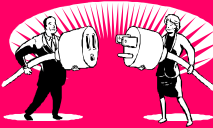


The Power of Commitment



DECEMBER
2009

Inside this Issue:

Featured Member	2
Upcoming Events	2
Inspirational Thought	3
News Center	3
Safety & Wellness	4
Tosha's Green Tips	4
Training	5
Show Your Support	5
Happy Birthday	6
Tips & Tricks	6
Recipe Corner	6
Congratulations	6
Holiday Fun	7
ABC's of an Admin.	8
IAAP Fundraiser	8
Reading Corner	8
Division & International	9
Board of Directors	9

The President's Blog...



Success

Unknown

*Success is speaking words of praise,
In cheering other people's ways.
In doing just the best you can,*

*With every task and every plan.
It's silence when your speech would hurt,
Politeness when your neighbor's curt.
It's deafness when the scandal flows,
And sympathy with others' woes.*

*It's loyalty when duty calls,
It's courage when disaster falls.
It's patience when the hours are long,
It's found in laughter and in song.*

*It's in the silent time of prayer,
In happiness and in despair.
In all of life and nothing less,
We find the thing we call success.*

Until Next time... Happy Holidays to you and your family!

Kerri



International Association of
Administrative Professionals®

POWER
of
Commitment
Georgia Power Chapter

Season's Greetings



FEATURED MEMBER



Melissa Boston, CPS

Sr. Secretary in Fleet Technical Services

Melissa has been with Georgia Power for 19 years, January 2010. Her past work experience includes Corporate Security, Marketing, Economic Development and currently in Fleet Technical Services.

Melissa was inducted into the Golden Key Honor Society on November 4th. She will be graduating from Clayton State University with a Bachelor's in Management with two minors: Marketing and Supply Chain Management in December. Melissa is one of 6 CEO's for her Strategic Management (capstone course) in her class. She is running a sensors simulation business with 5 functional departments; R&D, Marketing, Production, Finance, HR/TQM. "It has been an enlightening, challenging and rewarding opportunity. I'm excited about reaching this milestone in my life."

We wish you much SUCCESS!

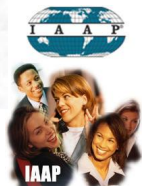
DECEMBER 2009

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6	7	8 		10	11	12
13	14	15	16 		18	19
20	21	22	23	H 		26
27	28	29	30	31		

Upcoming Events



- Dec. 9 — Georgia Power Chapter Meeting **(BRING TAPE & SCISSORS)**
- Dec. 17 — Flat Screen TV Drawing
- Dec. 24 – 25 Christmas Holidays





ONE MINUTE AT A TIME

Let us cherish each day
One minute at a time
Because after the moment is over
You cannot press rewind

Let us make sweet memories
With loved ones and friends
Because you cannot recapture
Time lost to other commitments

Let us always be careful
Of the words that we say
Because "I'm sorry" does not erase
Another's regret, sorrow, or pain

Let us faithfully give thanks
To those who help us along the way
Because you do not always know
If your paths will cross another day

Let us reach out with love
To others who are in need
Because a small act of kindness
Can help heal a wound that's deep

Let us always be thankful
For each brand new day
Because "now" is the time to live
You can only reminisce about yesterday

Let us strive to make choices
With good judgment and wisdom
Because you cannot ignore
The consequences of bad decisions

Let us remove all of the limits
We place on our abilities
Because the power within you
Is constantly waiting to be released

Let us cherish each day
One minute at a time
Because after the moment is over
You cannot press rewind

NEWS CENTER

Coworker Crime on the Rise

Crime at the workplace may be more prevalent than you suspect — and it doesn't have anything to do with missing office supplies or petty cash. In a recent survey by OfficeTeam, 29 percent of employees interviewed said that a coworker has at some point taken credit for their ideas.

The competitive nature of today's workplace may be contributing to idea theft. The tight economy leaves many feeling desperate to impress management in an effort to prove their value to the company or position themselves for a promotion.

Here are some additional tips for getting the credit you deserve:

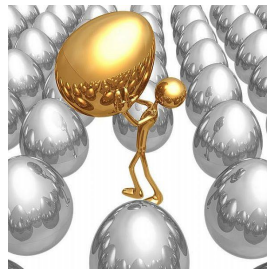
- **Check in often.** Use regular meetings with your manager to give status updates on your ideas and the progress you've made to implement them.
- **Don't be shy.** If your contributions to projects continually get overlooked, think about how you communicate to team members. If other people routinely get credit for your ideas, it may be a sign that you need to be more assertive in your role.
- **Keep your reactions in check.** When a coworker does receive credit for your idea, try to get to the bottom of the situation before you react to it. It could be a misunderstanding, and you should give your colleague the opportunity to present his or her side of the story.

Speak up for others. If you are credited with a coworker's idea, be sure to swiftly correct the situation. Your colleague will appreciate it, and you will set an example for everyone to follow.

Although getting credit on the job is important to your success, giving credit to others can be just as beneficial. Acknowledging those who help develop an idea can motivate the entire team. *Submitted by OfficeTeam. www.officeteam.com.*

Retirement Trust Foundation (RTF)

Theda Gardner CPS, RTF Chair



In 1947, Della Herring stood up at a meeting of NSA (National Secretaries Association) and contributed the first dollar toward her dream of a retirement home for "secretaries".

In 1971, the first residents moved into Vista Grande (the world's only retirement center for administrative professionals) Vista Grande was built entirely through donations to The Trust, with no corporate or association sponsorship. However, The Trust realizes that not every elderly or needy administrative professional

can (or wants to) live at Vista Grande. As a result, in 2003, the Foundation's Board of Trustees began a new program: *the Financial Assistance Program*.

Through this new service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

Today, the RTF's mission statement is forthright: *The mission of the IAAP Retirement Trust Foundation is to assist needy, elderly administrative professionals.* The RTF programs benefit everyone, retirees and future retirees.

So I hope this encourages you to participate in our RTF "50- 50 Drawings". Our next will be at our December meeting. See you then and bring your dollars!

SAFETY & WELLNESS

Keep your safety info easily™

WHAT DO YOU HAVE?

Symptoms to consider when making your own preliminary diagnosis:

Influenza

Antiviral medications can help people feel better if taken within 48 hours of onset of symptoms

- Headache
- High fever
- Dry cough
- Chest pains
- Chills
- Severe fatigue
- Severe aches

NOTE: H1N1 virus also causes some gastrointestinal distress

Cold

Colds are caused by a different virus; symptoms are less severe — and they come on more gradually than flu

- Sneezing
- Stuffy nose
- Hacking cough
- Mild sore throat
- Mild fatigue

Strep throat

A sore throat, but no stuffy nose, may mean it's a streptococcal bacterial infection — antibiotics can help

- High fever
- Pus on tonsils
- Very sore throat

Stomach flu

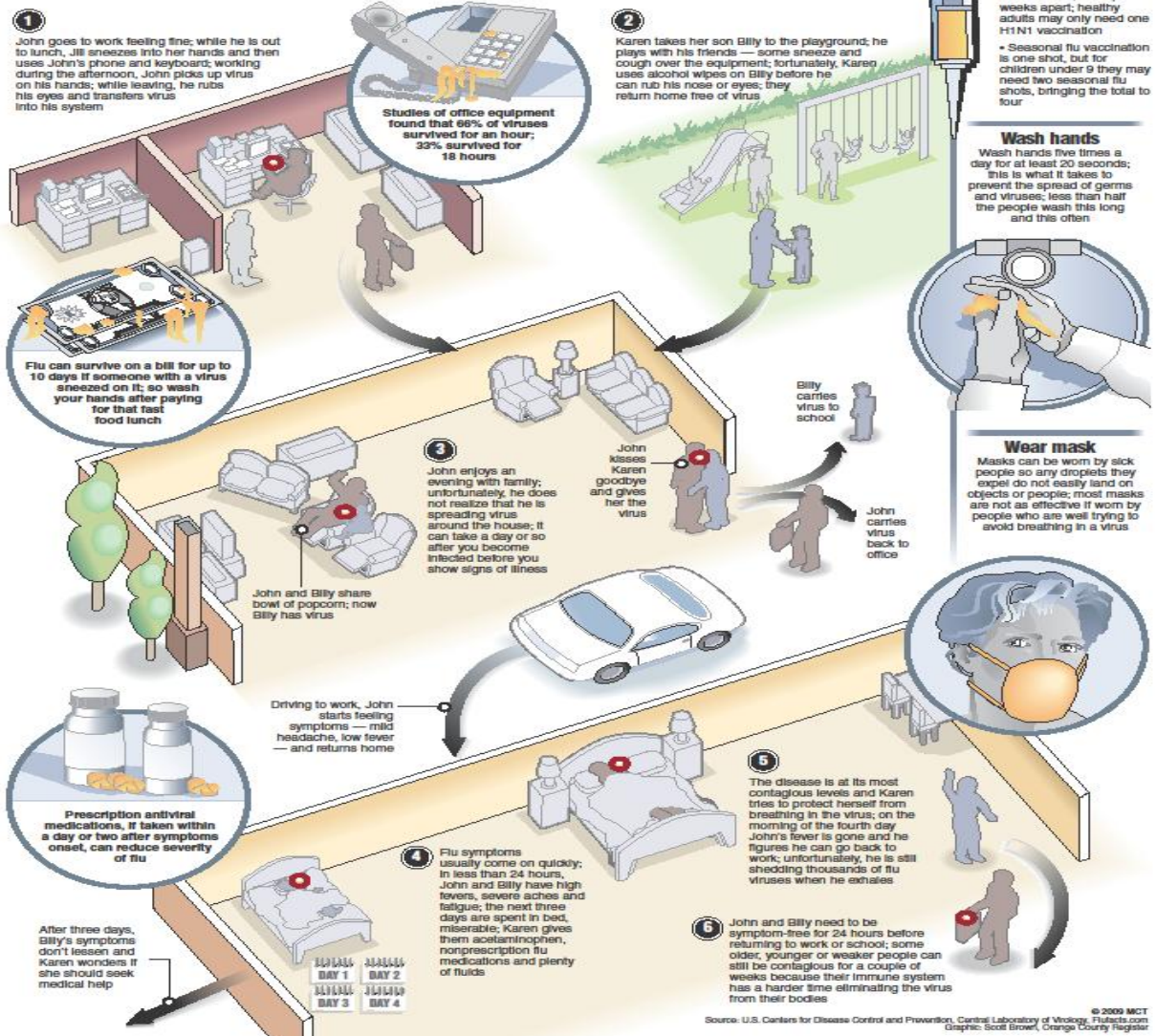
Virus enters via mouth and multiplies in small intestine; symptoms can appear in a few hours, but usually take a day; food poisoning typically is a bacterial infection, such as E. coli

- Headache
- Vomiting
- Fatigue
- Diarrhea

FOLLOWING AN INFECTION

FLU TRAVELS

Flu viruses constantly mutate, making it tough for our immune defenses to recognize the virus and combat it. Since the current strain of the H1N1 virus (known as swine flu) is relatively new, it may be more contagious than seasonal flu, although it seems no more virulent and most cases should be resolved without significant medical intervention. Here is a look at how flu infections spread:



© 2009 MCT
Source: U.S. Centers for Disease Control and Prevention, Central Laboratory of Virology, FluFacts.com
Graphics: Scott Brownell, Orange County Register



TOSHA'S GREEN TIPS

Recycle batteries. Go to Earth911.com, where you can put in your zip code and find places near you that accept them. Better yet, use rechargeables.

Instead of **paper towels**, use a Skoy Cloth. One can last as long as 15 rolls of paper towels; made from wood pulp and cotton, they're 100 percent biodegradable and available at many retailers (\$6 for four; SkoyCloth.com).

Washing Machine. Use the cold-water setting; up to 90 percent of the energy spent washing clothes comes from heating the water.



TRAINING



2010: Reno, Nev., March 8-10, Grand Sierra Resort & Casino

We're living and working in crazy times. Cut-backs in staff, money and resources are the new norm that we must accept and live with. So, how do you get everything done, maintain your sanity, and meet your organization's goals? The answer is through forming, building, nurturing and growing business relationships. The admin is at the center of this 360° innovative solution that requires new knowledge, skills, and attitudes that most of us have to learn on the fly or through trial and error.

Join us for this 2½-day IAAP conference to prepare you to become the polished professional who masters every relationship required in this challenging economy. Discover what it takes to become the office hero by understanding where to find the courage to stretch yourself and courageously face uncertainty head on. Become omnilinguistic, able to speak whatever language that's needed to effectively communicate in any situation. For more information visit

[Registration](#) is now open for the 2010 Spring Conference in Reno

Building Blocks to a Successful Career: The Power of Commitment

February 19-20, 2010

Early Bird Registration \$135 thru January 15, 2010 thereafter \$175

Join us for the 1st Combined Georgia Division

Certification Development Workshop & Student Conference

CrownePlaza Atlanta Airport

1325 Virginia Avenue, Atlanta, Georgia 30344

(404) 768-6660

Room Rate: \$89/night ~ single/double

Hosted by Dogwood Chapter & Heart of Peachtree Chapter

For additional information, contact;

Valisha Baldwin CPS, (404) 652-5918 or via email at vlbaldwi@gapac.com

Wanda Haywood CPS, (404) 652-4621 or via email at wehaywoo@bellsouth.net

Voncile Hodges CPS/CAP, (404) 526-5893 or via email at voncile.hodges@ajc.com

SHOW YOUR SUPPORT

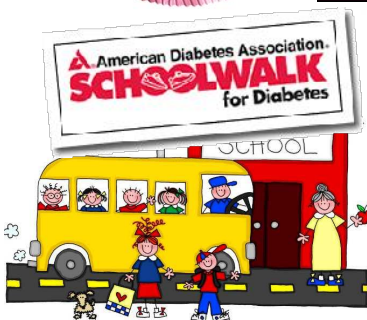


Save Lids to Save Lives

During our annual drive, for every pink lid you send in by December 31, 2009 Yoplait® will donate 10 cents to Susan G. Komen for the Cure®, up to \$1.5 million. And we guarantee a donation of at least \$500,000. So grab your friends, coworkers, yoga class or neighbors and start getting involved today. http://www.yoplait.com/sisl/?WT.mc_id=paid_bannerad_DEF

Rinse, bag, and mail lids to:

Save Lids to Save Lives, PO Box 420704, El Paso, TX 88542-0704



Talk with your school officials about hosting School Walk for Diabetes. School Walk for Diabetes establishes a win-win relationship between schools and the American Diabetes Association. Students learn the differences between type 1 and type 2 diabetes, the benefits of making healthy food choices and exercising every day and ways they can help people with diabetes. At the end of the program, schools earn a percentage of the money raised for physical education equipment or school medical supplies. For more information, go to www.diabetes.org/schoolwalk or contact Nickey White 404-320-7100 ext. 3090 niwhite@diabetes.org.



December

Janet Thurston	12/5
Mary Ellen Cannon	12/8
Debra P. Cartledge	12/11
Alice Y. Gay	12/13
Monica Grant	12/13
Dianne Jordan	12/17
Gail S. Warren	12/17
Shirley S. Smith	12/19
Janice Ross	12/20
Kathy M. Conkle	12/23
Diana B. Hodges, CPS	12/27
Doris Cook, CPS	12/31



Melissa Boston, CPS
You are the Winner!

Thank you for your article submission on page 2. Your contribution helped make our newsletter an awesome one! Enjoy your Starbucks Gift Set! Compliments of me, Tosha-Newsletter Chair

TIPS & TRICKS

Check out www.allmyfaves.com to see if you can find what you are searching for. *By Deborah Baker, CPS*

RECIPE CORNER



AUNT TRINA'S HOLIDAY PUMPKIN BAKE

An old Alabama favorite given to Paula Deen from her Aunt Trina.

SERVINGS: 8

INGREDIENTS

- 1 (15 oz.) can fresh pumpkin
- 1 (12 oz.) can evaporated milk
- 1 teaspoon cinnamon
- 1 c. sugar
- 3 eggs, beaten
- 1 box yellow cake mix

FROSTING:

- 1 (8 oz.) pkg. softened cream cheese
- 1 cup Heavy Whipping Cream
- 1/2 cup powdered sugar
- 1/2 teaspoon cinnamon



DIRECTIONS

In a large mixing bowl, whisk together pumpkin, evaporated milk, cinnamon and sugar until well combined. Add eggs and mix well.

Pour mixture into a 9X13 baking dish prepared with a non stick spray. Sprinkle cake mix evenly over entire top. Sprinkle nuts evenly over cake mix and top with butter pieces. Bake at 350° F for 50-60 minutes. Set aside to cool.

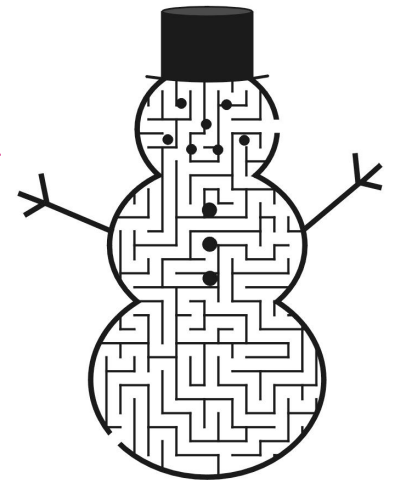
Prepare frosting while cake is cooling. In a large mixing bowl using a hand mixer, whip cream cheese until light. Add in whipping cream and continue to whip until fully combined and thickening. Add powdered sugar and cinnamon and whip until smooth.



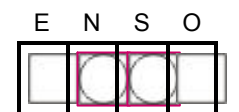
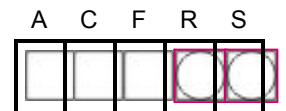
New Year's Resolutions Word Search Puzzle

SUCBOREDCESSFUS
 ELJANUARYFIRSTE
 SNEDWYEEARDSRNT
 ITEHSWGOLUETIEG
 CHEATONDIETOEMO
 RGNBTRATSWENRTA
 EISIMKHUSTRBUNL
 XRETSOCPECMILIS
 ETRSFUICMEIAIOS
 UAERETALAUNNAPB
 LESWILLPOWERFPE
 ATOTAINABLDTEAR
 EALLOSEINTEREST
 GIVEUPLISTICAIN
 RAEYWENDTIMEDDD

- ANNUAL
- BAD HABITS
- BORED
- CHANGE
- CHEAT ON DIET
- DETERMINED
- DIET
- DISAPPOINTMENT
- EAT RIGHT
- EXERCISE
- FAILURE
- GIVE UP
- JANUARY FIRST
- LOSE INTEREST
- NEW START
- NEW YEAR
- RESOLVE
- SET GOALS
- WILL POWER
- WORKOUT



WINTER WORD JUMBLE



Answer:

4. scarf, eyes, nose, melt, frosty

Sudoku

	2	3	
1			4
2			3
	1	4	

Hint: The two missing numbers in the upper left 2x2 square must be 3 and 4 since there is already a 1 and 2 in that square. Now check the rows to see which square can be a 3 or a 4. For example, there is already a 3 in the top row, so the missing number at the top left can't be a 3. After the first of the 4 2x2 squares is filled in, continue on with the other 2x2 squares.



The ABC s of a professional admin:

- A**uditor
- B**udget manager
- C**ater
- D**iplomat
- E**ducator
- F**ire fighter
- G**raphic artist
- H**oop jumper
- I**nternet expert
- J**uggler
- K**itchen liaison
- L**ifeguard
- M**ind reader
- N**ewsletter editor
- O**rganizer-in-chief
- P**urchasing agent
- Q**uality control supervisor
- R**esearcher
- S**preadsheet designer
- T**ravel agent
- U**mpire
- V**olunteer coordinator
- W**ebmaster
- X**erox specialist
- Y**ear-end report compiler
- Z**ookeeper



Thank you, admins. everywhere – you keep business humming! And bless those bosses who appreciate what we do.
Doris, CPS

GEORGIA POWER CHAPTER of IAAP Ways & Means Committee



To purchase tickets, please contact:

Sharon Moore - 404-506-0911
Rozetta Gray - 404-506-7824
Kerri Gibson - 404-506-4728

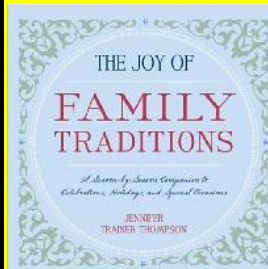
Drawing Held

December 17, 2009

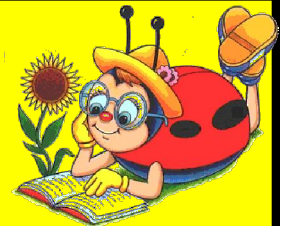
1 ticket—\$3 or 2 tickets—\$5

Proceeds support the initiatives of the Georgia Power Chapter of IAAP.

Reading Corner



The Joy of Family Traditions:
A Season-by-Season Companion to 400 Celebrations and Activities By Jennifer Trainer Thompson



When a special activity evolves into a tradition within a family, it creates meaning, connection, and community and makes common occasions more momentous and memorable. Establishing a sense of stability and shared history has never been more important to parents than it is today, as families become more fractured and scattered. THE JOY OF FAMILY TRADITIONS offers more than 400 fresh ideas and creative approaches to cultivating birthday, anniversary, holiday, and other rite-of-passage and seasonal traditions that strengthen personal bonds and reflect a family's individual style, spirituality, and values.





We're on the Web!

www.IAAP-GPC.org

TOSHA MORELL, EDITOR

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Please submit any articles or information for the January/ February issue by January 8th.

IAAP Vision: To inspire and equip all administrative professionals to attain excellence.

Chapter Purpose:

To network with other professionals; and to assist members in professional growth, office technology and developing administrative skills, while providing tools and information necessary to become effective contributors in the workplace.

DIVISION & INTERNATIONAL NEWS

GEORGIA DIVISION



IAAP Georgia Division President
Donna Mitchell CPS/CAP

What an honor it is to serve as your 55th Georgia Division President! Since my first year on the Board of Directors there has been one Bible verse that I have claimed; Philippians 4:13, *I can do all things through Christ who strengthens me.* Serving as your President is an awesome responsibility, and I can assure you I will continue to claim my favorite Bible verse as I lead the Division.

I am so excited about the new IAAP year! As you already know, International's theme for the new year is POWER of Commitment. Commitment is a line we cross. It's the difference between wishing and doing. Had it not been for the commitment of our former leaders and seasoned members, Georgia Division would not have just celebrated our 55th year. Thank you so much to the committed leaders who established the foundation for our Division!

For more Division news, go to www.iaap-georgia.org

INTERNATIONAL



IAAP International President
Susan Shamali CPS/ CAP

International News:

KUDOS to everyone who held membership drives during the month of October and utilized the Membership Drive presentation! Your efforts have put membership numbers in a positive flow. KUDOS to IAAP's Membership Department! They created a presentation which can be personalized by chapters; they continue to be innovative and creative in their ideas to help IAAP innovate. Membership Sr. Manager Johnston informed us at the Fall Board Meeting that your combined **Power of Commitment** to the admin profession and IAAP have placed us on the road to becoming remarkable. Has inspired many to join . . . Now, we haven't broken the 6/30/09 number, but through your efforts we are 675 members closer to doing so. I firmly believe that your combined **Power of Commitment** to the admin profession and IAAP will post a record year in membership numbers come June 30, 2010.

Thank you for embracing the **Power of Commitment!**

For more International news, go to www.iaap-bq.org

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2009-2010

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Kellie Hand CPS

Vice President

Rozetta Gray

Corresponding Secretary

Brenda Poitier CPS/CAP

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