



# Trail Dust



Oregon Trail Chapter – Portland, Oregon

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

July 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.

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## Happy Fourth of July!!!

Next Chapter Meeting will be **Wednesday, September 12**

Agenda, Program and Location will be Announced soon

Reservations: Register online using the Chapter's website:

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

Registration (or cancellation) is due by Noon the Friday before the meeting

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



***If you (or your guest) are unable to attend after making a reservation for your (or your guests) meal, you are required to reimburse the Chapter for the cost of the meal(s).***

***\*\* 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@rodgers.rain.com](mailto:htate@rodgers.rain.com) , 503-681-0473.***

## Message from the President

I want to begin by thanking all the members who have stepped forward to assist in making this chapter successful in the coming year. Your time and efforts are deeply appreciated by everybody. I also want to extend an invitation to you to get involved in any area you are interested in. I know from my own personal experience that the more involved I got the more I received back from my membership in the Oregon Trail Chapter.

Pam Melroy has graciously offered to continue the newsletter through the summer. So you will continue to hear from us as we pull together the program for next year. Please feel free to contact either myself, any of the Board members or Committee Chairs to give us your recommendations or suggestions on what you would like to see or get from our Chapter.

Have a great and safe summer!

***Sheila Isley***

President



### Participation Incentive

During the 2006-2007 year, OTC ran a participation incentive. For members attending at least five out of six chapter meetings, their names were entered into a drawing for free chapter dues on their next renewal. The following members attended at least five out of six meetings this year; Judy Finsson, Sheila Isley, Kathi Kinney, Jan Schmidt, Billie Shults, Heidi Tate, and Dawn Wingert. **And the winner is: Billie Shults.** Congratulations and thank you for your dedication. By the way, Billie actually attended all six meetings.

It will be up to the new board to determine what incentives will be offered in 2007-2008. If you have any fun ideas, please let me know and I'll share them.

Theresa Sullivan

### ***IAAP ~ Oregon Trail Chapter 2007-2008 Board***

*President, Sheila Isley*

[sheila.l.isley@co.multnomah.or.us](mailto:sheila.l.isley@co.multnomah.or.us)

*Secretary, Kathi Kinney*

*Treasurer, Jan Schmidt*

#### ***Committee Chairs***

*Budget and Audit, Theresa Sullivan*

*CPS/CAP Training, Rachael Barnett, CPS*

*Arrangements, Heidi Tate*

[htate@rodgers.rain.com](mailto:htate@rodgers.rain.com)

*Programs, Kathleen Smithline*

*Fundraising, Judy Gouthro Finsson*

*Community Service, **vacant***

*Membership, Billie Shults*

*Newsletter, Pam Melroy*

[pmelroy@rodgers.rain.com](mailto:pmelroy@rodgers.rain.com)

*Historian, Carolyn Hixson*

*Publicity, **vacant***

*Webmaster, Deborah Johnson*



## EVENT A HIT!

JENNIFER BRANDLON JOINED US FOR OUR JUNE 13 CHAPTER MEETING, WHERE SHE PRESENTED A LARGE SELECTION OF COOKIE LEE JEWELRY. THERE WERE MANY LOOKERS AND SEVERAL BUYERS AS WELL!

THE CHAPTER EARNED 20% OF THE PROCEEDS, FOR A "WINDFALL PROFIT" OF \$154.60..

AND INCOMING PRESIDENT SHEILA ISLEY BOOKED A HOUSE PARTY FOR JULY 15, GIVING US AN ADDITIONAL \$20 BONUS!

YOU CAN STILL ADD TO THIS AMOUNT BY ORDERING FROM THE CATALOG OR AT SHEILA'S PARTY.

THANK YOU ALL  
FOR MAKING THIS EVENT SUCH A SUCCESS!

Still Time!! REGISTER NOW ~

## IAAP International Convention and Education Forum

<http://www.iaap-hq.org/Convention%5F07/>

July 29-August 1, 2007

Tampa Convention Center  
Tampa FL



### Shaping the Future



2006-2007

*YOU could HELP SHAPE THE FUTURE of OTC~*

*We are still in need of two committee chairs, Publicity and Community Service. The Publicity Chair is responsible for announcing our events and activities to the news media; the Community Service Chair arranges for our quarterly Outreach Programs, collecting any donations and delivering the items to the non-profit organization we have chosen. Please let Sheila know you are interested!*

## Future Exam and Deadline Dates



Following are the dates and deadlines for future exam administrations:

**Exam Date**

Friday & Saturday, November 2 & 3, 2007

**Deadline Date**

August 15, 2007

Certain Sabbatarian and international sites have been approved to test on Thursday and Friday. All other sites test on Friday and Saturday.

**New Exam Fees Effective with the November 2007 Exams- Please see the May edition of Trail Dust for more information on fees, other exam dates and re-certification.**

The main e-mail address for the Certification Department is [certification@iaap-hq.org](mailto:certification@iaap-hq.org). Phone number is 816.891.6600, extensions are 2227 (Kathy Schoneboom CPS/CAP, Certification Manager); 2225 (Jennifer Mead CPS/CAP, Assistant to Certification Manager); and 2248 (Vicki Twombly, Certification Specialist).

## 2007 CERTIFICATION CONFERENCE COMING UP!

The 2007 Certification Conference will be held October 14-17, on the historic River Walk in San Antonio TX. Hotel reservations can be made now at the Hyatt Regency San Antonio; phone 800.233.1234. Identify yourself as an attendee of the IAAP Certification Conference to receive our room rates of \$175 single/\$180 double (plus taxes).

**Complete details are available on the IAAP website (under [Events & Conferences](#)), and registration opened June 1.** Early bird registration (June 1-July 31) is open only to those who have an active CPS or CAP rating; early bird fees will be \$495 for active CPS and CAP holders who are members of IAAP, and \$575 for nonmembers. Starting August 1, registration will open for those who are not certified; fees will be \$575 for IAAP members and \$680 for nonmembers.

The 2007 Certification Conference will provide top-notch educational sessions, valuable networking opportunities, and a time to relax and have some fun. Make plans now to attend and learn as we look at the stage manager role of the administrative professional.

## Advertising in *Trail Dust*

Do you have a business you'd like to advertise, or interest you would like you would like to share? For \$5 an issue place your ad in the Oregon Trail Chapter newsletter!

If you are interested, contact Pam Melroy at [pmelroy@rodgers.rain.com](mailto:pmelroy@rodgers.rain.com) or 503-681-0450.

## Ten Mistakes Meeting Leaders Make

Source: PRWeb

Ten common mistakes that meeting leaders make and meeting attendees often accept without question during the meeting are:

1. The meeting leader does not understand the role of facilitator.
2. The recorder role is under appreciated.
3. The leader does not have a written agenda.
4. If they have an agenda, they allow random changes.
5. The agenda does not have times assigned to each topic.
6. Records of meeting are not visible during meeting.
7. Records of meeting are not distributed afterwards.
8. Actions are not recorded during meeting.
9. Actions are not assigned to people before meeting ends.
10. Deadlines are not assigned to actions.



Read how to avoid these mistakes in full article at  
<http://www.prweb.com/releases/2007/02/prweb507653.htm>

### BOOK SUMMMARY:

Shirley Fine Lee's book "*R.A!R.A! A Meeting Wizard's Approach*" is a no-nonsense guide that can help anyone prepare for meetings in which they will be participating or facilitating. The author, an expert in communication and organization, explains how to assign roles, create a clear agenda, keep records, and assign actions for follow up – thus maximizing the effectiveness of every meeting. You can order this book today from [www.Amazon.com](http://www.Amazon.com) (ISBN 1-4196-5367-9). You can find information on the author at [www.ShirleyFineLee.com](http://www.ShirleyFineLee.com).

### FEATURED MEMBERS

WE HAVE AN OUTSTANDING MEMBERSHIP ~ AND WILL BE  
SHOWCASING MEMBERS FROM TIME TO TIME. PLEASE SUBMIT  
PICTURES OR STORIES [OR BOTH!] THAT YOU WOULD LIKE TO  
SEE IN THE

2007-2008 EDITIONS OF

*Trail Dust.*

THIS IS YOUR NEWSLETTER...  
YOU ARE ENCOURAGED TO CONTRIBUTE!

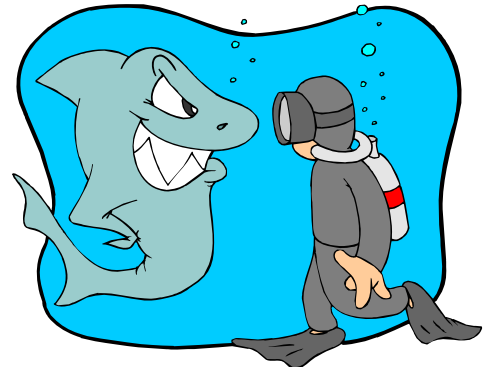
## Building a Positive Political Relationship with Your Boss

By Margaret Morford (reprinted with permission)

It's a simple, real-world fact, but it's one that most people still do not "get": The majority of people who lose their jobs do so not because they made some costly mistake, but because they didn't understand workplace politics. And if you do make a mistake on the job, being politically savvy will help you keep your job.

My definition of politics is "the difference between what is right—and what is effective." How often in your career have you been right, but found that everyone hated you for it? That's the gap you need to understand. It's not about taking advantage of others for your own benefit; it's about understanding the unspoken messages of your workplace and tapping into the flow of power to achieve your goals. Think of it as "how to shake the tree to get the resources you need."

Your most important political alliance is your relationship with your boss. Start by asking yourself, "Do I actively /manage/ my relationship with my boss—or do I just try not to make him or her mad?" Most people do only the latter. Turn that around and start creating a more positive, effective relationship with your boss by answering these key questions:



### **\*1. What is the method of communication with which my boss is most comfortable?\***

Is it face-to-face, e-mail, or voice mail? Sarah had a boss who responded best to voice mail. He wasn't big on face-to-face because it required too much time. He could return five voice mails in airports faster than he could type e-mails on his Blackberry. If you voice-mailed him, you almost always got an answer the same day, especially when he was busy. This strategy also made her look very self-sufficient because Sarah wasn't always in his office asking questions. On the rare occasion when she asked for time on his calendar, he would move her to the head of the line because he knew it was important.

### **\*2. During what time of day is my boss most receptive to talking?\***

Your boss may be a morning person, or more open to longer conversations as the day winds down and the phones stop ringing. If your boss is talkative and you need a quick answer, check his calendar or understand his lunch schedule and go see him 15 minutes before he has a meeting or before he typically leaves for lunch. Is there a particular day of the week that is better for your boss than others? One governmental group waits until Wednesdays to ask for anything important from its manager, because on Tuesdays the boss meets with the Board of Commissioners and Mondays are devoted to preparation for that meeting.

### **\*3. When my boss needs advice, whom does he consult?\***

For those of you, who have seen the /Godfather/ films, think of this advisor as your boss's "Consiglieri." Build a good relationship with this person so he or she says good things about you to your boss.

Remember—this is someone to whom your boss listens and whose opinion he or she greatly values.

**\*4. What are the last three business books my boss read?\***

Any book your manager spends valuable time reading, you should read. I know one manager who wanted funding in the budget for an additional person but knew his boss hated any increase in headcount. His boss was a great fan of the book /Good to Great/. Even though the manager was not a big reader, he read the book because his boss valued its insights. The manager was able to justify his request for the new position by saying he needed “the right people on the bus in the right seats” (wording that comes straight from /Good to Great/). This resonated with his boss and he got the approval to hire the new person.

You also can be politically savvy by giving your boss the gift of a business book you’ve recently read and admire. This allows you to use the author as an expert, to convert your boss to your way of thinking. Be sure to inscribe the book on the inside fly leaf and sign your name. This way, every time your boss opens the book, he or she is reminded of the gift. And if your manager lends it to someone, you will appear to be smart, cutting edge, and someone whose opinion your boss values.

If your boss is not a reader, you can still use this strategy. Simply select a book that is short but packed with insights, so your boss will be willing to spend an hour reading it. And never put the cost of the book on your expense report. This is a gift—and an investment in your career. Surely your career is worth \$20 or \$25!

**\*Here are three quick “political rules” for successfully dealing with bosses:\***

**\*Rule #1: Stay neutral about new bosses.\*** When you get a new boss, you will be barraged by people asking you what you think of him or her.

These people will repeat what you say throughout the organization, so say this: “She seems very smart, but I haven’t worked with her for very long.” This is both noncommittal and positive.

**\*Rule #2: When your boss says something nice about you, do not deflect the compliment\*** with modesty or with humor by cracking the joke about “maybe this is a good time to ask for a raise.” This devalues the compliment and creates an awkward situation for everyone present, even if they know you are kidding. Here’s the perfect reply: “Thank you so much. That means a great deal to me coming from you.” You now have tripled the chances your manager will say more nice things about you in the future.



**\*Rule #3\*: \*Never speak badly about your boss in the workplace\***—even if everyone else calls him “the spawn of Satan.” By not saying anything bad, you send a clear, unspoken message throughout your organization that you are patient, resilient, and loyal, all of which are great qualities to have. You enhance your value and reputation—simply by keeping quiet. © Margaret Morford

**About the Author:** Margaret Morford is president of The HR Edge, Inc., an international management consulting firm. She is the author of /Management Courage: Having the Heart of a Lion/. For more information, contact: [mmorford@mleesmith.com](mailto:mmorford@mleesmith.com)

## **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.