



# The Inkwell

**JANUARY 2009**



## JANUARY MEETING NOTICE

**DATE:** - January 20, 2009

**LOCATION:** - Holiday Inn, 3300 Vista Avenue

**COST:** - \$15.00 - Dinner/Program

\$5.00 - Program Only

**AGENDA:** - 5:30 p.m. - Networking

6:00 p.m. - Dinner

6:30 p.m. - Program

7:40 p.m. - Business

**PROGRAM** - Finding the Leader in You

**PRESENTED BY** - Teresa Bennett CPS

**HOSTESS:** - Margaret C. Lancaster CPS/CAP **MENU** - Baked Lasagna

**THOUGHT FOR THE DAY:** - Bert Barton PLS

Dinner meeting cancellations must be emailed to Bert Barton PLS at [bzb@moffatt.com](mailto:bzb@moffatt.com) no later than noon on Wednesday, January 14, 2009. Members canceling after that time will be charged for their meals.

For the convenience of our members and guests please wear your name badge.

If you plan to bring a guest please contact Bert Barton PLS.

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## Comments from President Hansen...

We don't need to wait for a New Year to make changes in our life, but it's pretty exciting to have a new calendar with blank pages. It's a signal to start over. It's exciting to fill those blank spots with the items we want to do and need to do to become the person we desire to be. This is our time to evaluate how we work and play, what we can do better, what we can stop doing, and to determine what is really necessary. This is true for our professional development, but also for our personal, financial and emotional development.

I urge you to write down your biggest dream for 2009 in a conspicuous place where you will see it every day and even several times a day. Every time you read it, picture yourself in that dream whether it's a new job, a new house, a great vacation, surrounded by happy children and/or co-workers, having more money and fewer bills, or being closer to retirement. Or maybe it's just to finally break that pesky habit that holds you back. Close your eyes and actually see yourself in that dream. If it's a new car, breathe in the smell of the leather, look through the windshield, adjust the seat, and enjoy the response to the gas pedal. If it's a new job, imagine yourself walking into your new office, sitting at the new desk, and speaking to your new boss.

Picture how you will speak to your new co-workers, what you will learn from them and what you have to share with them . . . you get the picture. Just be there. Having that image in your brain will help you attain that goal.

So, now I wish that all of you have a wonderful, prosperous and exciting year in 2009. I hope that you dream big, and that all of your dreams become realities. Remember to reach, stretch and dream in spite of your fears. One of my dreams is that Boise Chapter grows in 2009, that its professional network expands, and that we all strengthen our skills and lives due to the professional diversity and wisdom of our members. I hope that you all share in making this dream a reality.

Remember to enjoy achieving excellence!

Nancy Hansen CAP

IT'S ALMOST  
HERE...TALK  
ABOUT AN  
AFTER  
CHRISTMAS  
BARGAIN.  
THIS IS IT!

### JANUARY 2009 FUNDRAISER

Boise Chapter is hosting a "Gently-used" book, DVD, and CD re-sale at our January meeting. Donate by contacting Sarah Bratley at [smbrat@clearwire.net](mailto:smbrat@clearwire.net).

All proceeds go to support the Boise IAAP Chapter. Call 861-6005 for more information.



# Boise Chapter Membership Highlights



Our thoughts and prayers go out to one of our members, Bev Halling, at the loss of her father who passed away on December 29.

## Position Change -Treasurer...

Unfortunately Carla Campbell has asked to step down from Treasurer for Boise Chapter due to family issues and commuting time (she recently moved to Horseshoe Bend). Thank you, Carla, for the effort you put forth in this responsibility.

Sarah Bratley has graciously stepped in to assume this position for the next six months. Thank you, Sarah, for stepping in to fill a vital spot in our chapter.

### January Birthdays

Shilah Piggott January 20

### February Birthdays

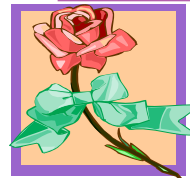
Susan Book February 11

Sarah Bratley February 12

Kari Glenn February 20

### February Anniversaries

Shilah Piggott February 2005



**CERTIFICATION ALERT!**

**It is that time of year again, after celebrating Christmas and New Year activities, to be getting in the swing of learning – particularly CPS© Certified Professional Secretary© and/or the CAP© - Certified Administrative Professional©.**

*Time is now of the essence.*

The deadline for submitting information and fees for the May 1-2, 2009 exam dates is February 15, 2009.

The deadline for submitting information and fees for the November 6-7, 2009 exam dates is August 15, 2009.

**Part 4 of the CAP exam is administered on Friday afternoon.**

**Parts 1-3 of the CPS and CAP exams are administered on Saturday.**

**Certain Sabbatarian and International sites have been approved to test on Thursday and Friday due to the religious beliefs of their candidates. All other sites test on Friday afternoon and Saturday.**

**All candidates can order study materials from Prentice Hall and Rob Metcalf Educational Services but only IAAP members can receive discounts from them. Go to International's website of [iaap-hq.org](http://iaap-hq.org) *Front Page, Professional Certification***

IAAP Members	Nonmembers
<b>CPS Exam</b>	<b>CAP Exam</b>
<b>\$50 Processing fee</b>	<b>\$75 Processing Fee</b>
<b>\$160 for all three parts</b>	<b>\$210 for all three parts</b>
<b>\$60 for retake part</b>	<b>\$85 per retake part</b>
<b>CAP Exam</b>	<b>CAP Exam</b>
<b>\$50 processing fee</b>	<b>\$75 processing fee</b>
<b>\$210 for all four parts</b>	<b>\$260 for all four parts</b>
<b>\$60 per retake part</b>	<b>\$85 per retake part</b>
<b>\$120 per Part 4 only (active CPS holders only)</b>	<b>\$145 for Part 4 only (active CPS holders only)</b>

Check out IAAP's International website of [iaap-hq.org/Cert/examrevw.pdf](http://iaap-hq.org/Cert/examrevw.pdf) to locate the Certification Application Packet which includes all information regarding preparation for the exams plus costs for both IAAP members and nonmembers.

Then go to [iaap-hq.org](http://iaap-hq.org) Front Page to Professional Certification and print off the document, Certification Review Guide, an excellent study guide with Q's and A's for both the CPS and CAP tests.

**NOTE:** When you go to International's website at [iaap-hq.org](http://iaap-hq.org), please make sure you see that **BOISE** is listed as a Bronze Level Sponsor of IAAP on International's Front Page. Way to go, BOISE!!

If you need further information, please contact these members of Boise Chapter's 2009 Certification Committee:

**Margaret Lint at**

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**Beth Balducci CPS, Chairman**

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### **Certification Loan Funds Available**

Through the generosity of a former member, Norma Stout CPS, Boise Chapter has funds available to loan for certification. If you are interested in pursuing CPS/CAP certification and need financial assistance please contact certification chair, Beth Balducci CPS at [bdbalducci@earthlink.net](mailto:bdbalducci@earthlink.net) or chapter president, Nancy Hansen CAP at [NHANSEN@idoc.idaho.gov](mailto:NHANSEN@idoc.idaho.gov). All inquiries and information will be kept confidential.

### **Dates to Remember...**

**January 20 -**

INKWELL articles and information for February issue submission deadline

**February 3 -**

Boise Chapter Board Meeting at IDOC Central Office, Orchard & Irving (Syringa Bank Bldg.) Board Room, 6:00 p.m.

**PLEASE NOTE DATE CHANGE FOR FEBRUARY 2009!**

**January 20 -** Boise Chapter Membership Meeting - Leadership Training

**February 17 -** Boise Chapter Membership Meeting

BOISE CHAPTER  
BOARD OF DIRECTORS  
2008—2009

**President**

Nancy Hansen CAP  
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nhansen@idoc.idaho.gov

**President-Elect**

Margaret C. Lancaster CPS/CAP  
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mlancaster@cityofboise.org

**Secretary**

Bert Barton PLS-Moffat Thomas  
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**Treasurer**

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Liaisons to the Board

**Immediate Past President**

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Chairman**

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Shilah.Piggott@oracle.com

Idaho-Oregon-Utah Division Theme



DIVISION OFFICERS

**President**

Georgia York CPS - Sal-Ute Chapter:  
[georgia\\_1@q.com](mailto:georgia_1@q.com)

**President-elect**

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**Secretary**

Carol Skondin - McKenzie Chapter:  
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[Theresa.a.sullivan@co.multnomah.or.us](mailto:Theresa.a.sullivan@co.multnomah.or.us)



The IAAP Mission

IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their collective value, image, competence, and influence. Our vision is to inspire and equip all administrative professionals to attain excellence.

Boise Chapter  
Mission Statement

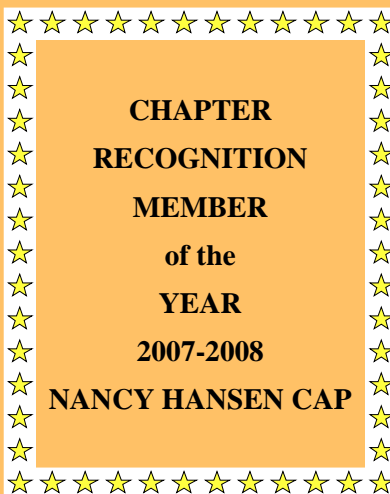
Encourage and inspire members in their educational and professional development.

Statement of Goals

- Provide educational programs, training, and materials.
- Provide leadership opportunities.
- Encourage and support the attainment of professional certifications.
- Provide opportunities for strategic alliances and relationship development.

Chapter Objectives

- Identify and meet members' needs.
- Develop greater visibility for Boise Chapter in the community.
- Recognize contributions and successes in the organization.
- Increase member involvement..



This newsletter is provided as a service to administrative professionals and is intended to give information only. It is not intended to give advice or guidance on any specific topic. **The INKWELL** is published 11 times per year by Boise Chapter.

For questions, please contact any The INKWELL committee member:

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