

Crystal Springs Chapter IAAP Newsletter 2009

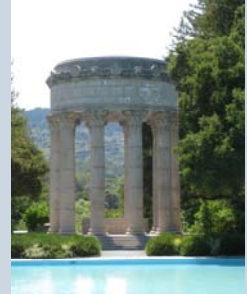


Welcome 2009!

For information on the Crystal Springs Chapter IAAP contact us at:
csc.iaap@gmail.com

Or visit our Website:
<http://www.crystalspringsiaap.org>

*Water Temple at
Crystal Springs*



*It is our mission to be the
acknowledged,
recognized leader of office
professionals and to
enhance their individual
and collective value,
image, competence and
influence.*

President's Message

Welcome to our first Crystal Springs Chapter IAAP newsletter of 2009, which will now be published bi-monthly! I hope that everyone had a happy holiday season and that we're ready to go into 2009 with enthusiasm!

As we begin our new year, I especially want to comment on the presentation by CORA (Community Overcoming Relationship Abuse) and Cherie Moreno, who spoke to our group at the January 15th business meeting. We all learned so very much about relationship abuse, both statistically and in what's happening in our own 'backyards' and what this group is doing to educate and assist those in need. If you missed this meeting, I'd suggest that you go to www.corasupport.org and take a look at their services and their need for donations and volunteers. We may say, "But why? I'm not in an abusive relationship!" However, we never know when we might be able to assist someone else – a co-worker, a neighbor, a family member, an IAAP friend – who does have a need. Following this informative presentation, our chapter voted to adopt CORA as one of its community outreaches, with the monies collected from our benefit drawings to be contributed to the fine work they are doing. If you have time and an interest in volunteering, please go the website noted above. And just in case, please keep this toll-free, 24 hour hotline number nearby – **1-800-300-1080**. Thank you, Cherie, Sarah Burton, CORA Community Education and Outreach Manager, and Sarah Jane Illumin, CORA Kumares and Kumpares Volunteer Educator, and to CORA for educating us and for helping to make our community a better and safer place.

Guess who's coming to dinner on February 19th? None other than our good friend, Kathe Nelson from ACCO, as well as Mr. Richard Scogin from Sanford Office Products! It will be great to learn about their newest items and to receive samples that we can take back to our desks to use! We've got lots of exciting programs planned for the next six months; please mark the third Thursday of each month on your calendar so you don't miss a single one! Also, let me remind you that our board meetings are NOT closed meetings – any member is more than welcome to attend and contribute! Our next board meeting will be on Tuesday, February 3rd, at Harry's Hofbrau in Redwood City if you'd like to join us.

Audrey Cantley
Chapter President



San Bruno panorama, looking toward San Francisco Bay

San Bruno is a city in San Mateo County, California, United States. The population was 40,165 at the 2000 census.

The city essentially includes San Francisco International Airport and Golden Gate National Cemetery.

**SAVE THE DATE!
April 16, 2009**

**Administrative Professional
Week Celebration!**

**Speaker: Jennifer Jones
KGO News Co-Ancor**

How to Step Up Your Professional Game in 2009

By OfficeTeam

The New Year is here, and like many professionals, you're probably looking for a leg up. But knowing how to advance your career or simply prove your value to your employer can be difficult. Here are several easy tips to help you stand out in 2009:

- **Be prepared.** Change can come with little notice, especially in today's economy. What would happen if you got a new boss tomorrow? If a colleague left, and you were asked to assume an expanded role? Considering how you would handle these scenarios will help you prepare for them. It could also help you identify skills that would aid you in the transition.
- **Take advantage of technology.** Stay up-to-date on the latest software applications in your industry. One of the easiest ways to do so is to enroll in an online course. Training is available through several websites at modest rates. Once you've completed a class, offer to teach colleagues what you've learned.
- **Join an industry association.** Professional organizations provide opportunities for members to update their knowledge of business and industry fundamentals and acquire new skills through seminars and workshops. And often these services are available at a discount. Joining a local association is also a great way to network and meet other professionals in your line of work.
- **Find a mentor.** Identify someone whose career path you admire, either at your current company or another organization, and approach him or her about becoming your mentor. Having a workplace hero can help you set goals, develop new skills and tackle professional challenges.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Jamie Chan at 650-286-0927.

Meet our Members!

Each month we will be featuring a brief bio on one of our members. We hope this will give our members and newsletter readers an opportunity to know us better.

Bio by Ann Warwick

Work experience as administrative Professional for twenty-five years for various businesses.

Being a member of IAAP has been the most rewarding experience. I have attended conferences, division meetings, leadership training, and several other networking programs.

Served as a three term past President for Somerset Valley Chapter in New Jersey, Vice President of Programs for two terms, and served on several other committees.

Currently serving as Vice President of our newly formed Crystal Springs Chapter. We are all about Excellence in Action, moving forward and self-improvement.



Letters from Our Soldiers

*The following is a letter from one of our "adopted" soldier units.
Wendy Bossier has been corresponding with two troops.*

Wendy,

I received the boxes from you today and I want to be the first to thank all of you. The book and CDs were great. All of my guys were surprised as well. Rubio opened his and Beesler's and said "how does she know what I like?" I thought that was funny. All of them really appreciated the things you sent. They definitely weren't expecting anything. They kept asking me "who's this from?" They were excited.

How was your Christmas? Did everyone have a good time? I hope so. I went to work as usual, but ended up eating ham, mashed potatoes, turkey and stuffing. I ate so much I made myself miserable. That's okay though, it was good. It won't be long now until I get out of here for a while. It will be great just to relax in my own home for a little bit.

Talk to you later. Take care of yourself.

God bless, Dave

(Dave's on leave for a few weeks at home in Germany with his wife at the time this goes to press.)

If one picture is worth 1000 words...this shot of the toys we contributed to the Toys for Tots Program says it all!



Future Meeting Programs:

- January: CORA (Community Overcoming Relationship Abuse).
- February: Kathe Nelson, ACCO (Swingline) & Richard Scogins, Sanford Products.
- March: Nona Belous, Financial Advisor.
- April: Special Guest Speaker, Jennifer Jones from KGO Radio
- May: Barbara Rambo suggested a shared meeting with speaker May 13 "What's New in 2009 from Office Dynamics" Joan Burge.
- June: Dr. Tania Nanevicz, Cardiologist

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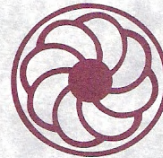
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