

Notes from the Mountaintop

From the President

Welcome to the newly revamped Appalachian Chapter newsletter. After years of the *Notes from the Mountaintop* not being published, I thought it was time to bring it back! The last issue left off at Volume 13 in 2005 with the newsletter being published by former member Melissa Whatley. In my records I had one newsletter titled *Appalachian Chapter Newsletter* that was done in July 2006 by former member and past president Sherry Payton, CPS/CAP. This is a new challenge for me as I have never attempted to do a newsletter before. My hopes are to have an issue each quarter and to submit our *Notes from the Mountaintop* in the Georgia Division Awards newsletter competition. Plans are to highlight members in each issue, announce our upcoming meetings and events, and share news about the accomplishments of members and the chapter. I had started thinking about a newsletter before this past Georgia Division Annual Meeting in anticipation that it would be a requirement again for the 2011-12 GA Division Presidents Award program; however, the newsletter being published is not one of the items on the SHIP Award this year.

I hope you will enjoy reading this issue and any feedback is welcomed.

Sheri Crowe, CPS/CAP

2011-12 President, Appalachian Chapter

Partnership of Learning & Fun on the IAAP Ship of Success

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International Association of
Administrative Professionals®
Appalachian Chapter

Officers

President: Sheri Crowe, CPS/CAP
Vice President: Rena Morris, CPS/CAP
Secretary: Linda Jones, CPS/CAP
Treasurer: Tara Gibson, CPS/CAP

Next Meeting

Tuesday, September 27, 2011
6:30 p.m.

Amicalola EMC Dean Center
544 Hwy. 515 South, Jasper, GA 30143

Guest Speaker: Lisa Schnellinger
"Understanding the Uses of
Social Media in the Business World"

Meal cost: \$10.00 per person

RSVP by Sept. 26 to

Sheri Crowe, CPS/CAP

sheri30177@yahoo.com

1 recertification point approved

RTF Fundraising Event

Get ready to look fashionable with your new items purchased from **Just Jewelry!** As a fundraiser for the RTF and to help the chapter meet a requirement for the SHIP Award, Just Jewelry representative and member Cindy Poole, CPS/CAP, RTF chair, is offering this great opportunity for the chapter. Please invite your co-workers, friends and family to come between 6-7:00 p.m. to shop. (Attendance to the meeting is not required for those who just want to shop.)

Member Spotlight

This year each newsletter will feature two members from the Appalachian Chapter, a veteran member and the newest member. This month we start with Pat Evans, CPS/CAP and Sharon Martin.

Pat Evans, CPS/CAP

Pat joined IAAP in August of 1977 and is a charter member of the Appalachian Chapter. She served as the first chapter president for the term of 1993-1994 and served again in 2006-2007. She is also a Past Georgia Division President having served the 1999-2000 year. The following is what Pat wrote when asked for a bio for the newsletter.

I am truly “seasoned” and getting quite “well done,” but I am fortunate to have loved every minute of my professional life working as a secretary. It was always “what I wanted to be when I grow up.” In my first decade of working, I began as a secretary at Jasper Banking Company and experienced the bank moving from Main Street to its present location. During my second decade of working, I was a secretary for the administrator at Pickens General Hospital and experienced the hospital opening its doors in 1969. Almost five years later, Jerry and I moved to Dalton and I was secretary at Hamilton Memorial Hospital working for the hospital’s president and administrator. During my tenure at the hospital, I saw it almost double in size.

In late 1979, Jerry and I returned to Jasper along with our young daughter Jennifer. I was hired as the general manager’s secretary at Amicalola EMC. Having been at AEMC since 1979 has been a once-in-a-lifetime experience. Over the last 32 years, AEMC has grown from less than 10,000 customers to almost 40,000 and built a new office complex and moved across town to the BIG Road. I would have to say that TECHNOLOGY has made the biggest impact on my professional life. I began with using a manual typewriter to transcribe my shorthand to the world of computer technology.

Thank goodness I had the opportunity to become a Certified Professional Secretary (CPS), a Certified Administrative Professional (CAP) and earn a Bachelor’s degree in Organizational Leadership. Continue learning is the best advice I have to give!

I have been blessed with being married to Jerry since 1965, a terrific daughter Jennifer who has blessed us with two amazing grandchildren, Olivia and Owen, and an expanded family that brings us love, support, and enjoyment. What more can anyone ask for!

When I have a quiet moment, I enjoy reading. To keep up the conversation with the grandkids, nieces and nephews, I have read the Harry Potter series of books this year. As I’ve been told by one of my mentors, “getting old ain’t for sissies!” So now I’ve added going to Universal Studio to my bucket list to have more of Harry Potter’s adventures.

8/20/11



Pat Evans, CPS/CAP (left) assisted in installing the 2011-2012 chapter officers. She is pictured with Treasurer Tara Gibson, CPS/CAP.

Sharon Martin

Sharon joined IAAP as a new member in July 2011. She currently is serving as a member of the Executive Appreciation Committee and is working on obtaining door prizes for the event.

Currently, Sharon Martin is the Executive Assistant to the Chief Executive Officer, Chief Financial Officer, Chief Nursing Officer and Vice President of Medical Affairs at Piedmont Mountainside Hospital. She has been an employee of the local hospital for 20 years and has held her current position 18 of those years. The local hospital was purchased by Piedmont Healthcare in 2004. Sharon graduated from Pickens Technical Institute in Information Processing. Sharon is a member of Hinton United Methodist Church. She sings in the choir, serves as Secretary of the Board and Treasurer for the church. She is

also a member of the Nominations and Finance Committees. Sharon is married to Joseph Martin and has two children, Joel and Cindy.

When asked what she likes most about her job she replied:

1) I am very proud to be a part of Piedmont Mountainside Hospital. We treat patients like they are family and work as a team to take care of their healthcare needs. I have been a patient a few times and experienced the excellent care my coworkers provide.

2) I stay very busy and never have the opportunity to be bored.

Sharon's hobbies include reading true stories and Christian/faith type books.

When asked to provide a bio this is what she wrote:

Upon graduating from Pickens High School I married my husband (Joseph) and worked at Pickens Footwear (a local shoe factory) for nine years until it closed. Due to this factory closing because of the business being sent overseas to be manufactured I was able to go back to school because of the Trade Readjustment Act. The HD Lee plant in Jasper also closed this same year (1988). This was a major event for Jasper/Pickens County that two manufacturing plants closed. There were many people who lost jobs who had the opportunity to return to school to further their education. This special act provided funds/assistance for returning to school to learn another profession/trade.

After graduating from the Pickens Technical Institute in Information Processing, I worked at Green's Blue Printing in Canton for a year before securing a job at the local hospital. The ownership and name of the local hospital has changed a few times over the years from Pickens General, Mountainside Medical Center and is currently Piedmont Mountainside Hospital. I was initially hired at the local hospital in the departmental secretary role and then was promoted to administrative secretary and have served in the secretary/assistant role to the hospital executives for 18 years.

Joseph and I have been married 32 years this September. Our son (Joel) is 28 and our daughter (Cindy) is 22. I live in Pickens County in the Hinton Community.

7/11



Sharon Martin (pictured left) during her new member initiation at the July meeting. President Sheri Crowe, CPS/CAP held the ceremony.

2011-2012

Officer's Installation

The officer's installation was held at the June meeting with GA Division President Barbara Wiley, CPS/CAP performing the installation service with the assistance of Pat Evans, CPS/CAP. Chapter President Sheri Crowe, CPS/CAP, Vice President Rena Morris, CPS/CAP, and Secretary Linda Jones, CPS/CAP were installed. Treasurer Tara Gibson, CPS/CAP was not able to attend the June meeting so she was installed during the July meeting by President Sheri Crowe, CPS/CAP and assisted by Pat Evans, CPS/CAP.



Barbara Wiley, CPS/CAP
2011-12 Georgia Division President



Officers took a moment for a photo during the August meeting. President Sheri Crowe, CPS/CAP, Vice President Rena Morris, CPS/CAP, and Treasurer Tara Gibson, CPS/CAP. Secretary Linda Jones, CPS/CAP was not able to be at the meeting.

Member of Excellence 2010-2011



Three chapter members worked very hard to achieve the Member of Excellence status. Congratulations to Sandra Reagin, CPS/CAP, Sheri Crowe, CPS/CAP, and Rena Morris, CPS/CAP.



**Become a 2011-2012
Member of Excellence!**

New Member Initiation

Brenda Poole

Brenda Poole joined the Appalachian Chapter in April 2011 and was able to attend the August meeting for her new member initiation. She has been a member of IAAP since August 2006 according to the membership records from IAAP Headquarters. She is employed by Wetland & Ecological Consultants, LCC in Woodstock, GA. Welcome Brenda!



Brenda Poole was welcomed by Appalachian Chapter members during the August meeting.

Recent Guest Speaker

At the August 23 meeting, Mr. Jerry F. Daniels with North Georgia Safety Training Institute, LLC was the guest speaker presenting "Introduction to OSHA" which qualified for a recertification point for those CPS and/or CAP members needing points.



Mr. Daniels presented an educational program about OSHA and explained the differences between an accident and an incident.

Annual Meeting Report

Rena Morris, CPS/CAP and Sheri Crowe, CPS/CAP attended the Georgia Division Annual Meeting in Albany, GA this past June. The Chapter was awarded with a certificate for having participated in the **BEACON** Award program for the 2010-2011 year. The chapter was also awarded with the Mildred B. Self, CPS Award for the chapter with the greatest percentage of CPS, CPS Recertified, CAP, and CAP Recertified holders with 2 to 25 members. Way to go Appalachian Chapter!



Sheri Crowe, CPS/CAP and Rena Morris, CPS/CAP during the business session at annual meeting.

President Barbara Wiley, CPS/CAP 2011-2012 Georgia Division introduced the GA Division theme and logo at annual meeting.



Leadership Training

On August 6, 2011 President Sheri Crowe, CPS/CAP, Vice President Rena Morris, CPS/CAP, Treasurer Tara Gibson, CPS/CAP, membership chair, and Sandra Reagin, CPS/CAP, certification chair attended the GA Division Leadership Training in Columbus, GA. By all four of these members attending, the chapter was able to accomplish the requirement of the SHIP Award for 2 officers and 2 committee chairs to attend the training.

Upcoming Meetings

Executive Appreciation Luncheon

The 7th Annual Executive Appreciation Luncheon will be held on Thursday, October 20, 2011 at noon with registration beginning at 11:30 a.m. at the Woodbridge Inn in Jasper. Honor your remarkable leader by nominating him or her for the Executive of the Year! The committee is working on getting everything ready and information will be sent out as soon as it is completed.

November- Tuesday, Nov. 22 at 6:30 p.m.

December- Tuesday, Dec. 20 at 6:30 p.m.

IAAP Leaders

Appalachian Chapter Committee Chairs

Membership: Tara Gibson, CPS/CAP
Certification: Sandra Reagin, CPS/CAP
Bylaws & S.R.: Linda Hall, CPS
RTF: Cindy Poole, CPS/CAP
Sunshine: Linda Jones, CPS/CAP
Scholarship: Debbie Parks

Georgia Division Board

President: Barbara Wiley, CPS/CAP
President-Elect: Jenny Stewart, CPS/CAP
Vice President: Valerie Carter, CPS/CAP
Secretary: LaVonne Goldschmidt, CPS/CAP
Treasurer: Bonnie Judy, CPS/CAP

Appalachian Chapter Board Contact:

Valarie Carter, CPS/CAP

Master Gunnery

Appalachian Chapter

For more information contact Sheri Crowe, CPS/CAP at 706-253-2457 or e-mail sheri30177@yahoo.com.