

The Power Source

PLUGGING INTO PROFESSIONALISM

MAY / JUNE 2007



From The President's Pen ... Mary Ellen Cannon

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Inside this Issue:



My term as President of the Georgia Power Chapter is coming to an end. It has been an exciting and educational year for me and I would encourage anyone who is considering becoming a Board member to do it.

These are just a few things that I have learned this past year that I would like to share with all of you:

1. Do not be afraid to step out of your comfort zone; it is the only way you will learn and grow.
2. Everyday you can learn something new if you keep your ears and eyes open.
3. As soon as you think you know everything, you will have nothing new to learn.
4. You can learn a great deal from your peers. Sometimes you just have to ask.
5. Do not be afraid to ask a question. You may not always like the answer, however, consider it to be helpful criticism and do not take it personally.
6. Read, read, read! The more I read, the more I realize I need to read.
7. When you attend a program or seminar, be there mentally 100%. Do not drift off or read your Blackberry.
8. May you always have a hunger for learning and sharing. It will keep you young and on the competitive edge.
9. No individual should ever feel so full of their level of expertise, that they stop searching for more knowledge.
10. Celebrate each new day. Each day you should learn something new.

(Continued on page 8)

EDITOR'S NOTEBOOK:



Hello all,

I want to start off by apologizing to the GPC Chapter of IAAP for the delay in getting you the latest newsletter.

The newsletter file got corrupt and couldn't be fixed without doing it all over again. I was really upset with myself, since I worked so hard and made one short-cut to finish the newsletter and that short-cut is what corrupted the file.

It's been a process to create the newsletter over again in the midst of transferring from SCS to GPC in a new position. However, doing the newsletter over, gave me an opportunity to include some more up-to-date information for you. I have learned from this latest blunder to take my time and not take short-cuts that may harm or hinder my goals. I hope that you enjoy this last newsletter for the 2006/2007 term. Next newsletter will be under the Presidency of Annie Jackson for the 2007/2008 term. Your feedback is welcomed and vital to the success of our Chapter's Newsletter. Thank you all in advance for your understanding and your patience.

Kim Strickland

**SCHEDULE OF EVENTS -
MAY 2007**

- 5/4-5/07 - CPS & CAP Examinations
- 5/9/07 - GPC IAAP Chapter Mtg. Nominations & Voting

MAY 2007

S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2007

S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**UPCOMING EVENTS -
JUNE 2007**

- 6/5/07 - GPC IAAP 2006/2007 Board Mtg.
- 6/13/07 - GPC Chapter Installation 2007/2008 Officers
- 06/19/07 - Gwinnett Chapter Installation 2007/2008 Officers
- 6/21/07 - AGL Resources Chapter Installation 2007/2008 Officers
- 6/23/07 - Leadership Boot Camp at Georgia Power
- 6/27/07 - Turner Chapter Installation 2007/2008 Officers



APW CELEBRATION & GPC IAAP 15TH BIRTHDAY

Happy 15th Birthday - GPC IAAP Chapter

We're 15-years Young!

On April 26th the Georgia Power Chapter of IAAP celebrated Administrative Professionals Week along with the 15th anniversary of the chapter's charter in 1992. We had a record attendance at this event in that 85 of our members attended, and 37 were able to bring their manager with them. We are happy that 13 of our past chapter presidents were also able to attend.

Our keynote speaker was the Honorable Eva Galambos, mayor of the City of Sandy Springs. She explained why life is an unexpected bowl of opportunities... You just need to know when to grab them.

Doris Cook CPS



Eva Galambos, mayor of Sandy Springs, was the guest speaker at the IAAP luncheon.



WHAT'S HAPPENING...VOICE OF IT



Let me tell you a little bit about the department I work in. I work in IT; specifically I support In-

rastructure Management and the Infrastructure Operations Center. This department monitors the entire IT data, voice, transport and wireless infrastructure for over 25,500 employees and we do it 24 / 7 - 365 days a year.

I was selected to the IT organization's "VOICE of IT" team, which is a group of 15 employees selected by our senior leadership team. "VOICE" (which stands for: V-Valuing, O-Openness, I-Innovation, C-Communication and E-Employees). Our mission is to gather input from all IT employees and identify opportunities and overcome challenges to help create an inclusive work environment. Our task is to create an environment where every employee's abilities and perspectives are respected and leveraged to optimize performance and add value for customers and

shareholders. Our focus is to support one of the key elements from the IT Business Plan - "Great Place to Work." We are role models of Southern Style and the IT Rules of Engagement. We serve as ambassadors and champions of diversity and inclusion and we serve as a sounding board for IT employees. We provide a bridge for communications between IT Staff and Management and we are a catalyst for change to make a real difference in the IT organization. We also serve as a welcoming committee for new IT employees.

We are currently working on inclusion initiatives: Openness and Candor, Consistency and Accountability for Southern Style and Performance Management and Workgroup Fairness. Within our team, we have several committees of which I am on the "VOICE BOX" committee. We actually have 19 wooden boxes placed strategically all over the IT organization throughout the Southern Co. footprint. The team members review each suggestion card, determine which organizations/parties should be involved in the issue and provide a resolution if we already

have an answer. If we do not have answers to the comments/suggestions, then we engage the subject matter experts within Southern Company that may be able to answer the concern or question. Once the subject matter experts respond to our inquiry, and then we post the official responses for IT employees to review. In addition to the resolution process, a monthly summary of all the comments is sent to our Executive Sponsors, Dave Coker and JT Young for their review and additional feedback. So far, IT employee's VOICE has been heard:

- IT VOICE Boxes
- IT Rules of Engagement Communication
- IT Manager's Toolkit
- VOICE team/SLT Focus Group Participation

Vacation Policy changes

All of these changes and more have come about with the assistance of the IT VOICE Team.

Anita M. Sisson

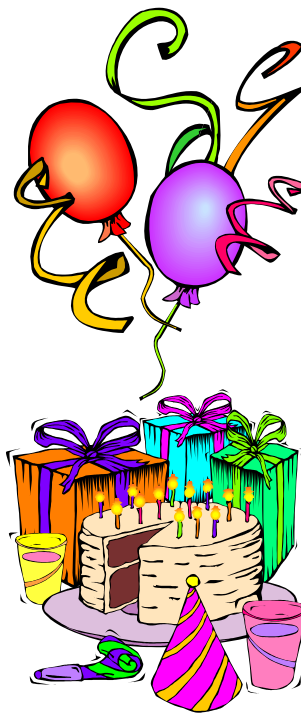
**Senior Administrative Assistant
Southern Company Services
IT / Infrastructure Management**

HAPPY BIRTHDAY...

May 2007

(Belated)

5/05 Tammy Parrish
 5/11 Wanda Williams CPS/CAP
 5/14 Dale Hanson
 5/14 Heather Raines
 5/19 Tosha Daughtry
 5/24 Gigi Lamar
 5/26 Felicia Stevenson
 5/29 Sheilda Hayes CPS
 5/29 Brenda Worley



June 2007

6/04 Sandra Daniel
 6/08 Karen Oliver
 6/11 LaTonya Grier
 6/12 Theda Gardner CPS
 6/15 Treva Presley
 6/16 Burma Anderson
 6/18 Renita Nelloms-Bethune
 6/20 Sharon Mosteller CPS/CAP
 6/24 Marie Spain
 6/30 Judith Baggett
 6/30 Sharon Moore

<http://>

WEBSITES OF INTEREST

<http://>

Phonebook:

www.whitepages.com

Service & Professional Help:

www.kudzu.com

Healthy Living:

www.prevention.com

Microsoft Office Tips & Tricks:

www.microsoft.com/office/greattips/default.msp

Sheffield Office Products:

www.sheffieldop.com

Vacations & Trips:

www.tripadvisor.com

Diversity News:

www.diversityinc.com

Exercise:

www.exercise.lifetips.com

“Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life.” -

-- Dr. David M. Burns

REPORT FROM THE 2007 GEORGIA DIVISION ANNUAL MEETING



This year's Georgia Division Annual Meeting was hosted by the Appalachian Chapter on June 8-10, at the Marietta Conference Center and Resort in Marietta. Eleven Georgia Power Chapter members were in attendance: Mary Ellen Cannon, Annie Jackson, Kerri Gibson, CPS/CAP, Doris Cook, CPS, Theda Gardner CPS, Ave' Bowman CPS/CAP, Melissa Boston CPS, Luana Owens, Anita Sisson, Joyce Camp, CPS and Sheilda Hayes, CPS.

On Friday afternoon we attended a seminar on communication madness. Friday evening we enjoyed dinner in the Brumby House Topiary Garden and had Doug Lothes perform "*Gone with the Wind in 20 Minutes*". Unfortunately we were not able to see the C. C. Morgan Band perform because the BIG rain finally started.

Saturday's business meeting was intense, but we made it through a record number of 18 amendments to the division by-laws in record time – Ralph Dowling CPS would have been proud. We had a total of 188 attendees at the meeting, including International President Sandy Chandler CPS who gave us a quick International update. The luncheon was wonderful, but it was the luncheon speaker who had the entire room spellbound. The Honorable Paschal English, Superior Court Judge of the Griffin Judicial Circuit, also nationally known as "Pappy" on in the TV program "Survivor". Judge English had the entire room mesmerized with his story of how he survived 45 days on a Pacific Island without food or water.

The business session continued on Saturday afternoon and one of the hi-lights of this afternoon was that the Georgia Power Chapter won the Amelia Barclay CPS Chapter Professional Development Award and also the award for Newsletter excellence. Congratulations to our chapter's newsletter editor, Kim Strickland. Kim took over as newsletter editor halfway

through the year and has done an excellent job.

Saturday night's banquet gave us a time to honor Mary Stuckey CPS/CAP for her past year of service as division president, and then it was time for us to welcome Linda Dillon CPS/CAP as the 2007-2008 Georgia Division President. Other Georgia Division Board members include Demetrice Clayton CPS/CAP, President-Elect; Donna Mitchell CPS/CAP, Vice President; Nina Hubbard CAP, Secretary; and Barbara Wiley CPS/CAP, Treasurer.

Please mark your calendar to attend the 2008 Georgia Division Annual Meeting, which will be hosted by the Municipal Employees Chapter on June 6 – 8, 2008, at the Hilton Hotel in Gwinnett County.

Doris Cook CPS

CONGRATULATIONS...



MOTY



Member of The Year

Brenda Poitier has been awarded the honorable Award of being GPC IAAP Member of The Year for the year 2006. CONGRATULATIONS BRENDA!

Yahoo...

2006/2007
Newsletter



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Award
Winner



FROM THE PRESIDENT'S PEN (CONT'D FROM PAGE 1)

The Georgia Power Chapter is the best! O.K. I may be a little biased. This year we have had the opportunity to have two very influential and powerful Georgia mayors, a well known and respected news reporter and a famous motivational book author, just to name a few, speak at our functions. Our members participated in various community and civic projects and raised thousands of dollars in donations. Some members have achieved their CPS/CAP certification after many, many hours of studying. We also had members speak at other IAAP Chapter Impact Meetings and APW events. We achieved all of these and were still there for our families and our jobs. We may not receive awards and acclamations for everything we do; however, this Chapter and each of you individually should be proud of all that we accomplished this year.

It is important for us to always remember that we are a company-sponsored chapter and that we must exhibit the *Southern Style* at all times.

I cannot forget to thank our corporate sponsor, Frank McCloskey, Vice President of Diversity. Frank has shown us encouragement and support and is always there whenever we call him. So, thank you, Frank, for being a mentor to us all!

The next year will be an exciting one! Annie Jackson, your incoming President, is already planning some excellent programs. Please continue to show her the same support that you have given me this year.

Thank you all for allowing me to represent the Georgia Power Chapter as your President for 2006/2007. It has been an honor and an educational experience!

Mary Ellen

"If you have the opportunity to play this game of life you need to appreciate every moment. A lot of people don't appreciate the moment until it's passed." -

-- Kanye West

2007 IAAP INTERNATIONAL CONVENTION

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It's not too late to sign up to attend the 2007 IAAP International Convention being held July 29th - August 1st, 2007 in Tampa, FL . Please see the website <http://www.iaap-hq.org/> for more information and registration.

July 29 th
-
Aug. 1st
2007

Monthly Fit Tip.....Add Physical Activity into Your Work Day



- Brainstorm project ideas with a co-worker/while taking a walk.
- Stand while talking on the telephone.
- Walk down the hall to speak with someone rather than using the telephone.
- Take the stairs instead of the elevator or get off a few floors early and take the stairs the rest of the way.
- Get off the bus a few blocks early and walk the rest of the way to work or home.
- Walk around the building for a break during the work day or during lunch.
- Visit the Fitness Center before work, after work or during lunch.
- Do easy aerobic exercises in your chair like marching or jogging in place, pretend jump rope or jumping jacks. You don't even have to stand up.
- Do simple stretches at your desk to help maintain flexibility.

Many of us have sedentary jobs, and since work takes up a significant part of the day, it can be difficult to find extra time to be physically active. We all need to be active every day, so try the following simple methods and incorporate physical activity into your work day.

MEMBER NEWS...

WELCOME ABOARD TO OUR**NEWEST MEMBERS:**

Roshon Thomas

CONGRATULATIONS:**Connie McKoy**

Connie McKoy has been awarded a certificate of Perfect Attendance for attending every single CPS/CAP review class during our chapter's 2006/2007 CPS/CAP Review Course—Congratulations Connie!

Arlene Mallard

Arlene was nominated and received a plaque from the Xi Beta Omega Chapter Alpha Kappa Alpha Sorority, Inc. Saturday, April 21, during a luncheon, in recognition of

“Outstanding Community Service”.

She also recently celebrated 30 years with Georgia Power Company. (January 10, 2007)

Cherryl Harris

Recently, Cherryl Harris, participated in the Multiple Sclerosis Walk on Saturday, April 21. Cherryl has participated in this walk for over 16 years. Last year she was placed in the Top 50 Individual fundraisers in the state of Georgia by raising \$2,725. Well, this year she out did herself by raising \$3,500! This year she was joined by her daughter and sister (also fundraisers) to help make it a greater experience. Way to go Cherryl!

Kerri Gibson CPS/CAP

We are pleased to announce a permanent developmental move for Kerri Gibson effective May 16, 2007.

Kerri Gibson, currently a Distribution Support Rep in Metro East region, will serve as an Administrative Specialist in the CSO Planning and Support organization. Kerri also recently passed her CAP exam.

Please join us in congratulating Kerri .

Kim Strickland

Kim has been recently promoted from Finance Associate I to Sr. Secretary. Go Kim

The winner of our March Chapter Meeting Retirement Trust Foundation (RTF) 50/50 raffle was Helen Denning CPS/CAP of the Cherokee Rose Chapter. Her share was \$37.00. You could be the next “winner”, So bring your dollars to the next meeting. Good luck from your RTF Chair,

Theda Gardner CPS

Ways and Means**RADA Cutlery Fundraiser**

THANK YOU, THANK YOU, THANK YOU to all those who participated in the recent RADA Cutlery fundraiser. Not only did you receive some outstanding cutlery, you helped the Chapter. Because of the outstanding response (32 orders), the Chapter made a profit of **\$327.46**.

**RADA
CUTLERY**

“A Cut Above The Rest”

Way to go GEORGIA POWER CHAPTER!

Barbara Nedoff CPS

2007/2008 INSTALLATION OF NEW OFFICERS



2007/2008 Board Officers



2007/2008 New President — Annie Jackson



2007/2008 Committee Chairs

It is with Great pleasure that we announce your 2007-2008

President - Annie Jackson

President-Elect - Donna Goodman

Vice President - Kerri Gibson CPS/CAP

Recording Secretary - Verna Arnold

Corresponding Secretary - Susan Williams CPS/CAP

Treasurer - Shuntrela Roger-Gillion CPS/CAP



IAAP Georgia Power Chapter Officers



We're on the Web!

<http://www.iaap-georgia.org>

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Please submit any articles or information for the July/August issue by July 11th.

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.

Board of Directors

2006-2007

Officers

Mary Ellen Cannon
President

Annie Jackson
President Elect

Vacant
Vice President

Renita Nelloms-Buthane
Corresponding Secretary

Donna Goodman
Recording Secretary

Susan Williams CPS/CAP
Treasurer

Sharon Mosteller CPS/CAP
Honorary Director

Committee Chairs

Bylaws & Standing Rules
Sheilda Hayes CPS

CPS/Education
Doris Cook CPS

Historian
Shuntrela Rogers-Gillion CPS/CAP

Information/Publicity
Angela Stewart

Membership
Brenda Poitier CPS

Newsletter
Kimberly Strickland

Program/Seminar
Angela Hosch

RTF
Theda Gardner CPS

Scrapbook
Kerri Gibson CPS/CAP

Ways & Means
Verna Arnold

Webpage
Anita Sisson

DIVISION & INTERNATIONAL NEWS



IAAP Georgia Division President
Mary Stuckey CPS/CAP



Division News:

- May 1st is the registration deadline for the 53rd Georgia Division Annual Meeting.
- May 20—Annual Report due to Georgia Division Vice President Clayton
- June 8-10— Georgia Division Annual Mtg, Appalachian Chapter Conference Center
- *For more Division news, go to www.iaap-georgia.org*



IAAP International President
Sandra P. Chandler CPS



International News:

- 2007 International Convention and Education Forum
Tampa Convention Center
Tampa, Florida
July 29-August 1, 2007

Please check Internationals website periodically for updates.

- **CPS and CAP holders and those interested in certification:** Mark your calendars now for the 2007 Certification Conference. The Hyatt Regency San Antonio on the historic River

Walk will be the setting for top-notch educational sessions and valuable networking opportunities. October 14 - 17, 2007

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

