



International Association of
Administrative Professionals®

CITRUS VALLEY INSIGHT



Volume 18, Issue 60

NOV/DEC 2011



*Citrus Valley Chapter
California Division IAAP®*

IAAP's® Vision:

*To inspire and equip all
administrative professionals
to attain excellence.*

President's Message:

As the heat and fun of summer fades into the cooler temperatures and shorter days, I'd like to take a pause to relish the moments that brought pleasure in the long but short days of summer. It is in these times of reflection I, like many of you, realize the innate and inseparable connection to one another—pausing to appreciate it is really time spent with our friends, family and loved ones which infuse our days with delight. These shared moments are precious and often fragile; this year I feel it more than ever before in my life. So, I'd like to take a moment to recognize and support the relationships that are shared and nurtured as friends and families choose their special holiday foods and carry on with traditions to create positive memories, celebrate life, reconnect, and rejuvenate with each other.

I hope that you'll share the holiday tradition with the Citrus Valley Chapter and maintain your colleague connection (and **fun** tradition) at *our* holiday party on Tuesday, December 6th. New faces have joined us and familiar faces have journeyed away from us. It is also the 56th anniversary of our chapter's charter in IAAP—a milestone to celebrate!

Be prepared for an evening of socializing and fun, games, stories & dinner. Please bring a \$10 (maximum) wrapped gift in the holiday motif and then be ready to have it "passed" along. Our chapter fund raising items will be available if you want to do any gift shopping, i.e., bling lanyards and small cases. We will be collecting new, unwrapped toys to donate to Toys for Tots this year so bring one if you'd like.

As was mentioned at last month's meeting, the IAAP Research & Educational Foundation is awarding scholarships to attend the international EFAM (Education Forum & Annual Meeting) in Grapevine, TX, July 22-25, 2012. The scholarships are for admins who are either a "first time attendee to EFAM" or may be "temporarily unemployed". IAAP wants to ensure that every admin has the opportunity to get the professional training they need and this opportunity is well worth it. Applications are due by January 21, 2012 and can be downloaded from the website at: <http://www.iaap-hq.org/about/refoundation> under R&E Scholarships.

Let's carry on with seasonal traditions and share the merriment with associates and friends. Join us for the party!!

Ellen

Ellen Schultz, CAP

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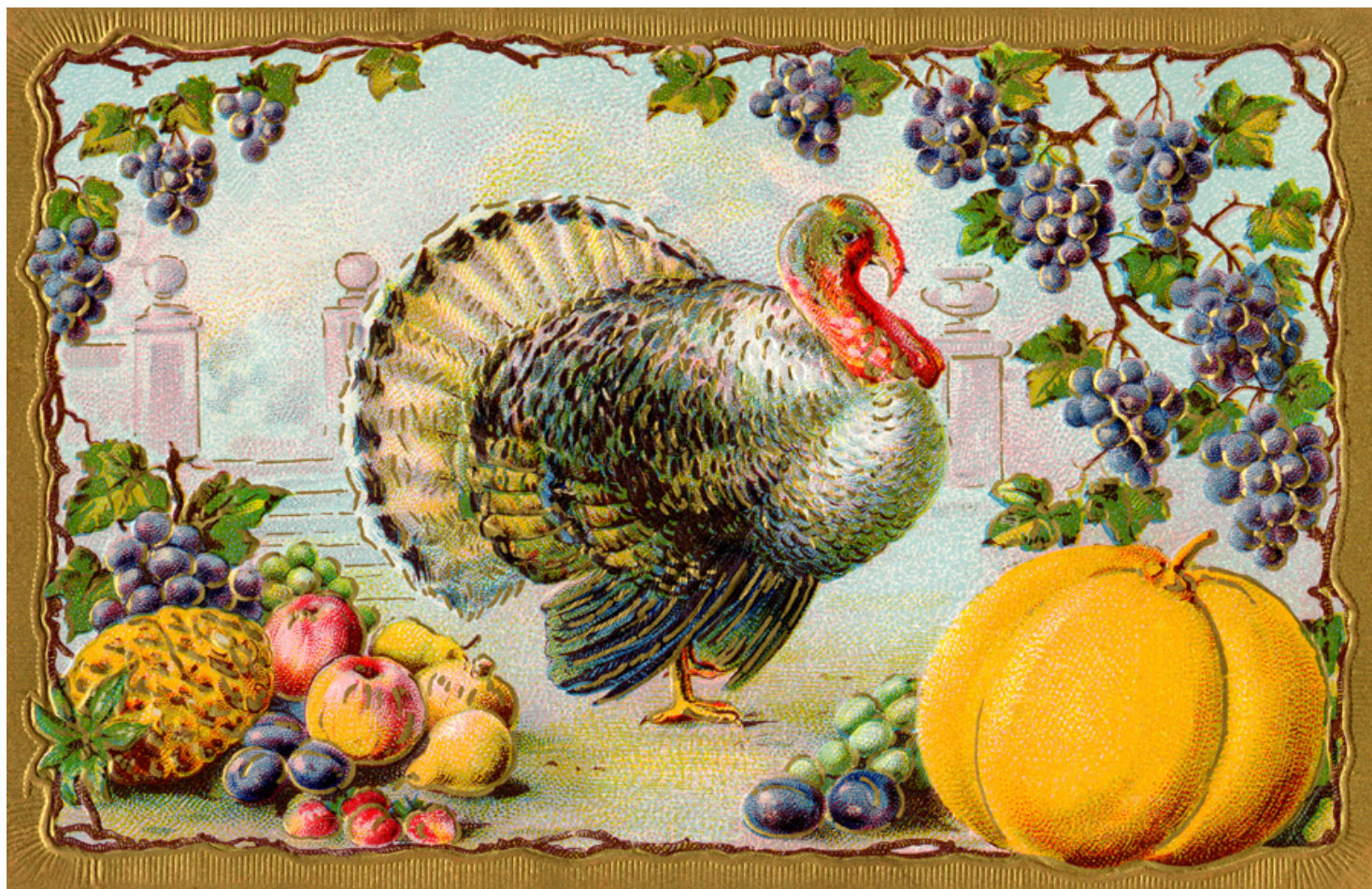
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REMINDERS:

Next Citrus Valley Meeting will be Tuesday, December 6, 2011 at Marie Callender's and the January meeting will be on Tuesday January 3, 2012—look for the next January speaker flyer at a later date.

*Citrus Valley Chapter...Helping Administrative Professionals discover
their personal and professional potential.*

WEB—HTTP://WWW.IAAP-CITRUSVALLEY.ORG.....SERVING MEMBERS IN EASTERN LOS ANGELES COUNTY, WESTERN SAN BERNARDINO COUNTY AND NORTHERN ORANGE COUNTY



*Stay tuned for what is upcoming in our January 2012 Newsletter
hint Happy New Year!*



CVC Board Members for our 2011-2012 year:

President—**Ellen Schultz, CAP**

eschultz@apu.edu

Bus. 626.815.2031

Vice President—**Dawn McCollum, CAP**

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Cell 626.664-5211

Treasurer—**Peggy Wall**

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Bus. 714.966-7040 ext 2446

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Recording Secretary—**Sharon Weber**

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Bus. 909.212.6003

Corresponding Secretary—**Donna Call**

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Bus. 909.392-8806 ext 26

Newsletter Chair—**Kathy Trcopan**

kathy_trcopan@cuc.claremont.edu

Bus. 909.621-8045



Tuesday, December 6, 2011

Citrus Valley Chapter

Holiday Party & Chapter Anniversary

Check in at 6:00 pm
Party at 6:30pm

56th Anniversary

**Check-In
Network/Socialize**

Introductions

**Dinner & "cheer"
Citrus Valley**

Games & Laughter

Holiday Item Exchange
(**\$10 limit suggested**)

Toys for Tots
Bring new, unwrapped toy
(optional)

Location:

Marie Callender's Restaurant
(directions below)
1560 Albatross Road
City of Industry, CA 91748
(626) 964-1094

Networking/Check-in: 6:00 pm

Introductions: 6:30 pm

Dinner Choices: Roasted Turkey & Trimmings *or* Artichoke Chicken *or* Soup & Salad Bar

Registration: Members & Guests: \$25.00
(Please make checks payable to IAAP) \$10.00 24-Hr No Cancellation/No Show Fee

Reservations: **Please RSVP by 11:00am Monday, December 5, 2011**
Peggy Wall, peggya.wall@verizon.net or ph: 626.437.3195



Directions:

- Take the Pomona Freeway (60) to the Azusa Avenue exit.
- Turn left (south) over the freeway past the Puente Hills Mall.
- At the 3rd signal turn left on Colima Road.
- Turn left at the next signal, which is Albatross Road. Marie Callender's will be on your right, about 1/2 block down (after you cross Almahurst).
- The Banquet Room is located on the immediate right as you enter Marie Callender's Restaurant.

Event Night Contact Cell Phone 626-664-5211



Fun Cookie Exchange at the December CVC Meeting

If you get in the holiday spirit by making homemade holiday goodies, here is an opportunity to show off your skills. As a part of our holiday get-together on December 6, you are invited to take part in a cookie exchange. If you are not a baker, no worries — it's totally optional. Here is how it works:

- 1) Bring two dozen homemade cookies in small bags (6 bags of 4 cookies each). If you are really in the baking mood and want to bring two different kinds to make up your two dozen, that is great. If you would like to bring a couple extra cookies for tasting, feel free to do that, too.
- 2) If cookie baking is not on the list of things you want to do – here are some additional options: fudge, chocolate covered pretzels, spiced nuts, brittle, or other holiday sweet. Package the candy or sweet in small bags in a quantity you think is equivalent to four cookies.
- 3) Please attach your recipe or your name – that way we can contact you for the recipe.
- 4) At the meeting, everyone who brought cookies will exchange and you'll go home with a variety of goodies and recipes to make even more!

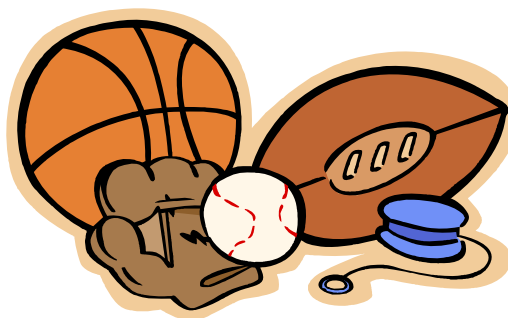
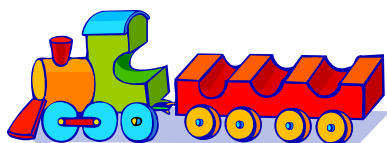
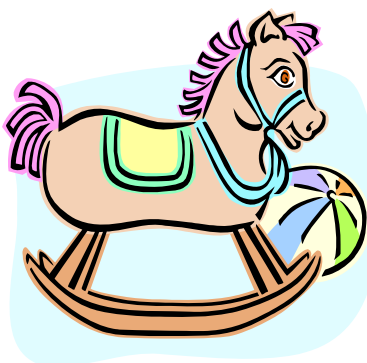
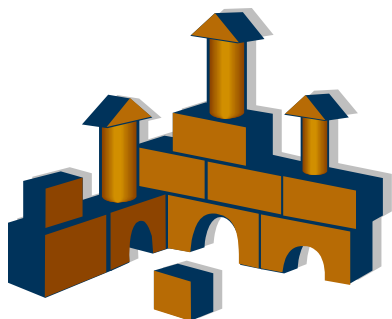
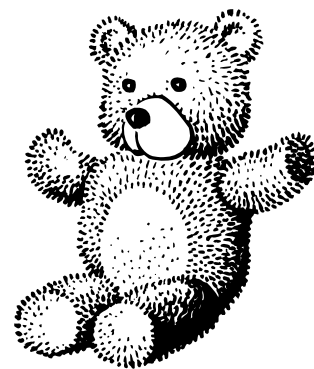
Here are a few cookie ideas to get you started

Sugar Cookies, Molasses Sugar Cookies, Gingerbread Cookies, Meringues, Peanut Butter Cup Cookies, Pinwheel Cookies, Magic Bars, Cranberry Cookies, Wedding Cookies, Pecan Cookies, Cookie Bars. The possibilities are endless!





Please bring in an unwrapped toy to our Holiday Party if you like. For the holidays—we are going to donate toys to a local Charity for the Christmas Season. Thank you Citrus Valley Chapter Members and Friends.



Happy Holidays



IAAP®

CITRUS VALLEY CHAPTER MEETING DATES

December 6, 2011
(holiday party)

January 3, 2012

February 7, 2012

March 6, 2012

April 3, 2012

May 1, 2012

June 5, 2012

MEETING LOCATION

Marie Callender's
1560 Albatross Road
City of Industry 91748

RSVP by Saturday
prior to meeting to:
Peggy Wall

CVC Treasurer

Cell: 626.437.3195

cvcreervations@verizon.net

OTHER IAAP® EVENTS

June 8-10, 2012
60th Annual Meeting
San Mateo CA

July 22-25, 2012
Intl EFAM—Grapevine, TX

EDITOR'S "E"NSIGHT:

Thanksgiving Thankfulness:

I am **Thankful** that the Holiday Seasons are upon us once again. I must admit it is a little daunting to see *Christmas decorations and merchandise* out before we even reach Halloween! What about *Thanksgiving*- the holiday that just gets pushed aside?? Having said my peace about this—I am very much **Thankful** that I will have celebrated with family, friends and co-workers **four** Thanksgiving Dinners—when all is said and done this year.

While we are celebrating the **Thanksgiving Season**, please be sure to remember to be **Thankful** for your family, all your friends, your job (if you are currently employed) and your co-workers (past and present) who have helped shape us into who we are. Find a way that you can give back to everyone around you—this, while small- can create a big impact. While listening to a student tell me about how her home life was really a struggle (father is verbally and emotionally abusive), I became aware of being overwhelmingly distracted and only listening with one ear. Feeling the internal pressure of the many "distractions" that most of us face daily at our jobs, for a *few minutes* I decided to look up and give her my complete attention. The gratitude that I saw in her face was **so worth** giving up a few minutes of my time in that chaotic day. It helps when we take time out for each other!

Christmas Holiday Cheer

It is wonderful to be a part of a Chapter of IAAP® with such a rich history. I want to personally invite all of you to come and help us celebrate our Citrus Valley Chapter's 56th year—with our **Christmas Party**. I attended last years **Christmas** meeting and met so many wonderful people who had been a part of Citrus Valley's past. It was truly a fun, memorable and special time. **Christmas** is my favorite holiday and I look forward to this season every year. It will be especially nice to start this time celebrating with all of our Chapter Members and Friends. We look forward to seeing each and every one that can attend our **Christmas Party**. There are some wonderful activities planned for the evening.

Wishing you all a very happy, healthy, thankful, cheerful, *Merry Christmas* and Holiday Season. Look for our January issue of the Citrus Valley Insight in 2012!

Kathy Trcopan

IAAP® Member of the Citrus Valley Chapter

Citrus Valley Insight Editor

Contributors to this issue—Ellen Schultz, CAP—President's Message, Board Member/s Sharon Weber for the Cookie Exchange and to the Christmas Meeting Planning committee—including Peggy Wall, Donna Call and Rose Hernandez.

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Happy Holidays!