



Alabama in Review

November 2008-February 2009

Carolyn Drake CPS/CAP President

Greetings! Although the first official day of Spring is not until March 20th, I wish Happy Spring to everyone! I hope you each had a fabulous Holiday Season and that 2009 is off to a fantastic start. Our 2008-2009 IAAP year of *Excellence in Action* is already half over! Can you believe it? The second half of our year is going to be full of activity. There are numerous events and important dates occurring over the rest of the year. Keep in touch through your Chapter leaders and via the Alabama Division website www.iaapalabama.org for the latest information.

The Leadership Advance Workshop is our first activity on the horizon. The Alabama Division Board of Directors hosts this free workshop for current and future leaders of our Division. We are looking forward to an excellent day of information and networking in Gadsden on March 7th.

Also on the horizon is Administrative Professionals Week. There are sure to be numerous celebrations and events to commemorate this special time for our profession. More information should be coming soon on Division activities for this week.

How is your success? Both professionally and

personally, and also in IAAP, you can be successful. We all need motivating from time to time. I know I do! It is easy to do something when you feel like it. It's when you don't feel like it and you force yourself to do it anyway that you move your life and career onto the fast track.

There is a powerful seven step formula that can help you set and achieve your goals from now on. Every single successful person utilizes this or some variation of this formula to achieve Excellence. And so can you! Here it is:

Decide What You Want

First, decide exactly what it is you want in each part of your life. Become a "meaningful specific" rather than a "wandering generality."

Write it Down

Second, write it down, clearly and in detail. Always think on paper. A goal that is not in writing is not a goal at all. It is merely a wish and it has no energy behind it.

Set a Deadline

Third, set a deadline for your goal. A deadline acts as a "forcing system" in your subconscious mind. It motivates you to do the things necessary to make your goal come true. If it is a big enough goal, set sub-deadlines as well. Don't leave this to chance.

Make a List

Fourth, make a list of everything that you can think of that you are going to have to do to achieve your goal. When you think of new tasks and activities, write them on your list until your list is complete.

Organize Your List

Fifth, organize your list into a plan. Decide what you will

have to do first and what you will have to do second. Decide what is more important and what is less important. And then write out your plan on paper, the same way you would develop a blueprint to build your dream house.

Take Action

The sixth step is for you to take action on your plan. Do something. Do anything. But get busy. Get going.

Do Something Every Day

Seventh, do something every single day that moves you in the direction of your most important goal at the moment. Develop the discipline of doing something 365 days each year that is moving you forward. You will be absolutely astonished at how much you accomplish when you utilize this formula in your life every single day.

As we forge ahead through the second half of our year of Excellence in Action, I hope you achieve all the successes you desire.

Remember, those who are successful in their quest for excellence simply do their best and do more of it. Best wishes to each of you to be excellently successful.

Linda Hanson President-Elect

I was able to give a short presentation on "Excellence Through Influence" to the Plaza 205 Mobile Chapter at their monthly meeting on October 28. I, along with my "travel buddies" (Joyce & Patsy), attended a Chapter Meeting for the Tuscaloosa Area Chapter on November 18 and shared the same topic. While on the road, we stopped by the Tuskegee Chapter Meeting that evening. I appreciate the hospitality shown by all three chapters.

As we admins know best, we must be flexible when things change! Well my life has taken an interesting turn. During the month of

December and January, I have been working in Loudon, TN at one of our company plants. This will probably continue into February along with some other travel to our corporate office in Decatur, IL. While this may seem like a glorious "vacation of sorts", I have never worked such long hours! As companies are cutting back and many even closing, more is required by the employees that remain. Great concern has spread across the U.S. for those who have lost their jobs. I hope you have not been affected.

My plans are to travel to the northern part of our state to attend some of your seminars and chapter meetings, but again...I am going to be flexible as things may change. I have read about some of the most interesting upcoming seminars. Our chapters in the Alabama Division are really working to increase our knowledge through these seminars.

As I travel, I am reading as much as I can get my hands on. Let me encourage you to read some of the books that International President Barb Horton CAP has listed on the International website. She also has a link off the main website where members can discuss the books. These books are all about leadership and may not be somewhat appealing to you. However, if I can only entice you to read one, let it be "Good to Great" by Jim Collins. This book defines the difference between good and great companies. When you read this book, consider your chapter as a company. Is your chapter a "good chapter" or a "great chapter"?

As we spring ahead to end this year,

remember your Member of Excellence awards. Are you close to completion?

See you at Division Meeting in June in Huntsville!

**Brenda Fischer CPS/CAP
Vice President**

Thank you one and all for your contributions to the second issue of the AIR for the 2008-2009 year. We have a jam-packed issue for your reading pleasure.

As the keeper of the division scrapbook, I want to thank all of you who have sent me news and photos of your chapter events. However, I know there is much more wonderful information you can provide. We know all of you have been doing some wonderful things. I want this year's scrap book to be a truly great one. You can send me information electronically at brfische@uab.edu. Or mail me "goodies" at 1827 Alabama Avenue; Oneonta, AL 35121.

Alabama Power did a wonderful job with the PESC. If you were able to attend, you know what a great time we had. If you missed it, just check out all the photos on the Division website.

The Division Leadership Advance will be held in Gadsden in March. I hope we will see you there.

February will be a great month with many holding APY Events. We wish everyone "good luck." If you are nominated by a fellow member to participate, please do. It is a great honor to be nominated and you will have a fun time during the event.

I wish luck to all who will be sitting for the CPS/CAP exams in May. We are excited to hear the good news when you find out you make it. Remember to keep us posted.

Thank you for allowing me to serve you. I look forward to seeing all of you at the Division Meeting in Huntsville in June.

**Jackie Powell
Secretary**

Give me an I, Give me an A, Give me another A, Give me a P and what do you have... IAAP.

I am grateful to serve as the Secretary for the Alabama Division. For this quarter, I have taken and transcribed minutes from the Winter Board Meeting, have mailed get-well cards, birthday cards, Christmas cards, inspirational cards, and sympathy cards to various Chapters, members and their families. You know being Secretary is not just taking minutes. It's much, much more.

In December, I attended a funeral service for one of the members of State Capital Chapter (the late Shelby Sulzby) who passed away. Although it was a sad time, it was a good time to visit with former State Capital Chapter members. After sharing great memories, stories and just catching up, we have decided to plan a reunion.

The following months continue to be very busy. I have been working very closely with ASU and Xperte Student Chapter. We are still recruiting for both chapters and have planned some activities for the months ahead. I do plan to attend Leadership

Advance in March and look forward to seeing everyone there.

Remember, Excellence In Action. Teamwork divides the effort but multiplies the effect. If I can be of assistance to you, just feel free to contact me!

Until next quarter...

Ann Davis CPS/CAP Treasurer

Time is passing quickly! I can't believe that it is February already! We have certainly had a lot of action the past several months - and all of it excellent! The holiday season came and went in a blur.

I have attended my chapter (Alabama Power) meetings, all of which were phenomenal. My boss attended the Boss' Day Celebration with me in October. We both enjoyed the presentation from Jody Bicking and Mike Dye from Achev, Inc., on Leadership and Teamwork. In November, I attended the chapter's Professional Development Seminar "Excellence in Etiquette". This seminar was full of very useful information to be used in a business setting and also in everyday life. Our December Holiday Celebration was much fun and very "filling". Let me tell you, we have some "Excellent" chef's in the Alabama Power Chapter. Everyone brought a dish and those who wanted, entered their recipe in the Cook-Off and won some very nice prizes. I attended the January meeting and learned tips on financial planning. I also attended a meeting for Alabama Power Chapter members

at our Inverness location. This meeting was very informative, as we shared information about educational opportunities available through IAAP.

I attended Birmingham Chapter meetings when possible. In November, I attended and was fortunate to win the bid for a stay at the Birmingham Sheraton at the silent auction. I also enjoyed Bonnie Powell's presentation on "Leadership Tips from Santa Clause". Thanks to the BJCC for hosting the Holiday Celebration at the newly renovated Concert Hall. The food was "Excellent", the fellowship was great and the renovations are wonderful. I encourage anyone who can to use this facility. In January, I attended the Birmingham Chapter meeting "Remember to - KISS".

In February, I attended the Redstone Arsenal Chapter annual seminar. This seminar was a day filled with education and fun. Thanks to their members for planning a great seminar.

Congratulations to all of the Division's new CPS/CAP recipients! This is hard work and I applaud your commitment to excellence. I encourage you to start now tracking your recertification points. Time will pass quickly and before you know it, it will be time to recertify.

As part of the Treasurer's duties, financial statements have been prepared and distributed to board members in a timely

manner. The Scholarship Account has been audited and found to be in good shape. I look forward to serving the remainder of the year as your Treasurer.

Joyce Jaet CPS/ALS Immediate Past President

From the IPP's seat I do not have much to report on what I have done in the past few months, mainly because my body is trying to act its age and I am fighting it with all I can. Did you know that Southern women almost never act their age and expect their bodies to understand this and play along? I am happy to say that my body has been educated to 'rock on' with the help of God, a wonderful Physician and my Southern upbringing. Actually my family says 'stubborn' upbringing instead of Southern. Thank you all for your kind words and prayers.

The activities of the Alabama Division of IAAP are very special and it would appear a well kept secret. I say that because we have all of these great events to enlighten and educate our members but most members do not attend even when the event is virtually in their own backyard. The Alabama Division has over 500 members including Members at Large. How many members attended PESC September 2008 or the Annual Meeting June 2008? Both functions had less than 100 members registered. I keep asking myself what are we not doing with our events to cause members to just ignore them. Can you tell me?

Another area of non-participation is running for Chapter or Division Office. May I give you a suggested plan to bring yourself into a leadership position with IAAP. You must

make a commitment, have a plan and make an appointment with yourself to work on the plan. Read what your Bylaws and Standing Rules say about the position. To be a good leader you must be willing to make an appointment with yourself to spend an hour to work on IAAP business once a week. This will be in addition to the monthly Board and Member meetings. You may ask why make an appointment, the answer is simple - if you do not make a commitment of your time your commitment will not be met. You wouldn't be expected to drop everything every time you receive an e-mail so decide if you will put them in a separate file or print them to read at your appointed time. You must judge which is best for you. It isn't rocket science, it is more or less what you do on your job - prioritize, organize and act in a timely manner. People who say I don't have time to do it are fooling themselves; they just haven't made a commitment to themselves for what is important to their careers. We all know how important IAAP can be to our career.

I could elaborate more on this, it is my passion, but after so long, a read gets too long. If anyone would like to hear more give me a call or send me an e-mail rjaet@bellsouth.net and I will be happy to discuss leadership with you. One last word on leadership, and that is follow - we must be willing to follow before we can be a good leader.

It is my plan to attend, God willing, the Winter Board meeting and Leadership Advance in Gadsden this March. I hope I see many of you attending as well.

**Happy Mardi Gras! Reflective Lent!
Blessed Easter!**

**Ellen Mahathey CPS
Parliamentary Advisor**



COMMITTEE REPORTS

**APY Event
Cil Spina CPS/CAP**

A hard copy of the guidelines for The Administrative Professional of the Year (APY) Event was mailed to Alabama Division Chapter presidents in November. A copy of the guidelines may be found on the Division website at <http://www.iaapalabama.org/iaapalformguidelines.htm>. Since chapters will be hosting APY Events in the very near future I would like to use this opportunity to remind members of a couple important items. Most importantly, please be sure that all submitted applications are postmarked by Wednesday, April 15th. You may send to my attention at: 1202 Deborah Drive; Huntsville, AL 35801.

Additionally, please be sure that proper documentation is submitted with the application. Documentation requirements may be found in Part IV of the Guidelines. The Chapter APY and their President will be notified of eligibility after all documentation is thoroughly reviewed by the committee. One final reminder: please make sure that APY participants are aware that as their Chapter's APY, his/her presence will be required for the APY Event held at the

Division Meeting on June 5, 2009, in Huntsville.

The APY Event is a most interesting and exciting time and I do hope that if your chapter is hosting this event you will support the participants with your enthusiastic attendance. It provides a calming effect to gaze out at the audience and see familiar faces attentively urging you to do your best. Good luck to you all.

**APW Week
Patsy Brasher CPS/CAP**

It's hard to believe that another year has come and gone so quickly. It is time once again to celebrate new things like spring, flowers, Administrative Professionals and Administrative Professional Day! By now, I hope that each chapter has held their Administrative Professional of the Year programs and are excitedly planning for their Administrative Professional's Day luncheons on Wednesday, April 25th.

Each year, a group of IAAP Board Members and Chapter President's make a trip to Montgomery to have a proclamation signed by the Governor declaring Administrative Professional's Day in the month of April. In the past we were able to take as many members that wanted to attend, however, last year, Governor Riley's office limited it to just a few participants. This truly is a memorable event and I wish that each one of our members could attend! The final details of this event have not been finalized but they will be emailed to the Division Board members and Chapter Presidents as soon as they are known.

Thank you for making the Alabama Division of IAAP a fantastic organization. I look forward to hearing all of the exciting things you are doing now and in the future.

Bylaws & Standing Rules Committee **Betty Presley, Chair**

Greetings to all! This has been a very busy year, but an exciting year, as I am sure most of you will agree. I have attended most of the Anniston Chapter meetings, offering assistance for growth and development as needed. I submitted the Plaza 205 Mobile Chapter Bylaws to the International Bylaws Committee for review and approval. I am available for seminars and workshops. If I can be of assistance to any of the chapters, please feel free to contact me at (256) 237-0053 or at bjpresley@bellsouth.net

Certification Committee **Donna Peck, CPS**

The IAAP website has all kinds of information related to our Certification programs. In addition to applications for the exams, there is information about study materials, sample questions, and an outline and bibliography to help you in your study. Be sure and check with your local chapter, as several around the division host CPS/CAP Study & Review Courses.

At the Alabama Division PESC Recognition Luncheon on Saturday, September 27, we recognized those Alabama Division members who attained their CPS and CAP ratings with

the May testing. Also, several members were recognized for recertifying.

New CPS holders were:

Rebecca W. Harding CPS, Alabama Power Chapter

Keith L. Karon CPS, Alabama Power Chapter

New CAP holders were:

Teresa A. Weldon CPS/CAP, Alabama Power Chapter

Antoinette M. Woodard CPS/CAP, Alabama Power Chapter

Patty H. Raymond, CPA/CAP, Alabama Power Chapter

Charlotte A. Graham CPS/CAP, Alabama Power Chapter

Margaret Salters, CPS/CAP, Huntsville Chapter

Those recertifying included:

Faye S. Robertson CAP, Anniston Chapter

June R Bearden CPS, Gadsden State Chapter

Carol Wilcutt CPS, Gadsden State Chapter

Cecille Spina CPS/CAP, Huntsville Chapter

We congratulate each and every one of you on your accomplishments.

Finance Committee **Patsy Leonard, CPS**



Membership Committee Report Maria E. Whitmire CPS/CAP

The plans by HQ to implement the new online membership registration membership option have been delayed. Due to updates in the database the Statistics Report and Scoreboards only reflect the June 30, 2008 information. A new reporting version should be available by June 30, 2009. The billing and rebate reports will continue to be mailed each month to chapter and division treasurers with the rebate checks. If you aren't receiving the reports you want for your chapter, contact the Membership Department at HQ or contact me and I'll try to assist you in getting the information you need.

As we all know, membership recruitment is vital to the continued growth of our Association. There is a huge emphasis placed on "numbers." I hope that your chapter has already planned to hold an IMPACT meeting this year. If you would like to have someone present a program for your chapter IMPACT Meeting, our Division Board Members would enjoy the opportunity to attend and help out. Please contact them to help plan your event! Some members do not care for the term "IMPACT" - and this is OK. You can call your membership recruitment meetings anything you want. I've always thought of the term "IMPACT" as a way of describing the "impact" that IAAP membership can have on your professional career. This being said, some options include "open house" or "rally" or "informational program." Be creative! Tailor the term to fit the situation.

The most successful meetings share the

following components: Creativity, Planning, Preparation, Marketing and Follow Up. Selecting a theme can make it easier to build a comprehensive and fun program. While it is important to maintain professionalism - certainly having fun and showing potential members that you can combine professionalism with fun is essential. Let's face it - we're asking people to give their precious time to something - establishing and maintaining professional, nurturing, and positive meeting environments is a critical responsibility of IAAP leaders. Who wants to be part of something that appears to be a "chore" for members or worse, where internal conflicts exist? You cannot expect great results from a "thrown together" program - a chairperson needs to be designated and a committee of dedicated members need to work together to ensure success.

It is also important to budget for recruitment meetings. Chapters need to be willing to make an investment in this effort!! Be sure to give potential members an information package that includes a sample copy of OfficePRO magazine, chapter/division newsletters, flyer on the next chapter meeting, IAAP brochures and of course, a membership application that is appropriately filled in with division/chapter dues amounts and an addressed envelope they can use to send it after the meeting. And...how about giving them TWO applications - one for them and one to give to a colleague who could not attend.

A couple of great incentives to consider - doing a drawing at the end of the event for one "free" membership. Offer a "special" that if they join that day - chapter dues are

waived for the first year. Again, be creative. Stimulate some excitement! Everyone likes the opportunity to take advantage of a special discount. The bottom line is that you want to demonstrate a high level of professionalism and having a great marketing package is a key step toward this effort. One way to think about it is to put yourself in the shoes of a potential member... are YOU impressed with the information package you are given? Does it entice YOU to join??

Of course, the true measure of success is gaining new members and in order to gain new members you have to identify potential new members and get them to your event. This takes aggressive marketing. Invitations need to go out 4-6 weeks ahead of time and then an additional reminder closer to the event. Everyone juggles very demanding schedules. You cannot expect a great turnout if you only give 1-2 weeks notice! Begin by asking members to forward the names and contact info of colleagues and friends - AND their HR Manager. IMPACT or recruitment meetings are terrific opportunities to educate HR Managers about the benefits of IAAP membership! Post informational flyers in grocery stores, public libraries and community centers. Ask members to post on their company's bulletin boards - if permitted. Send invitations out to both Division MALs and International MALs. Explore area employers - send a package of flyers addressed to the HR Manager/Director and ask them to distribute to their admin staff. Make contact with staffing agencies and recruiters and ask them to provide clients with an informational package...you can prepare a business envelope with the following: Invitation to Join

Brochure, Membership Application, Recruitment Meeting Flyer and Business card or contact info of someone they can follow up with!! The cost is minimal and is well worth the effort. (Of course, providing staffing agencies with informational packages is something that you can do all through the year! And, building a relationship with these recruiters is a vital business alliance and can possibly result in recruiting new associate members!)

In closing - the final all important element - and all too often most overlooked - is FOLLOW UP. Just because a potential member did not write a check the night of the program - does NOT mean they will not join. However, too often we forget to follow up with personal contact. I recommend an email thank you the "morning after" - thanking them for taking the time to attend the event and hoping they enjoyed the experience, etc. Then - follow up with a phone call about a week later - asking if they've had time to thoroughly review the materials they received and ask them if they have any questions. Let them know you hope they are going to join and let them know that they may attend the next chapter meeting as a guest if they wish. A "soft sell" approach is best. Persistence pays off. Many times, people will need time to budget paying dues out of a future paycheck. Other times, people want time to talk with their employer

HQ is holding another IMPACT Competition this year. The top 10 IAAP chapters that conduct an IMPACT meeting from July 1, 2008 through May 31, 2009 and sustain the highest percentage of net growth from their IMPACT meeting will each receive \$175.

Chapters must send their IMPACT invitation along with an official entry form to Headquarters. Invitations and entry form must be received at Headquarters no later than June 15, 2009. New members and transfers must join the chapter within one month from the date of the IMPACT meeting. Submit only one IMPACT meeting entry for this contest period.

At the end of this newsletter, you will find a chart containing our membership numbers for November 2008-February 2009. I was thrilled to see that we have more chapters with even or positive growth than chapters with membership losses. Keep up the good work and let me know if I can assist you in any way.

New Chapter Builder Marion Ezell



Division Nominating Committee Anita Wilson

Alabama Division IAAP is accepting nominations for the 2009-2010 Alabama Division Board of Directors. By virtue of office, 2008-2009 President Elect Linda Hanson succeeds to the office of President for 2009-2010. A call for nominations for 2009-2010 President-Elect, Vice President, Secretary and Treasurer has been sent to all Alabama Division Chapter Presidents and Alabama Division Members-at-Large by the Alabama Division Nominations Committee. Any chapter wishing to nominate a professional member for these offices must submit

nomination information by March 15, 2009, to the Chairman of the Nominations Committee. Nominations packets may be obtained by contacting Anita Wilson, Chairman, on 205.934.5322, or at avwilson@uab.edu. Anita Wilson (Birmingham Chapter), Committee Chairman; Veronica Allen (Shoals Chapter), Committee Member; Tameka Pearson (Alabama Power Chapter), Committee Member.

Professional Development Elise McWilliams

Remember to get your Professional Development forms filled out and submitted to your Chapter Professional Development Chair. The form can be found on the Division website.

You will be amazed how fast these points can add up. Once you start filling out the form, you will be amazed at how fast the points add up.

You may not have the most points in your chapter, but, remember, every chapter member's points help the chapter's total. These forms are used to determine the Chapter of the Year.

Research & Education (R&E) Susan Douglas

The Alabama Division raised \$47 for the R&E Foundation with a raffle basket during the PESC in Birmingham the weekend of 26-27 Sep 08. Congratulations to Alphasdella McRae of the Redstone Arsenal Chapter for winning the basket. I want to thank everyone for their contributions.

The next division fund raising event will be held at the 2009 Alabama Division Meeting in Huntsville, AL. Be looking for the table during the Saturday business session. Raffle tickets will be \$1.00 each or six for \$5.00. One of the items this year will be a brand new Longaberger Boardwalk Basket (Large). If you cannot attend this year's division meeting, but would like to purchase tickets, please contact Susan Douglas @ sdouglas718@comcast.net or 256-313-2079.

More information on R&E can be found on the IAAP HQ webpage, Research and Education Foundation link, <http://www.iaap-hq.org/REFoundation/index.htm>.

Thank you for supporting R&E

Retirement Trust Foundation Mary A. Davis

I have selected the most marvelous items for our fund raiser. The Retirement Trust Foundation will host (2) fund raisers and I am asking for the support of all chapters that have not selected a fund raiser for Retirement Trust to help make this 1st fund raiser a success. I am asking for the support of everyone attending the Alabama Division Meeting to help make the 2nd fund raiser a success.

Tickets for the 2nd fund raiser will only be sold at the Alabama Division Meeting.

The fund raisers are as follows;

- 1) 1st Prize (4 Piece Pfaltzgraff Sedona Place setting)
- 2nd Prize (Large Pfaltzgraff Sedona Vase)

- 2) 2 pc pure white glaze round ruffled compote & cake stand.

All Chapter RTF Chairmen are encouraged to host a fund raiser for Retirement Trust so that we may protect the future of our organization.

Student Chapter Program Stacey Brewer CAP

Student Membership – Embrace Our Future

Does your chapter promote student membership? If not, you're missing out! Students are the future of IAAP and as such we need to embrace the opportunity to promote and encourage students into the administrative field. Students can bring fresh ideas and enthusiasm to your chapter as well as rejuvenate some of your tenured members.

Don't know where to start? Begin with your professional members who work at schools and colleges. Or maybe your chapter is based on a college campus. Start talking to students in a business related degree program about joining IAAP and what your chapter can offer them. Encourage students to join your professional chapter and take advantage of the monthly programs you provide. This is also an opportunity for them to network with your chapter members which could lead to job opportunities. You don't have to charter a student chapter to embrace student membership!

Need more information? Contact the Alabama Division Student Chapter Program Committee.

Website Committee Ivagene Baxley



2008 Professional Education and Student Conference Kathy Wilkey CPS/CAP

The Alabama Division 2008 Professional Education and Student Conference (PESC), hosted by the Alabama Power Chapter, was held September 26-27 in Birmingham. The event was kicked off Friday morning with the student conference. Students tested and made presentations to compete for scholarships.

After lunch, Charles McCrary, President and CEO of Alabama Power Company, welcomed attendees. Donna Gilliland, President and owner of MOST Training was the speaker for our professional education seminar "Excellence in Technology". Topics on Friday afternoon included Navigating Office 2007 and Word 2007.

Our networking activity was held Friday night at the Sheraton Birmingham Hotel. The Chef of the Sheraton conducted a cooking class where the participants prepared salads and entrées. The event provided a delicious dinner, a great networking opportunity, and a lot of fun.

The seminar continued on Saturday morning with Excel 2007 and PowerPoint 2007 presentations. Mrs. Gilliland was very

knowledgeable and taught in a manner that was easy to follow. The 6 hour seminar was intended to improve the participants' competence, productivity and credibility in Office 2007.

The student scholarships were presented at the recognition luncheon. Then, the Alabama Division Workshops took place Saturday afternoon. Melinda Samuels CPS, IAAP Past Tennessee Division President, presented "Leadership: What It's all About", and Carolyn Drake CPS/CAP, IAAP Alabama Division President, presented "Pathways to Excellence: What it Means for You".

There were 85 participants at this year's PESC. Chapters represented were Alabama Power, Alabama State, Anniston, Birmingham, Bristol (CT), Chattanooga, Drake State, Gadsden, Huntsville, Miles College, Mobile, Redstone Arsenal, and Tuscaloosa area. Participants received 0.6 CEUs and a 2 GB flash drive. Everyone is looking forward to another exciting conference in 2009.

2009 Division Meeting Cindy Anders CPS/CAP

Plans for the annual meeting are underway to have the best meeting ever! Please mark your calendars for June 5-7, 2009 for the Division Meeting, which will be held in Huntsville, Alabama at the Holiday Inn-Research Park. We have the privilege of having Janine Riemersma CPS/CAP, IAAP International Secretary, present our keynote address. Very soon the registration brochure will be sent out with complete details, so please be looking for it in the mail and go ahead and save that date!

CHAPTER REPORTS

Alabama Power Chapter Janice Conniff CPS/CAP

Board Members:

Janice Conniff CPS/CAP	President
Elizabeth McGill	President Elect
Gina Chesser	1 st Vice President
Darlene Williford CPS/CAP	2 nd Vice President
Annie Walker CPS/CAP	3 rd Vice President
Peggy Burdeshaw	Membership Secretary
Janice Guthrie	Recording Secretary
Cassie Lord	Treasurer

Programs:

July 2008

University of Alabama External Degree Program presented an hour packed with information on obtaining a college degree through their external program. They encouraged the use of CPS/CAP hours toward a college degree. Our members and guests (85 attendees) asked many questions and were supplied useful information. This was a CEU program.

August 2008

This program was an Impact Meeting. We had 80 members and guests in attendance. Chapter members who attended the International Convention in New Orleans, LA this year each spoke about their experiences during the convention. They gave brief synopsis of the classes they attended and the team building events that they attended while they were in New Orleans. President, Janice Conniff CPS/CAP presented information on the benefits of being a member of IAAP and

explained IAAP's past, present and future assets for all administrative professionals through continued education opportunities and trends in the market place. Janice gave the attendees her "Ten Top Reasons to be an IAAP Member". The audience was excited about the possibility of gaining more confidence, knowledge and the opportunity to network with fellow admins from other area businesses. They expressed that they were empowered by being a member of a superior organization working for them and with them.

September 2008

This month's program was "Tailgating ". With the start of football season, our programs committee thought that a tailgating get-together would be appropriate. Mr. Bobby Humphrey from the University of Alabama and Mr. Joe Cribbs from Auburn University each spoke for about thirty minutes on teamwork, leadership roles and sharing ideas with team mates. This was used in work situations and they each brought to our attention the importance of supporting rolls both on the field and in the workforce. We each have an important roll to play and if we do our jobs with commitment and to the best of our abilities everyone's job will be easier. They also reminded us that the most successful people always surround themselves with the best people available to help them be and stay successful. Both Mr. Humphrey and Mr. Cribbs went on to achieve successful professional football careers and maintain a strong family life. They each have strong ties to the community and have chosen a charity for which they work to raise money and support.

Our chapter has equally good and challenging programs scheduled for the next months.

The AP Chapter is hosting this years PESC Conference September 26 - 27, 2008 in Birmingham.

We offer CPS Study Classes each week for anyone interested in taking the exam in November or May.

We are continuing the Administrative Workforce Plan (AWP) with each new administrative professional hired at APC Corporate Headquarters.

October will be our Boss' Day Celebration and we will have a food drive at that time. All food collected will be donated to Jimmie Hale Mission for their use.

October 2008 Meeting – Boss' Day Celebration

This year's Boss' Day celebration was phenomenal. We had 120 bosses and chapter members in attendance. Our speakers were Mike Dye and Jody Bicking with Achev, Inc. They spoke on Leadership and Teamwork. Door prize tickets were given to each boss as they entered and the door prize list was full of nice gifts. Some of the Boss' in attendance walked away with great gifts and the meal was fabulous. Our 2008 Executive of the Year Award was presented to Charlie Long, VP of Fleet Services & Trading for his support of our chapter. We appreciate Mr. Long and all that he has done in support of our chapter since it chartered in 2004.

November 2008 - Professional Development Seminar

Our November meeting was our annual Professional Development Seminar titled "Excellence in Etiquette". Tish Spaulding and Trish Wehner of Spaulding Protocol were our presenters. We had 88 registered attendees. Five of Chelsea High School's finest students served as our servers for the

meal and also participated in the seminar. They were accompanied by Mrs. Hooper, their FBLA teacher. Many door prizes were given away to members and guests. We used this opportunity to donate canned food for our food drive which was donated to The Jimmie Hale Mission. Members also donated items and money for the Salvation Army Angel Tree. We collected enough money and items to sponsor two angels.

December 2008 - Holiday Celebration

Our December 18th meeting was our Holiday Celebration and Cook-Off with prizes awarded for First, Second and Third prizes in both a Salad and Dessert category. The food prepared by the members was excellent and it was fun to compete for prizes. John Persons, Ruth's Chris Steak House, was our judge and we thank him for taking time to come and join us that day. Also, we played the Admin Left/Right Santa game and all participants left with fun gifts. We had about 50 in attendance. Kathy Wilkey CPS/CAP spoke with members regarding the Chapter of Excellence and Member of Excellence opportunities we can participate in and I encouraged each of our members to strive to reach for that award.

January 2009 – Financial Planning for YOUR Future

On January 21st we were given pointers by two Financial Planners from Merrill Lynch on ways we can personally help our retirement funds grow. Of course, as we have always heard "Buy Cheap/Sell High". Now is the time to diversify your portfolio and buy stocks since the stock market is down and when the stock market rebounds you will be on the way to a great retirement. Educate yourself by reading, listening and following

the stock market news daily.

Education is the best tool. There we are again. Continuing education is the corner stone of our entire lives. And on that note, I would like to congratulate our members who have achieved the CPS and/or CAP status from the November test: Rebecca Harding CPS, Karon Keith CPS, Felisa Lawrence CPS, Antoinette Woodard CPS/CAP, Trish Weldon CPS/CAP, Charlotte Graham CPS/CAP, Pattie Raymond CPS/CAP.

Our chapter will offer CPS classes in preparation for the May 2009 Test. If you are interested, please contact Dianne Hargrove CPS at 257-5133 for more information.

Upcoming:

February Program - Administrative Professional of the Year

March Program - TBA

April Program - TBA

Admin Professional Day - "Back to the Future"

May Program - Friends, Food and Ferocious Fun

June Program - Installation of new officers

Alabama State University Chapter Emma Faulk

The ASU Student and Professional Chapter have been very busy this quarter. We are still focusing on recruitment. Our goal is to increase membership by five members for both Chapters. As promised, the Division Secretary sponsored one student members

division dues during this quarter. Also, Student President Stephanie Borden and President Emma Faulk sent out letters and membership applications to prospective members regarding IAAP Membership.

Most of the student members are doing their student teaching this semester, we have re-arranged the monthly meeting schedule to accommodate them. Plans are being made for the upcoming meetings for March and April to include attending Leadership Advance and activities for Administrative Professionals Week.

Anniston Chapter Darlene Daniel



Birmingham Chapter Renita Hill

Greetings from the Birmingham Chapter and Happy New Year to those of you whom I haven't seen! The Birmingham Chapter has been busy as bees over the last few months.

In October we combined our Executive's Night with our Impact Meeting. Brenda Fischer CPS/CAP inspired all of us, along with potential members with a powerful power point presentation regarding the benefits of being a member of IAAP. It was awesome! Dr. Perry Ward, President of Lawson State Community College was our main speaker for the evening. His presentation was enjoyable and empowering. There were members of

the Cougar Chapter and the Alabama Power Chapter present and we were happy to share with our other "sisters" of IAAP from the Birmingham area.

Our November monthly meeting is always exciting as we have our Annual Benefit Auction. This year we decided to host a silent auction and it turned out to be a great idea. I got outbid for the item I wanted (drat the luck) but everyone had a great time. Bonnie Powell was our presenter for the evening. Her title was "The Leadership Skills I Learned from Santa Claus". What a way to begin the Holiday season. We were surprised by what we learned from Ol' Saint Nick.

In December we don't normally meet but we did end the year by getting together and having an enjoyable time at the Birmingham Jefferson Convention Complex. They were the hosts for our Holiday Celebration. A special thanks goes out to President-Elect Edna Henry, Mary Vann, Annie Jordan and Rosemary Range for all of their hard work in bringing this about. The food was delicious and the door prizes were awesome.

January began with a bang with Nora Steadman who spoke to us about effective communication.

In February we host our exciting Administrative Professional of the Year event. Hesitantly and proudly, I will pass the torch to our new APY on that night. It has been an awesome experience to serve as the Birmingham Chapter's APY. I will never forget it and wish our new APY an even greater year.

We invite all of you to participate in our Annual Seminar to be held March 6th at the

Birmingham Botanical Gardens. Genevieve Dardeau, Professor at the University of South Alabama will be our keynote speaker. Immediate Past President Anita Wilson has done a great job as Seminar Chair along with her Committee Members. You are also invited to attend our Annual Administrative Professional's Day Luncheon at The Club. We will officially present the 2009 Administrative Professional of the Year to the business community. Our keynote speaker will be Bonnie Low Kramen, Author of "*Administratively Speaking*" and former Administrative Assistant to Olympia Dukakis. She is an outstanding speaker and this event promises to be an exciting one.

Decatur Chapter Theresa Owens



Gadsden Chapter Pam Noah

Beginning with eight new members gained from our Impact meeting, the Gadsden Chapter has taken to heart the "Excellence in Action" theme. Member certification is our Chapter's goal for this year. The Chapter currently has nine members working toward receiving CPS/CAP certification in 2009. Even though the Chapter has several members with CPS certification, this is a very exciting time because those members

who currently are certified have been so for a decade or more and none have the CAP rating.

Our annual seminar "Technology Tune Up featuring MS Office 2007: Who Move My Taskbar? and The Innovative iPod" held in February was a huge success. We learned all about the new features that save time in MS Office 2007 which included Word, Outlook, and PowerPoint. We also received detailed instruction on iPod capabilities including digital music, podcasts, eLearning, and new technologies for the workplace and the Digital Millennium Act. The Gadsden Chapter is looking forward to attending this weekend's Leadership Advance at Gadsden State Community College.

Huntsville Chapter Stephany Wingard CPS

The Huntsville Chapter is growing and growing and growing! At the beginning of the IAAP year there were 45 professional/professional merited members and 26 student chapter members. As of the end of January the chapter lost two members (one transferred to a Tennessee chapter) and gained 11 new members for a total of 54 professional/professional merited members and 29 student chapter members.

The October AIR reported on the planning of the chapter's Boss's Day event. Committee chair Trish Cantrell-Teetor and her committee lined up TV personality Greg Screws for the luncheon speaker. The event was held at Ruth's Chris Steakhouse at the Embassy Suites on Boss's Day, and 100

supervisors, managers, admins and other business people attended the function. This was the most successful Boss's Day for the chapter to date.

There was a fun-filled evening for the December Christmas social. The event was held once again at the Huntsville Marriott. Each attendee received an administrative professional's survival kit and a surprise gift. Several games were played with great prizes before the ornament exchange which ended the evening.

Certification and Education committee chair, Angie Krueger CPS/CAP, hit the ground running early in the fall putting together the annual certification review courses, which began on January 31. A record number of attendees consisting of 21 IAAP and non-IAAP members are participating in this year's course. One chapter member, Micki Salters CPS, obtained her CAP rating at the November exam.

Chapter members have participated in a couple of clothing closet events held with community service partner, Christian Women's Job Corp (CWJC). On a designated evening after work a number of members gather at the location of the local office of CWJC to sort, evaluate, size and hang the donated clothing that will be used by the women going through CWJC's bi-annual training sessions. Not only is the chapter assisting in the community to get women on their feet they have the opportunity to socialize with each other.

Other events in development at this time include the chapter's annual APY event and

the annual educational seminar. The Huntsville Chapter 2008 APY, Slone West CPS/CAP, is putting together the final touches with her committee for the annual event, which will be held on February 24. Dianne Seeks CAP, Huntsville Chapter Immediate Past President, along with her committee is hard at work on the spring seminar. Keynote speaker, John Croyle, has been lined up, as well as the afternoon workshop presenters. The sixth annual seminar will be held on Tuesday, April 21.

The Huntsville Chapter continues striving toward obtaining the Chapter of Excellence award. So far, at least two members have already met the Member of Excellence criteria and submitted their spreadsheet. The chapter website, www.iaaphsv.org, has an improved and updated look.

Lawson State Community College Cougar Chapter Vernona Williams

Our events and activities have been demonstrated through our theme "Success Through Excellence" and it is our goal to continue to strive for excellence and while striving for excellence, we will be successful.

Christmas is a time of giving, sharing, food, fun and fellowship; and that is exactly what the IAAP Cougar chapter did during this past holiday season. Thanks to all of the Cougar Chapter Members for all of their dedicated and hard work to excel this chapter into action. Christmas was more than merry for two of Salvation Army Angel Tree Network "Angels". Thanks to the members of the

Cougar Chapter. We adopted two "Angels" this year and they received everything on their want and need list plus much more. Kudos to the Special Events Committee, chaired by Amicka Williams. Our continuous goal is to provide quality professional development opportunities for our members and we are doing just that. We have had seminars on topics to include Retirement and Financial Planning by a certified financial planner, seminars by Avery Dennison, Banking Services and the Economy, presented by a local banker and a Planning and Organizing seminar by Pendaflex, coordinated by the Professional Development Committee, chaired by Regina Doriety. We are planning informative and exciting events and activities for the upcoming Administrative Professionals Week to include a topic and workout demonstration for a healthier body, seminar presented by an Avery Dennison in addition to other sessions and a luncheon on Friday.

Mobile Chapter Robin Kemp CPS

In July, we held our Officer Installation Ceremony. Officers installed were:

Robin Kemp, CPS/CAP President

Patsy Leonard, CPS Treasurer

Marion Ezell Vice President

Nancy Williams, CPS Director

Meegie Wheat, CPS Secretary

Joyce Jaet, CPS Director

We were well represented at the International Convention as the Mobile Chapter had eight chapter members attend.

We all had a grand time!

In August, we took some time out for rest and relaxation.

In September, Marion Ezell gave a presentation on "Why Do We Meet?" She not only covered how to have more productive meetings, but she also covered the reasons why the Mobile Chapter needs to have meetings to accomplish the mission of IAAP.

Meegie Wheat, CPS presented a slide show showing the fun we had at International Convention. It was an excellent way to show new members what convention is all about and to wet their appetite to attend next year.

The membership voted to make a monetary donation of \$100 to the Admiral Jeremiah Denton Foundation to provide school supplies to needy children in war torn countries.

The Mobile Chapter had five members attend the PESC in Birmingham 26-27 September 2008.

In October, we learned from Marilyn Woods, Mobile County Revenue Commissioner, all about property taxes and how they are assessed, as well as how to dispute assessments that are incorrect.

In November, Ms. Angela Rand, Librarian and Head of Information Technology at the University of South Alabama, presented "Coordinating the Flow of Information" and how to use and manage all of the various kinds of information media and social networks.

We held our annual Christmas Gala on December 14 at the home of Patsy Leonard, CPS. For our Christmas project, we donated

money and supplies to the St. Mary's Shelter for Unwed Mothers.

In January 2009, we learned from Ms. Della Sanchez, Social Worker and Emergency Ombudsman Coordinator from the Agency on Aging, all about caring for aged family members and the various social programs available to caregivers.

Montgomery Area Chapter Dina Wheat



Oakwood College Chapter Marie Samson



Plaza 205 Mobile Chapter Elaine Simpson

When we began the Plaza 205 Mobile Chapter of the IAAP in April of 2008, we had 15 members. We have since then added two members and have uncovered an interest from others for membership in 2009.

We started out the year with a wonderful acceptance and welcome event given by our

sister Mobile chapter and IAAP members from all over Alabama. Our first president was new to IAAP and rallied on board by quickly attending the New Orleans conference.

By-laws were drawn up and all the tasks of a new chapter were undertaken by this special group of members.

Our monthly meetings included programs from:

Panera Bread served lunch to our members and guests in July and suggested fundraisers they could help us with.

An informative *Excellence in Action* speech from Linda Hanson, the Alabama Division Vice President was given in October.

A couple of programs addressed what members want to learn and receive out of their IAAP membership.

We exchanged helpful tips that we use daily in our positions that might help others in their jobs.

Prizes were awarded for bringing a guest or offering the best helpful tip. Even a paper rose was given to emphasize how we are growing and blooming.

Last but not least, you may say the most memorable program is the March program with a speaker on laugh therapy.

In August we had a very successful fundraiser by raffling a manicure/pedicure. We are in the process of planning another fundraiser in May.

In October we participated in a community outreach program of supplying travel sized toiletries to Penelope House (our local women's and children's safe house).

We are a chapter that is new and trying to

meet at a convenient downtown local, during the lunch hour on the last Tuesday of each month so members can attend without interruption to their already busy lives.

Redstone Arsenal Chapter Alphadella McRae

December began with the members enjoying a Christmas Luncheon exchanging Christmas Ornaments. The members donated canned goods to the Huntsville's Food bank.

January didn't start very well, we lost our Chapter President, Hillary Marshall. Hillary accepted an intern position with the EPA in Washington, DC. We were very sad to lose Hillary but we know she will do a wonderful job.

In February, we held our 14th Annual Seminar and Education Forum. We were honored to have Ms. Fran Barr as our motivational speaker. Ms. Barr moved the audience, speaking on Enhancing your Future and Empowerment. In our afternoon sessions, Maria E. Whitmire CPS/CAP, International Committee on Nominations, member of the Birmingham Chapter presented a session on Strategies for Advancement, she was terrific.

Attendees also attended sessions on Computer Security, Going Green, How to Exercise in 10 minutes or Less, Eating Behaviors, Financial Security, and Innovation and Technology.

We were honored to have the following attendees—Alabama Division President, Carolyn Drake CPS/CAP, member of the Huntsville Chapter; Alabama Division Vice President, Brenda Fischer CPS/CAP, member of the Birmingham Chapter; and Alabama Division Treasurer, Ann Davis CPS/CAP, member of the Alabama Power Chapter. The RSA chapter is also excited about gaining three new members at the seminar. More news next time!

Shoals Chapter Judy Ozbirn



Tuscaloosa Area Chapter Teresa Armstrong

The Tuscaloosa Area Chapter has been getting healthier each month. We have had some great speakers, and meetings. In October we had Mary Lowery, Assistant Director, Career Education from the University, her topic was on writing resumes and how to take your skills to a new level. In November Linda Hanson came to speak to us about Excellence in Action, we received one new member that month. In December I hosted the Christmas luncheon at my home and prepared a meal for each member, a great time was had by all. In January we had Mr. Shane Kilgore, Director of IT at Randall-Reilly Publishing, he spoke on Modern Technology and the Administrative

Assistant. For our February meeting Miss Amy Price with the American Heart Association will speak to us. Our March Meeting will be our APY of the year event. We currently have 3 participants.

In May I plan to do the 1 hour "Grace Under Pressure" seminar for the group.

We are currently making plans for a great week in April during Administrative Professionals Week. We plan to send out letters and invites to contacts and their bosses to attend a luncheon in their honor. Our Mayor Walt Maddox will be our guest speaker. We are hoping that this event will help us obtain some new members.

Each of our members are working on the Member of Excellence program, and we hope to be a Chapter of Excellence this year.

Some exciting days ahead.

Tuskegee Chapter Loretta S. Ellis

The Tuskegee Chapter is proud to welcome (2) new members; Love Thomas-Lane and Gwendolyn Locke. They are both employees of the Macon County Sheriff's Office.

We are making plans for Administrative Professional Week and the Baylies S Davis Scholarship Fund that began in 2007.

Sadly, we have lost some members but we are still working hard to gain and retain.



STUDENT CHAPTER REPORTS



IRS ANNOUNCES 2009 STANDARD MILEAGE RATES

The Internal Revenue Service has issued the 2009 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

The 2009 standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 55 cents per mile for business miles driven
- 24 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

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Put this number in your cell or home phone directory and when you don't know a number just call it.

For those of you who are using Blackberries you can also use Beyond 411 which encompasses all searches including white pages, yellow pages, internet, weather and news. It also has the ability to add to the address book, dial from the search, as well as redirect you to the website if you so desire. The download site is <http://thebogles.com/b411.jad> <<http://thebogles.com/b411.jad>>

DATES TO REMEMBER

March 7, 2009

**Leadership Advance
Gadsden, AL**

April 21 thru 25, 2009

Administrative Professionals' Week

May 1 and 2, 2009

CPS and CAP Exam

June 5-7, 2009
Division Annual Meeting
Huntsville, AL

To be announced, 2009
Alabama Division Professional
Education and Student Conference
To be announced

July 26 thru 29, 2009
International Educational Forum and
Annual Meeting
Minneapolis, MN



IAAP Alabama Division Membership Numbers						
Chapter	30-Jun	1-Nov	1-Dec	1-Jan	1-Feb	Gain (loss)
Alabama Power	163	186	187	186	185	22
Anniston	10	10	11	11	11	1
ASU	4	3	3	3	3	(1)
Birmingham	68	62	61	61	61	(7)
Decatur	11	10	10	10	11	0
Gadsden	21	20	25	26	27	6
Huntsville	73	79	80	80	83	10
Lawson State CC	26	22	22	22	22	(4)
Mobile	28	25	25	25	25	(3)
Montgomery Area	12	10	9	9	9	(3)
Oakwood University	2	2	2	2	2	0
Plaza 205 Mobile	16	16	16	17	17	1
Redstone Arsenal	25	24	24	23	22	(3)
Shoals	33	31	32	32	31	(2)
Tuscaloosa Area	12	12	12	12	13	1
Tuskegee	16	14	14	14	16	0
DMAL	33	28	28	30	31	(2)
Division Totals	553	554	561	563	569	16

