



GRC News Flash, Volume 10, Issue 1

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October, 2011

2011-2012 Meetings

2011

- July—Dark
- Aug 17—Social Media Presence: Building Your Online Professional Social Media Presence
- Sept 21—Today's ABC's of Professionalism
- Oct 19—Let's Talk Business
- Nov 16—Workplace Violence
- Dec—Dark

2012

- Jan 19—Simple Marketing
- Feb 15—Basic Accounting
- March 21—Ten Barriers to Communication
- April 18—GRC Cocktail Reception "Be Remarkable with IAAP" and "The Many Hats of an Administrative Professional"
- May 16—Administrative Session
- June 20—Negotiating Contracts

Meetings May Change Without Notice

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President's Corner, by Linda Martin

Do you love tricks or treats? Well, I must confess our presentation at our Chapter training meeting this month was quite a treat. When I heard that the topic was, "Let's Talk Business" and would cover how and why we need to become culturally aware, I wasn't sure what to expect. I didn't really think it would be that applicable to me. Wow, I couldn't have been more wrong. Judy Isaman, Principal of JGI Consulting and a certified Human Capital Strategist, presented her information in a fun way with a little team competition. More importantly, she opened our eyes to the value and **necessity** of being more knowledgeable of the customs and business practices of other countries. As companies compete in a global environment, our work places become culturally diverse. This diversity

brings new ideas, but it also creates the need for us to become culturally aware.

Cheri Miller, Kathleen Smith and I attended our first **Job Fair** at Heald College in Roseville this month to promote IAAP and attract potential new members. Heald Roseville has evolved into a leading career college that offers a range of programs in the Healthcare, Business, Legal and Technology fields. We were thrilled to have so many students approach our table to find out about IAAP. Of course, many hoped that we were an employer; but as we explained the benefits IAAP can offer them, they seemed genuinely interested. We enjoyed meeting these students and hope to see some of them at future meetings.

May you take time to enjoy all the

beautiful colors of autumn as we near the end of another remarkable year. We hope to see many of you at our Nov. 16th meeting as **GRC celebrates its 10th anniversary!** Look for additional details in our newsletter or on our website. If you're not already receiving our Evites, please let me know and we'll add you to the list. Gotta run now and get ready for all the little goblins!

"If you aren't fired with enthusiasm, you will be fired with enthusiasm."
~Vince Lombardi

Linda

*Linda S. Martin
IAAP Greater Roseville Chapter
President, 2009-2012
Member of Excellence 2009-2011
"Making the Leap to Remarkable - Step Up, Think Big and Lead the Way."*

CA Division News

Stimulus Plan for 2012 AEF/CDM--The Division Board is again offering the Stimulus Plan to assist members in attending AEF/CDM in San Mateo.

A \$50 down payment is due on October 31 (confirmation email will be sent out), and **MUST** be received by November 5 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. Each monthly payment must be paid for by check or money order and mailed to California Division Treasurer Cherylinn Nicklas. The details and enrollment form for the stimulus plan are posted on the front page of the California Division website, www.iaap-ca.org. You can contact

Treasurer Nicklas at cherylinnicklas@gmail.com if you have questions.

Professional Development & Networking Forums (PDNF)--

These programs are designed to provide chapter boards and members information on how the division works with you and for you. We encourage all members to attend and bring your questions, concerns and suggestions.

The PDNF meeting on September 10 in Northern California was a great success. President Elect Murphy Jones, CPS/CAP, walked us through how a chapter board manual is built, along with suggestions for new member binders and current member binders. Vice President Barbara Rambow, CPS/CAP, presented an update on the Pathways to Excellence program. It was very encouraging to see that most of

the attendees were working on the MoE with many already meeting at least 4 of the minimum 8 criteria. Division President Debra Burruss, CPS/CAP facilitated a lively discussion to help chapters understand the sometimes complicated rules of fundraising. This discussion really got the juices flowing for this "golden opportunity" to bring IAAP to the forefront in the minds of local businesses and admins everywhere.

Fundraising is a hot topic among chapters these days. A couple of examples of chapters thinking big to bring in funds include:

~Orange Empire Chapter sells a first aid and emergency preparedness kit and Bates Nuts. But OEC doesn't stop there...they are out in their community participating in the City of Orange Treats in the Streets Autumn Festival (10/27) and City of Orange Tree Lighting Ceremony (12/4).

HQ News!

Nominations For International Office or Retirement Trust Foundation Trustee, by Mary Ramsay-Drow, CPS/CAP, Chairman Committee on Nominations

This correspondence includes links to forms and procedures for nominations to International Office or Retirement Trust Foundation Trustee. Individuals are required to **submit** all forms **via e-mail**. The Committee on Nominations Chairman will confirm receipt of any nomination within three business days.

The following documents may be downloaded from the [Call for Nominations](#), in the IAAP web community document library:

- Official Notice for International Office
- International Office Candidate Application
- Official Notice for Retirement Trust Foundation Trustee
- Retirement Trust Foundation

Trustee Candidate Application Nomination forms are to be

completed and sent via e-mail to the Chairman of the Committee on Nominations, the Executive Director and the respective chapter, division or affiliate president for acknowledgement of nomination. **Note:** for International Office candidates the IAAP International Bylaws and Standing Rules state that any chapter or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office and must do so prior to January 15, 2012. Any division, by a vote of its board of directors, may nominate only one of its qualified division members-at-large as a candidate for international office and must do so prior to January 15, 2012.

The application must be received **by e-mail no later than 5:00 p.m. CST January 15, 2012.**

Candidates may not conduct an educational workshop at the 2012 IAAP International Education Forum and Annual Meeting. Candidates may not serve as a 2012 annual meeting coordinator

or co-coordinator. After election, members of the International Board of Directors are required to sign and adhere to the following document: International Board of Directors Code of Ethics. After election, all Retirement Trust Foundation Trustees are required to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

All nomination submissions will be reviewed by the committee after the deadline of January 15, 2012. **Applications found to be incomplete will be disqualified.** Candidates will be informed by February 1, 2012, of acceptance or non-acceptance of candidacy.

Committee on Nominations Chairman e-mail: mrdrow@iaap-hq.org

Executive Director e-mail: executivedirector@iaap-hq.org



International Association of
Administrative Professionals®

IAAP headquarters website:
www.iaap-hq.org

California Division website:
www.iaap-ca.org

Greater Roseville Chapter
www.iaap-roseville.com

October/November—GRC/IAAP Activities

GRC's OCTOBER (10/19) Training/Meeting—"Let's Talk Business" by Judy Isaman, MSOD, JGI Consulting .

Judy Isaman, Principal of JGI Consulting, is a certified Human Capital Strategist. She also has a undergraduate degree in e-business and a master's degree in organization development. Judy has been recognized as an Intel Corporation high performing instructor and received an Intel WOW'EM honorable mention for her global cultural diversity awareness game, "Let's Talk Business."

Judy really wowed us with the do's and don'ts of international business customs. The audience was teamed up for a fun yet informative competition; earning "Visas" for providing the correct response.

The meeting location, Woody's Grill was again very nice and the food was great.

GRC's Fall Yankee Candles Fundraiser profits \$192.65!—

Linda Martin was our top sales person; selling a total of \$288 worth of candle products. Kathleen Smith was our next top sales person; selling to the most customers. Each lady received a gift card for their **REMARKABLE** efforts.

GRC's Upcoming NOVEMBER (11/16) Training/Meeting—"Office Place Violence" by Roseville Police Department Representative

The Roseville Police Department has graciously donated a representative to teach us to identify any RED flag situations before they escalate and what to do and how to handle them.

GRC's 10th Anniversary!--Chartered in November, 2001, with 22 members (see page 5).

GRC's membership has two chartered members: Diane Germond and Kathleen Smith.

In celebration, please bring a wrapped gift valued at no more than \$10 for a gift exchange. Guests are welcomed to join in also.

Happy Anniversary Greater Roseville Chapter of IAAP!

GRC's Holiday Community Service Program "Miracle Toys" for the Placer County Children's Emergency Shelter.

GRC's members are asked to donate a new unwrapped toy, book, game, etc. to assist the shelter in providing meaningful opportunities for children up to 18 years old.

MEETING REMINDERS:

- Box Tops For Education
- Business Clothes for W.E.A.V.E.
- Loose Change for RTF



International Association of
Administrative Professionals®
Greater Roseville Chapter



Simply Hired Newsletter Job Search Made Simple

Seasonal Jobs 2011 – Companies Hiring for the Holidays - featured article

Each year, seasonal hiring begins in October and continues through December to account for the holiday business boom. Hiring for the 2011 holiday season is expected to remain the same or lower than last year. Despite this, there are still a number of companies looking to bring on thousands of workers for the holiday season--and some of these part-time positions could turn into full-time jobs early next year.

Whether you're looking for a little extra spending money this holiday season, another source of income to pay the bills, or you're looking for a part-time job that could turn into a full-time gig, now is the time to start looking for [seasonal jobs](#).

Each year, seasonal hiring begins in October and continues through the end of the year to account for the holiday shopping rush. According to [Challenger, Gray & Christmas](#), a global outplacement consultancy, hiring

for the 2011 holiday season is expected to remain the same or lower than last year, when employers brought on 627,600 temporary workers.

There are seasonal jobs out there, though there may be more competition this year. If you're looking to make some cash this holiday season, consider submitting your applications early.

We've put together a list of companies we know are looking to bring on extra help for the holidays:

[UPS](#)

Number of job listings: 1,000+
Location: Nationwide
Types of seasonal positions: Package handlers, delivery drivers

[AT&T](#)

Number of job listings: 2,500+
Location: Nationwide
Types of seasonal positions: Customer service representatives, store managers

[Target](#)

Number of job listings: 4,500+
Location: Nationwide
Types of seasonal positions: Distribution center workers, store team members

[Best Buy](#)

Number of job listings: 11,500+
Location: Nationwide
Types of seasonal positions: Store managers, sales leads, Geek Squad techs

[Avon](#)

Number of job listings: 1,000+
Location: Nationwide
Types of seasonal positions: Sales representatives

[NCH Healthcare System](#)

Number of job listings: 100+
Location: Florida
Types of seasonal positions: Registered nurses, physical therapists

*Employers may hire multiple employees per job listing.

Read more on the Simply Hired Blog: http://blog.simplyhired.com/2011/10/seasonal-jobs-2011-companies-hiring-for-the-holidays.html?utm_source=newsletter&utm_medium=email&utm_campaign=oct4#ixzz1belcgObo

Three Tips For The Administrative Assistant, By Mark Ragan

How To Control Your Emotions Around The Office:--To all of you who deal daily with angry customers, stressed-out co-workers and office cranks, let me say that I feel your pain. Very few people realize that it's the secretary and the office professional that bear the brunt of the tension caused by today's horrible economy.

People are stressed beyond capacity, and they often take it out on the administrative assistant. Why is this? Why are office professionals the targets of rage? The answer is simple: You often represent the senior manager or boss. By yelling at you, the stressed out employee releases stress. So here are three tips for administrative assistants who want to deal with stress by controlling their own emotions:

~**Anger and emotion are contagious.** If a stressed out employee uses angry gestures and voice, be aware that her emotion can incite similar feelings in you. It helps to just understand that emotions can "go viral." Just realizing this it will help you control your emotions.

~**Some people want to upset you.** They are the whiners. The chronic complainers. The miserable people who get satisfaction from upsetting others. Don't let them win. Here's a way to remember this advice: If you "give them a piece of your mind," you are actually losing.

~**Here's a trick one of my administrative friends uses** when someone angrily confronts her: She imagines that other colleagues in the office are watching and waiting to see how

she reacts. This actually calms her down and helps her stay focused on controlling her own emotion.

Finally, we have all witnessed eruptions at work, right? Let me ask all you administrative assistants, office professionals and secretaries: When you see someone blow up at a colleague, who do you admire more? The person keeping their cool or the complainer? I thought so. Good luck.

UPCOMING WEBINARS

[Energize the most powerful communication—leader and manager communication](#)

Thursday, November 3, 2011
2-3:15 p.m. Central
[Become a Powerful and Productive Meeting Leader](#)

Thursday, November 10, 2011
2:00 - 3:15 p.m. Central Standard Time

Office Tips by Kathleen Smith, GRC Treasurer

Chores/Tasks or Messages You're Not To Forget--

There are a couple of ways to deal with these. You can put a message on your Outlook or Brought Forward File with a date to come back to you.

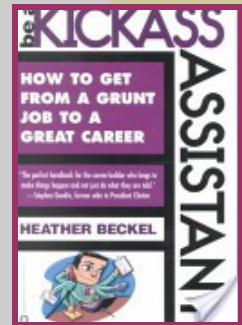
Another way is to get yourself [WORDWARE PIM](#) - a Personal Information Manager (PIM) so you can have your own address

book and telephone directory at your fingertips. It's a one-click quick and easy access to your contacts. You'll love it!

You may also like to remind yourself of a meeting or a deadline or something of this nature, by using your e-mail calendar and bookmarking a date with a reminder message. Then on the appropriate date, a

message will appear to remind you.

If you want more tips and tricks about the secretarial profession read [How to be a Kickass Assistant](#) - it's been very well reviewed by all who have purchased it. I found it on Amazon for \$16.24.



Two Special Holiday Recipes from Season's Best Recipe Collection

Spiced Pumpkin Tartlets--

Guests will revel in these miniature mousse tarts, delicately spiced.

Preheat Oven: 400°
Yield: 24 tartlets

Ingredients:

1 package (15 oz.) refrigerated pie crusts (2 crusts)
1 can (15 oz.) solid pack pumpkin
2 cups thawed, frozen whipped topping
1 teaspoon Pumpkin pie spice
1 package (3.4 oz.) cheesecake instant pudding and pie filling
Powdered sugar (optional)
1/4 cup pecans, chopped
1 small orange (optional)

Instructions:

~Allow pie crusts to stand at room temperature 15 minutes. Roll 1 crust into a 12-inch circle using lightly floured roller. Using a tumbler or scalloped bread tube, cut out 12 pastry pieces (9 from outer edge and 3 from center of pastry circle); press 1 into each cup of muffin pan using mini tart shaper. Prick bottom of pastry with pastry tool. Bake 14-18 minutes or until golden brown. Let stand 5 minutes. Remove tart shells from pan to cooling rack; cool completely. Repeat with remaining crust to make 24 tart shells.

~Meanwhile, combine pumpkin, whipped topping and spice in bowl; whisk until smooth. Add pudding mix; whisk until smooth and thickened. Refrigerate until ready to use.

~Lightly sprinkle tart shells with powdered sugar, if desired. Using cake decorator, fill with pumpkin

mixture. Pipe into tart shells. Chop pecans, sprinkle over tartlets. Zest orange and sprinkle over tartlets, if desired.

Nutrients per serving (1 tartlet): 120 calories, 6g total fat, 3g saturated fat, less than 5mg cholesterol, 15g carbohydrate, 1g protein, 120mg sodium, less than 1g fiber.

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### Turkey Cranberry Wreath--

Leftover Thanksgiving turkey? Create this impressive wreath featuring a warm, cranberry-studded turkey filling.

Preheat Oven: 375°  
Yield: 10 servings

#### Ingredients:

2 packages (8 oz. each) refrigerated crescent rolls  
1/2 cup mayonnaise  
2 tablespoons honey Dijon mustard  
1/2 teaspoon coarsely ground black pepper  
2 cups (12 oz.) chopped cooked turkey  
1/2 cup sliced celery  
3 tablespoons snipped fresh parsley  
1/2 cup sweetened dried cranberries  
1 cup (4 oz.) shredded Swiss cheese  
1/4 cup walnuts, coarsely chopped  
1 egg

#### Instructions:

~Unroll crescent dough; separate into 16 triangles. With wide ends of triangles toward the center, arrange 8 triangles in a circle on a

large round stone or pizza sheet. Corners of wide ends will touch and points will extend 1 inch beyond edge of baking stone. Arrange remaining 8 triangles in center, matching wide ends. Seal seams using a roller. Note: Points will overlap in center, do not seal. ~Place mayonnaise, mustard and black pepper in mixing bowl. Chop turkey. Slice celery. Snip parsley. Add turkey, celery, parsley and cranberries to mixing bowl. Grate cheese into bowl. Mix filling. Scoop filling over seams of dough, forming a circle

~Coarsely chop walnuts; sprinkle over filling. Beginning in center, lift one dough triangle across filling mixture. Continue alternating with each triangle, slightly overlapping to form wreath. Tuck last end under first.

~Separate egg over a small bowl. Discard yolk or set aside for another use. Lightly beat egg white; brush over dough. Bake 25-30 minutes or until golden brown.

*Nutrients per serving: 390 calories, 25g total fat, 6g saturated fat, 40mg cholesterol, 24g carbohydrate, 16g protein, 550mg sodium, less than 1g fiber.*



Spiced Pumpkin Tartlets



Turkey Cranberry Wreath



2011-2012  
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October 1, 2011

Greater Roseville Chapter/Roseville, CA – 553355

Dear Members:

On behalf of the Board of Directors, warmest congratulations to the members of Greater Roseville Chapter of the International Association of Administrative Professionals, on the celebration of your 10th anniversary.

Your chapter has witnessed great changes in our Association since November 2001, and has been a part of shaping the ever-evolving role of the administrative professional over the years.

In this *Making the Leap to Remarkable* year, your enthusiasm, dedication and commitment are essential for the ongoing success of IAAP. Chapters such as yours are beacons for all our chapters, and are true testaments to the enriching value of IAAP.

My very best wishes to you as you celebrate this special anniversary.

Sincerely,

Tamra Goodall, CPS/CAP  
International President

TG/as

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

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You are invited to come to the  
California Annual Division Meeting  
June 8-10, 2012

Where: San Mateo Marriott  
1770 South Amphlett Blvd  
San Mateo, CA 94402

Room Price: \$99/night

**Bonuses:**

- Free shuttle to and from the airport  
10 minute south of the airport
- Free parking for attendees
- Discounted breakfast
- And best of all, the beautiful weather

