



International Association of
Administrative Professionals® Boise Chapter

The Inkwell

**JULY/AUGUST 2008
SUMMER ISSUE**



President's Comments...

After sunset last Friday, my husband and I drove out to the desert and parked. No, it was not to relive our high school years, but to look at the stars. It was a moonless night, the wind had blown the California wild fire smoke away, and it was a chance to see the Milky Way again. We sat in fold-up lawn chairs for over an hour just gazing at the brilliant sky. I am always amazed by it.

One of the most remarkable things is that those stars are always there, giving off their energy, doing their jobs, day in and day out. With the competition from the closer and brighter objects such as the sun, moon, house lights, neon signs, street lamps, car lights, etc., we cannot see them. However, once given a chance to shine, they do so brilliantly.

I think of many administrative support staff in the same way. They are there, doing their jobs, being energetic and efficient, but we don't always see how brilliant they are until the conditions are right for them to shine.

This next year should be an exciting time for all of us. Thanks to the hard work of regional representatives (including our own Teresa Bennett, CPS), our incoming International President has given us an outstanding yet easy method of attaining and proving our excellence. This tool will be available later this month, and we can immediately start working, each and every one of us, to attain individual excellence certification. There are some very easy ways to do this, from attending meetings to working on committees.

With help from all of you, we can create the right conditions and opportunities for all of us to shine. Actually, not just to shine, but to be visible as the shining administrative professionals that we always are. So, let's "Enjoy Achieving Excellence!"

Nancy Hansen CAP
President



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Boise Chapter Member Highlights



July Birthdays ...

Leann McClintick CPS 31

August Birthdays...

Carla Campbell 1
Lynne Padgett CPS/CAP 8
Misty Perry 13
Janet Hajduk CPS/CAP 19
Lynda Benson - 20

July Anniversaries...

Bev Halling 7/1988
Misty Perry 7/2001

August Anniversaries...

Sarah Bratley 8/2001



The wait is over! The hard preparation was worth it! Nancy Hansen is the latest member of Boise Chapter to sit for the certification exam. Exam results were received earlier this month .



Congratulations to Nancy Hansen CAP! We celebrate with you.

Speaking of Certification—Here are future exam & deadline dates for CPS & CAP.

<u>Exam dates</u>	<u>Deadline Dates</u>
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November 7 & 8, 2008	August 15, 2008
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May 1 & 2, 2009	February 15, 2009
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November 6 & 7, 2009	August 15, 2009
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A Certification Application Packet is available online:

www.iaap-hq.org/Cert/CertAppPacket.pdf

2008 Certification Conference

October 19-22, 2008

Grand Hyatt Hotel, Denver, CO

Attendees can call 800.233.1234 to make their reservation

or

register online at Grand Hyatt Hotel.

Please ask for the IAAP room rate for the nights of October 17 to October 22 (pre and post nights at group rates are subject to availability): Limited availability on group rooms.

Registration will open June 1 for active CPS and CAP holders

Reservations must be received by September 24, 2008

<http://www.iaaphq.org/Cert/Conf/Index.htm>



YOU ARE INVITED TO ATTEND THE ANNUAL

IDAHO STATE TRAINING

SPONSORED BY THE IDAHO-OREGON-UTAH DIVISION
OF IAAP

SATURDAY, SEPTEMBER 13, 2008

BEST WESTERN BURLEY INN & CONVENTION CENTER
800 NORTH OVERLAND AVENUE
BURLEY, IDAHO 83318

10:00 a.m. – 4:00 p.m.

REGISTRATION FEE **\$25.00** INCLUDES LUNCH, HANDOUTS, NETWORKING,
CAMARADERIE, EDUCATION, TEAM BUILDING

IDAHO-OREGON-UTAH DIVISION OFFICERS

Pictured left to right:

Theresa Sullivan, Treasurer

Carol Skondin, Secretary

Georgia York CPS, President

Karen Bingham CPS, President Elect



Please save this form to Word, complete and attach to an e-mail to Georgia_1@q.com

Name _____ Certification _____

Chapter _____

E-mail address _____ Cell phone _____

You will receive 3 Recertification Points in Education/Experience for this training.



In Celebration of the 2008 Summer
Olympics in Beijing, China

You are invited to attend

The Boise & Hewlett-Packard
IAAP Chapters Summer Picnic

"A WOK in the PARK"

Monday, August 18, 2008

6:00 p.m. to 8:00 p.m.

Hewlett-Packard, Main Auditorium

Please send two unique things about yourself for a team building
activity to Penny Haney at phaney@heritagewifi.com

We will also play Olympic / China Trivia
and have a guest speaker.

Dinner provided by P.F. Chang's - Cost is \$10 per person
Please RSVP to rwinston@bvcp.org or call 208.472.5229

Please make check payable to IAAP.

Your payment must be received no later than Friday, August 15.

Mail payment to:

Rebecca Winston

2752 N Turnberry Way, Meridian, ID 83646

by Wednesday, August 13, 2008

Idaho/Oregon/Utah Annual Meeting Review



Northwest District Director, Teresa Bennett CPS, installing 2008-2009 Division Officers. Georgia York CPS, President; Karen Bingham CPS, President-Elect; Carol Skondin, Secretary. Theresa Sullivan, Treasurer, was not available for picture



Meeting officials clarifying details during business.



Members in attendance: Lynne Padgett CPS/CAP, Margaret C. Lancaster CPS/CAP, Susan Book, & Nancy Hansen CAP, from Boise Chapter. Marilyn S. Taylor CPS & Teresa Bennett CPS (Northwest District Director) from HP Boise Chapter.

And the winner is ... Maureen Adams of the Eagle Rock Chapter won the beautiful handmade afghan donated by Georgia York CPS.



The Idaho-Oregon-Utah Annual Division meeting, held in Lake Oswego, Oregon on May 30-June 1, was excellent! Thanks to our officers and all who helped put together such a great meeting.

Microsoft presented an overview of Tips & Tricks on Office 2007 as well as the "Certify by Summer" program to obtain certification levels in several Microsoft programs.

I do have the PPT presentation by CertiPort Inc.-Microsoft Business Certification Launch Partner, if you are interested in viewing it. It presents the value of training/certification to management very well.

Teresa Bennett CPS, our Northwest District Director, spoke to us on "Professional Image". Very good info for self-evaluation and growth.

The business meeting, Rose Garden Tour, networking, auctions, give-aways all added to the fun and great learning experience.

Plan now to attend the next year. It will be held in Ogden, Utah and hosted by Wasatch/Golden Spike Chapters May 15 - 17, 2009.

BOISE CHAPTER
BOARD OF DIRECTORS
2008—2009

President

Nancy Hansen CAP
Idaho Dept. of Correction
mlancaster@cityofboise.org

President-Elect

Margaret C. Lancaster CPS/CAP
City of Boise
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Secretary

Bert Barton PLS-Moffat Thomas
Barrett Rock & Fields
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Treasurer

Carla Campbell
lecab3@hotmail.com

Liaisons to the Board

Immediate Past President

Margaret C. Lancaster CPS/CAP
City of Boise
mlancaster@cityofboise.org

Communications Co-Chairmen

Calling Committee

Bert Barton PLS-Moffat Thomas
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bzb@moffatt.com

The Inkwell

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Certification Chairman

Beth Balducci CPS
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Financial Resources Chairman

Sarah Bratley-Saint Alphonsus
Regional Medical Center
sarabrat@sarmc.org

Membership Committee Co-Chairmen

Susan Book-Wells Fargo Bank
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Education/Program Chairman

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Parliamentary Advisor

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Web Mistress

Shilah Piggott-Oracle Corporation
Shilah.Piggott@oracle.com

Idaho-Oregon-Utah Division Theme



DIVISION OFFICERS

President

Georgia York CPS - Sal-Ute Chapter:
georgia_1@q.com

President-elect

Karen Bingham CPS - Golden Spike Chapter:
Karen.binghom@usu.edu

Secretary

Carol Skondin - McKenzie Chapter:
cskondin@lane.k12.or.us

Treasurer - Teresa Sullivan, - Oregon Trail Chapter:

Teresa.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..

CHAPTER
RECOGNITION

MEMBER

of the

YEAR

2008-2009

NANCY HANSEN CAP

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.

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