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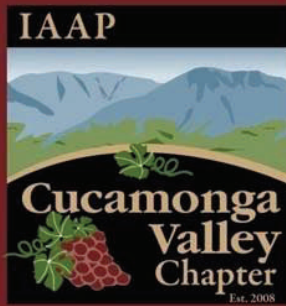
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VOLUME 1 ISSUE 11

Cucamonga Valley Chapter IAAP

MAY 2009



*Hello
Members
and
Colleagues,*

Well, we finally made it! Our chapter is celebrating its first year and we are starting at a new venue as well. We are very thankful to Jacki Mylenik, for doing such a great job in bringing us to Dave & Buster's. I know you will just love the exciting new menu choices and the desserts are simply divine. A small preview of our desserts is the infamous Belgian Chocolate Fondue!....whew! May 27th can't come fast enough.

I am so excited about our future with IAAP and the great things we are expecting to achieve in this upcoming year. Recently I had the honor of attending my 2nd Advisory Committee Meeting at Chaffey College this past week and it was absolutely inspiring. It was a joy to see how interested others get when they see what an impact IAAP can have in the Admin-

President's Message

istrative Professionals career. The Committee seemed very interested in providing the most valuable information to the Administrative Assistant's profession by taking steps to create a curriculum that will pave the way to help us prepare for our CPS/CAP exams and to develop classes to help us achieve the skills needed to be on the cutting edge for our employers. The committee was also pleased about being a testing site for IAAP. We were all in agreement that this new testing site needs more exposure to all those out there preparing for their exams, so spread the word ladies to everyone you know and take advantage of this opportunity. In addition, for those who recently took their exams, I wish you all the best on passing and please continue to encourage others around you to do the same. Sometimes it just takes that little

nudge from another to get us going in the right direction. For those of you who are planning to take the exams in November please consider taking on a buddy to study with and go to take the exams together, remember there is strength in unity. It is much more exciting and fulfilling when we work together to accomplish a task. When we get together to study and desire an effective outcome, we may often find unexpected success.

*It's not the things you get, but
the hearts you touch that will
determine your success in life!*



May 27th Meeting: Our Guest Speaker,, Robert DeLoach, Impact Meeting, and Board Elections.



Mr. DeLoach is currently the General Manager and Chief Executive Officer for the Cucamonga Valley Water District, located in Rancho Cucamonga, California.

He is also the President of Fontana Union Water Company, a mutual water company with extensive water rights in the Lytle Creek region. Mr. DeLoach received his Bachelor of Arts degree in Administration from California State University in Pomona. He also studied Civil Engineering at Imperial Valley College.

Prior to his affiliation with Cucamonga Valley Water, he was the Director of Public Works and Engineering for the Cities of Pomona and Azusa. Before starting his work in the public sector, he was a California State licensed contractor. Robert has served in a variety of professional capabilities, such as the

past chair of the Chino Basin Advisory Committee ; past Board member of the California Chapter of the American Public Works Association; past president of Canon Water Company; past president of East San Gabriel Valley Engineers Association; and Administrator for the Pomona-Rowland-Walnut Joint Waterline Commission. Mr. DeLoach is a member of the Rancho Cucamonga Rotary Club.

Robert has been married for 33 years, and has two children (and a dog). His son Andrew is an attorney. Daughter Ashley was recently married and is living in Irvine.

Please visit us on the web at www.cucamongavalleyiaap.com

WOW! Word of the Week—Susan Clarke

WOW Word Of the Week #40

Abundance -- overflowing fullness; plentiful supply.

When you think of your life, does the word abundance come to mind? Do you see your life filled with good things or do you have a tendency to focus of what you're lacking?

If you see your life as full and you feel abundance, then you come from a place of sharing and giving. There is plenty for everyone. I am frequently asked who my competition is. I say, "I don't have any competition. There is no one else like me." There are plenty of professional speakers. We don't all speak on the same topic. And then

there are those speakers who are similar. I don't see them as competition but rather as people that I can align myself with.

I wouldn't want my clients to hire me for every speech. I think it's good to have different view points and styles. It's also great to be able to refer someone when I am not available. That's an "abundance mentality." There's plenty for everybody!

I have a friend whose husband always complains that she gets everything. Imagine that! I believe that it is because she is such a kind, giving person that it comes back ten fold. I think he's stingy.

WHAT YOU THINK ABOUT, YOU

BRING ABOUT! If your life is lacking, it's probably because your thoughts are about what you don't have. Don't compare yourself to someone else. Try this, make a list of all the things you do have and those things that are right in your life.



This week focus on the "abundance mentality." What can you share or give to someone else? How does it make you feel to not be lacking but to have plenty?

www.MotivateU.com and sign up to receive her weekly WOW Word!

June 24, 2009—Susan Silver Positively Organized!

Please join us for our June 24th meeting with guest speaker, Susan Silver.

DANCE: Make Your Computer, Mobile Devices and the Internet Perform for You (2006).

Susan Silver is the recognized organizing expert and bestselling author of the award-winning bible of organization, *ORGANIZED TO BE YOUR BEST! Transforming How You Work* (5th edition, 2006). This popular, best-selling business book has more than one-quarter million copies in print.

A knowledgeable, entertaining, and hands-on training and coaching professional, Susan consults and speaks on better ways of working and communicating. And as an award-winning business author, writer, and editor with 20 awards to her credit as well as an English instructor at the American Language Center of UCLA (University of California, Los Angeles), Susan provides outstanding editorial consulting services and writing programs.

Susan is also coauthor of the acclaimed book *TEACH YOUR COMPUTER TO*



April 22, 2009 meeting -Administrative Professionals Day Celebration at Barbara's Victorian Tea House!

Our April 22nd, Administrative Professionals Day celebration was filled with yummy teas and scrumptious delicacies, as well as a truly inspirational and uplifting speech given by 3-time cancer survivor, Matt Jones.

power he found within himself that he never realized he had and shared his

struggles, pains, joys and journeys with us. Thank you for being an inspiration, Matt.



Matt explained the



Please visit us on the web at www.cucamongavalleyiaap.com

Remember those who gave their

lives so we could live free!



MEMBER SPOTLIGHT



Name: Tina Watson
Employer: Rancho Cucamonga Fire Dept
Title: Office Specialist II
Years: 2.8 years with RCFD, and
8 years with the City of RC

What do you most enjoy about being an administrative professional?

The diversity of the position. My days are never dull, nor the same.

How did you hear of IAAP?

Donna Kendrena and Gina Molina.

Any hobbies or interests?

Spending time with my family, Cross Stitch, Heirloom Sewing, including shadow work and Computer repair

Forward *Moving*

By Martha McCarty

There once was a time when IAAP's new International President spent her summer days elbow-deep in ice cream. That's how the career path for Judy McCoy began—scooping 31 flavors into waffle cones at a family-owned Baskin-Robbins store in sunny California. From behind the counter—between the banana splits and the hot fudge sundaes—Judy perfected customer service skills until they were as smooth and refreshing as the ice cream treats.

She discovered the benefits (or the joys!) of a team spirit by sharing the chores with her brother and sisters, one of them her twin, Jan. And with their parents as mentors, the work ethic Judy learned has carried her from a sweet school girl to IAAP's top spot. "Dad always told me: 'Go for it. Nobody knows you're scared,'" Judy said. "Anyone can say, 'Oh, I could never be on the international board. I can't be a division leader.' But you don't know until you try—right?"

Today, you can say Judy McCoy has arrived. But still she is a woman on the go. Her typical speed is zoom. Her energy level is high. Her smile is ultra bright and ideas pop into her conversation mid-sentence in a way that seems off the cuff, a way that seems remarkably like Diane Keaton, Hollywood's spunky leading lady.

OfficePro caught up with Judy in a quiet moment in her hotel room after a round of recent meetings. She had switched from business attire into

denim, propped tired feet up on a stool, relaxed and reflected on a Believe-You-Can-Succeed philosophy that has not veered far from her father's business guidebook and her Baskin-Robbins beginnings.

Believe You Can Succeed

"I don't think people believe enough in themselves," she said in our behind-the-scenes interview. Earlier, she had fired up division presidents with the reminder: "You're no longer passengers. You're in the driver's seat. You can do anything you want. And you can do it in your chapters and divisions—right?" Sometime ago, she had hinted at her own dreamed-of destination when the Whatcom County Women In Business named her Professional Woman of the Year, awarded for business acumen, professional development and community service. Back then, a reporter asked, "What next?" Like a visionary, Judy answered, "I look forward to being elected Division President. And then, who knows, possibly looking into a position on the International Board of Directors as Northwest District Director." And look at her now, just a few years later. She has risen through the ranks, from a once-upon-a-time Chapter Mentor of the Year to an elected officer at every level—testing the speed limits and ignoring stop signs.

As International President, she has traveled to the top, though she is not inclined to lay down

strict rules of the road for others to follow. "I'm a leader that empowers people rather than directs people," she said. "I hope that's what I project. I don't feel like I'm giving rules—but I did ask them to embrace my theme." With IAAP as a catalyst, she believes in making members the designated drivers who create their own inroads and clip along, advancing toward their goals. One chapter she cited had dwindled in size, but ambitious members formed a team and rolled out a plan to meet the needs of today's busy professionals. Rather than disbanding, the chapter doubled—and it is still going strong. But if hard work and extra miles are part of the process, is it worth it? Absolutely. "Some members are young, some are changing careers, and some are just getting started," Judy said. "It's fun to watch them grow and get promotions and discover what they can do. I want everyone to like what they're doing. That's what life is about."

Back Home in Bellingham

At home in Bellingham, Judy McCoy's lifestyle is a mix of work, play and family. The Administrative Manager at Camtec Precision, she is the co-owner and collaborator who helps keep the family business rolling. Husband, Chuck, a master craftsman (and Street Rod guy), founded Camtec in the 1980s, working out of their garage. "My husband is a genius when it comes to fabricating anything, like those pretty little pulls on the cabinets, aircraft tooling, anything. He's a genius,"

(Continued on page 4)

Cucamonga Valley Chapter IAAP Contact Information

If you have any questions relating to IAAP, joining the chapter, joining the board or any of our committees, subcommittees, or would like to help us with fundraisers, etc., please contact Ida Martinez at 909-987-2591, or email her at idam@cucamongavalleyiaap.com



Articles in this newsletter are taken from the Archives of OfficePro Magazine. With your membership to IAAP you receive a free monthly subscription to this great and informational magazine.

Calendar of Upcoming Events

- Monthly meetings held on the 4th Wednesday of every month at 6pm. For the next three months we will be meeting at Dave & Buster's, on the east side of Ontario Mills, on a trial basis hoping to make this our new meeting home.
- Applications for CPS/CAP must be submitted by August 15th to qualify for the November 2009 testing dates. Please see Ida Martinez or Donna Kendrena for more information.
- June 24th @ 6pm—CVIAAP—Susan Silver, MA and President of Positively Organized. "Organized to be Your Best!"
- July 22nd @ 6pm—CVIAAP—Rochelle Cowper, MOAL, Life Potentials Practitioner. Motivational and empowerment speaker.
- August 26th @ 6pm—CVIAAP—
- September 23rd @ 6pm—CVIAAP—
- October 28th @ 6pm—CVIAAP—
- November 2009—2nd Annual Craft and Vendor Fair—November is our Craft and Vendor Fair location to be announced at a later date.
- December—Holiday Social



(Continued from page 3)

Judy said. "And I'm his buddy. I hear he brags about me when I'm not home."

Today, Camtec is a leader in the design, manufacture and production of parts for such sophisticated projects as high-end homes, businesses, fabrication and tooling. Always entrepreneurial, Judy stepped in to impact Camtec's management and office systems once the business had begun to grow. By then, she had raised two sons, Charley and Brent, and worked as an administrative assistant at a bank and a university, laying the early groundwork for an impressive track record.

In the Great Outdoors

When not racking up miles on the road or in the air, Judy is at home in Camtec's headquarters, doing what it takes to keep the company on the cutting edge. A pioneer in technology, she has computerized office procedures including accounting, job tracking systems and cost-cutting tools. Amazingly, complex drawings arrive over the internet to be viewed in specialized computer drafting software with parts later cut by computerized milling and lathe machines. But don't get the idea that IAAP's leader, trainer and spirited spokeswoman is all about business. She often burns the midnight oil, but when she takes it easy—where is she?

In the great outdoors. Digging in the garden among her blooming dahlias. "We probably have an acre of landscape that my husband and I care for," said Judy. "I have a 9x12 patch that Chuck built for me just for my dahlias. I go out there and primp. The flowers are really big. I love red and I love the white ones. They bloom from May 'till the very first frost." She calls their neck of the woods "Podunk, Washington." "We live out in the country. It's pretty rural, a real cute place to live."

She is the mother of two sons, a gung-ho grandmother and now her parents live nearby. "We have the number two cleanest air—you can check on this. AARP said it is the best place to retire," she said, though she is a million miles away from retiring. "People ask where do you go on vacation and I say, 'I don't.' I sit at my dining room table and look at a beautiful stand of trees. You can't see any homes from there." Originally a California girl, Judy moved to Bellingham with husband, Chuck, 27 years ago. They met in the ice cream shop where Judy worked side-by-side in the late 1960's with Jan, her identical twin. "We both met our husbands there and we're all still married. They came in to buy ice cream. They were the cute ones." She said. "On our anniversary last year, my husband said 'I think we need to get a Baskin Robbins' ice cream.'" When they met, a single cone cost twelve cents, she remembered. Last year, their anniversary ice cream cost \$2.25. Sweet.

Judy McCoy Waved the Flag and Gave the Green Light

International President Judy McCoy closed this year's annual convention with the call—Ladies and Gentlemen, Start Your Engines! She waved the flag, gave the green light, and made IAAP members the motorists who will fuel their own ambition. Forward Moving is the theme, the challenge, the invitation to journey with Judy—not for a little spin around the block, but a whole journey toward professional growth and self-discovery. And who can resist a really good road trip? Start with a planned destination, a quest. Whether learning new technology, rerouting your career, building chapter membership or landing a leadership role, face fears and doubts and ask a few key questions, she has advised.

"Say, 'I want to do that,'" Judy said. "Then ask, 'What would it take to do that? Does it mean one night a month? Does it mean I need a mentor? You can give yourself permission to not know it all, just go for it. What's the worst that can happen? What's the worst that can happen if you don't vacuum tomorrow?" But indeed, the new International President understands that scaling the heights can be dizzying and owning your ambition can make you shake and quake. For her first IAAP presentation at convention over a decade ago, she invested in a laptop, intent on mastering the techniques of PowerPoint.

"I was scared to death. I was sick to my stomach," she remembered. "Then the next eight years, I did public speaking, using PowerPoint, I gave sessions on impact, chapter building, public speaking, and using PowerPoint. I found out I had a niche." And so Judy knows that insecurity tags along with inexperience. But she also knows the power of making professional connections, managing career growth and facing change head-on. "You just have to have a passion and an open mind, really," she said. "Then one day, one of you will be standing here."

About the author:

Martha McCarty is an author, journalist, columnist and contributing book critic. Her byline appears in business publications in the U.S. and abroad, including The New York Times News Service, Associated Press, Entrepreneur Magazine, and American Business Journals. She has also just written her first storybook, *Five Island Diaries*, published by Spartan Press.



Save the Date!

June 5-7, 2009 Annual Educational Forum & 57th California Division Meeting

Riverside Marriott Hotel
3400 Market Street
Riverside, CA 92501
(just one block from the Historic Mission Inn)

**You won't want to miss hearing
the wonderful speakers
selected for the weekend!**

Friday, June 5th

Keynoter:

Burnette Clingman
"The Courage to Rise to Excellence"

Morning Workshop:

Joyce Harper
*"Achieving Your Goals: Taking a
Productive Approach to Personal
and Professional Growth"*

Certification Luncheon Speaker:

Tom Collins
*"Positive Change through Management
of Organizational Values"*

Afternoon Workshop:

Lisa Olsen
*"Fostering Teamwork in the
Workplace—It Starts with You!"*

Saturday, June 6th

Keynoter:

Dr. Lynn Joseph
*"Self-Leadership: How to Achieve
Goals Quickly and Powerfully With
Visualization Techniques"*

Sunday, June 7th

Keynoter:

Susan Leahy
"Communication Empowerment"

Honored Guest Speaker

International President, Barb Horton, CPS/CAP
Speaking on: *"Encouraging the Heart"*

(2009 AEF/CDM Registration Brochure
Available early March)