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Ann-Marie
Longanecker

WAYS AND MEANS

Tina Watson

Inside This Issue!
See page 2

Cucamonga Connection

January 2012 | Volume 5 | Issue 1

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

**PRESIDENT'S MESSAGE**

*Happy
New Year!*

Can you believe we're in 2012?? It's been five years since we started planning Cucamonga Valley Chapter, and we are the fourth largest Chapter in California!! **THANKS TO ALL OF YOU!** Our membership has stayed steady for the past year even during tough economic times, **THANKS TO ALL OF YOU!** We have a phenomenal Board and Extended Board of dedicated professionals with expertise in all areas of the Administrative field, again **THANKS TO ALL OF YOU!** So, we're off to another exciting year of great meetings, networking and professional development!!

Let's get started! At our January meeting we'll be introducing a "**Professional Development Award Program**" that's designed to help you step out of your comfort zone and grow! Incentives, if you will, to **bring out the "BEST" in you!** Our January Speaker is a special friend / mentor of mine, **Leigh Adams, DTM.** You're going to LOVE him! His topic is that one thing that we all dread almost as much as death – Public Speaking! But, think of this learning experience as it pertains to your immediate perimeters – home, work, boss, meetings, church, and social organizations, wherever you interact with people. The tips and guidance that Leigh will bring can help each of us every day! Like any other skill, you need to start small and practice – I sure have lots of trouble in this area, and **Toastmasters** has really helped!

CA DIVISION NEWS. . .

A call for nominations for candidates for **California Division Office 2012-2013** is being made by **Nominations Chair Barbara M. Murphy**, and must be postmarked or emailed to her by **February 15, 2012.**

Please contact me if you are interested in nominating or being nominated for a board office. I will have information sheets available at our January meeting or can e-mail them to you.

January 14th was **Northern CA Professional Development Day** at the San Mateo Marriott, where we will have this year's CA Division Annual Meeting. We should hear shortly when the Southern CA day is and I'll be sure to let you know!

HEADQUARTER'S NEWS. . .

President Tamra Goodall, CAP-OM announced the introduction of IAAP's **new executive director, Gerald J. "Jay" Donohue, Jr., CAE, CMP**, who comes with an impressive resume. He has over 18 years of association experience serving as an executive director/chief administrative officer and chief operations officer for three major national and international membership organizations.

This past week, headquarters also announced a **new certification exam in November 2012 for Technology Applications.** More information is available on the IAAP website, www.iaap-hq.org.

Welcome 2012 with all CVIAAP has to offer to you!

It's going to be another GREAT year for Cucamonga Valley. Can't wait to see all of you January 25th!

IAAP Chapter
of Excellence
2010-2011

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More to come in the February 2012 Cucamonga Connection 2011-2012 IAAP Board of Directors Cucamonga Valley IAAP Honors Its Sponsors Links to IAAP Resources Welcome to our Guests	



Welcome! Monthly meetings are normally held on the 4th Wednesday of every month at **6:15 PM**. We hold our meetings in the **Showroom** at **Dave & Buster's Restaurant** on the east side of **Ontario Mills Mall at 4821 Mills Circle**, Ontario, California. We are dark in **August** and **combine our November/December meetings**.

Valerie Victorino, CAP-OM - Vice President - Member of Excellence - City of Rancho Cucamonga — A reservation made is a reservation paid! — RSVP for a meeting or request a meeting flyer, please email me @: Valerie.Victorino@cityofrc.us or call me **1. 909. 477. 2750**

Mark Your Calendars!

New Member Orientation Wednesday, January 25, 2012 5:30 PM – 6:00 PM Dave & Busters

Orientation Chair
Christina Riley
riley.christina57@gmail.com

Learn what IAAP is all about! New members learn, in greater detail, the benefits of IAAP membership as well as have the opportunity to ask questions they may have.

Being an IAAP member can help you achieve professional and personal goals as well as provide life long learning and networking through a supportive and enjoyable organization.



Leigh Adams, DTM

Area A Governor
District 12
Toastmasters International

JANUARY 25th
IAAP Meeting:
Dave & Busters

Leigh will be teaching us **Public Speaking 101**.

Standing in front of a group can be a challenge. This will be helpful in all walks of life. Join us!

FEBRUARY 22, 2012 - IAAP Meeting: Dave & Busters — **Cherylinn Nicklas**, our **CA Division State Treasurer**, will be helping us with "How to Interview So You Get the Job!" This can be a huge help on how you present yourself, even if you are not actively seeking employment. We love Cherylinn and can't wait for her presentation!

MARCH 28, 2012 - IAAP Meeting: Dave & Busters — **Barb Schmit with Esselte (Pendaflex)** She sounds like a lot of fun with a great sense of humor! She will bring lots of goodies to share and show us all the latest inventions to make our lives easier. A practical and hands-on meeting!

APRIL 25, 2012 - IAAP Meeting: *Special location this month:* **Barbara's Tea House 7491 Etiwanda Avenue, south of Base Line Road and across from Etiwanda Gardens where we had our Christmas party!** It's our week and our day! **Administrative Professional's Day!** Let's celebrate together! **Neisha Weston, Etiquette Professional** - Etiquette at work and at home is very important to your professional image. More info to come on "our" very special evening!

MAY 23, 2012 - IAAP Meeting: Dave & Busters — **Annual Membership Drive meeting and Time Management!** I am always looking for ways to make time grow. Can it really happen?!?

JUNE 27, 2012 - IAAP Meeting: Dave & Busters — **Installation of Officers & Neil Kupchin (tentatively)**. "Planning and Managing Change Effectively", especially in this era of uncertainty, and how to approach our daily challenges.

JULY 18, 2012 - IAAP Meeting: Dave & Busters — **Leadership and Team Skills** Leadership and team skills are a daily objective, or problem?... Join us for tips to make it easier!

AUGUST 22, 2012 - NO MEETING — Dark... We'll miss all of our friends, but we're gearing up for our next great year of fun and learning!

SEPTEMBER 26, 2012 Save the date! Info coming soon!

OCTOBER 24, 2012 Save the date! Look for details!

NOVEMBER/DECEMBER Combined Meetings

Stay tuned for all the information on our annual spectacular Christmas Meeting and Party!

Observances:
2012 | JANUARY

New Year's Day
01|01

Martin Luther King Jr. Day
3rd Monday in January
01|16

Out & About Events Exciting Member Opportunities!

MAY 5, 2012

Certification Examination Dates at Chaffey College, Rancho Cucamonga, CA - Deadline for Application: February 15, 2012 *Saturday study group beginning in January 2012. More information to follow.*

JUNE 8 – 10, 2012

California Division Conference

San Mateo...near San Francisco. We had a wonderful group of members from Cucamonga Valley Chapter attend last June in San Diego. We cheered every time Donna got up to get another award for our wonderful Chapter! Please plan on attending this exciting event. Sign-ups begin soon! **CA Division website:** www.ca-iaap.org

JULY 22 – 25, 2012

International Education Forum and Annual Meeting (EFAM) at the Gaylord Texan Resort, Grapevine, Texas (near Dallas). Registration will open soon. Hotel accommodations are already being taken! Need more information? Go to the **headquarters website:** www.iaap-hq.org

Celebrate!

APRIL 23 – 27, 2012

Administrative Professionals Week

APRIL 25, 2012

Administrative Professionals Day

Join us at Barbara's Tea House
Speaker: Neisha Weston, Etiquette Professional



Make IAAP a Plan in Your Future!

International Education Forum and Annual Meeting (EFAM)

JULY 28-31, 2013 Anaheim Convention Center, Anaheim, CA

JULY 27-30, 2014 Milwaukee Convention Center, Milwaukee, WI

JULY 26-29, 2015 Louisville Convention Center, Louisville, KY



Time to Reflect On 2011...

Crystal's Corner

Crystal Schultze

CAP - Member of Excellence - Recording Secretary
City of Hesperia
cschultze@cityofhesperia.us

As I sat at my desk, contemplating what on earth I was going to write my article on this month, it struck me....it's a NEW YEAR! And voila, I had it, well, sort of anyway.

Let me begin by saying, "Happy New Year" to each one of you!

With only six months left in our fiscal year for our Chapter and with all the craziness going on around us with holidays, politics, and just plain work and family, there has been one saving grace for me....the IAAP. I am so grateful to have the IAAP, especially our Cucamonga Valley Chapter. This has been a source of some of the most "awesome" women ever that I have been able to go to for laughter, support and the best camaraderie I have ever experienced. As I reflect over the past year's events, such as the Multi-Chapter Symposium, the California Division Meeting, and attending the Leadership Conference, I realize just how far this journey has taken me. It has been a whirlwind of the most incredible trainings and networking with some of the most incredible men and women I have come to meet.

Our Chapter has been led by the most incredible women that I not only get the privilege to serve with, but that I also have the honor of calling my friends. I realized that it was some of the most challenging times but the most rewarding times as well. At first, it really took me out of a comfort zone to agree to sit on the Cucamonga Valley Chapter's Board of Directors. I had just finished serving three consecutive years on a Chapter in the high desert, and I was really enjoying just coming to hear the speaker, eating the great food, chatting a bit and then making the climb back "up the hill" to Apple Valley and going to sleep. But, I will tell you the honest truth; getting to be a part of all that this Chapter has to offer has been the most rewarding time for me personally, professionally and spiritually.

I have learned so many new things, both professionally speaking and about me, Crystal Schultze, through the many opportunities given to me by women who are not just colleagues, but mentors to me. When we open ourselves up to new and, yes, even scary experiences, it truly amazes me at what all can be learned from such a variety of experiences. Along my journey, which is still moving on by the way, I not only learned about being a better admin, but how to be a better "me." I have met some new and interesting people along this journey and have made a lot of new friends. As I reflect back, I am so grateful that I simply said, "yes" when asked to join the Board.

Continued

Crystal's Corner – Time to Reflect on 2011 *Cont'd*

I just wish there were adequate words to explain just what this Chapter and the IAAP has meant to me, but there just aren't any, really. It is something you can only discover through experience. So, I want to challenge each one of you that may be feeling like I once did, and simply step out of that comfort zone and discover "your" true potential. This Chapter has some awesome and untapped skills and knowledge that are within each one of you and quite frankly, this Board needs women like YOU!

Those of you that are ready and willing to continue ensuring the life of this Chapter and the continued vision and growth, please consider this, "don't ask what this Chapter can do for you, but what can you do for this Chapter." Okay, so I had to borrow some words from President Kennedy, but hey, if they worked for him, I believe they can work now.

So, in closing, please, won't you take our theme to heart this year, and...."Make the Leap to Remarkable," I know you will be grateful you did.



The Lighter Side:

Stuff you didn't know you didn't know

1. The State with the highest percentage of people who walk to work: [Alaska]
2. The percentage of Africa that is wilderness: 28% (now get this...) The percentage of North America that is wilderness: 38%
3. The cost of raising a medium-size dog to the age of eleven: [\$16,400]

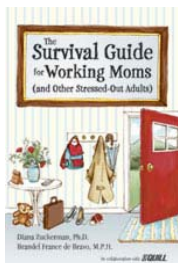
You know you are living in 2012 when...

1. You e-mail and text the person who works at the desk next to you.
2. Your reason for not staying in touch with friends and family is that they don't have e-mail or text addresses.

The Book of the Month for January is:

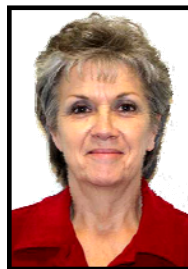
"The Survival Guide for Working Moms (and Other Stressed-Out Adults)"

by *Diana Zuckerman, Ph.D. & Brandel France de Bravo, M.P.H.*



You don't want to miss this! For your New Year's resolution, read January's Book of the Month and get great tips on how to help you on your way to a life of harmony and balance.

See Cherise Kuzminski, Library Chair



Read On!...

Cherise Kuzminski

Library Chair
City of Rancho Cucamonga
Cherise.Kuzminski@cityofrc.us



"The Survival Guide for Working Moms (and Other Stressed-Out Adults)" Be sure to stop by the library table. Check it out! And, don't forget to check out the rest of our great collection!

If anyone has a book or CD they would like to donate or lend to the Library, see me at the next Chapter meeting or please contact me via e-mail @ Cherise.Kuzminski@cityofrc.us. The key to a successful library is variety!

...Follow This Thread

Casey Costa

CAP-OM - Treasurer
Community Outreach Chair
Chino Basin Desalter
ccosta@chinodesalter.org



Find online coupons, coupon codes, deals, discounts and promo codes! Everything you need for smart shopping. Every time you search the Internet at **goodsearch.com**, **Cucamonga Valley IAAP (CVIAAP)**, our charity, earns \$money\$. The more you search, the more we earn!

Example: Purchase office supplies and equipment! Make a quick check to see if your purchases will earn our charity money!

Another example... Any time you shop online, consider CVIAAP and visit **goodsearch.com** to see if your purchase will help contribute to our charity!

Just one more... Share **goodsearch.com** with friends and family. Tell them to designate CVIAAP as their charity. They, too, can contribute by helping us meet our goals. They save money while conveniently shopping online.

Email me if you have questions about how **goodsearch.com** works! I'd be happy to tell you how to save money and about more ways you can help CVIAAP earn the funding we need!

TIP: Download the **goodsearch.com** toolbar, and your shopping experience will become a breeze!



Remember:
Support our charity!

Go to goodsearch.com today!

Member Spotlight



Taya Victorino

CAP-OM
Cucamonga Valley Water District
Frontier Project
tayav@cvwdwater.com

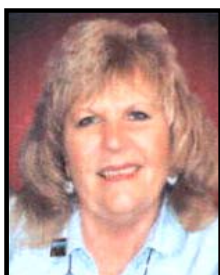
A little bit about me:

I work for Cucamonga Valley Water District as the Administrative Assistant to the Public Affairs Officer. I have been in the Administrative Professional field for about 9 years. I really enjoy working for CVWD because of the organization's vision and the service it provides our community.

I have two handsome boys who make me and my husband proud every day. (They also make us laugh every day).

If I am not playing mommy, wife or admin assistant, I am usually reading a book. I am also a bit of a movie buff, so if Kung Fu Panda or some sort of super hero movie is not occupying my television, you might catch me watching a movie.

I am glad I got to share a little bit about myself with my fellow CVIAAPers. I hope to continue to learn a little bit about all of you as well!



Melonee Vartanian

Corresponding Secretary
San Bernardino Courts
mvaranian@sb-court.org

I would like to say...

Welcome to Our Guests!

Thank you for attending.
We look forward to seeing you in the future!

Also...

I wish all IAAP members, guests, friends and families a very happy, healthy and prosperous New Year!

Continued

More from Melonee Vartanian, Corresponding Secretary
Welcome to Our Guests *Cont'd*

Acknowledgements

Birthdays

The only birthday I have is for myself, January 22nd, and my wedding anniversary, January 9th!

IAAP Anniversaries

December 1st **Jahleah Crawford, Evangelina Ramirez and Taya Victorino**

January 1st **Bonnie Tazza and Ida Martinez**

We would love to acknowledge you and your special day; please email your birth date, month and day only, or any other information you would like published.

Are you a Member of Excellence? Have a CPA-OM or CAP status? Please let me know!

Ways & Means

Yum!



The Cucamonga Valley
IAAP Cookbook

\$10 ea.

Yummy recipes
Good all year long!

CVIAAP cookbooks are available for purchase
For friends, family, yourself -- For gift giving!

"Email your order and I'll process it
to get you your copy right away."

PREVIEW:

We hope to provide the cookbook in more convenient formats. I will keep everyone posted!

Tina Watson

Ways & Means Chair
City of Rancho Cucamonga
tina.watson@cityofrc.us



Chapter of Excellence

JULY 1, 2011 — JUNE 30, 2012

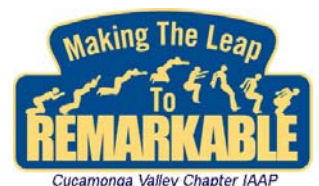
▶ NOTE: All 8 criteria are mandatory ◀

DUE DATE	CRITERIA	STATUS
#7 07-04-2011	Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year DONE: <i>D. Kendrena - July 2011</i>	COMPLETE
#1 10-01-2011	Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division DONE: <i>Cucamonga Connection - 9-19-11</i>	COMPLETE
#2 12-31-2011	Chapter submits budget and annual financial review/audit report to the members with a copy to the division DONE: <i>Submitted 8-15-11 and 12-7-11</i>	COMPLETE
#5 04-30-2012	Chapter develops and updates business plan - Chapter submits business plan to members with a copy to the division	
#6 05-24-2012	Chapter sends a delegate or submits a proxy to the Division Annual Meeting held in San Mateo - Date reflects last date to submit credentials or proxy to Ida Martinez	
#3 06-01-2012	Chapter holds at least one Membership Drive between July 1 and May 31 - Chapter submits completed Membership Drive Evaluation form to Barbara Rambow	
#4 06-25-2012	Chapter holds at least one New Member Orientation between July and June 25 (New members in attendance must have joined IAAP within the current IAAP fiscal year) Chapter submits New Member Orientation Evaluation form to Barbara Rambow.	
#8 06-30-2012	As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence (Qualify & submit as of June 30, 2012; if audited, must pass; everything rounds up)	

IAAP's international program, **Pathways to Excellence**, is a measurement model that measures criteria at the Division, Chapter and Member levels

Cucamonga Valley IAAP (CVIAAP) is working toward **Chapter of Excellence** again this year

Chart submitted by Donna Kendrena, CVIAAP President





...BTW

Vicki Hahn

CAP-OM - Marketing & Publicity Chair
Executive Assistant
vhahn@tvmwd.com

Psst... Did you know – IAAP The Best Kept Secret!

Some of you may not be aware, but after more than 50 years, IAAP (International Association of Administrative Professionals), the premiere organization for administrative professionals, still remains one of the best kept secrets. You may ask why? I don't know, but it doesn't need to be and you can be a part of getting the word out. When first introducing IAAP, be sure to let the other party know the entire name so that they understand what you are talking about. Using alphabet soup to describe something to a stranger to your organization is a sure-fire way to lose them before you even have a chance to win them. I use something like, "Have you heard of the International Association of Administrative Professionals? I know it's quite a mouthful. We refer to it as IAAP! Can I share with you about the benefits of participating?"

I take great pride in being a member of IAAP and especially the Cucamonga Valley Chapter. Every time I am provided an opportunity to talk with a fellow administrative professional or in some cases, their boss, I make sure to deliver a brief message regarding the benefits of belonging to IAAP. Is this something you are doing? If not, please try it, you might like it!

Don't feel like you have to be the proverbial salesperson. Just speak from your heart and express the benefit that you have derived personally. I will often mention IAAP when I am at an event such as a class, conference or business luncheon, provide my business card and state: "If you want more information, just call or email me to let me know your interests, and I will make sure that you are added to our monthly distribution." I also make sure to provide them with the web address for our chapter so that they can take a look at our award-winning newsletter and get a flavor of who we are and what we do. Often this results in the other party proffering their business card in return and asking to be added to the list. Thanks to Ms. Valerie Victorino they are then added to our distribution each month. While some may not come right away, after a period of time, they often show up to give IAAP a try.

You do not need to be bold and assertive to talk about IAAP. You just need to share what a great benefit belonging to the organization can be. If you were at our "Deal or No Deal... The Benefits of IAAP" held this past July, attendees learned about some of the many personal and professional benefits. A summary of these benefits follows:

Leadership Development Try your hand at leadership through serving on board or committee assignments for the Chapter, Division or International.

Professional Development Professional development opportunities are available through your local chapter, division or headquarters. These opportunities include: Spring/Fall Conference, International Education Forum and Annual Meeting, California Division Annual Education Forum, Professional Development Day.

Investment in Yourself IAAP is the place to take care of you and stay abreast of the latest in your chosen career field. At IAAP, you will find networking opportunities, mentoring opportunities, training opportunities and more. All available to help you to be the best you can be.

Collaboration & Teambuilding Opportunities Connect with like-minded administrative professionals. Utilize these connections to find mutually beneficial areas where you can collaborate.

Friendship IAAP is a professional organization but it is so much more. You will find quality friendship with people that have common interests and goals that will last a lifetime. Some of the fun social activities we have held include Bunco (also Bunko or Bonko), Murder Mystery Mayhem and the Holiday Christmas Dinner Event.

Networking Share your ideas, resources and more, as well as receive others ideas, resources. You will become part of a global network of the brightest administrative professionals in the world.

Learning Opportunities Educational opportunities directly related to your career choice – learning opportunities that are so much more than just typing or filing. Recent examples of chapter meetings topics include: Leadership at All Levels, Personal Communication Strategies, Converting Raw Data into Useful Information, Why Does My Computer Hate Me?, public speaking, facilitating meetings, and much more!

Member of Excellence IAAP offers the opportunity to become a Member of Excellence. By obtaining this, you are committing to yourself and others that you are willing to take the time to step outside of your comfort zone and to achieve more.

Mentoring and Motivation Share your successes with others or seek out solutions and guidance from those you identify as having reached the potential you are seeking.

Professional Certification IAAP offers professional certification to its members. All certified members are now CAP (Certified Administrative Professional). IAAP has eliminated the CPS (Certified Professional Secretary) designation to align better with the growing profession. All prior CAP certified members are now CAP-OM, the OM represents advanced training in Organization Management. IAAP will be developing additional specialty designations in the future.

More from Vicki Hahn, Marketing & Publicity Chair
IAAP – The Best Kept Secret! Cont'd

Learn to Take Risks Stepping outside your comfort zone can be difficult. IAAP is a safe zone that helps you learn to take risks. These might include serving as a committee chairperson, or speaking publicly about an idea that is important to you. Writing an article that you think would be of value to those in your chosen profession and more.

Outreach Opportunities

Cucamonga Valley IAAP believes in giving back to its communities. Some examples of outreach that we have participated in include:

- **Spark of Love Toy Drive**
- **Susan G. Komen Walk for Hope**
- **Soldier Holiday Packages**
- **Gift of Caring Girl Scout Cookie Drive**
- **Soles for Soles**
- **House of Ruth**

Web Community IAAP offers a web community to their membership that is available 24/7. The volume and value of the information shared is unlimited.

Communication IAAP offers many opportunities for communication. Office Pro Magazine is published monthly and is filled with current trends and ideas that you can use immediately.

Cucamonga Valley IAAP publishes a monthly newsletter that is broadcast to our membership as well as shared online with our web community. You can read past issues and learn more about Cucamonga Valley IAAP by visiting our website at: www.cucamongavalleyiaap.com

and finally... **Retirement Trust Foundation (RTF)** The RTF exists to help administrative professionals age 55 and older with housing, whether it's through their retirement home, Vista Grande or through grants. Our mission is to provide assistance for housing to administrative professionals, age 55 and older, who are in need.

As the Chapter's networking and marketing chairperson, I am available to help educate anyone about IAAP. If there are people or organizations that you think might be interested in IAAP but you do not want to contact them yourself, please let me know and I will initiate a communication with them.



Photos

“Christmas in Paradise”

Echoed from members and attendees:

What a wonderful Christmas holiday party we had! Thanks again to the IAAP Board and Members for a wonderful job putting the event together. The speaker was fabulous and brought me to tears. The singers could not have been better – what a group of lovely people; fun, entertaining and an inspiration!

For those who missed it – please mark your calendars for next December – if this year gets topped, it will be unbelievable and not to be missed!

Photos courtesy of Crystal Schultze, Recording Secretary
“Echoed sentiments” courtesy of Melonee Vartanian, Corresponding Secretary
Thank you very much, ladies!

Enjoy!



**Remember:
Bring your BOXTOPS!**





“Christmas in Paradise”

70th Anniversary of Pearl Harbor, December 7, 1941
A tribute celebrating the people, lives and era of the 1940s

1 Etiwanda Gardens courtyard 2 Valerie Victorino, VP and Maria Linsay, Membership Chair 3 Dinner Seating 4 Carolers: Silver Chorale from the James L. Brulte Senior Center 5 Speaker: Jack Hayes, Veteran 6 Entrance 7 Crystal Schultze, Recording Secretary as Audrey Hepburn

More to come in the February 2012 Cucamonga Connection!

Stimulating and entertaining learning opportunities, events and activities are ahead from our President, Board Members and Chairs in the next Issue.



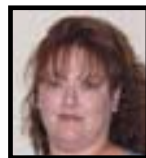
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of
Administrative Professionals



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president@iaap-ca.org



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Great Games, Great Fun
Great Food and Great Drinks!

If you know of any companies that would be interested in advertising in our newsletter and/or our web site, please contact Debbie Cabana at dcabana@yahoo.com

Cucamonga Valley IAAP values our sponsors.
Please support and patronize them. Thank you.

Links to IAAP Resources

Cucamonga Valley Chapter
cucamongavalleyiaap.com

CA Division
iaap-ca.org/index.html

IAAP Headquarters
iaap-hq.org

IAAP Web Community
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