



# Trail Dust

Oregon Trail Chapter – Portland, Oregon

[www.iaap-otc.org](http://www.iaap-otc.org)

January 2007

## The IAAP Mission

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

## Division Mission

Invest in our future by uniting and inspiring Administrative Professionals through communication, commitment, education, support and respect.

## Oregon Trail Chapter Mission

Empower and educate all office professionals to reach their highest potential.

## Vision

Provide knowledge and networking opportunities that continually support the enhancement of skills and professionalism for our members.

## CHAPTER MEETING Wednesday, January 10, 2007

**Agenda:** 5:30 pm - Networking  
6:00 pm - Dinner  
7:00 pm – Program

**Program:** **BYOB - Being Your Own Boss**  
*Today's Virtual Assistant*

**Fundraiser:** Schoolhouse Supplies

**LOCATION** Courtyard by Marriott  
435 NE Wasco (corner of Wasco & Grand)

**PARKING:** **FREE** Parking in underground garage  
*Press button to request security gate be opened*

**Cost:** \$22 members/\$25 non-members  
Program only: No charge

**Reservations:** Register online using the Chapter's website:  
[www.iaap-otc.org](http://www.iaap-otc.org).

Registration is due by Noon January 2, 2007

**It is a must to register by the deadline.**

*\*\* Nearly all of us have been involved in event planning and understand the importance of an accurate headcount. Therefore it is very important that your indication that you will or will not attend **at the time of this deadline** is adhered to. Please do your part to contribute to the success of the meeting and dinner. All reservations and/or questions regarding reservations should be sent directly to Heidi Tate at [htate@rodgersrain.com](mailto:htate@rodgersrain.com) 503-681-0473*

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## Message from the President

I hope that everybody has a joyous and safe holiday season. The new year is approaching fast. As we all know, it time to make resolutions. Have you made yours? How about if you include an IAAP activity in your resolutions? Before we know it we'll be starting the 2007-2008 year, so now is the time to be thinking about your commitment and interest in IAAP. If you have any ideas to help grow the chapter and develop us as members and professionals, please talk to a board member. We are very interested in what our members want from Oregon Trail Chapter.

Take care and see you on January 10.

*Theresa Sullivan*  
President

## NW District Director

Our International Northwest District Director, Teresa Bennett, CPS, is interested in hearing from you. Her preferred method is email: [teresa.bennett@hp.com](mailto:teresa.bennett@hp.com), but if you prefer, her phone number is 208-396-4843.

## OTC IAAP Community Service Projects 2006/2007

### **Schoolhouse Supplies**

#### **January and February, Collection:**

OTC will be collecting school supplies for **Schoolhouse Supplies**, a non-profit free store filled with a huge assortment of classroom supplies for public school teachers in Portland, OR. It supplies a vital resource to teachers and children in Portland. Please bring in items to the next chapter meetings.

#### **Mission Statement:**

Schoolhouse Supplies serves classrooms in need by operating a volunteer-run free store for

teachers, which is stocked with supplies donated by the community.

#### **Teacher Wish List:**

Post-its, clip boards, calculators, dry board products, staplers, tape and dispensers, folders, playground balls, pencils, games, spiral notebooks, scissors, craft paper, glue sticks, colored pencils, pens, rulers, erasers, crayons and markers, highlighters, sewing supplies, tissues, paints and brushes. They also take any surplus items from businesses; promotional items, slightly damaged merchandise, paper, pens, water bottles etc..

***Oregon Trail Chapter/IAAP  
2006-2007 Board Members***

*President, Theresa Sullivan*  
[theresa.a.sullivan@co.multnomah.or.us](mailto:theresa.a.sullivan@co.multnomah.or.us)

*Treasurer, Gloria Swick, CPS/CAP*

*Secretary, Kathi Kinney*

*CPS/CAP, Janice Mason, CAP*

*Arrangements, Heidi Tate*

*Program Chair, Sheila Isley*

*Community Service Chair, Mary Luty*

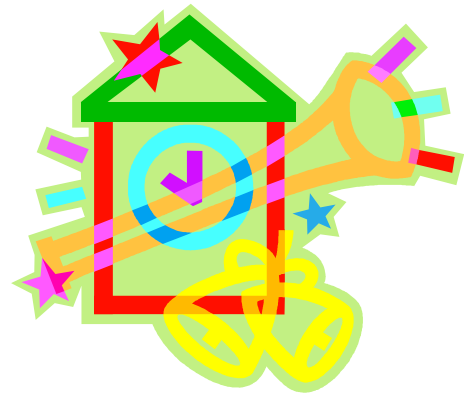
*Membership Chair, Judy Gouthro Finnson*

*Newsletter, Pam Melroy*

*Historian, Carolyn Hixson*

*Publicity, Tary Canning*

*Webmaster, Debbie Johnson*



***Happy  
New Year  
Everyone!***



## Shaping The Future 2006-2007 Theme



### **IAAP Division- Oregon State Training**

Georgia York

[\[mailto:gyork@networld.com\]](mailto:gyork@networld.com)

Please reserve the date of Saturday, January 27, 2007 for the Idaho-Oregon-Utah Division Training Session. We have some great agenda items lined up and as soon as they are finalized we will be sending you an official agenda and invitation to attend.

**PLACE:** Inn at the Convention Center, 420 NE Holladay Street, Portland OR 97232.

**COST:** As little as possible but will include lunch

**DATE:** Saturday, January 27, 2007

**TIME:** Tentative 9:30 AM to 4:00 PM

Some of the items we wish to discuss are Growth, Retention, Impact Meetings, Balancing Family, Church, Work and, if course IAAP and Leadership. Do you have any specific agenda items?

If so, please let me know.

Are you ready to begin “*Shaping the Future*” for the 2006-2007 IAAP year? As indicated in Sandy Chandler’s International President’s Address, let’s focus on **Chandler’s 5-C’s** for this year:

#### **COMMITMENT:**

International, Division and Chapter leaders have made that dedicated commitment to serving the association to the best of our ability. To make significant progress toward a common goal, ALL of us must be committed to actions and not just words. WE WILL!

#### **CONTINUED EDUCATION:**

Ronald E. Osborn said: “*Unless you try to do something beyond what you have already mastered, you will never grow.*”

Take advantage of the numerous opportunities for professional development through attendance at the International events, Division, and Chapter educational programs, self-study resources, and online training. WE WILL!

#### **COMMUNICATION:**

Within the IAAP Network, everything revolves around not only good, but GREAT communication. We can improve the level of communication between our association’s leadership, our Headquarters staff, and you, the members. WE WILL!

#### **CREATIVITY:**

George Bernard Shaw said: “*Life isn’t about finding yourself. Life is about creating yourself.*”

Let’s take the initiative to think outside the box while developing innovation solutions to problems and challenges that may occur within the divisions and chapters. WE WILL!

#### **CONNECTIVITY:**

Connectivity is everyone’s responsibility – yours and mine. It takes all of us working together with our members to achieve that vital association link. WE WILL!

It is going to be an outstanding IAAP year “*Shaping the Future*” of our association!