



LISTEN UP!

President's Message

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Counting Blessings

Is it really November already? I know I'm noticing the change into the coming winter months as the days get shorter and the air becomes crisper. I always look forward to November because of Thanksgiving. It's not just that I get extra days away from the office, or that my family is all coming together around the table that sets this month apart, but it's also the feeling I get from recognizing all the blessings that surround me.

The most fortunate are those who have a wonderful capacity to appreciate again and again, freshly and naively, the basic goods of life, with awe, pleasure, wonder, and even ecstasy.

Abraham Maslow

It has been scientifically proven that those who have an "attitude of gratitude" live happier, healthier, and more productive lives. But how do we increase this feeling and reap the benefits? What does it mean? Being truly grateful comes from going beyond just appreciating something to acknowledging gifts in our lives that we've done nothing to earn. At its most inner

core, it's the feeling we get when we realize we are unconditionally loved.

Adopting an attitude of appreciation toward the things in life can make an enormous difference to your level of happiness. It has been found that those who practice some form of conscious gratitude:

- Exercised more regularly, were healthier, slept better and felt more optimistic
- Made more progress towards personal goals
- Were more alert, enthusiastic and could handle stress more effectively

There are several ways in which we can increase our awareness of the blessings in our lives. Pick one that you feel works for you and try it for a few weeks. Here are some that have worked for me:

- Keep a blessings journal. Write down all the good things that happened to you that each day;
- Make a list of 100 things you are grateful for in your life. Look at this list often;
- Send a thank you card to someone who has gone out of their way for you;
- Look for the good in every

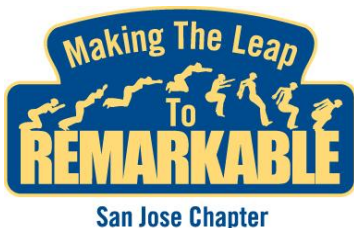
situation. Even the bad events usually have a silver lining;

- Don't take things for granted. Remember just how fortunate you really are
- Make an effort to put "touch" back into your life. Stop to squeeze someone's hand or give them a hug;
- Give an anonymous gift to someone;

However you chose to incorporate this into your life, I am certain the benefits you will see in just a few weeks can be remarkable!



Kathi Cohen, CPS/CAP Chapter President, 2011-2012 with International President, Tamra Goodall, CPS/CAP



Chapter Meeting November 9, 2011

Interview and Resume Trends and Tips



In our current unstable economy, many of us are in the unfortunate position of looking for a job. Even if you are one of the lucky ones who still has a job in this uncertain market, it's always good to keep your resume and interviewing skills polished and ready to go in case that perfect new opportunity knocks!

With that in mind, we are excited to have **Jessica Vann**, Founder and Principal of **Maven Recruiting Group**, as our presenter for the November Chapter meeting. With over 10 years of solid recruiting, management and business

expertise, the associates of Maven Recruiting Group have strategically honed their diverse skill sets to become a trusted and innovative leader within the recruiting industry.

Jessica will share valuable information about current trends for interviewing and resume writing.

So come to the November meeting and find out what hiring managers are looking for, how to market yourself through your resume, branding, personal image and presentation, as well as how to handle the interview and land the job!

In addition, you will learn how to leverage your network and recruiter to get the word out that you are in the market for a new position and new opportunity.

Start your networking immediately and attend the November Chapter meeting!

Box Tops Challenge

From IAAP website

The IAAP/Avery "Box Tops Challenge" gives the San Jose IAAP Chapter a chance to give back to the community by supporting local schools through the Avery "Box Tops for Education."

Avery will be awarding an education grant in the amount of \$2,000 to the chapter that collects the largest number of Box Tops coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter collecting the second largest number of Box Top coupons in support of the program.

This challenge runs from July 1 to April 30 and all Box Tops coupons, not just those from Avery products,

will be eligible. A special thanks to Bobbi Dolan and Linda McCabe for co-chairing this project last year and a warm welcome to Colleen Lane-Rafferty for taking on the challenge this year.

~~~~~  
***Start clipping and collecting coupons! Involve your company or organization, place of worship, health club, family and friends.***  
~~~~~

Questions? Contact Colleen Lane-Rafferty at colleen.lane-rafferty@abbott.com

Box Tops For Education is a registered trademark of General Mills used with permission.



Second Harvest Food Bank Collections



There is always a need for support for the less fortunate in our community, especially during the holiday season.

We will be collecting donations for the Second Harvest Food Bank at our

November and December Chapter meetings.

The Food Bank needs nutritious, non-perishable foods:

- Meals in a can (stew, chili, soup)
- Tuna and canned meat
- Peanut butter
- Canned foods with pop-top lids
- Low-sugar cereals
- 100% fruit juices in single serving boxes
- Canned fruit packed in juice
- Canned vegetables (low salt)

The Food Bank also needs nutritious, non-perishable, single-serving foods for use in programs for children.

- Pop-Top Tuna
- 100% Fruit Rolls
- Raisins
- Graham Crackers
- Unsweetened Applesauce
- Cheese and Crackers
- Fruit Cups
- Low-sugar Cereal Bowls
- Pretzels
- 100% Fruit Juice Boxes
- Granola Bars (without peanuts)

Please avoid donating items packaged in glass. We also request that you do not donate bulk quantities of rice, flour, or sugar.

Ten Good Reasons to Attend Chapter Functions – Even When You Might Have Something Else to Do



- 1) You are important to the chapter; your absence will be felt.
- 2) It's vital to support your teammates. You might need them to support your ventures in the future.
- 3) You never know when and where opportunity will be knocking. Don't ever assume, "There's nothing in this for me." You'll be wrong more often than you'll be right.
- 4) Like weddings and funerals, there are times when your presence is essential for relationship building. It's almost guaranteed you will be glad you made the effort!
- 5) You'll never convince potential members of the value of IAAP membership if your own chapter members don't value IAAP activities.
- 6) Like nuclear energy, the maximum production of energy requires a certain critical mass. We owe it to our fellow members to participate.
- 7) Joining IAAP at the chapter level is a commitment to the group. The more chapter members you have who show this commitment, the less chance any one person will be shouldering an unfair or unreasonable burden of this involvement.
- 8) If your employer is supporting your membership, you owe it to him/her to get a full return on the investment. Your employer will see the difference when you're active and involved.
- 9) Even the same seminar topic or chapter committee project will be "new" when presented with another viewpoint or while working with a different team. Also, you may be primed for a new epiphany because of your new life experiences or enhanced receptivity.
- 10) If the chapter event or meeting is not fun or beneficial, why is your chapter doing it anyway? Voice your concerns and give good suggestions before the chapter is committed to a course of action. Create; don't just critique. ~Author Unknown



Best Practices

Is one of the reasons you joined IAAP because you wanted to network with other professionals?

My guess is that your answer to that question is **YES!** It's one of the reasons I joined as well.

I have another question ... do you sometimes say to yourself, "I sure wish I knew someone to call about a good place to order lunch in for an upcoming meeting"? You could substitute the "order lunch in" with a myriad of other topics, such as – great venue for a small or large meeting, a reliable limousine service ... the list could go on and on.

Right here in the San Jose Chapter, we have the means of sharing this kind of information with each other. We call it our **Best Practices**, and we have already built up quite a thorough reference tool for your use. We update it monthly and attach it to a Monday folder within a week or two of each meeting. It will be available on our chapter website very soon.

The categories covered to date are:

Activity Events/Offsite
Bakeries
Catering Services
Corporate Gifts
Corporate Transportation
Florists
Meeting/Event Planners
Offsite Meeting Venues
Proficiencies
Recruiters/Job Boards
Restaurants/Bay Area
Useful Websites

We plan the following for the rest of the year:

Nanny Agencies
Office Designers
Passport Expedite Services
Personal Assistants
Virtual Meeting Services
Web Conferencing

Is there a category you'd like us to add to our ever-growing reference tool?

In the past we've handed out a fill-in sheet at each meeting asking the members to provide the information on the month's chosen topic. Realizing that you might not have all of the information with you at a meeting, we've added an e-mail address so you can send the information from your office.

While we add to our database each month, we've noticed that the participation by our members is dwindling since we first began over a year ago. We want to find out from YOU if you want us to continue with it and how you want it to work for you.

Thanks so much!

Please send all suggestions to Bobbi Dolan, CPS (bobbid323@yahoo.com).

MAKING STRIDES AGAINST BREAST CANCER WALK

I'm excited to announce we made the "Bay Area Pacesetters" list again this year! And we surpassed donations from our first year by \$500!

This year's team members were:

Kathi Cohen
 Ronni Handley
 Hana Herlitz
 Elaine Chapman
 Vicky Costanza
 Paula Yarmo
 Kristi Mitchell
 Aaron Mitchell
 Tammy Chavez

Veronica Chavez (4.5 yrs. old)



The weather was fantastic and the stroll around the park was beautiful. It seemed there were more participants this year than last, and everyone had spirit. We had our photo taken before starting to walk and it was a good thing because there were so many people that we lost each other at times. Volunteers along the way helped to guide, cheer and high five us as we passed.

A special thanks to Team Captain Tammy Chavez for coordinating the team. We wouldn't have been as successful without her. For motivation, she created a contest for a \$75 gift

certificate for dinner at the Wyndham for the team member who brought in the most donations. Kathi Cohen took herself out of the contest as Chapter President so Ronni Handley won. A great time was had by all and preliminary numbers indicate that we, as a team, raised over \$3200!

Thank you to everyone for helping us help create a world with more birthdays!

I know we will have another great group next year and I hope you all consider joining in ***Making Strides Against Breast Cancer Walk!***

CAP Certifications Study Group

As a relatively new member of IAAP, I have discovered many resources to improve my performance and my ability to better support my executive.

Each new tip, trick or skill I learn helps me become a more vital member of the team. One of the ways not only my executive, but also my other team members can recognize this, are a few letters after my name: CAP-OM.

With this in mind, I am starting a study group for the May 2012 CAP certification testing. The

Chapter has included funds in this year's budget to purchase the study material for all members interested in testing for the certification so we already have our study guides on order and ready to go!

Let's start "Making the Leap to Remarkable" and become certified so everyone else knows we are highly capable team members!

If you are interested in joining the study group, contact Maureen Grant at m_grant2000@yahoo.com

Grammar Repair Shop

One Word? Or Two?

Is it one word or two? Take this quiz to test your knowledge of common spelling snafus:

Sign up or signup?

"If you'd like to be part of the planning committee, a _____ sheet is in the break room."

"Those who _____ by Friday will be on the committee."

Log in or login?

"I tried to _____, but I'd forgotten my _____ name."

Every day or everyday?

"It isn't _____ you come across a deal like this."

"For the formal board dinner, wear something other than _____ attire."

All together or altogether?

"After an _____ brilliant speech, she won the majority of votes."

"_____ we raised our voices to cheer for her."

Answers: signup, sign up, log in, login, every day, everyday, altogether, all together. *Administrative Professional Today, Vol. 37, No. 10, October 2011*

Ronni's Right

Where is da Money?



What does the Chapter Treasurer do? For the next couple of months, I thought I would outline some of the duties and responsibilities of this vital role.

The chapter funds are kept in one of three places:

- \$ Event registration funds are received by a third-party receiver who guarantees participation payment. In exchange for this service, the chapter presently pays a small percentage to the receiver to avoid insufficient funds charges and uncollectable check expenses.
- \$ There is a checking account for the day-to-day business of the chapter. All funds are deposited in a timely manner

ensuring the ability to back up checks that are written to pay the organization's expenses. The money in this account comes from the Chapter's portion of the annual IAAP dues, chapter dinner meetings, and fundraisers. Due to our non-profit status, we are not charged a service fee for this account.

- \$ The remainder of our holdings is kept in a non-checking savings account for all funds that are not needed for everyday chapter expenses. The chapter presently earns a small interest rate on the balance in this account.

How do the Members Know What the Treasurer is doing with the Money? (or Financial Reporting 101)

- \$ On a monthly basis, the chapter members are presented a report of how much \$\$\$\$ we had at the beginning of the last reporting period (usually a month), what we received in funds, what we spent, and how much we had at the end of last reporting period.
- \$ On a quarterly basis, the Treasurer creates and presents an actual accounting of the quarter's transactions compared with the budget approved by the members at the beginning of the fiscal year. This

information shows in clear detail whether we are still on track toward our financial goals or whether there needs to be a budget adjustment to ensure fiscally responsible spending through the rest of the term. REMEMBER: Budgets are not set in stone. They are a guide and subject to modification, as needed. Just as the chapter needs change during the year, so must the budget remain fluid.

\$ At the end of the Treasurer's existing term, the board of directors appoints a fiscal committee that reviews the reports to ensure that the books have been kept current and accurate on behalf of existing and future members. This financial review report is presented to the chapter with suggestions for improvement and the committee's determination of fiscal compliance.



If you have an issue you would like me to address in an upcoming newsletter, please feel free to contact me at ronni.handley@gmail.com, 408-568-3380 or see me at an upcoming event. Remember, Ronni's Right!

Exciting Ongoing Offer:

Becoming a member of IAAP San Jose Chapter has many rewards, and thanks to **Computer Magic**, there is now a Bonus Reward!

Computer Magic is offering a FREE class (\$239 value) to any NEW member (sorry-no renewals) joining the San Jose Chapter. As most active members realize, this should be serious cause to join today!

NEW MEMBERS

Amy Yamashita



MILESTONES

- 1 year**
Sherri Berneck
- 3 years**
Roberta Walker
- 5 years**
Gabriele Ondine
- 7 years**
David Etten
- 20 years**
Jenny Schoger

Here's what Members Are Saying

Long-time member Linda M. says ~

"The San Jose Chapter has been part of my life for over 21 years. I have served on the Board and Committees. There are great networking and professional contacts and great friendships.

You will grow both personally and professionally. Volunteer and get involved; you'll be glad you did."

New member Jana H. writes ~

"I'm a new member ... I chose the San Jose Chapter as my

local chapter because of their professionalism (quick response and friendly website) and because they are the largest local chapter.

My primary reason for joining is for networking – depth and breadth – so being a member of a large and active chapter is very important to me."

**SAN JOSE
CHAPTER IAAP**
P.O. Box 640773
San Jose, CA 95164



We're on the Web!

See us at:

<http://community.iaap-hq.org/IAAPHQ/SanJose/Home/Default.aspx>

**San Jose Chapter
Meetings
Second Wednesday
of each month**

**NETWORK
MEETING CENTER**
5201 Great America
Parkway
Santa Clara, CA
95054



San Jose Chapter

About IAAP

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership

development. The association was founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of

administrative support staff in business and government.

Our Mission

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

2011-2012 BOD Contacts & Websites

The Board of Directors would love to hear from you! Here's our contact information:

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