



# Navigator

Newsletter for the Lake Washington Human Resource Association

February 2012

## In This Issue:

Symposium 2012 Spotlight	1
President's Corner	2
LWHRA Mentoring Program	3
March Chapter Meeting Preview	3
Volunteers Needed	4
Special Interest Groups: Calling All "HR Soloists"	6
Chapter Calendar	6

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Contact Jeannine Ryan via email:  
[jryan@wa-emp.com](mailto:jryan@wa-emp.com)

## SYMPOSIUM SPOTLIGHT

# See you at the

# 2012 symposium

Thursday, February 9  
Meydenbauer Convention Center  
Bellevue, Washington



## PRESIDENT'S CORNER

By Jennifer Richards



Jennifer Richards

In the fall of 2009 many of you participated in the development of the strategic plan for LWHRA to guide the Board's decisions about how to best serve our members over the next three to five years. The strategic planning process resulted in the identification of three priorities as summarized here:

1. *Deliver a variety of professional development opportunities* that "meet our members where they are," as our chapter demographics show us we have members in different career levels with a diversity of interests, in different industries and of different generations.
2. *Leverage technology* to more effectively deliver benefits and services to our members.
3. *Collaborate with and serve our community* including supporting students and offering our expertise and point of view to the larger business community.

The strategic plan and priorities are in alignment with LWHRA's mission and values.

**LWHRA Mission:** To be a premier resource for our members while advancing our profession.

### LWHRA Values:

- We are welcoming and inclusive.
- We are responsive to the needs of our members.
- We encourage diverse HR professional development.
- We are committed to innovation and professional excellence.
- We are proactive in our community.

Every LWHRA member can contribute to achieving our strategic plan by actively participating in programs and events, by volunteering to serve on a committee or meet a specific volunteer need, and by offering suggestions and feedback along the way to your LWHRA Board of Directors. I look forward to hearing your thoughts and ideas through out the year.

Please note we will not have a chapter luncheon meeting in February. I hope to instead see you at the **LWHRA 2012 Symposium: Next Practices for Innovative Leaders** on Thursday, February 9 at the Meydenbauer Center in Bellevue.

## 2012 BOARD

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**Jennifer Richards, SPHR** 206.515.5915  
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HRnovations – Seattle

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**Jeannine Ryan**  
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### Volunteers Director

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## LWHRA MENTORING

### The 2012 Mentorship Program has begun!

**T**he LWHRA Mentorship Program is still accepting applications for 2012. We are making a number of changes to the program in this year, beginning with an earlier start so mentors can receive the full 5 HRCI re-certification credits for their participation.

The purpose of the Mentorship Program is to support the Chapter's objective of "furthering the ongoing enhancement of a dynamic, diverse membership and, as a result, the HR profession through learning and networking."

If you are interested in participating in the 2012 LWHRA Mentorship Program, [CLICK HERE](#) to learn more and to apply.

► **Please Note:** For the 2012 LWHRA Mentorship Program we will be accepting a maximum of 12 mentors and 12 mentees. The application deadline is February 4, 2012. *Apply now!*

## MARCH CHAPTER MEETING PREVIEW

Thursday, March 8, 2012 | Bellevue Club

### Deploying Adaptive Leadership

**"T**he most common leadership mistake is treating adaptive challenges as if they were technical problems." So says Ron Heifetz, founder of the Center for Public Leadership at Harvard's Kennedy School, in laying the foundation for critical role of Adaptive Leadership.

This new way of looking at the age-old practice of leadership is uniquely positioned to help decision-makers deal with the cultural shifts and seismic upheavals that have become all too common in today's marketplace. From front-line staff to C-suite executives, **Adaptive Leadership** provides an approach that can help people and organizations find their way to sustainable success.

This interactive session will introduce attendees to Adaptive Leadership and allow them to walk away with new tools in their personal leadership toolboxes, including:

- How to understand the differences between technical problems and adaptive challenges
- How to get "on the balcony" to diagnose systems of behavior
- How to assess who needs more adaptive training to increase their success and the success of your organization

**About our speaker:** James Whitfield is the President and Executive Director of Leadership Eastside, an organization that informs, equips, and connects East King County's leaders in order to meet the community's needs. James' executive experience spans the for-profit, non-profit, and government sectors, including having been a White House appointee to the U.S. Department of Health and Human Services.

**Menu:** Slow-roasted corned beef with Dijon mustard parsley sauce, potatoes, cabbage and carrots

**Vegetarian option:** Spinach and cheese ravioli with RRP cream sauce

**Recertification credits:** *pending*

**Registration deadline:** 5:00 pm Thursday, March 1, 2012

# VOLUNTEERS NEEDED

We're looking for LWHRA chapter members that are interested in volunteer opportunities. If you have the time and would like to become more involved please contact Lindy Fowler at 425-451-8656 or email at [Lindy@accessstaff.net](mailto:Lindy@accessstaff.net). You can also visit our website [www.lwhra.org](http://www.lwhra.org) and click on the "Volunteer" link (right hand side of the home page). The positions currently available are:

## February 2012 Symposium Volunteers (2/9/12)

The 2012 Symposium Committee is seeking volunteer assistance including the following positions:

- Registration – Check in attendees and hand out conference materials
- "Way Finding" – Direct attendees and vendors to sessions and other areas of the conference
- Speaker Assistants – Make certain that the speaker's computer and Power Point presentation are operational, distribute speaker's hand outs, introduce the speaker, hand out recertification certificates, thank the speaker.
- Runners – for special requests

## Sponsorship Committee Team Members

**Director** – Jeannine Ryan

**Schedule** – 2 to 6 hours per month (including attendance at monthly chapter meetings)

### 1. Monthly LWHRA Sponsor Host

- a) Contact Partner that is the sponsor for the monthly chapter meeting and e-mail send general information about location, set-up instructions, door prize (collect business card opportunity) and to obtain participant(s) names and meal preference for monthly chapter meeting
- b) Ability to introduce Monthly Chapter Meeting Sponsors when Partnership Director not available to attend monthly chapter meeting
- c) Welcome Monthly Sponsor, invite them to sit with you at your table and assist with their questions, help with their table set-up if needed if Partnership Director is not available (or even if they are there!)

### 2. Partner Communication Team Lead

- a) Ability to update Monthly PPT Sponsorship presentation (8 slide power point, 1–2 slides need monthly edits that gives information on chapter sponsors).
- b) Ability to bring laptop/jump drive with PPT sponsorship presentation to Monthly Chapter Meeting.

### 3. 2013 Symposium Exhibitor/Sponsor Team Lead

- a) Ability to secure sponsors for 2013 Symposium. List of previous sponsors, e-mail contact information and sponsor opportunities will be provided
- b) Participate in Symposium planning conference calls (November 2012 – February 2013)
- c) Update 2013 Sponsorship Form
- d) Other duties as necessary.

## Pacific Associates, WorkSource Employer Panel Members

**Director** – Ken Aitchison

**Schedule** – approximately 4 panels per month (2 on the Eastside and 2 in North Seattle) – 1.5 hours per panel

The employer panel is conducted during a job club session and provides workforce readiness information for WorkSource job seekers. Generally, there are approximately 10—25 participants with a mix of recent training and experience in administrative, accounting, IT, engineering, production and project management occupations. There is no preparation time required on the part of the employer.

The employer panel consists of representatives from area employers (also HR) that can respond to questions (for example).

» continues on next page

## Volunteers Needed *(continued)*

- a) Intro (your role with the company).
- b) What are some common positions/trends you see at your company? Where do you see the greatest present need in terms of hiring opportunities and in the next 6 months?
- c) What do you look for in a resume? Any resume/interview tips you can provide the attendees to make them “stand out”.

## Seattle Job Initiative - Mentors

**Director** – Ken Aitchison (*Chair* - Jennifer Garrepy)

**Schedule** – 4 to 7 hours per month

LWHRA has a partnership with Seattle Jobs Initiative (SJI), a nonprofit organization whose mission is to create opportunities for people to support themselves and their families through living wage careers. Since its inception in 1995, it has offered job-skills training programs to low-income adults.

Each LWHRA mentor is paired with an individual who has graduated from the most recent office occupations class. The goal is for the mentor to encourage the new graduate’s sense of accomplishment and confidence in the face of the often-discouraging job search and to be an ongoing resource once a job is landed.

The mentor-mentee program is a 6-month commitment. The program begins with a kick-off celebration lunch, giving mentors and mentees the opportunity to meet one another in a fun and relaxed group setting.

Mentors meet with their mentee 1x/month, at a mutually convenient location, for a minimum of 1 hour.

Mentors also meet with each other as a group 1x/month for the first 3 months, when the learning curve is the steepest, then taper off to meeting once every 2 months. Meetings are 1.5 hours.

At the end of the 6 months, a celebratory closing luncheon is held for the mentors and mentees. Although this is the end of the official mentor-mentee relationship, participants can choose to remain in contact if mutually agreed upon.

- Mentee/mentor meetings are arranged by each mentor/mentee pairing, at a mutually convenient date/time.
- Mentor group meetings are held on Thursday evenings from 5:30 pm to 7:00 pm
- Mentee/mentor meetings are arranged by each mentor/mentee pairing, at a mutually convenient location.
- Mentor group meetings are held at Bellevue City Hall.

## Table Captains at Chapter Meetings

**Director** – Josh Hedrick

**Schedule** – 2 hours per month

Table Captains are present at LWHRA’s monthly chapter meetings to greet chapter members and visitors that attend the meeting. Table Captains take responsibility of facilitating introductions and discussions at their table.

## Table Captain Program Back-up Coordinator

**Director** – Josh Hedrick

**Schedule** – 3 to 4 hours per month

Back up Program Coordinator in the event that person is unable to coordinate monthly meeting responsibilities. Duties include:

5-7 Days Before Luncheon

- Send Email to Ask for Volunteers

1-2 Days Before Luncheon

- Create Table Captain Name Badges
- Send instructions to volunteers
- Assemble Tent Cards

Luncheon Day

- Arrive Early (10:45am)
- Set out Table Captain Name Tags
- Set out Tent Cards on “New Member” and “Visitor” Tables near the entrance to the room.
- Greet Captains, Be a Captain.

▶ Please contact [Lindy Fowler](#) for further details on all these great opportunities.



# Chapter Calendar

## Lake Washington Human Resource Association



February 9 **LWHRA 2012 SYMPOSIUM**  
Thursday

**Next Practices of Innovative Leaders**  
*Meydenbauer Convention Center | Bellevue, WA*

March 8 **CHAPTER MEETING**  
Thursday

**Deploying Adaptive Leadership**  
With James Whitfield | *Bellevue Athletic Club*

April 12 **CHAPTER MEETING**  
Thursday

Title: *TBD*

May 10 **CHAPTER MEETING**  
Thursday

Title: *TBD*

## SPECIAL INTEREST GROUPS



### Calling All "HR Soloists"

If you are an HR department of one, then you know how challenging it is to keep everything afloat! Have you ever wished you could just reach out to someone who is right there with you, and might have some guidance to share?



LWHRA is looking to gauge interest in starting an HR Soloist Special Interest Group via LinkedIn. If this sounds like a group you would be interested in championing in any way, contact Donna Gray, Director, SIGs at [donnagrayusa@gmail.com](mailto:donnagrayusa@gmail.com) to discuss your interest and ideas.

### Platinum Sponsor



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