgotten that line and think of it often.

An attitude of gratitude may not be a big thing for you, but I can guarantee, it is a big thing for others! ♦

Dr. Susan Fenner is on staff at IAAP Headquarters in Kansas City, Missouri and routinely publishes articles for the benefit of IAAP members. More of her articles and podcasts can be found at www.iaap-hq.org.

Bouncing Back from an Interview Mistake

~ OfficeTeam

You're sitting in front of a hiring manager, interviewing for a job you would love to have. So far, the discussion has gone smoothly. The initial nervousness you felt at the outset has been replaced with growing confidence.

Then the interviewer asks, "How do you see yourself contributing to our company's goals?"

You freeze and realize that you somehow failed to conduct sufficient research about the company. Of course you know in general what kind of products the firm makes. But you have no idea what the interviewer might mean by "goals," much less how the position you're interviewing for relates to them.

If misery loves company, you can take some comfort in the fact that you're not alone. According to a survey of executives we conducted recently, nearly one-third (32 percent) said candidates are more likely to slip up during the interview than at any other time in the application process. Moreover, one of the most common mistakes interviewees make is failing to display knowledge about the company or position.

Interview mistakes, while uncomfortable, are not necessarily fatal. The following tips may help you recover from an interview faux pas and regain your stride.

- **Take a few seconds to compose yourself.** Don't allow panic to overwhelm you. Your ability to keep your composure might impress the interviewer.
- **Buy some time.** It's all right to ask the interviewer to clarify a question, provide a little more detail or give an example that illustrates the point.
- **Be concise.** If you're asked a question you're unsure about, your first instinct may be to talk a lot to cover your lack of knowledge. It's better to be brief and convey just one well-stated idea than to ramble on without focus.
- **Let it go.** Once you've gotten past the mistake, don't dwell on it. Concentrate on putting your best self forward for the remainder of the interview.
- **Follow up.** Send a thank-you note after the interview. It's another opportunity to clarify your responses and make your case to be hired. ♦

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 320 locations worldwide, and offers online job search services at www.officeteam.com.

RECIPE CORNER

Dad's Microwave Peanut Brittle

[Roy Phillips]

~ Jodi C. McMillin, CAP-OM

First Ingredients

1 C. Sugar
1 C. Raw Peanuts
1/2 C. White Karo Syrup
1/8 t. Salt

First, mix well the above-mentioned ingredients and cook on high for 7 minutes & 20 seconds (600 watt microwave) – reduce time in half for 1000 watt microwave

Second Ingredients

1 t. butter
1 t. vanilla

Second, remove and add the butter and vanilla, stir well. Cook for an additional 2 minutes (1 minute for 1000 watt microwave)

Third Ingredients

1 t. baking soda

Third and lastly, remove from microwave and add baking soda. Stir gently and pour out onto a greased cookie sheet.



LEAD is a publication of the Bartlesville Chapter of IAAP. For more information about IAAP or how to become a member, please visit <http://www.iaapbartlesville.org>.

If you would like to submit a piece, offer comments, or ask questions about the newsletter's form or content, please E-mail President Sarah Beach at sarah@totelcsi.com.

