



Trail Dust



Oregon Trail Chapter – Portland, Oregon

www.iaap-otc.org

August 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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Hope all of you are having an Enjoyable Summer!

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.

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 questions regarding reservations should be sent directly to***

Heidi Tate at www.iaap-otc.org, or 503-681-0473.

Message from the President

Greetings!

I am realizing that this summer is going by very quickly. The Board has been busy in getting ready for September. I hope you took the opportunity to complete the survey that was sent out regarding our meeting logistics. For those of you who completed the survey "Thank You". It is extremely helpful for the Board to receive feedback from members. By members being active is how a Chapter can be successful. I encourage you to contact any of the Board members should you have any ideas, suggestions, or concerns.

The time is nearing for the Annual International Conference in Tampa. We will have four members attending from our chapter. We will certainly share with you what we have learned at the conference.

See you in September!

Sheila Isley

President



IAAP ~ Oregon Trail Chapter 2007-2008 Board

President, Sheila Isley

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

Programs, Kathleen Smithline

Fundraising, Judy Gouthro Finson

*Community Service, **vacant***

Membership, Billie Shults

Newsletter, Pam Melroy

pmelroy@rodgers.rain.com

Historian, Carolyn Hixson

*Publicity, **vacant***

Webmaster, Deborah Johnson

Eye-Care Essentials for Computer Users

If you spend hours each day working at a computer screen, you may experience eyestrain, blurred vision, itchy eyes and occasional double vision.

But studies have found no indication that working on a computer screen causes permanent vision problems. Short-term problems, such as tired, irritated or watery eyes, do bother 70 percent to 75 percent of people who work at computers, but these problems can usually be corrected by wearing a special pair of glasses for computer work, adjusting lighting in the workplace and altering the position of the computer screen.

The following steps can reduce your eye discomfort and fatigue:

- ❖ One of the easiest ways to prevent eye fatigue and discomfort is to see a vision specialist. Minor visual problems, such as astigmatism or imbalances between the eyes, can be corrected by wearing corrective lenses which will greatly increase your comfort.
- ❖ Place the computer straight in front of you, not off to the side. Place the screen at right angles to any windows to minimize glare.
- ❖ Adjust the screen angle to minimize reflections from overhead lights or desk lamps.
- ❖ Use drapes, shades or blinds to control window lighting and glare.
- ❖ Keep the screen brightness the same or brighter than the brightness of other objects in the room. Set your computer to display black characters on a white background.
- ❖ Use an adjustable copy holder to keep reference material at the same height and distance away from you as the computer screen. This eliminates the need to change eye focus when looking from one to the other.
- ❖ Use a glare-reduction filter to enhance screen contrast and increase character legibility. Use a three-sided computer hood if glare continues to be a problem.
- ❖ Take periodic rest breaks. Every 15 minutes or so, look up and focus on a distant object for about two minutes. Blinking frequently and using artificial-tear eye drops to relieve dryness and irritation can also help.



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. 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).

FALL IN SAN ANTONIO... 2007 CERTIFICATION CONFERENCE

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 or 503-681-0450.



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*.

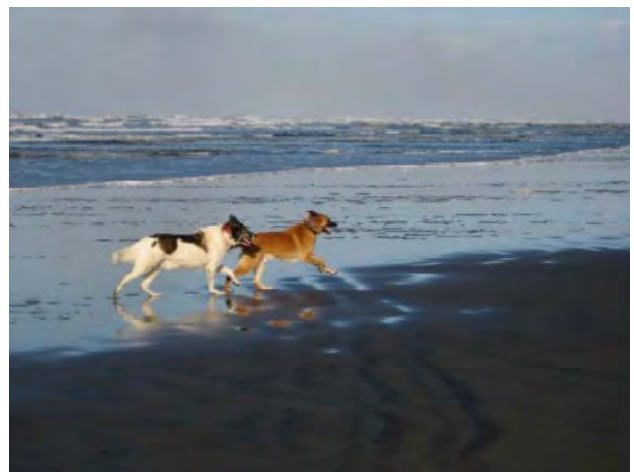
**This is your newsletter...
You are encouraged to contribute!**

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, but if you prefer, her phone number is 208-396-4843.

Be a contributor to 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!



Let's hear it for those DOG DAYS of summer!!



PRICE SYSTEM SPELLS SUCCESS

HE WROTE *THE ONE-MINUTE MANAGER* (PENGUIN), *THE HEART OF A LEADER* (HONOR BOOKS), AND MORE THAN A DOZEN OTHER SUCCESSFUL BOOKS ON HOW TO GET AHEAD BY SETTING AND REACHING GOALS. READERS AROUND THE WORLD THINK HE KNOWS HOW TO DO IT, AND YOU SHOULD BELIEVE HIM TOO. HERE'S THE BEST ADVICE OF AUTHOR AND EXECUTIVE TRAINER KEN BLANCHARD: FIRST, ACCEPT THE FACT THAT YOU HAVE LIMITATIONS AND ASK FOR HELP WHEN YOU NEED IT. YOU CAN'T DO EVERYTHING ALONE. BE HONEST WITH YOURSELF AND WHERE YOU NEED HELP. AFTER THAT, USE HIS **PRICE SYSTEM**. THE LETTERS STAND FOR:

- ◇ **PINPOINT.** DECIDE WHAT IT IS YOU WANT TO ACHIEVE AND BY WHEN. YOU WANT TO LOSE TEN POUNDS IN THE NEXT THREE MONTHS, FOR EXAMPLE.
- ◇ **RECORD.** WRITE DOWN YOUR CURRENT LEVEL OF PERFORMANCE AND HOW YOU WANT TO CHANGE IT. TO LOSE WEIGHT, FOR EXAMPLE, YOU MIGHT WANT TO EXERCISE THREE TIMES A WEEK AND TREAT YOURSELF WITH SOMETHING OTHER THAN HIGH-FAT DISHES LIKE ICE CREAM.
- ◇ **INVOLVE.** GET AS MANY PEOPLE AS YOU CAN INVOLVED IN YOUR PLAN. IN THIS CASE, YOU COULD INCLUDE A PERSONAL TRAINER, A DIETICIAN, AND FAMILY MEMBERS.
- ◇ **COACHES.** THEY ARE INDIVIDUALS WHO WILL TRACK YOUR PROGRESS AND CHEER YOU WHEN YOU FEEL YOU AREN'T MOVING FAST ENOUGH. THEY COULD BE REAL PEOPLE OR INTERNET CONTACTS OR PROGRAMS.
- ◇ **EVALUATE.** AS THE TIME PERIOD YOU SET EXPIRES, EVALUATE YOUR PROGRESS. IF YOU NEED TO SET ANOTHER TIME GOAL, DECIDE HOW YOU WANT TO CHANGE YOUR STRATEGY IN ORDER TO REACH IT.

PRICE CAN BE EFFECTIVE IN ALMOST ANY TYPE OF GOAL ON THE JOB OR OFF THE JOB.
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It's Easy to Have a 'Berry' Healthy Summer

There's far more to berries than meets the eye. They're loaded with compounds that keep your body and brain working right and staying young. When it comes to total antioxidant power, four of the top 10 fruits and vegetables are blueberries (ranked number one), strawberries, raspberries, and blackberries. They are rich sources of quercetin, a potent antioxidant. Another thing that makes berries so special is a compound called ellagic acid, which is believed to prevent cellular changes that can lead to cancer. All berries have some of it, but strawberries and blackberries have the most. All berries are also rich in vitamin C, one of the best antioxidants.

Banana-Berry Smoothie

In a blender, combine 1 cup fat-free milk or soy milk and 1 cup fresh or frozen berries, 1 large banana, and 1/2 cup orange juice. Process until smooth. The recipe makes two 1 1/4-cup servings: 146 calories, 1 gram fat, and 3 grams of fiber.

reprinted courtesy of Cascade Centers, Inc.