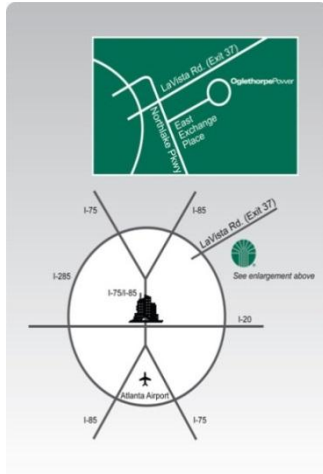




MEETING LOCATION:

Oglethorpe Power Corporation
2100 East Exchange Place
Tucker, GA 30084
770-270-7600



Take I-285 to LaVista Rd exit. Travel East to Northlake Pkwy. Make a RIGHT onto Northlake Pkwy. At first traffic light, take a LEFT onto East Exchange Place. Follow the road to the end of the roundabout. Enter Oglethorpe Power Corporation's Headquarters.

Front Entrance Security: Members and visitors commuting to the meeting must check in at the Guard Station. Advise the guard that you are here for a Cherokee Rose meeting. The guard will issue you an access card and direct you to park in the Visitors parking lot (FREE parking!).

The access card will be used to obtain entry into Building One, where you will sign in with the receptionist. A Cherokee Rose member will be called to escort you to our meeting.



**2011 – 2012
Cherokee Rose Chapter
Program Information**

www.CherokeeRose.org
www.IAAP-Georgia.org
www.IAAP-HQ.org

2011 – 2012 CRC Officers

PRESIDENT

Linda Parrish, CPS/CAP
Linda.Parrish@gasoc.com
770-270-7964



PRESIDENT-ELECT

Dana Morgan, CPS
Dana.Morgan@cox.com
404-269-9511



VICE-PRESIDENT

JB Hilliard, CAP
jb@jbenterprises-bts.com
678-518-9988



SECRETARY

Vivian L. Irby, CAP
vliby@yahoo.com
678-469-1078



TREASURER

Sharon Yearwood, CPS/CAP
Sharon.Yearwood@gasoc.com
770-270-7611



DIRECTOR

Michelle Williams, CPS
Michelle.Williams@gatrans.com
770-270-7701



CRC Committees & Chairpersons

- A-Team Susan Pierce
- Administrative Professionals Week Vivian L. Irby, CAP
- Awards Dana Morgan, CPS
- Bylaws Demetrice M. Clayton, CPS/CAP
- Certification Demetrice M. Clayton, CPS/CAP
- Chaplain JB Hilliard, CAP
- Community Outreach Board
- Education & Programs JB Hilliard, CAP
- Fundraising Lenni Thigpen
- Historian Helen Denning, CPS/CAP
- Hospitality Justina Shivers
- Membership Dana Morgan, CPS
- Newsletter Patricia Bailey
- Nominations Michelle Williams, CPS
- Publicity Vivian L. Irby, CAP
- Research & Education Foundation Board
- Scrapbook Ta'Sheena Morgan-Sires
- Member of Excellence Dana Morgan, CPS

CRC Certification Review Course
As we approach our 9th year of offering certification reviews, get ready for our Spring 2012 review course - in preparation for the May 2012 exam and the new CAP and CAP-OM certifications!

August 22, 2011

Introduction to the 2011-2012 Leadership Team & President's Strategic Plan



September 15, 2011

Keys to Successful Project Management for Administrative Professionals



Teresa will define the term "Project Management" & describe a few specifics to managing projects. You'll also walk away with specific project management tools for practical application back in the workplace.

Teresa Durham, PMP, CSM

October 19, 2011

Boss's Day Celebration & Operation Innovation



You'll walk away from Tony's presentation inspired, motivated & equipped to put your newly discovered innovative skills into action!

Tony Chapek



2011-2012 MEETING & PROGRAM SCHEDULE

November 17, 2011

***Fall Educational Seminar
(9:30am – 3:30pm)
& 10th Anniversary Celebration!
(11:30am – 1:00pm)***



Outstanding speakers and a fabulous luncheon celebration are planned for this very special day!

Holiday Inn Atlanta Perimeter

**January 19, 2012
*Make an IMPACT***

Learn how membership in IAAP makes an impact in your professional and personal life.



**Jenny Stewart, CPS/CAP
GA Div President-Elect**

December 15, 2011

***Holiday Celebration
(CLOSED meeting – Members only)***



Bring your holiday cheer as we celebrate the festive season Cherokee Rose style!

**February 16, 2012
*Avery Presentation***

Get great tips for organizing your workspace as well as your workload.



All meetings are held from 11:30am – 1:00pm at Oglethorpe Power Corporation unless otherwise noted. Schedule/speakers subject to change. Please see monthly meeting announcements for program details.

**March 15, 2012
*Spring Educational Seminar***

**(9:30am – 3:30pm)
BACK BY POPULAR DEMAND!
This One-Day Seminar will be packed with great presentations, networking opportunities & shopping!**



April 19, 2012

Administrative Professionals' Week Celebration Luncheon

Join in this annual celebration as we honor those career-minded administrative professionals who continue to make a difference in the workplace.



May 17, 2012

***Officer Elections & Invisible Influence
(CLOSED meeting – Members only)***

Invisible Influence explores the science of influence – by maximizing our own personal strengths. Rhonda will share with us how to recognize what our invisible influences are and how to maximize their power.



Rhonda Scharf, CSP

June 21, 2012

Officer Installation & Awards Ceremony

Join us as we celebrate the accomplishments of the 2011-2012 year and welcome the Chapter leadership for the upcoming year!

