



International Association of
Administrative Professionals®
Greater Roseville Chapter

GRC News Flash, Volume 4, Issue 1

GRC News Flash, Volume 4 Issue 1

April, 2011

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—GRC Cocktail Reception "Invest in Yourself with IAAP" and Exercise Your Imagination with Passion & Purpose
- May —Do Temperaments Match?
- June 15—Writing and Office Organization

**Meetings May Change
Without Notice**

Inside this issue:

President's Corner	1
Division News!	1
Headquarters News!	2
OnDemand Training	2
April Meeting/Event Recap	3
Upcoming Meetings & Events	3
One-Minute Meeting Tip	3
Top Tips for Int'l Traveling	4
Adobe MAX 2011	5
How Meetings Support Jobs	5
Recipe of the Month	5
Did You Know?	6

President's Corner, by Linda Martin

Happy Administrative Professionals Week! As office professionals celebrate this week, it's a perfect time for renewing our passion and purpose, and taking pride in the career path we have chosen.

Many of us are pretty lucky to be in a position of wearing a lot of hats. Some may look at it as too stressful...I look at it as having a job that is never boring! Also, the more hats you wear, the more indispensable you are to your employer. So seize every new challenge as a stepping stone to your professional growth. For those of you in between jobs, stay positive and stay in touch with IAAP. It's amazing the leads that bubble up while networking and attending various functions.

If you didn't make it to our "special event" on April 20th, you missed a great time. GRC enjoyed hosting the complimentary wine reception with scrumptious appetizers, awesome speaker, guest vendors, and over a dozen fun prizes.

It was wonderful visiting with Greater Roseville Chapter members we haven't seen in a while and introducing potential new members to the advantages

of getting involved with IAAP.

As an early kickoff to Administrative Professionals 'Week' (April 24-30; April 27, Administrative Professionals 'Day'), the evening was all about how to "Invest in Yourself with IAAP." Judy Isaman motivated us with, "Exercising Your Imagination with Passion & Purpose." You wouldn't believe all the ideas we came up with on what you can do with a single paper clip!

GRC members also enlightened us with their own personal experiences. Bobbette Wells, CPS, spoke about, "What Obtaining My CPS Means to Me"; and Susan Robinette described the benefits she derives from her IAAP membership and, "Why You Should Invest in IAAP."

So while it was a more casual, social event than our typical meeting, it still was very educational and informative.

I hope you enjoy some well-deserved recognition during Administrative Professionals Week (flowers, lunch, or at least an extra pat on the back), but if your employer is forgetful, maybe this will at least make you smile ... "If you don't get everything you

want, think of the things you don't get that you don't want." —Oscar Wilde.

Linda

Linda S. Martin
IAAP Greater Roseville
Chapter President, 2009-2011

Member of Excellence 2009-2010

*Passion & Purpose -
Everyone Makes a Difference!*



Division News!

The California Division has opened a speaker's bureau on the Division's Website (www.iaap-ca.org)— thank you to Dot Raulston, CPS/CAP, for agreeing to be the spearhead for this project.

Please visit the division's website the next time you are looking for an excellent speaker or want to refer one to others.

Remember to mark your calendar now and plan on attending the **Annual Educational Forum/ California Division Meeting (AEF/CDM) in San Diego on June 10-12, 2011** you won't want to miss this great weekend and the exciting speakers they have in store for you. Simple, user-friendly online registration is available.

The Division is also gathering information for their exhibitors' expo, so please drop co-chair Sue Burk an email at cdmexhibitors@iaap-ca.org with some of your contacts who may want to participate in the exhibitors expo. She'll definitely appreciate it.

Headquarter News!

Administrative Professionals Day 2011—The 2011 Theme for Administrative Professionals Day® is: **This year, celebrate all office professionals.**

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone. **This year, celebrate all office professionals.**

About Administrative Professionals Week—Since 1952, the International Association of Administrative Professionals has honored office workers by

sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate

[activities](#) recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2011, **Administrative Professionals Week is April 24 -30** with Administrative Professionals Day on **Wednesday, April 27.**



ON-DEMAND TRAINING "The training you want, when you want it." By The Office Professional

Learn the skills you need—quickly—in a convenient and affordable online environment.

[Come visit us to preview our wide selection of topics](#) and sample some **FREE** sessions!

We at [The Office Professional](#) are keenly aware that it can be tough to find the time and money for quality training in the face of shrinking budgets. You have to be choosier than you'd like to be, picking only those options that are critical for your development needs.

To help make your choice a "no-brainer," the team at *The Office*

Professional has just launched **On-Demand Training**—our entire catalog of recorded audio conference sessions in an online format—for less than the price of one live session.

Get access to more than 100 sessions right now!

These sessions, performed by industry experts, cover many of the challenges you'll face 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 us online at www.theofficeprofessional.com/ondemand-IAAP.



PASSION &
PURPOSE
GREATER ROSEVILLE CHAPTER



April Meeting/Event Recap, by Kathleen Smith

GRC'S APRIL 2011 MEETING—"Invest in Yourself with IAAP!"—Our first ever cocktail reception was a big success. We networked, enjoyed complimentary appetizers and beverages. Our keynote speaker Judy Isaman, presented her workshop on "Exercising Your Imagination with Passion & Purpose."

Her interactive workshop assisted participants in uncovering their passion and how to bring it into play. This workshop definitely kept us all "thinking outside the paperclip" about innovation.

Thank you to our event vendors Boston Market and OfficeTeam for their participation, and a BIG thank you to Cattlemens

Restaurant Roseville for donating a "Dinner for Two" certificate (a \$50 value) and also to Jill Arnold, Balance*Beauty*Bliss for donating the evenings grand prize, a "One-Hour Body Massage."

Our chapter members mingled with over 20 guests. The meeting was a great success!

GRC's Nominating Committee presented the 2011-2012 Board of Officers slate. Nominations were also open to the floor; no one from the floor came forward. The slate is as follows:

- President, Linda Martin
- Vice President, Joy White-Keeler
- Secretary, Terry Barragan

- Treasurer, Kathleen Smith
- Committees to be filled are:
- Student Chapter
 - Retirement Trust Foundation

GRC'S "BOX TOPS" for Schools Community Program—Our chapter chose Roseville's *Cirby Elementary School* for its "Box Tops" program. Over the last four months, our chapter members collected 140 box tops totaling \$14.00 in educational points for the school to redeem.

Thank you to all who participated!



Upcoming Meetings and Events, by Kathleen Smith

GRC'S MAY MEETING EVENT—"Do Temperaments Match?" presented by Susan Robinette, GRC Member.

Many people think they know themselves well; however, they find out things about themselves by taking a test known as "The Keirsey Temperament Sorter," which brings out some rather interesting points.

Find out how compatible your personality is with your boss's and co-workers' in this interactive session on group dynamics.

GRC'S PROFESSIONAL DEVELOPMENT SEMINAR

— **Saturday, May 21st.** Join us for continental breakfast, networking, two awesome speakers, and lunch.

Speaker, Joanne Linden – Co-author of "Sitting on a File Cabinet, Naked, With a Gun"

topic #1: Recession Proof Your Job—How You Can Become Indispensable

topic #2: The Power of Networking

Speaker, Ronda Lawson – Trainer for Administrative Professionals

topic #1: Maximizing E-mail Effectiveness

topic #2: How to Excel as an Administrative Professional

WHERE:
Hawthorn Suites Sacramento, Hopkins Conference Room

TIME:
8.30 A.M. to 2:00 P.M.

COST:
\$25/GRC IAAP Members
\$35/IAAP Members
\$45/Non-members

Advance registration is preferred, and will earn you extra opportunity drawing tickets.

* Booking signing by author available.

"One-Minute Meeting Tip" - Todd Hunt, Business Humorist

Walk softly and carry a big honey pot

When discussing our Audio Visual estimate with the on-site company rep I asked, "Is that the best you can do?" He instantly said he appreciated my asking and not voicing outrage at the prices, and gave me 10% off.

In his follow-up email he offered another 10% "just because."

Ask (and show respect) and it shall be given!—**Thanks to Keri-Dawn Selinger of The Likeable Lawyer for this month's meeting tip!**

Business Humorist, **Todd Hunt** speaks to organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success.

His e-Letters are a resource sent at no charge to meeting professionals and provides tips and other valuable information.

If you are interested in receiving Todd's e-Letters, please call (773) 248-5790 or email ToddHunt91@aol.com.

You may also visit Todd's website at:
<http://www.toddhuntspeaker.com>



That old axiom is true, whether we're negotiating AV rates or anything else for our meetings.

Top Tips for International Meetings, by ConventionPlanit.com

It is no secret that planning an international meeting creates unique challenges—between language barriers and time zone changes, it can be difficult to communicate with a vendor, and don't even get us started on dealing with that pesky VAT!

We've compiled a list of our best advice to help your next international meeting a breeze:

1. Finding Vendors can be difficult if you are heading abroad, but you can keep things simple by following many of the same practices as a state-based meeting.

a. Start with who you know, and do **ask for recommendations** from colleagues and other suppliers.

b. **Work with the destination's National Tourism Organization**—specifically their satellite office or Representation Firm within the U.S. This will eliminate language barriers and time zone differences, which can often restrict phone conversations.

c. **Consult with Destination Management Companies** who can be your “eyes, ears and boots on the ground” in unfamiliar territory. Services provided (but not limited to) are fulltime support for all aspects of meeting and conference planning - including personal assistance with your destination selection, accommodations, inquiries, sourcing of support information and itinerary planning.

d. **Get references** (and check them) for vendors you are unfamiliar with. A reputable company will be eager to share these reviews with you.

e. Begin your destination research with [ConventionPlanit.com's](http://ConventionPlanit.com) wide selection of **international destinations** (and check out the feature on two of them in today's newsletter).

2. Understand the Value Added Tax policy (VAT) for the country you are visiting, which varies. VAT is the international version of sales tax in the U.S. and may also be referred to as

the IVA or GST, depending on the country.

a. Reference this [VAT chart](#) to **determine the percentage owed** and if it can be reclaimed.

b. **Confirm the VAT** with the DMC or bureau you are working with – some countries exempt or reduce the cost for meetings.

c. Work with a **VAT Reclaim Company** to handle reimbursements on expenses such as hotel rooms, food and beverage, venue rental, car hire, A/V services, and certain entertainment, all of which may qualify, depending upon the destination. Reclaim companies are experts at handling this confusing and complicated process.

3. Mastering Conversions no longer requires complicated mathematical equations, thanks to a little help from technology. Take advantage of these various websites and Smart Phone applications for some of the most common conversions:

a. **Language Translation**

i. Ideally, you or someone on your event staff will be fluent in the language you are visiting.

ii. Establish a language for written and verbal communication early on with the NTO or DMC. You will find that English is the language most commonly used for Contracts.

iii. If needed, [Google](#) offers this easy translation program.

b. **Currency Exchange**

i. Our personal *favorite website* for currency exchange is x-rates.com. It is incredibly easy to plug information into, and the website even provides current exchange trends.

ii. *Smart phone apps* for currency exchange are helpful for on-the-go, like [XE Currency](#). Make sure the app can function offline, as you may accrue roaming fees for connecting in another country.

c. **Time Zones**

i. [The World Clock Meeting](#)

[Planner](#) tool from TimeandDate.com allows users to enter multiple cities to arrange a convenient meeting time. The website also offers a time zone converter (what time is it in Paris if it is 2:30 PM in New York) and an application for your Smart Phone, which can be [downloaded here](#).

ii. [World Time Zone Map](#) shows a color-coded map of the world with the current time of day conveniently listed.

d. **Metric Conversions**

i. Use a website like EscapeArtist.com to ensure the venue can accommodate the amount of space (in square feet!) you require for your meeting.

ii. [Google](#) allows users to convert metrics straight from their homepage by entering convert x square feet into meters.

4. Crisis Prevention is important for any meeting, and the same [checklists](#) still apply – with a few additions.

a. Stay abreast of current *travel warnings* issued by the [U.S. Department of State](#) when selecting a destination and again before departing for your meeting.

b. **Register** with the U.S. State Department. It allows you to record your trip information so the government can help you and your family in case of an emergency.

c. Ensure all attendees are aware of **passport, visa and medical requirements** for the destination.

d. Consult our detailed list of [international travel safety tips](#) for more ways to keep you and your **attendees' safe** while in a foreign country.

5. For more in depth information on all things international, head to the [Global Meetings](#) section of ConventionPlanit.com!



IAAP headquarters

website:
www.iaap-hq.org

California Division website:
www.iaap-ca.org

Greater Roseville Chapter
www.iaap-roseville.com

TO CONTRIBUTE
ARTICLES OR
SUGGESTIONS TO
THE GRC NEWS FLASH,
CONTACT:
Kathleen Smith
laap.ksmith@gmail.com



International Association of
Administrative Professionals®
Greater Roseville Chapter

**2010-2011
GRC Board**

**President
Linda Martin**

**VP Membership
Joy White-Keeler**

**Secretary
Linda Cook, CPS**

**Treasurer
Theresa Souza**



Adobe MAX 2011, by Kathleen Smith

**Adobe MAX 2011
October 1-5
Los Angeles, California**

Adobe MAX is the 'Don't Miss' event for designers, developers, educators and business decision makers — the perfect opportunity to learn and get inspired from renowned speakers from around the world. Hear what industry luminaries Simone Legno, Ken Martin, and Evan Spiridellis say about why you should attend MAX. Or view Adobe MAX 2010 keynotes and sessions via MAX Online. (<http://2010.max.adobe.com/online/>).

Learn the latest techniques and technologies for architecting, building, and deploying next-generation multiscreen applications.

CONNECT—Be among the leading innovators of the Adobe community as we set the course for the next generation of digital experiences.

DISCOVER—Learn from industry leaders and Adobe experts and see the hottest Adobe products in action, including Adobe® Creative Suite® 5 Web Premium software.

INSPIRE—Join the electrifying conversations and exchanges that unfold when thousands of the most creative minds gather in one place.



How Meetings Support 1.7 Million Jobs, by Anna Huddleston, Cvent

The meetings industry is worth \$265 billion in direct and \$907 billion in total indirect spending to the U.S. economy, and directly supports 1.7 million jobs, according to a comprehensive new report by the Convention Industry Council.

The study, completed by PricewaterhouseCoopers, was commissioned by 14 industry groups, including the American Hotel & Lodging Association, ASAE, Convention Industry Council, Destination Marketing Association International, Meeting Professionals International Foundation, Professional Convention Management Association and U.S. Travel Association.

The analysis shows there were 1.8 million events held in the US in 2009, with corporate business meetings accounting for 1.2 million (71 per cent) of the total, conventions 269,000 (15 per cent), incentives 66,000 (4 per cent) and trade shows 10,700 (1 per cent).

“Meetings are how business gets done in virtually every state, city and town in America,” said Karen Kotowski, Executive Director of the Convention Industry Council, the trade organization which unites the meetings sector and educates the public on its economic impact. “They are the very definition of working together and are essential to help win our future.”

Check out the entire The Economic Significance of Meetings to the U.S. Economy study and find the best venue for your next meeting at (<http://www.cvent.com/en/venues/>).



Quick Vegetable Dip, Safeway Select (Sunset Publishing)

Just two ingredients go into this creamy herb dip. Serve it as a dunk for cherry tomatoes, baby carrots, radishes, red and yellow bell pepper slices, and celery.

Makes 1 1/3 cups (about 10 servings) in about 5 minutes for

the dip and 10 minutes for the vegetables.

Ingredients:

- 1 package (4 oz) reduced-fat garlic and herb cheese spread
- 1 cup light sour cream

Directions:

Combine cheese spread and sour cream in a medium-size bowl; mix with a spoon until well blended.

Nutrition per serving: 58 calories, 2g carbohydrate, 4g fat, 3g protein, 12mg cholesterol, 77mg sodium

DID YOU KNOW?—Thirty-four who dared to push the envelope with passion & purpose

600 B.C. to 200 B.C.—Tribes of statuesque women (and men) roam the Eurasian steppes. The fearsome Amazons of myth? Not exactly. But archeological evidence suggests that among these nomads, the women were the warriors.

CIRCA 39—Dynamic sister duo Trung Trac and Trung Nhi amass a Vietnamese army in a revolt against Chinese rule. For four years, they lead the rebellion.

CIRCA 395—Fabiola, a Roman aristocrat whose divorce and subsequent remarriage were condemned by Christian society, founds a hospital for the poor and other outcasts of her city. It's likely one of the first hospitals in the Western world.

CIRCA 1001—Murasaki Shikibu begins writing *The Tale of Genji*, an epic portrait of court life (twice as long as *War and Peace*), considered by many to be the greatest masterpiece of Japanese literature and possibly the world's first novel.

1429—Peasant girl Joan of Arc commands the French army in a series of victorious battles to liberate her homeland from the English; she is burned at the stake for her trouble.

CIRCA 1579—Grace O'Mailey, a swashbuckling Irish pirate known for raiding ships, fights off an English government expedition sent to stop her.

CIRCA 1613—In her graphically violent painting *Judith Slaying Holofernes*, Italian artist Artemisia Gentileschi slays the ideal of submissive womanhood: Her heroine is fierce, powerful, and ruthless.

1777—Teenager Sybil Ludington rides all night long through a storm to alert the 400 men in her father's militia that the redcoats are coming. She's called the female Paul Revere—but Paul rode with two of his buddies. And he was captured by the British.

1805—Sacagawea joins Lewis and Clark as their expedition's interpreter, traveling thousands of miles across the Rockies with her newborn baby strapped to her back. Who says life ends when you have kids?

1814—As the British torch Washington, D.C., First Lady Dolley Madison remains in the White House long enough to rescue historic valuables—running out moments before the soldiers charged in.

1862—Sarah Rosetta Wakeman, just 19 and dressed as a man, enlists in the Union Army. In a letter home, she assures: "I don't fear the rebel bullets nor I don't fear the cannon."

1867—Ida Lewis rescues three drowning men from wind-whipped swells in Newport Harbor. Then she rows back to save their sheep. Ida later became the country's first female lighthouse keeper.

1872—Victoria Claflin Woodhull becomes the first woman to run for president. A colorful candidate, she advocates for free love.

1906—Madam C.J. Walker hawks shampoos and serums door-to-door. The orphaned daughter of former slaves, she became one of America's wealthiest businesswomen.

1912—Astronomer Henrietta Swan Leavitt discovers the period-luminosity relationship (later used to calculate the distances between Earth and the stars).

1914—Barnstorming adrenaline junkie Georgia "Tiny" Broadwick makes the first-ever free fall from a plane.

1916—In a tenement neighborhood in Brooklyn, Margaret Sanger opens the doors of the country's first birth control clinic. Outside at least 150 women are waiting.

1916—Movie star Mary Pickford insists on becoming her own producer. America's Sweetheart is no sucker.

1937—Amelia Earhart disappears on the ultimate adventure—her attempt to fly around the globe. In a note to her husband, she explains: "I want to do it because I want to do it."

1938—Anna Mary Robertson Moses sells her first paintings, at age 78. Known as "Grandmas" Moses, she continued to paint for another 23 years, becoming one of the century's most renowned folk artists.

1941—Protofeminist superhero Wonder Woman first appears in a comic book, fighting off Fascists in star-spangled hot pants.

1946—Super-geekette Dorothy Hodgkin cracks penicillin's chemical makeup with an X-ray crystallographer. (Eighteen years later she earns the Nobel Prize.)

1953—Jackie Cochran flies an F-86 Sabre jet through the sound barrier. She learned to fly so she could travel around selling cosmetics, but it turns out trashing speed records is a lot more fun.

1959—On the edge of the Serengeti Plain, Mary Leakey digs up and pieces together a 1.7-million-year-old hominid skull, one of the most important finds in the history of archeology.

1960—At the Rome Olympics, Wilma Rudolph—once partially paralyzed by polio—earns three gold medals in track and field, the first American woman to do so.

1963—Soviet cosmonaut Valentina Tereshkova becomes the first female to fly a spacecraft around the globe.

1967—Kathrine Switzer dares to run the all-male Boston Marathon, while an irate race official chases her.

1981—Alexa Canady becomes the first black female neurosurgeon in the United States.

1985—Just 175 miles from the Iditarod finish line, Libby Riddles heads into a blizzard when other mushers opt to stay in camp; this gives her a six-hour lead and, ultimately, the win.

1989—Performance artist Karen Finley smears her body with chocolate to illustrate that women are treated like, you know, dirt. The National Endowment for the Arts rescinds her funding, but she ultimately gets it back.

2005—Roz Savage quits her corporate job, leaves her unraveling marriage, and rows across the Atlantic by herself. Midlife crisis averted.

2008—Sandra Andersen a barista at a Starbucks in Tacoma, Washington, learns that one of her customers needs a kidney to live. So she gives the woman hers.

2009—Navigator Ann Daniels leads the Catlin Arctic Survey, a 74-day journey from the Arctic Ocean to the North Pole to measure the thickness of sea ice.

~~~~~  
**DREAM IT, DO IT!**—Maybe you'd love to live abroad, write a memoir, or bike across the country— or maybe you're still getting in touch with your inner thrill-seeker.

Here are some suggestions to help you expand your horizons:

- Living an Expat Life
- Competing in a Triathlon
- Earning Your CPS/CAP
- Hiking the Appalachian Trail
- Owning a Business
- Writing Your Story
- Joining an Archaeological Dig
- Traveling Cross-Country
- Being a Great Hostess
- Going on Safari
- Mentoring a New IAAP Member