



International Association of
Administrative ProfessionalsSM
Greater Roseville Chapter

GRC News Flash, Volume 9/10 Issue 1

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September/October, 2010

2010-2011 Meetings

2010

- July —Dark
- Aug 18—Microsoft Office 2007 Tips & Tricks
- Sept 15—An Administrative Professional through the Eyes of An Executive
- Oct 20—Communication 101
- Nov 17—Community Service Program and GRC's 9th Anniversary
- Dec—Dark

2011

- Jan 19—Project Management for Administrative Professionals
- Feb 16—Accelerating the Success of Your Project Team
- March 16— Writing Tips to be Right On
- April 20—Creating the Life of Your Dreams with Passion & Purpose
- May 18—Barriers to Communication
- June 15—Writing and Office Organization

Meetings May Change Without Notice

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President's Corner, by Linda Martin

Members, are you receiving my emails? I know our inboxes are overflowing, but there has been some very important information disseminated where we really would appreciate your input. Your ideas are what makes your Chapter grow, thrive, and **benefit you!** The **Strategic Plan** that your Board drafted was emailed to all members. Thanks to **Cheri Miller** for emailing back her comments. For her prompt responsiveness, she received an extra prize drawing ticket at our Oct. 20th meeting! After attendees made some suggestions, the Strategic Plan was slightly modified and then approved. The final version will be emailed to members and posted on our website soon.

Another important email that may have gotten overlooked is the one about **Box Tops for Education**. What a wonderful opportunity for GRC to provide community support and local involvement. In today's economic crisis that is causing

our children/grandchildren's education to suffer, here is an easy way for us to help. Additionally, there will be first and second prizes for the top box top donators. Win/Win situation!! Please check out the four EASY steps at this IAAP link: <http://boxtops.iaap-hq.org> and see the info below.

Here is what we need to do ... Let me know the following before our Nov. 17th meeting:

1. Which Roseville public school do you vote that we sponsor and why? (Please see this link: <http://www.localschooldirectory.com/city-schools/Roseville/CA.>)
2. To get our involvement in this easy program rocking and rolling, we need a Program Coordinator for our chapter. Are you interested?

Let's get started! We can MAKE A DIFFERENCE.

As we wrap up October, which is

Breast Cancer Awareness Month, I hope all ladies over the age of 40 have had their mammogram. If not, don't put it off. If not in October, then have it routinely done during your birthday month. That is the best gift you can give yourself!

Have you started your holiday shopping yet? If not, you won't want to miss our **Cookie Lee Jewelry Holiday Fundraiser** running now through Nov. 17th. If you need a catalog and order form to show friends, neighbors, co-workers, etc., please contact me. There will be a great selection of discounted, last-of-the-season pieces, as well as new creations at our Nov. 17 meeting. Holiday shopping made easy!!

Don't let the goblins getcha!

Linda S. Martin
IAAP Greater Roseville Chapter
President, 2010-2011
Member of Excellence 2009-2010

Division News!!

THE STIMILOUS PLAN IS BACK—The California Division of IAAP has approved the **2011 AEF/CDM Annual Conference Stimulus Plan**. This is a great way to pay for your conference on a monthly basis of \$50.

A \$50 down payment is due on **October 31**, and **MUST** be received by **November 5th** in order for the plan to be in effect. A payment of \$50 will be due on the 15th of November, December, January, February, March and April. The final payment will be due by **May 15** and the amount will be forthcoming.

Payments are to be sent to California Division Treasurer Cherylinn Nicklas at the address below. Cherylinn will keep a spreadsheet with each attendee's name and the check number they paid with.

It was a fantastic turn-out at the **September Leadership North Forum** with presentations about President and Treasurer offices. The live demonstration on membership report pulling was a BIG highlight.

Our California Division is striving to earn the **2010-2011 Division of Excellence Award**. There are categories they need to earn

which are dependent upon the chapter's.

To name a few:

- Percentage of chapters earning recertification points at their monthly meetings.
- Percentage of chapter members.
- Percentage of chapter members earning their CPS or CAP certification.

These are just a few item that we can assist with when achieving our Chapter of Excellence and Member of Excellence.

Educational Programs Add Value to Your Membership, by Linda Martin

Recognizing that our members are very busy people, we've structured our meetings so that the educational program is at the beginning of the evening (starts promptly at 6:00 p.m.). Then, if you need to leave before the "business" part of our meeting, you still gain the benefits of the educational piece.

If you weren't able to make our Sep. 15th meeting, you missed some eye opening revelations from my own employer, Dr. Kenneth A. Macias, Founder and Chairman of the Board of Macias Gini & O'Connell LLP. This very successful entrepreneur of a statewide CPA firm shared his views on what makes a great (and not so great) Administrative Professional. I emailed his presentation, "**An Administrative Professional**

through the Eyes of an Executive," to Chapter members, but you really had to be there to appreciate his candor and many excellent suggestions that were beyond the obvious.

Back by popular demand, John Lujan from Tag Team Motivation, Inc., presented "**Communication 101**" at our Oct. 20th meeting. John always delivers fresh ideas and presents his material in an entertaining manner, drawing from his own life experiences. Even for those who thought they really didn't need to hear one more thing about "communication skills," I guarantee they took away something new that they could apply to their personal and professional lives about listening, verbal, non-verbal and written communication.

Our Nov. 17th meeting will focus on our community support and celebrating our chapter's ninth anniversary, and we'll be "dark" in December as everyone prepares for the holidays. Then we'll be ready to kick off the new year with "**Project Management for Administrative Professionals**" at our Jan. 19th meeting. We hope one of your New Year's resolutions will be to get more out of your IAAP membership by attending more chapter events and programs. If there is a particular topic you'd like to see presented, just let me know. We're in the planning stages for GRC's next **Professional Development Seminar** (tentatively May 21, 2011), so we want to hear what subjects interest you.



Yankee Candles Fall Fundraiser
(Aug. 18 - Sept. 15)

Update
(at the November Meeting)



September/October Meetings' Updates, by Kathleen Smith

SEPTEMBER'S MEETING—An Administrative Professional through the Eyes of An Executive, by Dr. Ken Macias is the founder and Chairman of the Board of Macias Gini & O'Connell LLP (MGO). MGO is one of the fastest growing CPA firms in the nation, and is the largest Hispanic owned CPA firm in the country. Ken has 31 years of public accounting experience, and is recognized as one of the Top 100 CPAs in America. Hispanic Business magazine has recognized him as one of the 100 Most Influential Hispanics in the nation.

Dr. Macias will shared his insight on what it takes to be the right-hand person to a successful executive in a fast-paced environment. Topics covered were:

- What makes a great administrative professional?
- What qualities does an executive seek?
- What does an executive expect/want of an administrative professional?

- How to move up the administrative ladder.
- How to be more effective for your boss.
- War stories about good and not-so-good assistants.

OCTOBER'S MEETING—Communication 101, by John Lujan, President Tag Team Motivation, Inc. John Lujan is an avid communicator. His experiences and constant pursuit of principle based thinking and living has given him an open door to "Dream more, Learn more, Do More, and Become more." Starting the journey from a meager job, and below scale wage, he became a million dollar salesman and going on to start his own business. Communication is a valuable key to John's success. He has owned three businesses, and is currently the President of Tag Team Motivation, Inc.

John presented us with the four basics to communications:

1. Listening
2. Verbal
3. Non-verbal

4. Written
Each were covered in specific detail with examples that were useful to all in attendance. John wrapped up with the names and authors of some of the best communication books.

Kathleen Smith kicked-off our **Cookie Lee Holiday Fundraiser**. Sales are from October 21 through to November 17 (our monthly meeting night). If you would like a catalog for sales or to make a purchase, please call Kathleen at 916-223-2232.

Cookie Lee Jewelry Holiday Fundraiser
(Oct. 21 - Nov. 17)

Information And Details
(call 916-223-2232)

VIEW THE
FALL/WINTER
2010
CATALOG



VIEW >



Upcoming November Meeting, by Kathleen Smith

NOVEMBER'S MEETING IS FULL OF CARING AND SHARING—Miracle Toys Community Service Program. We will be donating new unwrapped toys to the Placer County "KidsFirst" receiving home and foster care program. These toys will be given as Holiday gifts to the children within the home and in the foster care program. Many of these children are over looked at the holidays due to their personal situation. Gather what you can between now and the November 17th meeting.

give us an update on the facility, programs, and children; and to answer any questions you may have regarding their programs.

We will also celebrate our **9th Anniversary as the Greater Roseville Chapter.** Our chronological history will be summarized.

Please bring a wrapped gift for our anniversary gift exchange, nothing more than \$10.

of you who participated in this event need to bring your complete sales orders and money to this meeting. Our wonderful Cookie Lee representative **Michelle Caruso** will be in attendance to collect everything and place the orders.

As a bonus, Michelle will have a display of jewelry at mark-down prices for the evening. Be sure to come early and be ready to do some holiday shopping before and after our meeting.

A representative from the receiving home will be present to

Cookie Lee Holiday Fundraiser Wrap-up will take place this evening as well, Those

Upcoming Events, by Kathleen Smith

NOVEMBER LEADERSHIP FORUM—Northern California Leadership Professional Development Forum is scheduled for November 13th. This next forum will provide presentations about Vice President and Secretary offices. There's always the great opportunity of networking and sharing of ideas.

and please RSVP by November 10 to Linda Martin.

GRC'S DECEMBER EVENT—Community Support Night at Claim Jumper's in Roseville. Don't cook, take a night off, and come on in to dine or pick up a to-go order on December 15th from 4:00 p.m. till 9:00 p.m. Claim Jumper will donate 15% of all pre-tax sales from our members and guests back to the Greater Roseville Chapter for our educational fund. Please

remember to share with your friends and family once all details are released.

Sometimes during the holiday you may receive a gift that just isn't you. No worries, the Greater Roseville Chapter would love for you to re-gift those items for their **2011 Annual Mardi Gras Bunko Fundraiser** in February 2011. Your items will make great prize drawings for the event.

The forum will be held at the Dublin San Ramon Services District Office, 7051 Dublin Blvd., Dublin. Remember we carpool,

Becoming The SuperCompetent Admin | Ask the Experts Podcast Series www.iaap-hq.org



Laura Stack, The Productivity Pro®, has just released a new book, **SuperCompetent: The Six Keys To Perform At Your Productive Best.**

that companies fight to get, fight to keep, nurture as team players, and see as future leaders in their business growth.

In this competitive economy, just being able to do your job is no longer enough, and competence is expected. To be successful in the business world and reach your full potential in life, it's not enough to be simply competent. Our modern, super-competitive world is full of opportunities for the go-getter, but to take advantage of them, it's essential to become "Super Competent." The SuperCompetent person is one

With Stack's Six Keys, you'll be able to consistently improve your performance, develop the confidence that will propel you forward, and achieve breakthrough results in your career:

1. **Activity:** the value and importance you place on your tasks
2. **Availability:** your mastery of your schedule
3. **Attention:** the capacity to focus intently and concentrate

- on your work
4. **Accessibility:** the ability to organize the inputs and outputs in your life
5. **Accountability:** the extent to which you take personal responsibility for your actions and outcomes
6. **Attitude:** your motivation, drive, and proactiveness

SuperCompetent will give you proven methods to reach your maximum potential and achieve breakthrough results.

Visit HQ's website at: <http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/Podcasts>.



NEWS RELEASE—OfficeTeam Salary Guide 2011!!

Annual Study Projects Little Change in Compensation for Office Support Positions —

MENLO PARK, Calif., Oct. 12—Base pay for administrative professionals across the United States is expected to remain consistent with 2010 levels, according to the just-released *OfficeTeam Salary Guide 2011* (www.officeteam.com/salarycenter). The average increase in starting salaries for all positions is **1.1 percent**, with slightly larger gains forecast in areas where demand has risen for support staff, such as customer service and healthcare.

OfficeTeam is a leading staffing service specializing in the placement of highly skilled administrative professionals. This is OfficeTeam's 16th year publishing its annual *Salary Guide*. The data in the *Salary Guide 2011* are national average starting salaries and based on an analysis of the thousands of job placements managed by the company's offices. The *Salary Guide 2011* is accompanied by the OfficeTeam Salary Center, featuring additional analysis on hiring and compensation trends, and the OfficeTeam Salary Calculator, which allows users to quickly determine the starting salary range for a specific position and location.

Other findings from the OfficeTeam Salary Guide 2011 include:

- Executive assistants can expect

starting salaries to rise an average of **3.4 percent**, to the range of \$35,750 to \$49,000.

- Base compensation for administrative assistants will increase **2.5 percent**, to \$26,500 to \$35,500 annually.
- Starting salaries for receptionists will decrease **0.5 percent**, to the range of \$21,000 to \$28,500 per year.
- Human resources assistants will see an average base compensation of \$26,750 to \$36,500, a **0.8 percent** increase over this year.
- Office clerks can expect starting salaries in the range of \$20,250 to \$26,500, a decrease of **1.1 percent**.
- Base compensation for customer service managers will be between \$35,750 and \$49,500, a **2.1 percent** increase.
- Starting salaries for medical executive assistants will be in the range of \$35,000 to \$47,250, an increase of **2.5 percent**.
- "Starting compensation in the administrative field is expected to remain at or near 2010 levels," said Robert Hosking, executive director of OfficeTeam. "However, salaries in some areas, such as healthcare and customer service, are seeing modest gains as companies look to bring in support staff with specific industry experience."

Skills and Attributes Sought
Businesses continue to seek intermediate to advanced proficiency in Microsoft Office

applications, including Word, Excel, Outlook and PowerPoint. Job candidates with expertise in Adobe Acrobat, Microsoft Access, database management software, enterprise resource planning (ERP) software, and monitoring of social media sites such as Facebook and LinkedIn also will be invaluable as administrative professionals take on responsibilities in new areas at companies.

Industry Trends Healthcare reform, an aging population and the move toward electronic medical records are creating growing demand for professionals in the healthcare field. In addition, the manufacturing and financial services industries will continue to expand and require additional support staff.

About the OfficeTeam Salary Guide 2011 All salaries listed in the *Salary Guide 2011* are national averages. Because compensation varies significantly by geographic market, the guide includes information to customize the data for more than 130 U.S. cities.

For years, companies have consulted the *Salary Guide* to determine appropriate compensation for administrative professionals at all levels. In addition, educational institutions and research entities such as the U.S. Department of Labor's Bureau of Labor Statistics have referenced the guide for the most comprehensive information on compensation and hiring.

Peanut Butter Banana Chip Breakfast Bars *Raley's Something Extra*

Healthy breakfast bars can be expensive. Try this recipe and save while having a great start to your day!

Ingredients:

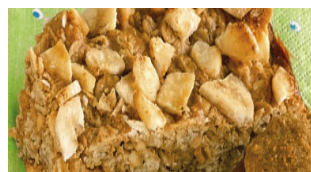
- 2 cups rolled oats
- 3/4 cup brown sugar
- 3.4 cup peanut butter
- 1/3 cup Smart Balance Buttery Spread or butter, softened
- 2 large eggs
- 1 tsp. vanilla extract
- 2/3 cup coarsely broken banana chips

Directions:

- ~Preheat oven to 375° and spray an 8-inch square baking dish with nonstick cooking spray.
- ~Stir together oats and brown sugar in a large mixing bowl.
- ~Add peanut butter, buttery spread, eggs, and vanilla; stir until well mixed. Spread mixture evenly into prepared pan.
- ~Sprinkle with banana chips and press into the surface. Bake for 20-25 minutes or until firm when pressed on the surface.

~Let cool and cut into squares. Wrap individually in plastic wrap. May be frozen.

Nutrition per serving: 290 calories, 9 g protein, 17 g total fat (4 g sat), 28 g carbohydrate, 3 g fiber, 12 g sugar, 40 mg cholesterol, 160 mg sodium.



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Specialized Administrative Staffing

About OfficeTeam

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has more than 320 locations worldwide and offers online job search services at

www.officeteam.com.

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