



*Billikin Chapter
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October 2011 issue

Greetings Billikin members –

October has arrived and with it a crispness to the air. I love fall with all of its color and being an Alaskan girl I don't mind temperatures in the 30's and 40's! If you look to the east we have termination dust on the mountains. We know that winter cannot be far behind and with that season Alaska has a special beauty and quietness to it.

Billikin Chapter has kicked off the 2011-2012 year with our first chapter meeting on September 8th with a webinar and information on the Member of Excellence Program. This program recognizes a member's commitment to continuing personal and professional development. I hope you will consider participating.

Our next chapter meeting is on Thursday, October 13th. Our program will be on Outlook 2010 presented by Heather Snead, CEOE, Executive Secretary to the CIO at the Anchorage School District. We hope you will join us.

I want to thank those members who have stepped forward to serve as elected members of the Executive Board this year: Patti Layou, CEOE – Vice President, Christina Fisch, CPS/CAP –

Secretary and Sharon Baker, CPS – Treasurer.

I would also like to congratulate Past President, Emily Arrowsmith, CAP who is serving the Washington-Alaska Division as Vice President and Rosella Young who is the Washington-Alaska Membership Committee Chair this year. Billikin Chapter is well represented on the division level.

This year's International theme is: ***MAKING THE LEAP TO REMARKABLE.*** The definition of remarkable – *worthy of being or likely to be noticed: unusual, extraordinary, noteworthy.* Each of us has the ability to be remarkable in some way. We all have special talents that make us unique and extraordinary. Do you have a skill or talent you would be willing to share with other members? Do you have suggestions for meetings, civic projects, or fundraising opportunities? If so I welcome your input. You can reach me via email:

[Thompson Sandra@asdk12.org](mailto:Thompson_Sandra@asdk12.org) or cell phone 529-5519.

I look forward to serving you this year as chapter president and hope you will join me on the journey!

Sandy Thompson, CPS
IAAP Billikin Chapter President



IAAP BILLIKIN CHAPTER 2011-2012 Business Plan

The following Business Plan has been approved by the Chapter Executive Board and was presented to the members at our September 8th meeting.

These are our goals/objectives for the upcoming year. The Board welcomes any feedback or suggestions that you may have.

Membership

- a. Increase communication through publication of a newsletter.
- b. Establish a membership recruitment and retention goal.
- c. Hold a recruitment program at least once a year (Open House).

Professional Development

- a. Encourage participation in the Certification programs available.
- b. Provide a broad range of educational and professional development programs at Chapter meetings.
- c. Organize and promote a professional development seminar/workshop during APW week to increase the chapter's visibility in the community and generate additional revenue.

Marketing/Public Relations

- a. Keep the chapter website updated and professional looking at all times.
- b. Increase the visibility of IAAP in the professional community through the use of calendar events in the Anchorage Daily News and

other professional publications locally.

- c. Provide information on IAAP to local colleges and school that offer programs in the secretarial/administrative professions.

HAPPY SEPTEMBER & OCTOBER
BIRTHDAYS!

Rosella Young	Sept. 5
Sandy Thompson, CPS	Sept. 15
Wendy Van Ryn, CPS	Sept. 18
Tonya Quiett	Oct. 7
Tressa Whitten	Oct. 10
Sharon Baker, CPS	Oct. 16
Wanda Peel, CPS/PLS	Oct. 18



HAPPY CHAPTER ANNIVERSARIES!

Joan Kulish, CPS/CAP
Laurie Larson
Wanda Peel, CPS/PLS

SEE'S CANDY FUNDRAISER

Billikin Chapter will continue to participate in the See's Candy fall/winter sale. Packets were distributed at the September 8th meeting or mailed to members who were not in attendance. Members will have two months to sell. Order forms and money are due back by November 10th. It is important for members to participate in this sale, as it is our main fundraiser for the year. Even if you don't come to the meetings regularly we encourage you pitch in and help support your chapter! If you have any questions or need additional forms you may contact Sharon Baker @ 562-1183. We will also have forms available on the website.

Administrative Tip of the Month -

Stop yourself before saying any of these words, which can make you sound noncommittal, undependable or untrustworthy:

1. **"Try".** Your intentions may be noble, but saying you'll "try" to do something, others may think you're just paying lip service.
2. **"I'll get back to you."**
Unfortunately, the phrase has turned into a stalling tactic. A better tactic: Specify when you'll be back in touch with the person.
3. **"We'll see."** This is most often used as a way to say "no". Instead, just be honest.

4. **"I guess . . ."** Tacking on this phrase gives the impression that you aren't sure of what you're talking about.

5. **"If."** For example, "If Bob finishes his part of the project, then I can do my part." Instead, assume a successful outcome.

-Adapted from "5 worst words to say at work," Sam Narisi, IT Manager Daily.

One-Minute Strategies

***Proofreading alert!** According to search engines Google and Yahoo, the most common misspellings in searches are not due to the difficulty of the word, but rather to sloppiness. Example: "Facebok" instead of "Facebook." Google estimates that between 10% and 20% of queries contain a misspelling.

***Reduce ink use and save money**
By changing your default e-mail font to Century Gothic, which requires 30% less ink than Arial. Ink accounts for about 60% of the cost of a printed page, according to the University of Wisconsin Green Bay's IT department.

***Avoid this grammar misstep:**
Some people use "i.e." to mean "for example." It actual means "namely" or "that is." It specifies what you're talking about. *Example:* "That great American holiday, i.e. Thanksgiving, is almost upon us."

-Administrative Professional Today

R&E Offering New Scholarship

The Research and Educational Foundation wants to help you grow your career! We're going to do that with the R&E's new 2012 EFAM Scholarship Program <<http://www.iaap-hq.org/about/refoundation>> . The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting Oct. 1, 2011 through Jan. 31, 2012. Visit the updated R&E Web page <<http://www.iaap-hq.org/about/refoundation>> to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E. Please join the R&E as we advance the careers of administrative professionals.

On-Demand Training

Are you looking for a convenient and affordable way to obtain training in an online environment? *The Office Professional* has launched On-Demand Training. Get access to more than 100 sessions, performed by industry experts, that cover many of the challenges faced

as an administrative professional. And, they're organized by topic to make it easy for you to quickly determine which ones fit your training needs.

To learn more about On-Demand Training, and to receive special IAAP pricing visit them online at: www.theofficeprofessional.com/ondemand-IAAP

Use these 3 R's to work smarter

When you are tackling a big project or critical deadline, stop every hour or two to:

1. **Review** what you've done. Is it ready to go or does it still need polish? Are you on, ahead of or behind schedule?
2. **Re-evaluate** your plan, if necessary. Do you need more resources? Do you need to involve a co-worker or ask for a deadline extension?
3. **Recharge** your batteries with a stretch, a beverage and a breath of fresh air. Spending too much time hunched over a keyboard or a stack of papers stresses mind and body.

-Administrative Professional Today



How many times have I said, I wish I knew then what I know now. Why didn't I plan better? I can retire next year, but where would I live? I have a 401K but due to the economic downturn, I am not sure I have enough to live on. I don't have a pension. It's funny. The people I have supported during my administrative career have the means to support themselves during retirement. What am I going to do...work forever?

If this sounds like you, there is help available. The Housing Subsidy for Admins in Need (HSAN) Program of the Retirement Trust Foundation is here for you. HSAN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. The next deadline is November 15th. Go to www.iaap-rtf.org for more information.

THE RTF STANDS READY TO HELP ADMINS IN NEED!

IAAP Billikin Chapter 2011-2012 Program Schedule:

September – Webinar: Member of Excellence

October – Outlook 2010

November – Office Ergonomics

December – Holiday Social

January – Getting Organized at the Office

February – Business Writing Tips and Chapter anniversary

March – Communication Skills

April - Emergency Preparedness for the Workplace (Open House meeting)

April – APW Seminar

May – Learning Styles and Election of 2011/2012 Officers

June – Installation of 2011/2012 Officers