



PORT A CALL

VOLUME 47, ISSUE 3 SEPTEMBER 2011

2011– 2012 Executive of the Year

The Port City Chapter of the International Association of Administrative Professionals (IAAP) named Ryland Harrelson the 2011-2012 Executive of the Year. Ryland was selected for this award based on his work experience, civic activities, and his administrative assistant’s recommendation. Ryland Harrelson is the Executive Vice President and Chief Human Resource Officer of TSYS and has been with the company for thirteen years. His civic and charitable work includes: Partnership for Workforce Development and Small Business Mentoring Program, Columbus Chamber of Commerce, United Way Committee member for overall community participation Relay for Life volunteer and House of Heroes volunteer.



Sailing to Succeed

The award was presented at a luncheon at Green Island Country Club on Tuesday, October 19, 2011. Several executives from the area attended along with their administrative professionals in honor of National Boss Day, which was Sunday, October 16, 2011.

Jeanne Sensing
Chair, Executive of the Year Committee



Port City Chapter’s 2011-2012 Executive of the Year
Ryland L. Harrelson
Executive Vice President and Chief Human Resource Officer TSYS

| INSIDE THIS ISSUE: | |
|--------------------------------|---|
| Executive of the Year Luncheon | 2 |
| Education Seminar | 3 |
| September Meeting | 5 |
| Committee Spotlight | 6 |
| Member Milestones | 7 |
| Georgia Division Fundraiser | 7 |

2011 Executive of the Year Luncheon

Port City Chapter held the 46th Annual Executive of the Year Luncheon on October 19, 2011 at Green Island Country Club. Jeanne Sensing chaired the event. Jeanne did an excellent job organizing the luncheon. Her executive, Bruce Bacon from TSYS, the 2010-2011 EOTY, announced the 2011-2012 EOTY. Joey Loudermilk from Aflac was the guest speaker and gave an inspiring speech on how he became an Executive within Aflac. We all enjoyed the food, as always it was so awesome, the room was perfect and the program went well. This is a great event to thank your executive for supporting you in this chapter and in your daily professional life.

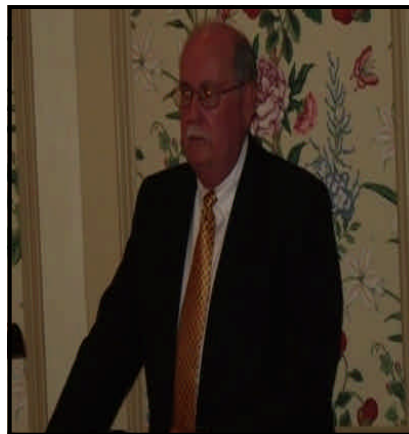
Brooke Pike
President Port City Chapter



Guest speaker Joey Loudermilk from Aflac.



Bruce Bacon, the 2010-2011 EOTY announced the 2011-2012 Executive of the Year.



Congratulations to Jamie Bratton, CPS/CAP and her executive, Ryland Harrelson, on becoming the 2011- 2012 Executive of the Year.

Port City Chapter 2011 Fall Educational Seminar October 1, 2011

Port City Chapter's Fall Educational Seminar was a huge success. Sam Shelton from Aflac presented two topics, Change Management - Creating a Recipe for Survival and Increasing Personal Effectiveness - Unleashing the Animal in You. Those attending the seminar earned four recertification points.

Registration numbers exceeded our expectations, with a total of twenty-seven attending the seminar. We had thirteen Port City members attending and fourteen IAAP members from other chapters. IAAP members from Heart of Peachtree, Gwinnett County, Coca-Cola, Georgia Power, Fulton County Government, DeKalb, Appalachian and Tift Areas chapters were represented at the seminar.

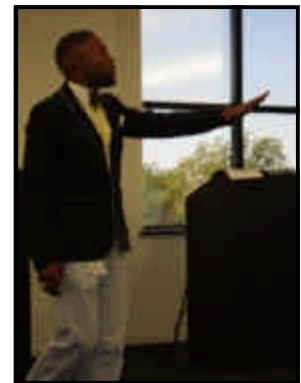
Change Management: Creating a Recipe for Survival

Change is an opportunity for growth.
 Things don't change, people change.
 We need change.
 You don't gain anything from not changing.



Recipe for Survival

- ⇒ Develop a desire for change
- ⇒ Stop making excuses
- ⇒ Change the way you see yourself
- ⇒ Be ready to change immediately
- ⇒ Defend yourself against negativity
- ⇒ Depend on others (positive people) to change
- ⇒ Gain an interest for the truth
- ⇒ Never stop dreaming.

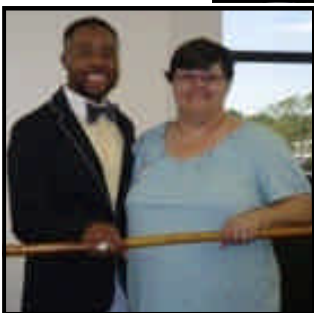
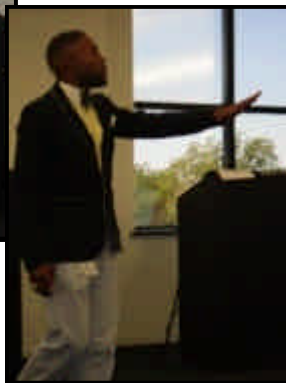
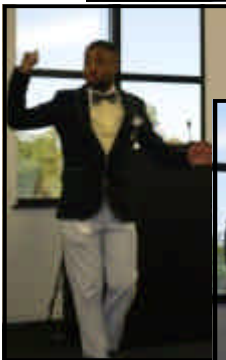


Increasing Personal Effectiveness: Unleashing the Animal in You

We learned our temperament and how we deal with conflict.
 Each personality type has Strengths and Weaknesses.



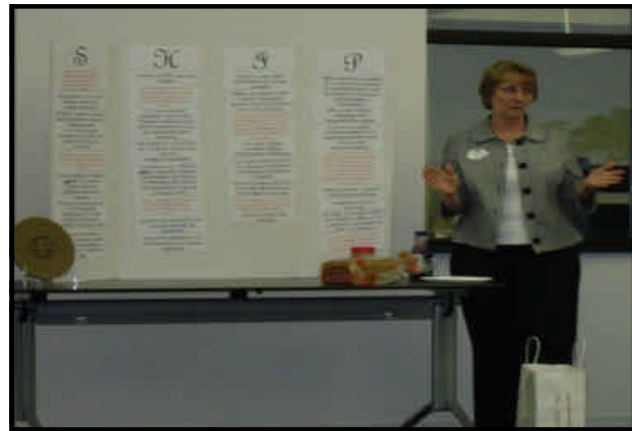
Port City Chapter - 2011 Fall Educational Seminar - October 1, 2011



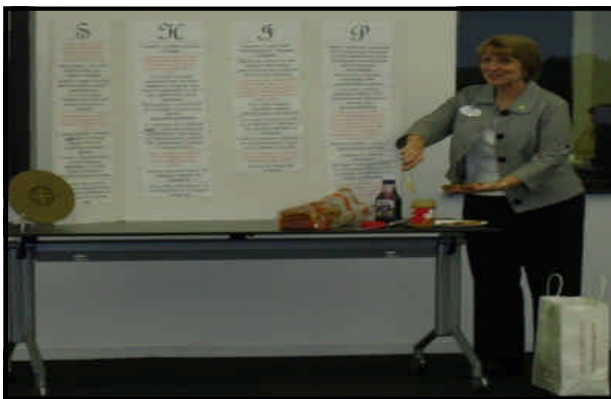
September 20, 2011 Meeting Recap



Bonnie Judy, CPS/CAP, the 2011-2012 Georgia Division Treasurer was the Guest Speaker at our September 20, 2011 Membership Meeting. Bonnie's topic was "Communicate to Accelerate" and we received 1 Recertification Point. Renee Peloquin from the Evans Towne Center Chapter was a visitor at the meeting.



Bonnie Judy presented the program "Communicate to Accelerate." The presentation included the definition of communication, types of communication (nonverbal, visual, word and written communication) the reasons for miscommunication, how to improve communication in the workplace and communication tips for a healthy workplace.



Bonnie closed her presentation with a fun and entertaining communication exercise. The audience gave Bonnie instructions on how to make a peanut butter and jelly sandwich. Members enjoyed Bonnie's presentation and we all learned a lot about communication.

Committee Spotlight

Questions about a committee?
What does the committee
involve? How much work
does a committee require?
Fearful of taking on the
committee because it sounds
like too much work?

Learn more about Port City
committees. Each month will
feature a different committee.

Action/Human Relations Committee

The Action/Human Relations Committee is designed to promote better relations between and among members of the chapter. The committee is responsible for informing members, usually via email, of both business and personal information. Business items may consist of events such as special meetings, votes by phone/email, surveys, etc. Personal items consist of announcing member birthdays, illness, hospitalization, deaths, etc.

Jamie Bratton, CPS/CAP
Action/Human Relations Chair

Port City Chapter

November Meeting

Chaos to Calm

Melode Thornton

(Recertification Point Pending)

Date: Tuesday, November 15, 2011

Time: 6:00 pm

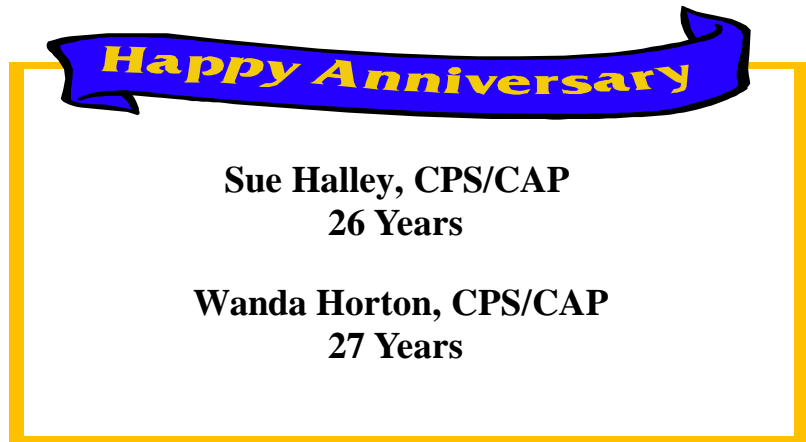
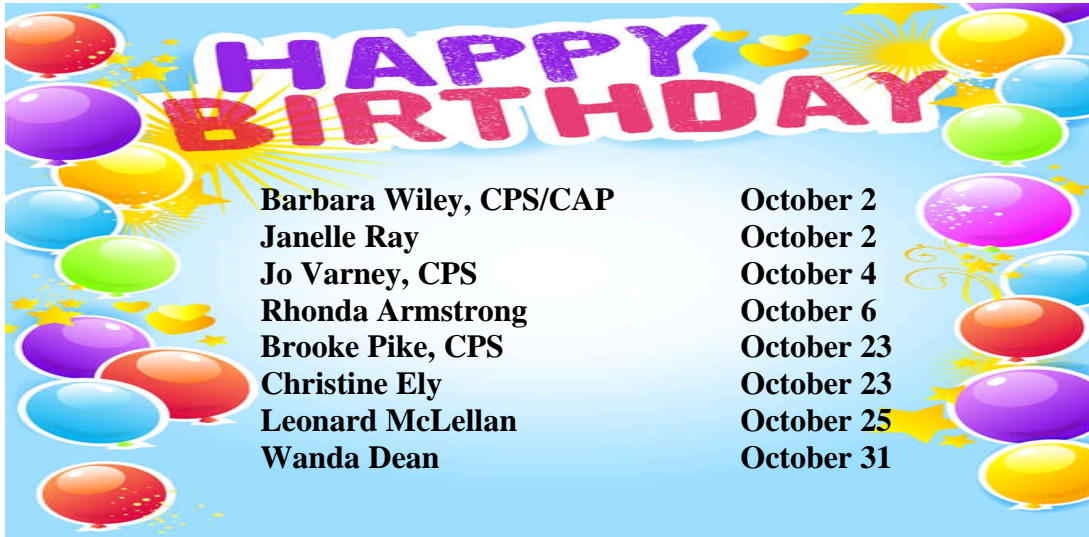
Place: Aflac—CSC 4th Floor
Conference Center 4A-3&4
1932 Wynnton Road, Columbus, GA

RSVP: Gwen Ragster
gragster@synovus.com
by 4:00 p.m. Thursday, November 10, 2011

Menu: To be Announced
(Catered by Tina Burgamy/Southern Style)

Cost: \$10.00

You are under no obligation to order a meal. The meeting is free.



Georgia Division Ways and Means Fundraiser

Georgia Division is selling 2012 Chick-fil-A calendars as a fundraiser. The division is asking each chapter to sell the 2012 Chick-fil-A calendars (with over \$28 worth of coupons) until December 15, 2011. The calendars are \$6 each. There is absolutely no expense to Port City and we will receive \$1.50 for each calendar sold by our chapter.

Please consider selling 10 calendars (more if possible) to make profit for Port City. Please contact Brooke Pike at bpike@aflac.com or 706-975-7495. Thanks for your continued support.

Brooke



2012 Chick-fil-A Calendars

\$6

Over \$28 worth of coupons inside

Port City Chapter

Meetings are held the third
Tuesday of each month at
6:00 pm at Aflac - CSC
4th Floor Conference
Center 4A-3&4
1932 Wynnton Road
Columbus, Georgia

Gwen Ragster, CPS
Editor
P.O. Box 1174
Columbus, GA 31902

Phone: 706-649-2293
Fax: 706-649-2390
Email: ragster@synovus.com



Mission Statement

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Vision Statement

To inspire and equip all administrative professionals to attain excellence

Purpose

To provide information, education and training, and to set standards of excellence recognized by the business community on a global perspective.

Objectives

To elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

Committee Chairs:

Please send updates and news that needs to be shared with all members to ragster@synovus.com to be included in the next newsletter.



2011-2012 BOARD OF DIRECTORS

President: Brooke Pike, CPS
bpike@aflac.com

Vice President:
Paula Hardy, CPS/CAP
phardy@aflac.com

Treasurer:
Rose Massey, CAP
rmassey@tsys.com

Secretary:
Gwen Ragster, CPS
ragster@synovus.com