



November Chapter Meeting



November 2011
Volume 58, Issue 3

Reflections

“A PUBLICATION FOR CAREER-MINDED PROFESSIONALS”



Excel Tips and Tricks
Presented by
Rosalie Westerberg
Business Support Services, Instructor

Excel has so many features that will save you time and make you look good!

- ◆ How do you handle those long lists in Excel?
- ◆ Do you ever need just part of the list?
- ◆ What about totals by a category?
- ◆ Do you need to split first names from last names and make two columns instead of one?
- ◆ Have you put two lists together and there are duplicates?
- ◆ Would you just like to check your data to ensure there aren't any huge numbers that do not belong?
- ◆ What about when other people share your file? Wouldn't it be nice to see what changes were made?

Excel has many tools to handle all of these circumstances. Find out how in this **hands-on** Excel training.

Rosalie Westerberg is an instructor in the Business Support Services program at Clover Park Technical College in Tacoma, Washington. She teaches office technology and computer applications. She has devoted her college career to creating the best possible learning environments for this generation of students. Ms. Westerberg has the Master MOS designation in various versions of Microsoft Office. She holds a bachelors degree in Business Administration with an emphasis in Finance and Decision Science. She currently is on the board of the Tacoma Area PC Computer Users Group (TAPCUG).



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Meeting Reminders

Date:

Wednesday, November 9, 2011

Venue:

Clover Park Technical College
4500 Steilacoom Blvd. SW
Bldg 10, Room 122
Lakewood, WA

Schedule:

5:00 p.m. Networking
5:30 p.m. Dinner
6:00 p.m. Program/Meeting

Meeting is free for members or nonmembers. Dinner is optional; cost is \$20

Please R.S.V.P. by:

Friday, November 4, 2011

to

Deanne Wegmann, Chapter Treasurer

dwegmann@cityoflakewood.us

No Show Policy

Reminder: For all regular monthly meetings, all “no shows” will be billed (\$20) the cost of the dinner, without exception, unless the cancellation is received prior to the RSVP deadline stated above. We know that life happens and sometimes members are not able to make it at the last minute. However, the chapter is still responsible for the RSVP and needs to pay for the meal whether or not you are there.



President

Karin Norton, CPS
karin.norton@mcgladrey.com
(253) 332-6410

2011-2012

Chapter Officers



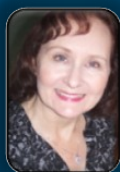
Vice President

Tanya Sigler
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(360) 753-3391 x109



Secretary

Gina Abram
gina_abram@yahoo.com
(360) 400-1702



Treasurer

Deanne Wegmann
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(253) 983-7702

President's Corner

I would like to thank everyone who has been attending our monthly meetings. It's fantastic to see many of you taking that leap to develop and learn new skills. As a member you are the heart of our organization, your commitment, leadership and dedication is valuable and in return it will provide you with priceless opportunities, help you build stronger relationships and become more successful.

I think it's beneficial for everyone whether you are new or have been a long time member to look over your responsibilities as a member.

An informed member:

1. Attends meetings regularly.
 - a. Providing your RSVP by the requested deadline
2. Takes an active part in chapter business meetings by:
 - a. Arriving on time
 - b. If you are running late, have an emergency or sick and not able to attend, contact the chapter president
 - c. Staying until the conclusion of the meeting
 - d. Being knowledgeable of items to be presented for action
 - e. Taking a constructive part in discussions
 - f. Asking questions that are pertinent to the discussion
 - g. Voting on all questions
 - h. Voting at elections
3. Is familiar with International, Division and Chapter Bylaws and Standing Rules.
4. Knows the rudiments of parliamentary procedure.
5. Permits name to be placed in nomination for chapter office when requested and if at all possible.
6. Accepts appointment as committee chairman or committee member whenever possible.
7. Takes an active part in Division and International structure (such as committee participation, nomination for office, etc.) when so requested and if possible.
8. Reads all Chapter, Division, and Association publications and mailings.

Continued...

**2011-2012
CHAPTER
COMMITTEE CHAIRS**

Bylaws & Standing Rules

Ann Piraino, CPS

Certification

Sharon Netter, CAP

Community Service

Victoria Christin

Membership

Victoria Christin

Pathways to Excellence

Karin Norton, CPS

RTF

Karin Norton, CPS

Seminar

Lila Licens, CPS/CAP

Ways & Means

Tanya Sigler

9. Responds to any correspondence promptly from Chapter, Division or International
10. Makes an effort to become acquainted with new members and to be friendly with all members.
11. Sign-up for e-groups for the Chapter, Division, International, any subject you are participating in or interested in.
12. Has the responsibility to:
 - a. Represent IAAP before others in the best possible manner
 - b. Keep your contact information updated with your chapter and online profile
 - c. Be informed on IAAP activities
 - d. Inspire loyalty to IAAP's objectives and goals
 - e. Encourage qualified administrative professional to become members of IAAP
 - f. Checks the chapter, division and international websites for updates
 - g. Become familiar with the chapter Facebook site
 - h. Keep chapter informed of any plans to attend another chapter, division and/or international function

I would also like to let everyone know that I really do appreciate all your patience and understanding as I learn and develop new skills as your chapter president. I am open to any comments or suggestions you may have, so feel free to call or send me a quick e-mail.

I am so excited about our November meeting, Tips & Trick using Excel by Rosalie Westerberg. It will be a great learning opportunity for all who attend and I look forward to seeing all of you there.



Organizing Yourself to a Good Morning...

by Karen Koedding

"Time is what we want most, but what we use worst." - William Penn

Are your mornings often frantic and chaotic? Are you wasting time that you could use to plan for the day or connect with your family? Would you like to have a smooth start to your day? Take the stress out of your mornings with some simple organizing the night before.

Here are eight tips to help you get there:

1. Clear your desk and put things away every night before you go home. This ensures that when you come into work in the morning you have a clear space and can be productive and creative.
2. Hang a key organizer right inside your front door. Get in the habit of always putting your keys on the hook when you come in the door. This will prevent a mad search in the morning.
3. Open your mail immediately after walking in the door. Open the mail over the recycling bin and a bin for collecting paper for shredding, disposing of as much as possible. Get rid of the envelopes, throw out paper and items you will never get around to reading, unfold the paperwork you are keeping so it takes up less space. Put whatever you are keeping into your Action System, which you will act on at least one per week.
4. Before you leave work for the day or before you go to bed compile a list of things that you want to accomplish the next day. Be careful not to overload the list. It is best to do this at least an hour before bed so that you can relax and sleep well.
5. Spend 20-30 minutes going through your home moving things from where they've been left to where they belong. Put it all away before you go to bed.
6. Decide what you will wear the next morning the night before.
7. Have a separate bag for each of your activities, so that you don't need to pack/unpack all the time. For example, if you go to one gym and take yoga classes elsewhere, have 2 bags and always use them only for those activities, keep them packed and ready to go. If you travel for business often, have a kit of your toiletries always in your suitcase, so you only need to refill them, not pack and unpack.
8. Gather everything you will bring with you the next day, and put it near the front door.

Sweet dreams and smooth mornings!

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By Karen Koedding, A Little Elf

Monthly Tips from your Parliamentary Advisor

Ann M. Piraino, CPS, CRC, PMP

Mount Rainier Chapter
IAAP Evaluations 2011-2011

(1) (2) (3) (4) (Scale of 5 maximum)
3.44 3.44 4.33 4.67

Comments: Noisy kitchen - too distracting
Noisy kitchen! Speaker started late. Meeting ran late.
Maybe next time speaker/program can start by 6 pm even if
some are still eating. Heard topic many times before, but she was a little better
at the seminar. Ums/ahs were distracting. Too noisy & distracting.

Questions:

- (1) The meeting facility is appropriate to our program and business needs.
- (2) The meal, dessert, and service are good value for the price.
- (3) The program topic was of use in my career/personal life.
- (4) The presenter held my attention and provided information of value

Voting on various elements – how to vote and how many to carry?

Initially, voting is based on the quorum which is why it must be established per the Bylaws and Standing Rules. If a quorum is not present, voting cannot be held and action items must be postponed until either a quorum becomes present during the course of the meeting, or held for another meeting of the assembly.

Roberts Rules of Order, Newly Revised 11th Edition (September 2011) will be the guidance when it comes to how the vote count will work. For example, most common elements such as approving minutes and filing treasurer's report for audit will be a simple majority as they have been provided in advance or written copies provided to the assembly for review prior to a vote.

Most items brought to the assembly without prior notice will require a 2/3 vote. In the case of changes to Bylaws and Standing Rules, if not published in advance – no advance notice given in the session, they just spring up somehow which is extremely uncommon but, could happen spur of the moment due to other discussions being held, these would require a unanimous vote.

Usually items that affect the rights of the members require larger vote majorities – items dealing with expenditures for example, changing meeting date which needs to be done at least 30 days in advance, etc.

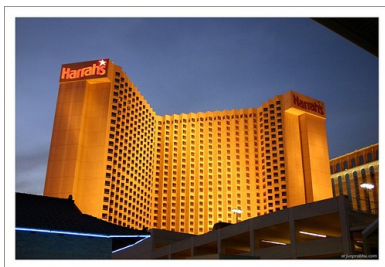
Upcoming Events

2012 SPRING CONFERENCE

MARCH 4-7, 2012

Las Vegas, NV
Harrah's Las Vegas

Take care of your first step to register for the 2012 Spring Conference and book your hotel room now for only \$129 per night!



Save the Date

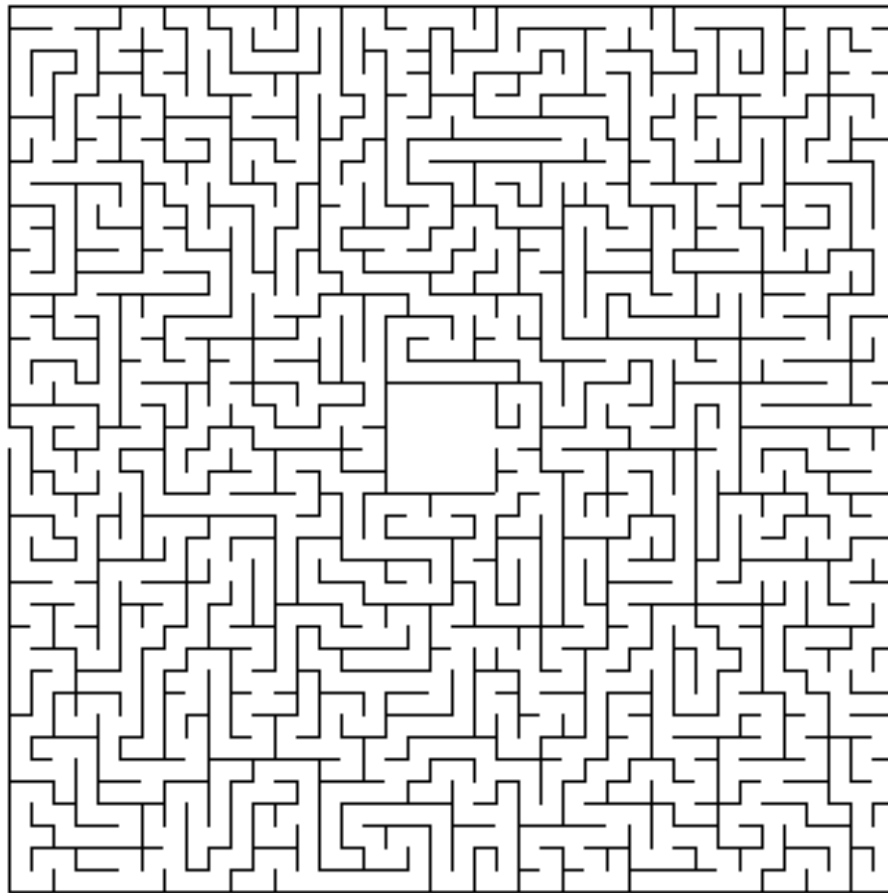
Reserve your room now for the 2012 Education Forum and Annual Meeting July 22-25 at the Gaylord Texan Hotel and Convention Center in Grapevine, Texas.

For More Information:

<http://iaap2012.org/>



Just for Fun



Test Your Writing Acumen

Here's a quick brainteaser to test your knowledge of writing and grammar.

The apostrophe is perhaps the most misused punctuation mark in English. Test your skill by choosing the correct answer in each example below:

The (*peoples'*, *people's*) decision was made apparent by the vote.

We decided to go with (*Ann and Susan's*, *Ann's and Susan's*) idea.

We decided to go with both (*Ann and Susan's*, *Ann's and Susan's*) ideas.

That is my (*sister-in-law's*, *sister's-in-law*) design.

We deferred to our (*bosses'*, *bosses's*) final decisions.

Birthdays

NOVEMBER

Susan Rojas—November 10



Anniversaries

NOVEMBER

Robin Butler - 7 Years

Sharon Netter- 8 Years

Lila Licens- 28 Years



the difference
1 can make.

We will be participating in the Box Tops for Education Contest again this year. Please continue to collect Box Tops and bring them with you to the meetings.



Check out the IAAP store
<http://www.iaap-hq.org/shop/>



www.iaap-mountrainier.org

Recommended Administrative Website Links:

[The Office Professional](#)

[Desk Demon](#)

Recommended IAAP Links:

[Avery Box Tops Challenge](#)

[Accessing the Online Membership Directory](#)

[2011-2012 Pathways to Excellence Program](#)

[IAAP Membership Affinity Benefits](#)

[Renew Your Membership](#)

IAAP Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



P.O. Box 99751
Lakewood, WA 98496

The *Reflections* is a monthly publication of the IAAP Mount Rainier Chapter. Newsletters are distributed by email and are available on our Website:

www.iaap-mountrainier.org

We'd like to hear from you! If you have a comment or suggestion for an article, please submit your article or request at any time to:

REFLECTIONS EDITOR

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This newsletter is general in nature and is not to be relied upon as your only source of information.