



# The Maple Leaf Maple Chapter IAAP Goshen, Indiana



### Special points of interest:

- Executive Night Details
- Fundraiser Information
- International Convention Delegate's Report
- Education Spot
- Maple Chapter Attendance Contest

### INSIDE THIS ISSUE:

Int'l & Division Updates	2
Committee Updates	3
Attendance Contest	3
New Member Spotlight	4
Computer Tips	4
Reminders	5
Education Spot	6
Int'l Delegate's Report	7-13

## President's Message

Welcome back, Maple Chapter members! I hope each of you had an enjoyable summer.

Special thanks to those members who participated in Leadership Conference held on August 26. It was a successful event and Maple Chapter was a huge part of that success. Thanks for your donations of breakfast items and your time.

We have an exciting year ahead of us as we help International in "Shaping the Future"; Indiana Division "Building our Future" and our own Maple Chapter as we "Embrace the Vision" of IAAP.

Remember, Maple Chapter has goals of

Commitment and Growth in 2006-2007. I look forward to working with your Chapter Board as well as each member as we strive to grow, personally, professionally and in chapter membership.

Gloria Moser from Mapletonics will present the educational program at our first Chapter meeting on September 21st. We can all use additional computer training, so mark your calendars to attend and remember to bring a guest.

I've emailed each of you a Maple Chapter "flyer". Be sure to forward it to any and all admins you know. What any easy way to



alert admins that Maple Chapter is here for them and ready to begin a new year. In addition, we are emailing and mailing this flyer to former Maple Chapter members and other admins in the community.

"Embrace the Vision" Maple Chapter—let's get started on our "blueprint" for 2006-2007.

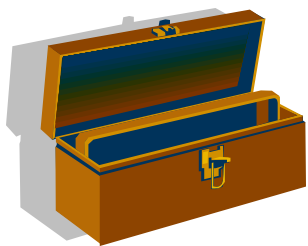
Regards,

*Beth*

## 2006-2007 Maple Chapter Theme

# EMBRACE THE VISION

## Indiana Division Update ([www.indiana-iaap.org](http://www.indiana-iaap.org))



### Building Our Future Indiana Division IAAP®

- Thanks to our Indiana Division Board for providing a great Leadership Conference on August 26, 2006.
- The Indiana Division Board Letter is now available on the Indiana Division website.
- Be sure to read Lisa Holderman's Leadership Conference Report and review the evaluation printed in this month's Indiana Division Board Letter.
- Don't forget to check the Board Letter each month for your membership I.D. It could be anywhere!! If you find your number, email Beverly Wilson at [bwilson@ivytech.edu](mailto:bwilson@ivytech.edu). A prize will be awarded at IDAM 2007 in Lafayette.
- Start planning now for IDAM 2007. It will be held May 4-6, 2007 at the Best Western in Lafayette. "Heroes in 2007" is the theme.

## International Update ([www.iaap-hq.org](http://www.iaap-hq.org))



- There seems to be quite a bit of excitement about International's proposed Web-Based community network and website hosting service for Divisions and Chapters. Your Chapter Board is very interested in taking advantage of this network opportunity. Stay tuned for further details.
- In her incoming president's address, 2006-2007 International President Sandy Chandler CPS introduced her theme, "Shaping the Future," and outlined her goals and expectations in the form of "Chandler's Five Cs". Be sure to read what those "Five Cs" mean to IAAP.

**"Leadership is the capacity to translate vision into reality."**

*Warren G. Bennis*

## Executive Night

The Executive Night Committee has been hard at work. This year's event will be held on Thursday, October 19, 2006 at Maplecrest Country Club. Invitations will be distributed at the September Chapter meeting.

Please take this opportunity to recognize your executive by inviting them to Maple Chapter's Annual Executive Night.

## Finance Committee

On August 31, 2006, the finance committee met to discuss the budget and propose fundraisers for the coming year. Members will find information for two fund raisers in their mailbox at the September Chapter meeting, Terri Lynn Products and Entertainment Books. Order forms are also available electronically.

Orders may be taken beginning immediately for Terri Lynn Products. Orders with payment should be brought to Executive

Night in October. Envelopes for payment are provided. Questions may be directed to Denise Goveia.

This year we will sell Entertainment Books on a pre-pay basis only. Orders and payment are to be submitted at Executive Night in October. Delivery will also be at the November meeting. Books may also be ordered online using the Maple Chapter ID provided on the order form. Questions may be di-

rected to Doris Schwartz.

We appreciate the commitment that Maple Chapter Members have to helping us fulfill our financial goals for the coming year. Please feel free to contact anyone on the committee if you have questions or need additional order forms.

2006-2007  
Finance Committee  
Denise, Doris, Miriam,  
Deb, Marlene and Janet



## Maple Chapter Attendance Contest

We had such a great response to last year's Chapter Attendance Contest that we will be doing it again this year. Here's the way it will work:

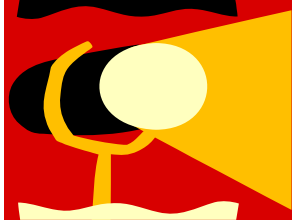
- Every time you attend a Chapter meeting, you will receive one ticket. You put your name on the ticket and drop it into the jar (this is your responsibility)
- If you are wearing your IAAP pin, you get one ticket (again, sign your name and drop into the jar)
- If you bring a guest to a meeting, you get two tickets (sign your name and drop the tickets into the jar)
- If you sponsor a new Chapter member, you get 5 tickets (sign your name on the tickets and drop them into the jar)
- You have the opportunity to get 9 tickets per meeting! The more tickets you drop into the jar, the better your chances of winning.

One ticket will be drawn for the GRAND PRIZE at the June meeting.

Have fun and start earning those tickets!

### *Did you know...*

There are 30 staff employees at IAAP Headquarters located in Kansas City, Missouri.



## New Member Spotlight

Please help me in welcoming Nicole Kline to Maple Chapter.

Nicole was born and raised in Wyatt, Indiana (more cows than people according to Nicole). After several moves with her parents' jobs during middle school and high school, Nicole graduated from Cassopolis Ross

Beatty High School.

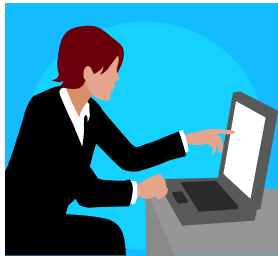
She worked with Crown International in Elkhart, Indiana for 10 1/2 years; 2 in the Shipping Department and 8 1/2 years in the Marketing Department. In July 2006, she took a position with Chiphone Federal Credit Union as an Executive Assistant to the CEO and Board of Directors.

Nicole has been married

to Jim for 12 years. They have two children; Janae age 9 and Joshua age 2.

She enjoys cooking, shopping (for anything), dining out and cleaning (she's a neat freak she says).

Welcome, Nicole, we look forward to having you as a member of Maple Chapter and getting to know you.



## Computer Tips....Denise Goveia

### How can I display more toolbars?

Choose **Toolbars** from the **View** menu. Select the toolbar you want (an active toolbar has a check next to its name).

### How do I move the toolbars?

Click on the left edge of the toolbar (the mouse pointer will turn into a four-headed pointer).

Drag the toolbar to any edge for a toolbar or anywhere else on the screen for a floating palette.

### Can I add or remove buttons from the toolbars?

Yes! To add a button to a toolbar: Choose **Toolbars** from the **View** menu. Select **Customize**. Click on the **Commands** tab. Select an item under **Categories**. Select an item from the list of **Commands**. Drag the command to a toolbar. An "I" beam

will appear to help you install the button. By default, the new button has only a text label.

Right-click on the new Toolbar item. Select **Default Style** (the button will become a plain square).

Right click on the new Toolbar item again.

Choose **Change Button Image**, then select a button image.

Close the **Customize** dialog box.

To remove a button:

Choose **Toolbars** from the **View** menu.

Select **Customize**.

Drag the button you want to remove off of the toolbar.

### Can I make my own toolbars?

Yes! To make your own toolbar: Choose **Toolbars** from the **View** menu. Select **Customize**. Click on the **Toolbars** tab, then click on the **New** button. Give the toolbar a name.

### Did you know....

The Retirement Trust Foundation (RTF) is a nonprofit organization founded in 1947. Della Herring asked at a meeting of Secretaries International why there was no retirement home for secretaries and contributed the first dollar toward the cause. Her dream was realized, and today, the Trust owns and operates **Vista Grande Retirement Center** in Rio Rancho, New Mexico. Today, the Trust has expanded its vision to other goals while maintaining Della Herring's vision of helping retired administrative professionals.

### Did you know....

**Maple Chapter** was recognized by The Retirement Trust Foundation at International Convention as having the highest contribution to the RTF for a Chapter with 1-25 members.

Way to go Maple Chapter!

## Membership Renewals

Marlene Slaubaugh CPS  
Sue Vicary  
Beth Cripe



September 1—Roxi Lewallen

October 10—Doris Schwartz

### *Our sympathy...*

To Gretchen Neely and her family on the loss of her father, William "Leo" Haggard who passed away on September 3, 2006.

We're on the Web!  
[maplechapter.org](http://maplechapter.org)



## REMINDERS

September 21—Chapter Meeting; Gordy's; Mapletonics Training

October 10—Maple Chapter Board Meeting at the home of Doris Schwartz

October 19—Executive Night, Maplecrest Country Club

November 7—Maple Chapter Board Meeting

November 16—Maple Chapter Meeting; Gordy's; Kim Fuhrmann, Ind. Div. V.P.

December 14—Maple Chapter Christmas Party; Doris Schwartz' home

"A vision is not just a picture of what could be; it is an appeal to our better selves, a call to become something more."

*Rosabeth Moss Kanter*

Education Spot—provided by Doris Schwartz

## O-ZONE

## Identity Crisis

Somebody would love to take out a loan in your name, charge a vacation to you, even mortgage your home. Here's how to stop them.

## Scam Watch

**THE GOOD NEWS:** Banks, major retailers, and the FBI have become hypervigilant in fighting identity theft. The bad news: The use of stolen personal information to obtain credit cards, loans, etc., has become a massive black market industry with an annual take of more than \$55 billion. Even worse, the Internet keeps spawning ever-more-diabolical ways to scam. Here's how to protect yourself:

■ **Guard your Social Security number with your life.** Question anyone who asks for it. Organizations that need it are employers, government agencies, credit card companies, banks, and car dealerships, which work with banks to provide financing. If a health insurance company uses it for your ID, request that a random code be used instead.

Cash machine: A few false keystrokes can turn your computer into a thief's virtual ATM.



■ **Fight viruses and spies.** Guard your home computer by installing software (such as McAfee or Norton) that includes virus protection, antispyware, and a firewall, and that updates automatically.

■ **Do not bail out the prince of Nigeria.** (He's not in jail, and you won't be lavishly rewarded for your assistance.)

Any lottery offers, invitations to earn millions working from home, or strangers' tales of woe that land in your e-mail box should be deleted.

■ **Don't get attached.** An incoming e-mail attachment can install spyware on your computer, allowing the sender to watch your every keystroke (including those you use to log on to your bank's Web site). Never open attachments from unfamiliar senders.

■ **Don't give credit where credit's not due.** To ensure that no one has opened a new account or taken out a loan in your name, check your credit report once a year (doing so is free) at [annualcreditreport.com](http://annualcreditreport.com). (It's safe to give your Social Security number to this site.)

■ **Never use password as a password.** If you do a lot of banking and bill-paying online, use different passwords for each account and change them every 90 days.

■ **Take action.** If you think you've been a victim of identity theft, go to [oprph.com/idtheft](http://oprph.com/idtheft). Follow the instructions on how to report a claim.

—POLLY BREWSTER

**THE PROBLEM:** Phishing, a term for a fraudulent e-mail that tricks you into giving away personal information. According to a 2005 survey, more than 4 million people were scammed.

**HOW IT WORKS:** You get an e-mail that appears to be from your bank, credit card company, the government, or another legitimate business (eBay, Amazon.com, PayPal). The message warns that your account information needs updating (often, ironically, because it's been

## Smells Phishy

Internet crooks are baiting their hooks—don't bite!

"compromised"). After clicking on a hyperlink, you're taken to a Web site that looks like the company's and told to enter your log-in and password; once you do, phishers have what they need to transfer funds, make purchases, create fraudulent

checks, and impersonate you to scam others.

**THE SOLUTION:** Be suspicious. Legitimate businesses never use e-mail links to send customers to a Web site asking for personal or financial information. If you receive such a message, call the institution using a number you already have or open a new browser window and contact the company via their Web address. You can also check the FBI's scam alert site: [www.fbi.gov/ycberinvest/escams.htm](http://www.fbi.gov/ycberinvest/escams.htm). —P.B.



MAPLE CHAPTER  
International Convention and Educational Forum  
August 7 - 11, 2006  
Delegate's Report

**IAAP International Convention & Education Forum - Communication 1 of 5**

This is the first of five communications to update you on International Convention. A formal written report will be issued for the record, but I wanted to share several things while they are fresh in my mind. I plan to keep them short so they are a quick read (not easy to do since there is sooooo much that I could share).



## RENO

### The Biggest Little City in the World

Yes, I did see this sign in Reno as I drove through the downtown area. Laretta, Miriam and Sally and I traveled to Reno the weekend of 8/05 to attend the IAAP International Convention. Our (Miriam and I) networking began as we met IAAP members from the Allentown Chapter in PA at the Atlanta airport. It continues to amaze me how friendly this group is and how easy it is to strike up a conversation.

There were 1,842 registered attendees at this year's convention, with 363 there as first timers. The event always begins with the Parade of Nations flags. There were 25 flags presented (US and affiliates) where IAAP has members. It is awesome to realize how big our organization is! We were welcomed to Reno by John Tyson, who is a broadcaster for Channel 8, but mostly is a cowboy. Outside of Reno and Las Vegas, many areas in Nevada have not changed in 30 years. There are still wide open spaces, with 40 miles of desert where you can still find line camps.

Several highlights from Don Bretthauer, Executive Director and Kay Enlow's, International President 2005-2006 speeches:

Don Bretthauer

- The International Board has approved a program which will allow Divisions and chapters to apply for and receive IAAP marketing materials to promote IAAP at trade shows, and to corporations/businesses within their area.
  - No hard copy of the Annual Report is being published for a cost savings of \$4,000. Members can view this report online in the "Members' Place" section.
-

- This marked the first year that Office Pro was published in-house. With a combined mailing with the RTF, thousands of dollars in mailing costs have been realized. Office Pro almost showed a profit this year, while in some years, it showed a loss of more than \$100,000.
- They are in the development stage of a new Web-based Community software program that will take networking to another level. This website will link International, Divisions and chapters Web sites by pushing important information down from the International level and it would be automatically updated on your chapter sites. Updating the site will be as easy as updating a Word document. They will be testing the software utilizing a few chapters over the next few weeks. **I am very excited about the possibilities this software will give our organization; Denise, you will want to read MORE.**

Key Enlow - Sharing some of the ways WE "Created Excellence" this year

- For the second consecutive year, membership has shown a positive growth with a net increase of 480 members. The number of members in IAAP on 6/30/06 was 27,911.
- Thirty of 36 divisions finished with a net gain in membership.
- A record was broken this year for the number of Distinguished Chapter President Awards (110) and Distinguished Division Presidents (15).
- The Student Chapter program had successful growth with 24 new Chapters chartered. Our association now has 149 Student Chapters, encompassing 1,932 students and advisors.
- 300 candidates tested for the CPS/CAP exams. Since the first CPS exam was administered in 1951, more than 64,000 have achieved the CPS rating and approximately 27,000 have remained current.
- Just a few other achievements: Partnership with Microsoft for a series of Web casts, renaming of *Bits & Bytes* newsletter to *IAAP Connections*, Annual Briefing on APD, assessing the need for relocating International Convention in New Orleans to Reno, and promotion of IAAP in a "Corporate Knock-Out Campaign" in the Dallas/Ft. Worth area.

Please be sure to read their reports in their entirety posted on the International Web site in the "Members' Place." There are many other exciting things happening in our association and I couldn't possibly share all the exciting news.

Tomorrow, I will share the results of the proposed Bylaws and Standing Rules amendments.

**IAAP International Convention & Education Forum - Communication 2 of 5**

Today I want to review the results of the proposed Bylaws and Standing Rules amendments:

- **Proposed Bylaw Amendment #1 (regarding International dues increase) - Passed**  
When voting as a delegate, you have to remember to look at the big picture and not just what is the best fit for your chapter (Beth made me think about this fact earlier this spring). As I struggled how to vote on this particular issue, even up to the very last second, I did end up voting "Yes" to this amendment. Three things influenced my decision: 1) implementing the new Web-based Community Project will take some additional investment; 2) development of marketing materials to target IAAP to employers; and 3) we broke even on our financials this year, but our association has less than 25% of one year's annual operating budget in financial reserves. I am extremely excited about the opportunities the Web-based Community Project will provide all members. Most association guidelines recommend a 50% reserve and no less than 25%. The financial report demonstrated some things IAAP has undertaken to increase revenues. The vote

was passed with a substantial majority - a count was not needed. The increase will be effective at the end of Convention. If you have already been billed, pay the amount on the statement. Professional dues went up to \$58 (up \$5); Professional-Merited went up to \$26 (up \$2) and Student member went up to \$24 (up \$2).

- **Proposed Bylaw Amendment #2 (regarding correlation change for minimum requirements for chapters-at-large) - Passed**
- **Proposed Bylaw Amendment #3 (submitted from the floor, regarding expanding qualification for Professional-Merited eligibility) - Failed**  
 Floor amendments can be submitted, if submitted 24 hours in advance. This amendment added to the description of the Professional-Merited member the following, "or has attained the age of fifty years and received an early retirement due to company downsizing or reduction in force." This was submitted by the Allegheny Valley Chapter, PA Division. While we sympathize with members who have been downsized, laid off, or taken early retirement, the age of 55 should be retained as an equitable, clearly defined requirement to qualify for reduced Merit membership. There is a clause in the Bylaws that does allow Merited status to members who are forced to retire due to a physical disability.
- **Proposed Bylaw Amendment #4 (submitted from the floor, regarding prior notice requirements for nominations from the floor for international office and trustee positions) - Passed**  
 This amendment added to the Nominations section, that nominations from the floor at Convention must be submitted to the Committee on Nominations 48 hours prior to the nomination being made, and that the nomination has been approved by the Committee on Nominations. This allows time for the Committee to verify, review and approve the qualifications and supporting documents of the candidate.
- **Proposed Standing Rule Amendment (regarding additional standing rule to limit conversations/campaigning by International candidates) - Withdrawn**

One comment I would like to share regarding the dues increase and for those members that pay their own dues. A member stood up at the Good of the Order and noted that she was 66 years old and a single wage earner. She is a retired member now, but pays the regular dues out of her own pocket (and has been for some years) because IAAP provides many opportunities and benefits. She budgets a little month each month for her dues so she is able pay them when the statement comes due.

We also recognized a 95-year woman who was attending Convention.

Tomorrow, I will review the Incoming International President's theme, Nominations and the RTF.

### Nominations

There were a record number of nominations (32) for the IAAP International Board of Directors and to the Retirement Trust Foundation International Board of Trustees. This shows the commitment that career-minded members have made to our association by wanting to serve on the International Board. There were six candidates alone for the office of Southeast District Director. This also meant that we needed two votes to get a majority vote for several offices; however, the voting went very smoothly with the new voting machines they are using. We have a new District Director for the Great Lakes District. His name is Sam Gill III CPS (yes, he is NOT of the female gender). Sam is

from the Michigan Division and a Senior Administrative Assistant for KPMG for five years. He has been Michigan Division Vice President and Corresponding Secretary and Chapter President and Secretary and has chaired numerous chapter and division committees. I am proud that our Division was forward thinking to elect a candidate that they felt was best for the position, regardless of gender. I think Sam will bring some new innovative thoughts and programs to our District.

### **IAAP International Convention & Education Forum - Communication 3 of 5**

#### **RTF**

Vista Grande (our retirement center) continues to be successful. The RTF's website has expanded. While the plan is to maintain Vista Grande, plans moving forward to provide housing assistance to administrative professionals outside Vista Grande. The new Revisions newsletter continues to provide educational information, such as retirement planning, etc. One fund-raiser they have this year is the sale of holiday cards. I did see an example of their holiday card at the Office Expo and they are very attractive. I do have an order form if anyone is interested. At the District Caucus on Monday, Sally did receive on behalf of Maple Chapter, a certificate of recognition for having made the largest monetary contribution with 1-25 members July 1, 2005 through June 30, 2006 in the Great Lakes District. Way to go Maple Chapter - you rock! Beth will share this certificate with members at the September Chapter Meeting.

#### **Incoming International President's Address**

Sandra P. Chandler CPS will be our 2006-2007, International President. She is from the Orlando Chapter, Florida Division and works as Operations Analyst for SunTrust Banks. She has selected as her International theme, "Shaping the Future":



Each of us is an essential piece to the association. As administrative professionals we are linkers holding everything together. Linkers are individuals who build strong connections among people within their employer organizations, their corporate departments, their professional associations, and their local community as a whole. We have many linkers in our association. What network can we rely on? Why IAAP of course! I have found that when I needed information or help - both professionally and personally - IAAP members have been there for me.

Sandra has devised a quick and easy way to briefly outline some of her goals and objectives, called "Chandler's Five C's for Shaping the Future":

- Commitment
- Continuing Education
- Communication
- Creativity
- Connectivity

Let's join her as we work together to link IAAP at all levels. Please consider stepping up and inviting at least one prospective members to join our great association.

Please take time to read her speech in its entirety published on the International Web site in the "Member's Place."

On Monday, I will review some highlights from the keynote speaker and the workshops I attended. Sally, Laretta and Miriam, please feel free to send me your thoughts and I will be glad to add them to my communication. I will finish up on Tuesday with some miscellaneous information. It's such a wonderful experience it's hard to keep each e-mail short, but I hope I haven't bored anyone.

#### **IAAP International Convention & Education Forum - Communication 4 of 5**

Erik Wahl was the keynote speaker at the Tuesday business session and what an awesome presentation! Erik is a recognized artist and speaker who inspires professionals to achieve greater levels of performance. After first working in the business world and playing with his art; Erik now PLAYS in the business world by WORKING with his art. Erik opened his program to the sound of Lee Greenwood's song, "Proud to be an American." By the time, the song was finished he had completed a painting of the Statue of Liberty. It started out with a smear here and a smear there that looked just like globs of paint, but by the end of the song, his artistic talent was prominently displayed. Several highlights from his presentation:

- Vision in its purest form is imagination.
- "Imagination is more than important than knowledge." - Einstein
- Creativity leads to productivity.
- Many of us think that we are not creative, but that is not true. We just need to break outside of your traditional environment.
- Remember, as kids we were very creative. Remember some of those games and toys you invented as you played. Let's get back to being kids. Take time to be crazily silly. Get a PhD in kids! (They are not blocked or bound by limits.)
- Break outside of your traditional environment. It requires the science of reprogramming our minds.
- Don't be satisfied with mediocrity. (Joan Burge below also emphasized this point in her presentation.)
- Stop being perfect, but start being remarkable.

At the end of the program, Erik completed another portrait in less five minutes. He completed a portrait of Albert Einstein, but he did it upside down (talk about breaking outside of your traditional environment). Erik donated his portrait of the Statue of Liberty to IAAP. Raffle tickets were sold and the proceeds went to the Habitat for Humanity in New Orleans. A total of \$5,540 was raised. Bonnie Jefferson from Horseshoe Falls Chapter in Niagara Falls, Ontario, Canada was the winner. She donated the portrait back to International Headquarters for display at their facility.

I had the opportunity to attend six different educational workshops. I attended several technology classes and had an opportunity to attend classes by Joan Burge and Laura Stack, who both originally worked as office professionals and now own their own companies. They both have made presentations to major companies across the United States.

Joan started her career as a receptionist and worked as an administrative professional for 12 different companies, in five states, over a 20 year period. She is the author of *Becoming an Inner Circle*, which details how you can advance your career. Whether you want to advance in your career or excel as a top performer in the position you are currently in, the steps are the same. You need to

embrace a "Star-Achiever" Mind-Set. Here are the nine steps she listed as a way to earn your place on the team:

- Become aware of how you interact with management.
- Think like an executive.
- Find out what's important to executive you support.
- Help managers look great in the eyes of others.
- Position yourself as a value-added partner and decision maker.
- Promote yourself. (This is not the same as bragging.)
- Think "You, Inc."
- Use a creative approach.
- Map out long-term goals and career strategies.

One of Joan's quotes, "Star Achievers are professionals who continually seek new ways of doing things, create better techniques to improve their performance and realize that they are on a journey that never ends." If this peaks your interest, I did purchase her book and would be glad to share it. I also receive Joan's weekly Monday Motivators - a weekly e-mail that is a quick read, but very motivational.

I actually ended up attending three different, one-hour sessions by Laura Stack. She gave some very helpful tips on how to become a productive, efficient assistant, how to maintain your focus and surviving information overload. I also purchased her book, *Leave the Office Earlier*, which explores key factors that improve results, lower stress and saves time in today's workplace. Again, I would be glad to share this book.

I plan to share some *Cool New Software* presented by Gini Courter and Annette Marquis, TRIAD Consulting at the September chapter meeting. These are software products that may save you time and resources, but either are free or won't bust your budget.

There are many quality, educational workshops that one can attend at International Convention and picking just one is very difficult.

Tomorrow, I will wrap up my communications with some final thoughts. Have a GREAT week!

### **IAAP International Convention & Education Forum - Communication 5 of 5**

Several last highlights I want to share with everyone:

At Wednesday's business session, Kay Enlow CPS/CAP, 2005-2006 International President and Don Bretthauer, Executive Director held a "fireside chat" to review how IAAP can best support and serve the "Career-Minded" Administrative Professional. They discussed the future of IAAP, the Strategic Plan and the reasoning behind the various parts of the plan. Look for progress reports and further strategic planning initiatives in futures issues of IAAP publications, announcements through various leadership channels, and also on the IAAP website. The goal is to:

- Strengthen chapter and divisions
- Expand ways to locate and connect with each other
- Strengthen outreach to community (by starting in your own backyard)

For those of you attending the Indiana Division Leadership Conference, you will hear about the Indiana Division Strategic Plan and how it will tie in with the International Strategic Plan.

Do you care about your career or is it just a job? Are you a "career-minded" professional? A career-minded professional:

- Realizes their value
- Embraces life-long learning
- Supports and promotes our profession

It's a State of Mind. We need to take ownership of the "Plan." We can **ALL** play a part.

I am proud to announce that Sally has agreed to serve on the International Bylaws and Standing Rules Committee. Congratulations Sally and best wishes as you continue to be "Career-Minded" and support our profession.

I would be remiss if I wouldn't mention the evening of entertainment by the "Fab Four." These guys looked and sounded just like the Beatles. We listened to an amazing tribute of all the hits that were popular back in the 60's. Coming from that era, we were rocking in our seats (okay now you all know how old I am).

The IAAP Clear Lake/NASA Area Chapter in Houston, TX recently received some exciting news: the chapter's IAAP banner will be traveling aboard the Space Shuttle Atlantis at the end of August. Isn't it great that we have IAAP items that have traveled into space. How cool is that! IAAP is the best association on Earth and beyond!

Miriam, myself and our husbands spent a fun day driving around Lake Tahoe. If you are ever in this area, Lake Tahoe is a "must see." The road trip started off in the north with a climb up to the highest summit in the state: the 8,911 foot summit of Mount Rose. Your descent into the Tahoe Basin afforded you many glimpses of Lake Tahoe. There are many breathtaking views as you drive along the California side - some from up high down to actual lake level. In south Lake Tahoe, we boarded a gondola and went up the side of the mountain, about 9,000 feet. At the first stop, we stepped out into an observation complex where Lake Tahoe and the Carson Valley unfolded before you. Talk about a WOW moment. What a truly wonderful world God has created! We returned to Reno to spend our last pennies trying to win that every elusive jackpot before we boarded the plane to return home again. Sad to say, we all had to come back to work because we didn't hit the BIG one.

I hope I've given you a review of our week in Reno. I wish more of you could attend an IAAP International Convention as there is so much more than I could ever share, but the week did enforce my passion for IAAP.

Marlene Slaubaugh CPS