



LISTEN UP!

President's Message

Fall Focus

As we look toward the fall, it's a great time to re-evaluate our professional careers. I chose to be an Administrative Professional and stand proud behind this career. We are not the "Secretaries" of the past but true partners with our bosses. As the economy remains unstable and with the workforce still experiencing lay-offs, our roles become increasingly more important.

One of many reasons to join the IAAP San Jose Chapter is to keep us on the cutting edge of technology and trends. Our Mission Statement guides us to advance our careers through education, community building and leadership development. Which of these stands out to you? How can you make 2011-2012 remarkable for your career development?

Let our chapter help guide you toward success by getting involved. How and

where you put this into practice is really up to you.

Let's start with attending more chapter meetings. We have a full line up of great educational and fun speakers planned this year. Meetings dedicated to both hard and soft skills, from PowerPoint to communication and interviewing skills. Check out our programs schedule. I'm sure you will find many reasons to block your calendar on the second Wednesday of each month!

Perhaps your heart tugs at reaching out to your community. Join our **Making Strides for Breast Cancer** team and walk with us on Saturday, October 29. Last year we made the Bay Area Pacesetters list and I'm confident we can do the same again this year! We had so much fun and raised money at the same time. If you can't walk,

consider donating to this great cause.

Maybe this is the year you strengthen your leadership skills. Consider joining one of our committees. Not only will you have fun along the way, you will gain valuable team skills that can be carried right into your job. We are still forming teams for the monthly newsletter and the annual review of the Bylaws & Standing Rules. Reach out to one of the BOD members for more information. We need YOU!

As we stand together at the CAEF in San Mateo next June, will you be one of those recognized for **Making the Leap to Remarkable**? I certainly hope so, and I look forward to your participation in the success of our chapter!

**Kathi Cohen, CPS/CAP
Chapter President,
2011-2012**

INSIDE THIS ISSUE:

President's Message	1
September Meeting	2
Certification	2
Ronni's Right	3
Pathways to Excellence	4
About IAAP	5



Chapter Meeting September 14, 2011



Learn how to be blazing fast at handling the various elements of a presentation, from reformatting an entire slide to animation!

Tips & Tricks - Computer Magic's is back!

The critical difference between a true PowerPoint pro and the novice is that the pro knows which tool to use when - when to use the automatic tools vs. when to use the manual tools - and how to integrate them. Kirk Mossing will show you how the experts approach creating PowerPoint presentations strategically so you can make major changes with precision in a few quick clicks.

Learn some Tips & Tricks on how to be blazingly fast at handling the various elements of a presentation, from reformatting an entire slide to animation. See how you can fix messed-up slides quickly and

easily. Your Org Charts become easily editable once Kirk shows you the correct – and fast – approach to creating them. You'll learn the expert (counter-intuitive) strategy for creating and editing your slides – and how the sequence of this approach is different for PowerPoint than for the other Office programs.

Computer Magic Training's expert instructor Kirk Mossing is a PowerPoint consultant and trainer with more than 24 years of experience in design, editing and training in presentations, graphic design and publications. He worked extensively with the foremost industry experts during his tenure as a presentation specialist in the Desktop Publishing

departments at Merrill Lynch and Credit Suisse First Boston.

In 1997, Kirk moved into the consulting field, delivering professional materials and training to a range of world-class companies in a variety of industries, including Google, Intel, Cisco, Disney, Adobe, Yahoo, Siemens, Visa International, The Gap, Chevron, Pepsi, Hewlett-Packard, Wells Fargo, etc.

Kirk is now recognized as one of the top 50 experts in PowerPoint!

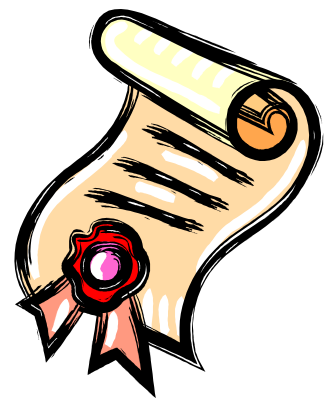
So attend the Chapter meeting on September 14 and learn from the expert!

Certification

It's the Perfect Time to Start Your Leap to Remarkable with CAP and OM Certification!

Apply today for the Certified Administrative Professional exam and the Organizational Management Specialty exam. Applications for the May 2012 exam are available online at <http://www.iaap-hq.org/certification>. The

San Jose Chapter is proud to support its members by providing a study materials lending library. For more information about certification or the lending library, contact Vicky Lara at vicky.lara@sbcglobal.net.



Ronni's Right



I believe that part of my job as Treasurer is to educate you, as members, on the management of your funds. As you well understand, my primary function is to protect and secure the treasury, disburse the funds according to the chapter-approved budget and account accurately for all revenue. In addition, I am required to keep you all informed as to the status of actual expenditures/income versus budget expenditures/income. I want to make it my personal goal to learn and then educate you during my tenure as your treasurer.

This month I want to explain "personal inurement." IAAP is recognized by the IRS as a 501(c)(6) nonprofit corporation. You might want to ask how this affects SJ Chapter. When considering funding an expense, the chapter cannot use its money with the intent of helping a certain member or specific group of members to personally profit. The key question that needs to be asked is whether "the expenditure of money will help the chapter fulfill its stated purpose as an organization—to become stronger, last longer, or be a viable force in the profession" (*IAAP Leader's Guide 2010*, Exhibit 5-1).

An example of inappropriate use of funds is recognizing a member's service to the chapter with money or an object of value which is out of

proportion to the actual service rendered. This is grey area because it is a subjective decision. A pin, small gift, or plaque, for example, would be more in keeping with acknowledging the effort. Then, we are not using the chapter money inappropriately.

I will admit this is a new concept for me, the board, chapter and IAAP. However, it is not new within the IRS code for nonprofits. There is greater scrutiny on this area for all nonprofit organizations.



**I plan to make "Ronni's Right" a regular column for our chapter newsletter, so feel free to contact me with any thoughts, questions and suggestions:
ronni.handley@gmail.com**

"I want to make it my personal goal to learn and then educate you during my tenure as your treasurer."

MILESTONES

1 year

Ida Dandridge
Nancy Girtin
Alexandera Rojas

2 years

Tracey Blair

3 years

Jeanette Anderson
Carolyn Etheridge

16 years

Lourdes Morales

NEW MEMBERS

Jean Gebler
Colleen Lane-Rafferty



Pathways to Excellence Program

It's great to see that in last year's Pathways to Excellence program the numbers were up from the previous year in each category.

The final tallies for 2010-2011 were:

Members of Excellence (MOE)
– 1,602 up from 1,488

Chapters of Excellence (COE)
– 212 up from 199

Divisions of Excellence (DOE)
– 25 up from 20

Using the end membership numbers for 6/30/2011 (21,487) the percentage of

MOE's is 7.5%

COE's is 42%

DOE's is 71%

More & more members, chapters & divisions are participating.

*Let's ALL work towards
REMARKABLE!*

Member of Excellence – Pathways to Excellence Program

As part of the IAAP Pathways to Excellence Recognition Program, the Member of Excellence Program is designed to raise your value as a career-minded administrative professional.

The Pathways to Excellence year coincides with the IAAP fiscal year of July 1, 2011, through June 30, 2012.

By completing 8 of the 11 Member of Excellence criteria, you will:

~Increase your competitive edge in the administrative field;

~Enhance your professional skills;

~Boost your earning potential;

~Gain the esteem of your employer and yourself as a committed administrative professional.

Getting started is easy!

Simply sign and date the 2011-12 Member of Excellence Commitment form. By completing this form, you will have already met 1 of the 8 necessary requirements. That's 1 down, 7 to go!

Request your commitment and tracking forms from Vicky Lara, 1st VP of Membership, at vicky.lara@sbcglobal.net; or pick up a form at September's chapter meeting.

LISTEN UP!

SAN JOSE

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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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