

Everett Chapter IAAP

Expressions

A NEWSLETTER FOR CAREER-MINDED ADMINISTRATIVE PROFESSIONALS, CREATED BY AND FOR THE EVERETT CHAPTER IAAP

January 2011

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January Meeting

Walter Hall Golf Course
1226 W. Casino Rd.

MENU

Clam Chowder or
Beef Stew
Bread Bowl
Salad
Dessert
Coffee/Tea

Please join us for the January Everett IAAP Chapter Meeting

Date: Wednesday, January 11
Time: 5:15 Networking
 5:30 Dinner
 6:15 Program
Cost: \$20.00 member \$25.00 guest (all inclusive)
Program: Decision-Making Strategies for Single Points of Accountability *qualifies for recertification points



Often projects and decisions get hung up because no one is exactly sure who is in charge. Once a Single Point of Accountability, an SPA, is appointed, the SPA can still be thrown off course by well-meaning but ineffective decision-making "habits." This session is designed to give you tools to use whether you are the project SPA or you work on projects where you have influence on how decisions are made. This session is designed to help you:

Learn 4 different decision-making "types."

Learn 6 "styles" of decision-making.

Learn to use the SPA worksheet to organize group decision-making.

Exposure to the RACI chart, also a useful tool for organizing decisions.

About the Instructor: Molly Kaufmann, M.A., SPHR is Sound Transit's Talent and Organization Development Manager. Her training programs specialize in leadership development, team performance, managing change, conflict resolution, and human resources fundamentals. She holds an MA in Applied Behavioral Science with an emphasis in family systems and a BS in Human Resources.

WE NEED YOUR RSVP!

Please RSVP to Treasurer, Denise Long, at Denise.e.long@boeing.com to confirm your attendance at this month's chapter meeting.

Please respond no later than Friday, January 6 at 4:00 pm. Please advise of any cancellation no later than noon on Monday January 9. Please note, that because our chapter is small so if you or your guest cancels after the headcount has been submitted, you (as the member) will be charged the meal cost reimbursement as the chapter still incurs that cost.

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2011-2012 EVERETT CHAPTER OFFICERS

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Board Meetings are held Tuesdays, the week before each chapter meeting and are open to all members. If you would like to attend, please contact any of your

From the President's Desk



Happy New Year everyone! Well, here we are into a new year, how many of us make resolutions this time of year? I generally don't, but I guess my resolution to myself would be to graduate from school with high marks and be complete at the end of August 2012.

The chapter is still collecting box tops for Cathcart Elementary School. If you have some box tops (found on a variety of products), please bring them with you to our meeting, or give to anyone of our board members. Remember, these are helping to fund new equipment for our kids.

Our December holiday auction was a blast; Lorna Brown did an awesome job as usual, we were able to raise \$516. The festive atmosphere, the many wonderful auction items that were donated (silent and live), were amazing! I would like to thank Meri Gaus and Laura Steinbaugh for their amazing efforts in pulling off this year's event.

Please join us on January 11, 2012 for our first chapter meeting of the year. Dinner menu will include, a Clam Chowder or Beef Stew Bread Bowl, salad, dessert and coffee/tea.

Please e-mail either Denise Long (Denise.E.Long@Boeing.com) or the chapter e-mail (iaapeverettchapter@gmail.com) on or before January 6, 2012 for confirmation of attendance.

Johanna

HAPPY NEW YEAR

Everett Chapter's Holiday Party

December 7, 2011 - Walter Hall – Everett

Thank you to everyone who attended and made this year's holiday event very successful! The hall was decked out with lights and good cheer waiting ever so joyfully for guests to appear.

About 25 showed up for an absolutely wonderful meal, we had ham, turkey, mashed potatoes and gravy, sweet potatoes, salad and cake for dessert. I hope I'm not missing anything; it was one of the best meals, so hats off to the team at Walter Hall Golf Course. We also had complimentary wine, not sure if that was to loosen us up for the auction but it was very nice.

We had three tables with silent auction items on them, and there was a bidding war between a few of the items. It was all in fun, but if I ever find out who out bid me...just teasing.

Our LIVE auction went very well, we had several nice baskets that brought in some competitive bidding and you know Lorna she can make anything sound good. All the LIVE auction items were popular but there were 2 that had some very competitive bids.

The food and the fun all came to an end with everyone saying Merry Christmas and Happy New Year. The event raised \$564.00.

This year's Board would like to say, we had a great year, we have some great speakers lined up for our meetings in 2012 so make it a point to stop in and meet a new friend. Merry Christmas and Happy New Year to you and your families.

Sharon Trnka

See page four for more about this fun event!



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2011—2012

**WASHINGTON-ALASKA
DIVISION OFFICERS**

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ANNUAL HOLIDAY DINNER & AUCTION

'Twas the night of the party, and all through the hall, the only creatures that stirred were preparing the feast. The lights and the trees were adjusted just so, in hopes that the guests would arrive very soon.

When out from the cold there arose such a clatter, she waited; she looked to see what shook. Away to the window Johanna flew like a flash, to see all the members arriving so fast. She ran to the door and as it began to shake. She said one moment, gave a push on the door to allow in the guests ready to explore.

The moon on the breast of the golf course outside gave off a bright glow as we welcomed the group with family in tow. Johanna was so lively and quick; she whistled and shouted to welcome them by name!

Now Denise! Now, Marcia! Now, Sharon and Meri! On, Angela! On, Laurie! On Michelle and Sandi! To the top of the porch! To the top of the hall! Now dash away! Dash away! Dash away all!

And then, in a twinkling, we heard on the roof, the prancing and pawing of someone's hoof. As we all turned our heads in a great surprise, down the chimney came Lorna with a smile. She was dressed very festive, from head to foot; ready to enjoy a good meal, and some wine, Ho Ho!

The bundle of items ready for auction, she started by saying who will give me \$20 no \$30 or \$40 the numbers they rose. Her eyes-how they twinkled as the bids did grow! Her smile was big; there was laughter galore, as she described each basket with great detail. One basket made people ooo and ahh and even had one member blush as red as a new Christmas ball.

The party did end on a very high note as Lorna exclaimed:

"Happy Christmas to all, and to all a good night!"

NEW YEAR'S RESOLUTIONS



By Leslie Adkins

How often do we make a “new year’s resolution” only to find February 1st come around and the resolution is already forgotten?

I think the word resolution is negative. It seems so permanent and final. I like the word *intention* or the more practicable, *goal*.

The most important element is setting a new goal for 2012 is to make sure it is meaningful to you. Remember WITFM—what’s in it for me. Why do you want to do this? You need to really want it. You will be much more successful if you know what the personal reward for you is when you achieve that goal.

Five other tips for setting realistic and attainable goals:

1. Make sure they are specific and measurable. You have to be able to know when you’ve completed the goal. It also helps if you can track your progress. “Be happier” is not specific and not measurable.
2. Don’t set too many. Two to five goals for a year is generally a doable amount—but make sure it’s doable for you and your life.
3. Be flexible and set some check-in points. Break larger goals into smaller pieces. Don’t wait until late December and then decide you have failed.
4. Don’t set your goals in the heat of the moment--after two weeks of holiday eating, don’t decide you must lose 50 pounds. Make sure they are realistic and practicable. (In fact, how about we outlaw any goals that have to do with weight? Who’s with me!)
5. Change your outlook by changing your vocabulary. Positive self-talk works! Instead of telling yourself. “I will not eat sweets.” Try this: “I make healthy choices when I eat and easily resist sweets.” Instead of “I will get more sleep.” Try this: “I effortlessly fit a good night’s sleep into my daily routine.”

Good Luck!

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This is YOUR Chapter

**Your input is always
welcome.**

CONTACT US ANYTIME

iaapeveretchapter@gmail.com

www.iaap-everett.org

EVERETT CHAPTER TEAM MEMBER MILESTONES

BIRTHDAYS

None

IAAP ANNIVERSARIES

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UNLOCK THE POWER OF EMPLOYEE ENGAGEMENT WITH THESE THREE KEYS



Did you know organizations with high employee engagement enjoy a 63% higher total shareholder return than companies with low engagement (Hewitt)? Or that a 15% improvement in employee engagement correlates to a 2% improvement in operating margin (Towers Watson)? How is your HR team working to deliver bottom line operating margin improvement?

Globoforce[®] customers consistently unlock the power of employee engagement, experiencing double-digit increases in less than a year, with these three keys.

REAL-TIME PERFORMANCE MANAGEMENT

Would you rather boost employee performance for 1 day or every day?

In most organizations, the annual performance review has become the default mechanism to deliver feedback on employee performance – both positive and constructive. Giving praise and course corrections only once a year at best boosts employee motivation and performance for a few days. Great performance shouldn't have to wait for an annual review to be recognized. Annual reviews separate praise from recognition-worthy actions, results or behaviors, doing nothing to reinforce the importance of repeating those actions or behaviors. Recognition, given in the moment, is a powerful real-time assessment of employee performance from managers and peers alike. Suddenly, you gain 3600 feedback without the long, tedious process of gathering it through traditional 3600 review processes.

Unlock Employee Engagement: Stop relying on the formal annual review process as the primary means for giving employees the feedback they crave. Focus instead on frequent, timely, specific and meaningful praise and recognition of their actions and achievements. Create a culture of real-time performance management – unlock the key to engaging your multigenerational, global workforce.

GLOBAL RECOGNITION CULTURE

How can you unify global culture if employee recognition is all over the map?

Companies struggle with vastly distributed workforces, divided by geography and distance, but also by point-of-view, custom, culture and language. Uniting

Companies with effective recognition of employee performance show 20-60% higher engagement levels than those with ineffective recognition.
*Towers Watson,
December 2010*

all your employees around one mission and one set of strongly held company values is a critical factor for company success.

Global culture can be unified around a single “language” of recognition.

Building a strategic employee recognition program – tied into core company values – creates a single reference point for all employees, regardless of geographic location or culture, to understand the behaviors that are worthy of recognition. This common “language” of recognition overcomes the challenges of different managers, offices, and projects to motivate all employees to demonstrate the core values necessary to achieve strategic objectives.

Unlock Employee Engagement: Give all employees the opportunity to participate in a recognition program in which the same values-based behaviors are acknowledged and appreciated – whether those behaviors are demonstrated by a receptionist in Germany, an engineer in Sweden, or a technician in China. Encourage employees to notice and praise colleagues in the cubicle next door and across the globe.

SOCIAL RECOGNITION

How do you quadruple employee recognition for no additional spend?

By safely integrating the best aspects of social media into recognition programs, off-the-cuff “water cooler” thank you’s turn into tangible, measurable recognition moments. Sharing a continuous, internally public stream of the latest praise across the organization reveals to every employee the most appreciated values and behaviors.

Employees that praise each other, motivate each other. For free.

The ability to publicly “congratulate” a colleague for recognition received amplifies the power of that recognition for no additional cost. And maintaining the internal stream of recognition activity within the company’s private system eliminates any concern about making your top performers’ achievements public for your competitors.

Unlock Employee Engagement: Make it easy for employees to recognize and congratulate colleagues who demonstrate desired performance and behaviors. Such peer-based recognition encourages employees to notice and appreciate the work of their colleagues. This creates a flow of goodwill that supports achievement of company goals and an increase of discretionary effort from every employee.

This is YOUR Chapter

**Your input is always
welcome.**

CONTACT US ANYTIME

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www.iaap-everett.org

Organizations with a
global approach to
recognition indicate staff
around the world felt
more interconnected.

*Workspan,,
November 2009*

Social Media Savvy

Why Admins Need to be Using Social Media

January 19, 2012

6:00 PM – 7:00 PM (pst)

Presented by Leslie Adkins, CAP

Social Media is the new form of communication, personally and professionally. But why do I need to use it? What can it do for my career or my job search? How can we use it to better communicate with IAAP members? What if I just don't have time?

In this webinar we will review the basics of social media including:

- Why we all need to be using social media
- Vocabulary for different social media sites
- The basics of Facebook, LinkedIn and Twitter
- How to efficiently and effectively navigate social media
- Simple set-up tips and short cuts sites
- How to set goals and objectives for managing your time
- How to get over resistance and use social media to benefit your career!

Please RSVP for the webinar by emailing Leslie at leslie.adkins@precor.com

WEBEX Webinar Information:

Meeting Number: 493 068 116 Meeting Password: social1

To join the online meeting go to:

<https://amersports.webex.com/amersports/j.php?ED=13395608&UID=0&PW=NN2YyMjVmZDRh&RT=MiMO>

Call-in toll-free number: 1-877-759-7163 - Conference Code: 184 634 9774

Leslie Adkins, CAP is an Executive Assistant in Human Resources at Precor in Woodinville. Precor is a manufacturer of fitness equipment. She has worked in administrative positions for 20+ years, as well as several years as an event planner for non-profits. In her "other" life, she is a freelance writer and mystery novel author. She teaches beginning writing and grammar classes at local community colleges and is a regular speaker at several Pacific Northwest writers' conferences. She is the co-leader of *Write Night*, a weekly facilitated critique group for writers.

Leslie Adkins has been a member of IAAP since 2005. She is currently newsletter editor for the Everett Chapter and was the co-chair of the 2011 Washington-Alaska Division Annual Meeting. She is currently the WA-AK Division Social Media Chair.



Upcoming Events

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 A HAPPY NEW YEAR	2	3	4	5	6	7
8	9	10	11 Chapter Meeting	12	13	14
15	16 Martin Luther King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

If you know of a local or national event that would be of interest to our members please contact Newsletter Editor, Leslie Adkins:

leslie.adkins@precors.com

February 8

March 4 - 7

March 14

Chapter Meeting

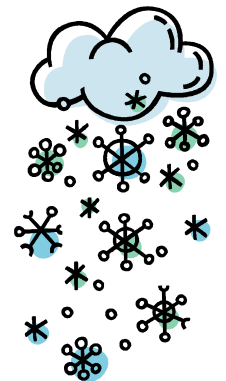
IAAP Spring Conference in Las Vegas

Chapter Meeting

Save the Date

May 5, 2012 (deadline 2/15/12)

Certification Exam



IAAP SPRING CONFERENCE—LAS VEGAS



The information is out on the website now about the 2012 Spring Conference in Vegas – sounds like an exciting time with plenty of education available! - <http://asp.iaap-hq.org/flipbooks/spring-conf-2012/pageflip.html>

Save the Date: MARCH 4—7, 2012

Plus, back by popular demand March 4th Optional Tech Session. Take care of your first step to register for the 2012 Spring Conference and book your hotel room now for only \$129 per night! (*Plus tax)

Stay at this luxurious hotel at the heart of the Strip and discover the most exciting resort in Las Vegas. We have over 2,500 beautiful rooms and suites, 86,664 square feet of casino space, seven outstanding restaurants, a sparkling outdoor swimming pool, a luxurious spa, state-of-the-art health club, full-service beauty salon, a unique variety of retail options and, of course, entertainment. Whether you're traveling on the Las Vegas monorail or their free shuttle that takes you to all the Las Vegas resorts, getting around during your stay is easy! Harrah's Las Vegas is located within minutes of McCarran International Airport.

[Make your reservations now for the 2012 Spring Conference](#)

Washington-Alaska Division News

Check in regularly with the Washington-Alaska Division Website for all the latest on Division activities: <http://www.iaap-wa-ak.org>

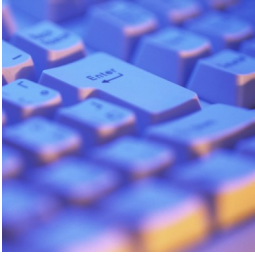
You can also connect with the Division on Facebook and Twitter!



NOTE FROM YOUR NEWSLETTER EDITOR

Do you have an article you'd like to submit to be published in the newsletter, or a great idea of something to add? We welcome contributions of photos, articles, noteworthy events, etc. from members. Please send to Newsletter Editor, Leslie Adkins, at leslie.adkins@precor.com. Any and all ideas and suggestions are welcome! Newsletter deadline is the last week of each month.

IAAP International Website Resources



This is an invaluable resource! Take advantage of all your IAAP membership has to offer. If you are a member of IAAP but not yet a member of the IAAP Web Community, here is how you become one:

Copy and paste into your web browser the url listed below (Save this as a Favorite) to log in: <https://iaap-hq.org/eSeries/source/security/member-logon.cfm?action=unknown&activesection=home>

You will need to enter your Username and Password and click **sign on**. This will take you to a page where you can **Edit Your Profile**. All items in BOLD font must be completed. You can create a bio, and add certifications, education and job history, if you wish.

If you choose, you can upload a photo of yourself. Then you can begin to invite others to join your **Contact** list. You can use the Web Community to contact anyone who is also a member of the Web Community with any questions or comments. It could be a wonderful tool, especially if you are looking for a new position!

Expand your connections—visit and join IAAP groups on Facebook, Twitter and Linked In.

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 under the "Principles" tab. You can learn more about these distinctions under their individual tabs, 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, 2011, through June 30, 2012. <http://pathways.iaap-hq.org/Home/>

IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession." Everyone is welcome!