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**NASHVILLE CHAPTER IAAP
BULLETIN BOARD**

VERSION 63, ISSUE 6

NASHVILLE CHAPTER BOARD

MARSHA GUPTON, CAP—PRESIDENT

VELMA LITTLEJOHN—PRESIDENT-ELECT

ELAINE MCDOWALL, CAP-OM—VICE PRESIDENT

LINDA HOOD, CAP—SECRETARY

KIM BARNEY, CAP —TREASURER

LINDA MATTHEWS, CAP—DIRECTOR

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JEAN BRANDON, CAP-OM—PARLIAMENTARY ADVISOR

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Newsletter Editor

Gladys Carr, CAP
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741-9005

President's Corner—Marsha Gupton, CAP



MERRY CHRISTMAS

I will honour Christmas in my heart, and try to keep it all the year - A Christmas Carol, Charles Dickens

This month's President's Corner is my Christmas greeting to our chapter members.

The Christmas holiday is a special and magical time of year. It is a time to give, to laugh and to love. My wish for each of you this Christmas is that you spend this Christmas surrounded by friends and loved ones, and that you take a moment to hug them extra tightly and to let them know how much you love them and how important they are in your life. Gifts adorned with beautiful ribbons and scrumptious family recipes are important parts of the celebration, but the greatest gift we can give one another is the time we spend together – laughing, sharing and living life to the fullest.

Remember our military that are away from their friends and family this Christmas and may they all come home!

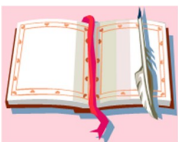
May you and yours have the happiest of holiday seasons and a very Merry Christmas. I wish each of you the absolute best in the coming New Year, and I look forward to seeing you next year as we finish out the second-half of our IAAP year and continue to be the best Chapter in the Division and Association.

Nashville Chapter is well on its way to becoming a Chapter of Excellence again. We are also on track with meeting a good number of our goals.

On December 9th, about twenty chapter members gathered at The Union Station Hotel for a Christmas lunch. This was a great social event and I think everyone enjoyed themselves in the beautiful surroundings of the Historic Union Station Hotel.

Merry Christmas and a Happy New Year!

Marsha Gupton, CAP



It is Written - Honoring the Past With a Vision to the Future



Chapter make your shopping easier. Support the Nashville Chapter buy purchasing a cookbook for **\$10.00**. The cookbook provides an excellent gift for the holidays, weddings, birthdays, housewarming, or just to say “thank you”. Pair it with a home cooked item to make a truly special gift. Don’t forget to purchase one for yourself!!!!

Debbie Green, CAP-OM
Fundraising Committee

As everyone is gearing up for the Christmas season, let the Nashville

COMMUNITY AFFAIRS COMMITTEE

*Kathy D. McNeeley, CPS
Community Affairs Chair*



A reminder to bring monetary donations to the December meeting for our adopting a family from Safe Haven for Christmas. If you are not going to be at the meeting and want to make a donation, contact Kathy McNeeley.



EXECUTIVE BOARD REPORT—DECEMBER

- ◆ The board approved presenting to the membership meeting location options for the 2012 year.

IMPORTANT NOTICE: Meeting Location for 2012

We have one piece of important business to vote on at the December Chapter meeting. We have received information from Gaylord Springs Golf Links regarding the prices for the 2012 year. We are currently paying \$22.00 per person. For this price we get the meal and the microphone is no charge.

Pricing for 2012 will **increase** at Gaylord Golf Links. The meal price is increasing to **\$27** all inclusive of service charge and tax. We will be charged for the podium and microphone at a cost of **\$35 ++**. This would make the cost to members and guests **\$28 per person**. We did not budget for the cost of the microphone since we have not had to pay for that since meeting at Gaylord.

Elaine McDowall, CAP-OM, Vice President, has researched other meeting options. A spreadsheet is attached showing a comparison of prices.

At the December chapter meeting our membership will be voting on whether to stay at Gaylord at \$28 per person or move to Union Station Hotel at a cost of \$24 per person with free valet parking and free microphone.

HOTEL	CONTACT	LOCATION	PRICING
Union Station	Nicole Broussard	1001 Broadway	\$24 per person, inclusive. Room rental, podium, microphone, speaker, and parking are also included. Meal to include salad, entrée, dessert, tea and coffee. Parking validation tickets to be given out at meeting. These will be located on a table separate from registration. Minimum guarantee is 20.
Holiday Inn - Vanderbilt	Meredith Schakel	2613 West End Avenue	\$25 per person, inclusive. 8-10 meal options. Minimum guarantee is 25. Room rental and projection screen fees waived. If room assignment is ballroom, only microphone and podium are needed at \$45 rental fee. If room assignment is on second floor, speakers would need to be rented at a cost of \$200. Parking is complimentary.
Gaylord Golf Links	Shirley Langguth	18 Brownwood	\$27 per person, inclusive. Podium and microphone - \$63.38 inclusive with fees. Complimentary parking. Minimum guarantee is 32.
Belmont University	Amy Irwin		With so much business, we would not know from one month to the next if they had room for us.
Doubletree Airport		Elm Hill Pike	No response from catering dept
Drury Inn Airport			meeting space too small
Embassy Suites Airport	Sue Davies	10 Century Boulevard	\$29 per person, inclusive. Room rental fee waived. Speaker patch is \$75, and microphone is \$40.
Holiday Inn Nashville	Ashley Leftwich	2200 Elm Hill Pike	\$29.33 per person, inclusive. Room rental fee waived. Sound patch fee - \$35. Podium microphone - \$30. Parking complimentary.
Hotel Preston			\$26.44 per person, inclusive. AV is outsourced and would be \$118 per meeting.
Hyatt Inn Airport			meeting space to small
Maxwell House Hotel	Anna Jarvis	8th Avenue	No response
Monell's		Murfreesboro Road	no meeting space for our size
Nashville Airport Marriott	Valerie Russell	600 Marriott Drive	\$350 room rental fee; \$39.29 per person, inclusive Podium and microphone complimentary
Radison Airport	Lindsey Griffith	1112 Airport Center Dr	\$275 room rental fee / did not go further AV fees additional.
Radison Opryland	Margie Spicer	2401 Music Valley Drive	\$31.93 per person, inclusive. AV inclusive cost per meeting is \$270.53. They do not have built in sound, and this is outsourced.
Scarritt Bennett	Sally Cornell	19th Avenue	Could only book for 2 hours (i.e., 530 - 730) or extra staff fee of \$200.
Sheraton Music City	Michelle Mefford		would only book 30 days in advance



INTERNATIONAL BOARD MEMBER - Doris Goode, Southeast District Director

TENNESSEE DIVISION OFFICERS & PARLIAMENTARY ADVISOR - Barbara Carter, Judy Bair, Gladys Carr, Linda Spitzer, Pam Kober, Susan Lemond

EMPLOYMENT OPPORTUNITY!

TVA has an immediate need for a professional administrative assistant who would be working with the Executive Vice President in Nashville at the Century Boulevard location. This person would begin on a contract basis and the position could later change to a permanent one. Skills required include proficiency in Microsoft Word, Excel spreadsheets, and PowerPoint. Salary would be based on experience.

If interested, please contact Kit McCrary, CAP, at kit.mccrary@comcast.net.



DECEMBER BIRTHDAYS

Linda Matthews, CAP — 2nd
Marjorie Norris, CAP— 18th
Sammy Miles, CAP — 22nd
Debbie Green, CAP-OM — 30th

REMINDER:

Remember to update your member information on the IAAP website (www.iaap-hq.org) It is important to have current member information.

IMPORTANT DATES FOR 2011

DECEMBER 13TH — CHAPTER MEETING

DECEMBER 25TH — CHRISTMAS

DECEMBER MEETING

This is a reminder that our next chapter meeting is Tuesday, December 13, 2011. Remember that cancellations, guest reservations and alternate meal requests are due no later than Thursday, December 8, 2011, at noon. Please e-mail me at elaine_mcdowall@gspnet.com or contact me at 615-739-4933.

If you are currently on the “Standing Cancellation” list, or if you have already cancelled for this month, there is no need to reply. (I am working through emails sent at end of last week and today, and I will confirm with you that I have received your cancellation if this has already been sent.) **Please note that if you do not cancel your reservation before the deadline, you will be invoiced \$22.00 for the meal cost.**

Menu

Mixed green salad with fire roasted chestnuts, pearled squash, caramelized bacon and spicy pecans
Chestnut and Fig Vinaigrette

Entrée

Mistletoe chicken, with artichokes, Roma tomatoes, Italian flat parsley and shitake mushrooms
Red wine and basil cream sauce
Chef’s choice of starch

Dessert

Chef’s choice of dessert

Alternate entrée / dessert

Vegetarian meal
Fruit cup

We will be meeting in the Cumberland View Room at the Gaylord Springs Golf Links on Brownwood Drive just off of McGavock Pike. Linda Hood, CPS and Kimberly Caudell will present a program of Christmas musical selections.



DINNER RESERVATION POLICY

DINNER MEETINGS ARE HELD ON THE THIRD TUESDAY NIGHT OF EACH MONTH. RESERVATIONS MAY BE MADE BY CONTACTING ELAINE MCDOWALL, CAP-OM. E-MAIL: elaine_mcdowall@gspnet.com, OR BY PHONE: **615-739-4933** NO LATER THAN NOON ON THURSDAY PRECEDING THE MEETING DATE.

CANCELLATION POLICY:

ALL MEMBERS HAVE STANDING RESERVATIONS. RESERVATION MUST BE CANCELLED BY NOON ON THURSDAY PRECEDING THE MEETING DATE OR YOU WILL BE BILLED FOR THE DINNER.

OFFICETEAM®

Specialized Administrative Staffing

A Robert Half Company

Relocating for Work: What Would It Take?

Uprooting your life for a position in a new city is a huge endeavor. Whether you've accepted a job offer with a new company, or a position within your current organization, it's important to consider what factors would make a move worth the effort.

These include:

- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations

What else should professionals consider before making a move for their career? Start by looking at the big picture. Make sure you're aware of all factors involved in relocating, rather than focusing on a single element of the job. For example, though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? Thirty-one percent of executives polled in a survey by our company said the quality of life in a new city would be the most influential factor in their decision to move. You may want to examine elements of the proposed geographic area, such as crime, school rankings and cultural

events.

Other questions include: Does the employer offer moving assistance or job-placement services for spouses? Will you be needing a car or does the city have a good public transportation system? If you do need a car, will you have to pay for parking, or will your company cover this expense? Are there opportunities for further growth with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the resources you need to succeed?

Even if relocating is a smart professional move, you also must determine if it's right for you personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location?

Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up roots. While a move to a new city can be exciting, it's important to remember that for some the best choice is to stay put and wait for the next opportunity.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has 315 locations worldwide, and offers online job search services at www.officeteam.com.

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2012 TENNESSEE DIVISION ANNUAL MEETING

SAVE THE DATE

“Season’s Greetings” from the 2012 Tennessee Division Annual Meeting Planning Committee—Barbara Carter, CAP-OM, 2012 Tennessee Division Annual Meeting Director, and members of the BCBS Corporate, Chattanooga, Murfreesboro, and Nashville Chapters!

With all the frantic activities we are all involved with at this time of year, I know it is hard to think beyond the next hour or two of your day. But I also think it is just the perfect time to put something on your calendar now that you can look forward to with a lot of excitement and anticipation—the 2012 Tennessee Division Annual Meeting scheduled for May 31 to June 3, 2012, in Chattanooga at the Marriott—Downtown—to celebrate our “60 Years of Remarkable!”

Over the months leading up to our 2012 Annual Meeting, I will be providing you a monthly update on our planning progress—hopefully whetting your appetite for our meeting that will have so very much to offer attendees. The Nashville Chapter already has some new and interesting exhibitors signed up for our Friday opening event. Our Friday afternoon speaker, Charles Marshall of M Power Resources of Atlanta, is preparing his seminar topic already—“Real Heroes Don’t Wear Spandex.” Next month, I’ll be providing more information and detail on the seminar. Our Friday Open House, sponsored by the Chattanooga Chapter, will be an old-fashioned “Sock Hop”—more details to come soon on talent contests for skits, singing, and dancing. Saturday morning, we will start out with a “come-and-go breakfast” followed by an informative Business Session. The BCBS Corporate Chapter

will be leading the Recognition Luncheon that will include an International Officer as a guest speaker. The Saturday night Installation Banquet is being planned by the Nashville Chapter—so expect a surprise or two. And Sunday morning, the meeting will conclude with a special Inspirational Service sponsored by the BCBS Corporate Chapter.

It’s a lot to look forward to, I know! I’m working on the planning committee, but I’m excited already! No group can plan a fun yet professional meeting better than the members of the Tennessee Division.

Put it on your calendar today—May 31 to June 3, 2012! There will be great educational and business leadership learning opportunities, recertification points, fellowship like none other, door prizes, good food, inspiration, entertainment galore, and just lots of fun. You don’t want to miss this one!

Until next month and on behalf of the entire 2012 Tennessee Division Annual Meeting Planning Committee, I wish each and every member of the Tennessee Division a Christmas filled with love and family, happiness, and the true spirit of Christmas.

Jean Ann Norris, CAP-OM

Publicity Committee

2012 Tennessee Division Annual Meeting Planning Committee



SPECIAL IAAP 70TH ANNIVERSARY LOGO

To mark the 70th Anniversary of IAAP, we have designed a commemorative logo. It is supplied in 3 file types, to suit a variety of print and/or web applications.

There will be no option to customize this logo with your Chapter/Division/District.

IAAP 70th Anniversary Logo



Name Badge Order

With the recent change in the certification eliminating the CPS certification, many may wish to update their name badge. With that in mind, an order will be made in February allowing everyone two chapter meetings to provide me with the order form.

A copy of the order form is included

for your convenience. Free badges will not be given to those updating their current badges. The chapter provides free badges to new members and new recipients of their certification ONLY.

Kimberly Barney, CAP
Nashville Chapter Treasurer



**NASHVILLE CHAPTER IAAP
NAME BADGE ORDER**

NEW MEMBERS and NEW RECIPIENTS OF CAP will receive a basic name badge at no cost to you. The badge will have the locking pin clasp, logo, chapter name and your name. Cost for the basic badge for others is \$6.00. For those wanting more than the basic badge, there are several options. The options with the amounts charged for each is listed below.

New Member/New CAP - **FREE**

Regular member - \$6.00

OPTIONS:

Oval Badge Add \$.75

Magnetic Holder Add \$1.50

Gold Frame Add \$1.50

Extra line of print (title, etc.) Add \$1.00

PLEASE PRINT OR TYPE YOUR NAME AS YOU WANT IT TO APPEAR ON THE BADGE:

(Any additional information)

Cost of Badge (logo, Chapter name and your name) \$ 6.00

NEW MEMBERS/NEW CAP— Free

Additional Options Chosen above \$ _____

TOTAL AMOUNT OF ORDER \$ _____

Please make checks payable to: Nashville Chapter IAAP

Return this form, with your check if applicable, to:

Kimberly Barney CAP
1246 Hicks Edgen Road
Pleasant View, TN 37146

Kimberly.barney@tn.gov or
kjcbarney@yahoo.com

Committee Page

DATE	PROGRAM TITLE	SPEAKER
JULY 19, 2011	SOCIAL MEDIA	LACY TITE, WEB DEVELOPER, VANDERBILT UNIVERSITY
AUGUST 16, 2011	WHY MY RESUME ISN'T WORKING	BILL KARLSON, PROFESSIONAL SPEAKER
SEPTEMBER 20, 2011	THE MAGIC OF SUPER HEROES	VAN RICHMOND, PROFESSIONAL SPEAKER
OCTOBER 18, 2011	CERTIFICATION BANQUET	DR. RAYLENE HENRY
NOVEMBER 15, 2011	PERSONAL PREPAREDNESS	HELEN CUNNINGHAM
DECEMBER 20, 2011	HOLIDAY SOCIAL	
JANUARY 17, 2012	CLOSING THE PERFORMANCE GAP	CRAIG KITCH, PROFESSIONAL SPEAKER
FEBRUARY 21, 2012	CHAPTER BIRTHDAY/NEW TECHNOLOGY GADGETS	MARY NUNALEY
MARCH 20, 2012	AVERY DENNISON PRESENTATION	BUD CAMPBELL
APRIL 17, 2012	MEMBER OF THE YEAR BANQUET	
MAY 15, 2012	OFFICER ELECTION/MANAGING MULTIPLE PROJECTS	KIT MCCRARY, CPS
JUNE 19, 2012	OFFICER INSTALLATION	

MEMBER INFORMATION UPDATES

PLEASE MAKE THE FOLLOWING CHANGES TO YOUR ROSTER:

Please remove from your membership list the following chapter member:

Rebecca A. Wogan
Transferred to Member-at-Large

Denise Thomas from your roster as she did not renew her membership

Roster Information for:

Carol M. Biggs, CPS
1120 Mount Zion Road
Joelton, TN 37080
Phone -615-746-0821
Fax-615-945-6068
Email: country_girl1956@hotmail.com
Birthday – 11/08

Company:
State of TN
220 French Landing Drive
Nashville, TN 37243
phone-615-253-1973
email: Carol.M.Biggs@tn.gov
title: Accounting Tech I
Executive – Rita Jenkins, Supervisor

Are You Ready For Some Football!

WANTED!

VOLUNTEERS for TITANS GAMES

WHY VOLUNTEER?

- ◆ FUN WHILE WORKING
- ◆ BE A PART OF THE GAME CROWD
- ◆ FREE MEAL
- ◆ GET TO KNOW OTHER CHAPTER MEMBERS
- ◆ HELP RAISE MONEY FOR CHAPTER

FOUR VOLUNTEERS NEEDED PER GAME

CONTACT MARSHA GUPTON, CAP IF YOU CAN WORK.

THIS IS OUR MAIN FUNDRAISER FOR THE NASHVILLE CHAPTER. IF YOU ARE PHYSICALLY ABLE, PLEASE HELP SUPPORT THIS ACTIVITY!

OUR NEXT GAME (TITANS VS JACKSONVILLE) IS SUNDAY, DECEMBER 24.

PLEASE CONTACT MARSHA GUPTON, CAP IF YOU ARE WILLING TO VOLUNTEER AT MARSHA.GUPTON@TN.GOV OR 615-253-0824 (WORK) 615-337-3073 (CELL).



**WE STILL NEED
VOLUNTEERS TO WORK
THE REMAINING TWO
TITANS GAMES!**

TENNESSEE TITANS HOMESCHEDULE

Sunday	December 24	Titan vs Jacksonville
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NASHVILLE CHAPTER IAAP BULLETIN BOARD AD FORM

The Nashville Chapter IAAP is accepting ads to be placed in our chapter newsletter. Our newsletter is sent to our members, student chapter members, potential members and our Executive Advisory Board. Our chapter newsletter is also posted on the IAAP International Website and our chapter website. The circulation is approximately 150 people plus the website circulation (*over 66,000 IAAP members*).

Ads may be placed by the month or by the year. Below is the pricing for the ads.

AD RATES	ONE ISSUE	TWELVE ISSUES
Full-Page	\$50.00	\$300.00
Half-Page	\$30.00	\$150.00
Quarter-Page	\$ 20.00	\$ 75.00
Business Card	\$ 5.00	\$ 25.00

NAME _____

NAME OF BUSINESS _____

ADDRESS _____

PHONE NO. _____

FAX NO. _____

E-MAIL _____

AMOUNT OF PAYMENT \$ _____

CHECK

CASH