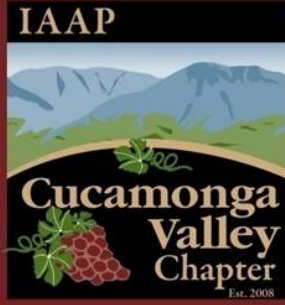


- **Launching of Cucamonga Valley IAAP Chapter**
- **May 29, 2008 Special Introduction and Launching Meeting for CVIAPP**
- **Members Submit Applications for Membership**

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How We Began the CVIAPP!

Sheets of rain plummeted the van as Ida Martinez drove cautiously on the 60 Freeway back to Rancho Cucamonga. It was a great meeting, the speaker was inspiring, the food was good, but all five ladies in the van were still grumbling about NO PIE! "How can we go to Marie Calendar's and not have pie?" Bonnie Tazza asked.

The CVWD Car Pool Van was warm and cozy, but the 45-minute drive each way was a sacrifice every month to attend the Citrus Valley Chapter IAAP meetings in the City of Industry. There was something else that night that steered this group of ladies . . . it was a simple question that was asked at

the meeting. Would the Citrus Valley Chapter be willing to have a meeting or two a year at a more convenient location for the Rancho Cucamonga group? To those of us traveling home, the answer was a disappointment, but a blessing in disguise!

As the ladies discussed this, co-pilot, Gloria Rivera said, "You know we should just start our own chapter." All five ladies cheered and a dream of Ida Martinez and Donna Kendrena was officially unleashed!

It was August 2006, that Donna Kendrena, Kathy Scott, Debra Cabana, Melissa Morales and several

other Rancho Cucamonga City Administrative Assistants met with Ellen Schultz, then President, and Ida Martinez, Recording Secretary, from the Citrus Valley Chapter, along with Lynn Palmer, President of the City of Hope Chapter to discuss the possibilities of starting a chapter in Rancho Cucamonga. Ellen was most gracious sharing information about membership, certification program, and the 15-member requirement to start an IAAP Chapter.

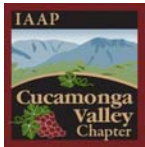
The Rancho Cucamonga ladies left the meeting excited and reluctant at the same time. "There was a lot to consider, and we needed a few more people," said Kathy Scott. From that point, the

Susan Clarke, CPBA, CPVA

ATTITUDES, VALUES & BEHAVIOR.

- Nice Girls Do... Things Like That: Nine Breakthrough Beliefs to Living Your Life by Your Values, Not Someone Else's
- The Fun-Damentals of Attitude: How to Turn a Positive Attitude Into Positive Results
- The Fun-Damentals of Emotional Intelligence
- The Fun-Damentals of Believing, Achieving and Succeeding





How We Began CVIAAP!



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(continued from front page)

unspoken consensus was to attend the Citrus Valley Chapter meetings for a year or two and learn more about IAAP before we took the leap; that rainy night, September 26, 2007 was the turning point.

With busy schedules, the holidays quickly approaching and lots of information to accumulate, Ida and Donna didn't call a meeting until January 2008 to get the ball rolling. Choosing a Chapter name was the first thing on the agenda, and Cucamonga

Valley was a winner hands down! Then selecting the Acting Board, assigning duties, choosing a meeting location, picking topics, and lining up speakers, filling out paperwork for headquarters, soliciting members, composing an invitation, working on the website, newsletter, writing a press release, assembling a list of invitees, the list goes on and on were all dealt with as the weeks flew by.

Once the orientation meeting date was set for May 29th, the Acting Board's lunch meetings were held

regularly every Wednesday. Now, the final details are in place, and tonight we hope to have a good turnout and meet many new Administrative Professionals who are interested enough to become members and/or attend the monthly meetings. The excitement is building, we've come a long way, and we have a lot more to do, but we're doing it with enthusiasm close to home and you can be sure of one more thing. . . at our monthly meetings we'll have PIE



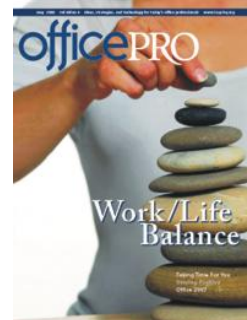
OfficePro Monthly Magazine

One of the many benefits of joining IAAP is the opportunity to receive the monthly publication *OfficePro*.

OfficePro magazine was chosen for the Grand Award in the APEX 2003 Awards for Publication Excellence Competition. Of thousands of entries, only 100 received Grand Awards, the highest

recognition the APEX judges can present. Comment from one of the APEX judges: "Interesting, well-written, appealing articles, excellent, varied design -- every page is 'packed' but they pull it off exceptionally well. The layout and typography combine to impart a professional tone -- just the right touch for a high-quality magazine serving a

professional audience."



When you join IAAP, you receive a free subscription to the monthly magazine, OfficePro.

Attitude is Everything

There once was a woman who woke up one morning, looked in the mirror, and noticed she had only three hairs on her head.

"Well," she said. "I think I'll braid my hair today."
So she did and she had a wonderful day.

The next day she woke up, looked in the mirror and saw that she had only two hairs on her head.
"Hmmm," she said, "I think I'll part my hair down the middle today."

So she did and she had a grand day.

The next day she woke up, looked in the mirror and noticed that she had only one hair on her head.

"Well," she said, "today I'm going to wear my hair in a pony tail."
So she did, and she had a fun, fun day.

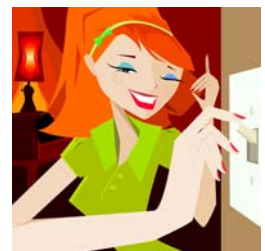
The next day she woke up, looked in the mirror and noticed that there wasn't a single hair on her head.

"YAY!" she exclaimed. "I don't have to fix my hair today!"
Attitude is everything.

Be kinder than necessary, for everyone you meet is fighting some kind of battle.

Live simply, love generously, care deeply, speak kindly.

Life isn't about waiting for the storm to pass. It's about learning to dance in the rain.



It is our attitude at the beginning of a difficult task which, more than anything else, will affect its successful outcome.

Schedule of Events

- } June 25, 2008 - Susan Clarke, CPBA, CPVA. Susan Clarke is a renowned guest motivational speaker. Come join us for a night of inspiration.
- } July 23, 2008—RCPD Crime Prevention and RCFD Fire. RCPD & RCFD will explain ways to keep safe in your everyday lives and summer water safety for pool owners.
- } August 20, 2008 - Information Technology
- } September 24, 2008 - Going Green - Speakers TBA
- } October 22, 2008 - Identity Theft -given by RCPD
- } November date TBA
- } December – Holiday Social – date TBA

MAY 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 CVIAAP Central Park 6pm-7:30pm	30	31

A Life of Positive Thinking and Laughter

By Jordan Richardson

Living a life of positive thinking and laughter is bound to have you feeling happier and more successful throughout your day-to-day routine. In fact, those that make positive thinking and laughter a key goal in their lives tend to experience more daily success and more happiness than anyone else.

Visualizing goals and going after them is a key component to positive thinking. Keeping a light attitude towards life is a great way to keep laughter as the soundtrack to your life and have things looking a little bit brighter.

When it comes to a healthy state of mind and body, positive thinking and laughter work hand in hand.

Daily Happiness and Success

Having daily happiness and success is all about developing a habit. You'll need to start making a few changes in your life if you want to experience positive thinking and laughter on a regular basis, and you'll want to create an environment that encourages both those qualities, too.

This may sound like work, but don't worry; it can actually be a lot of fun! One of the first things

you'll want to do in developing your "happy habit" is to change the way you look at things in your life.

Keep the focus on the bright side and think of the good side all the time. You may find that your mind will try to drag you down and look at the negative things in life more often than you'd like, but you have the power to change that focus and keep it on positive aspects.

If you try to make your first thoughts about the bright side of the situation, you'll find yourself well on your way to developing your "happy habit".



A positive attitude at work will make your workplace more enjoyable

Cucamonga Valley Chapter IAAP

Acting Board Members:

President, Ida Martinez

Vice President, Donna Kendrena

Recording Secretary, Bonnie Tazza

Correspondence Secretary, Adrianna Vega

Ways and Means, Gloria Rivera

Membership Committee, Evette Navarro

Treasurer, Melissa Morales

Newsletter/Webmaster, Debbie Cabana

Contact us by telephone at:

909-477-2700 or 909-987-2591 or

email us at: idadam@cvwdwater.com

Donna.kendrena@cityofrc.us

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Applebee's for the delicious

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Cucamonga Valley Water District for

the donation of the bottled water,
snacks, and printing

Dawn Hasset—Geographics for our
beautiful logo

City of Rancho Cucamonga for the
room and printing



Reminders

- Wednesday, June 25, 2008-6:00pm to 7:30pm. Guest Speaker Susan Clarke See front page article for more information.
- Monthly meetings held the 4th Wednesday of every month at Carrows Restaurant 11669 Foothill Blvd., Rancho Cucamonga 6:00pm - 8:30pm
- Applications for CPS/CAP must be submitted by August 15th to qualify for the November 7th & 8th testing dates. Please see Ida Martinez or Bonnie Tazza for more information.

IAAP Testimonials

Testimonials from Managers/ Executives/Employers

"I have the highest regard for IAAP. I have attended several IAAP events and have always been impressed by how professional, organized, engaging, and welcoming the organization is. The other striking factor is how committed IAAP's members are to the organization's success. I know several members who have committed a substantial amount of time to IAAP and have enthusiastically promoted the organization to other administrative professionals within our company. Having been involved with numerous professional societies -- both as a member and a staff person -- I can say with confidence that IAAP meets the highest standards of a well run, effective membership organization." -- Timothy S. Brown, PhD, APR, Director, Corporate Communications, Delmarva Power/Atlantic City Electric

"IAAP provides wonderful opportunities for networking and continuing education. Your association also provides its members with the respect and professional recognition they very much deserve. IAAP has provided my administrative professional the opportunity to utilize and share her tremendous organizational and leadership knowledge and talents with others in the profession. I have no doubt she has had a positive influence on other administrative professionals in this area." —S. Arnold, Ph.D., Professor and Academic Department Head, New Mexico State University, Department of Health Science

"My Administrative Assistant's involvement as an active member and regional officer in IAAP has not only helped her grow as a person and a professional, it has also had a profound impact on my whole business unit. As she has encouraged all of my managers' Administrative Assistants to take advantage of some of the developmental material and seminars offered through IAAP, the whole administrative team has strengthened and coalesced as a team. This unity has had positive results with respect to improvements in efficiency and cooperation across all areas."

—J. Hughes, Director, Aircraft Carrier

Engineering, Northrop Grumman Newport News.

"Through her involvement in IAAP, my administrative professional has not just broadened her knowledge of fundamental office skills but has grown in her knowledge of basic business concepts and skills. IAAP has been one of the best investments I could have made. It is the most cost effective fringe benefit that any employer can provide to the administrative professional. My firm has realized many times more than the cost of dues and a professional development allowance in increased efficiencies, morale and enhanced capabilities."

—R. Urffer, Jr., President, MidAtlantic Insurance Consultants, Ltd., Eters PA



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